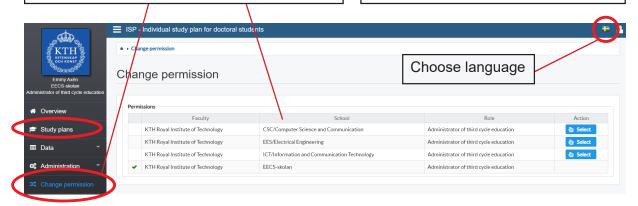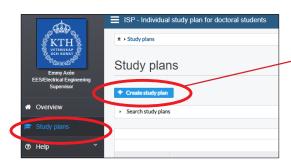# How to fill out the ISP at EECS 2025

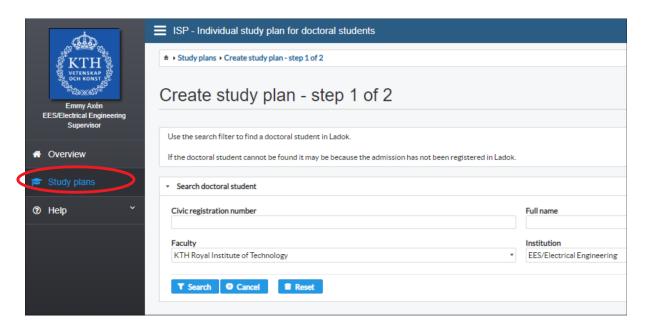To create a new ISP, the principal supervisor needs to click on "Study plans".

Remember to check that you are logged in with the correct permission if you have several roles in the system. You might also have to change "Schools".

Both principal supervisor and doctoral student can initiate a revision of the eISP. Log in, click "Study plans" in the menu to the left, and then the button "Revise" next to the doctoral student's name.
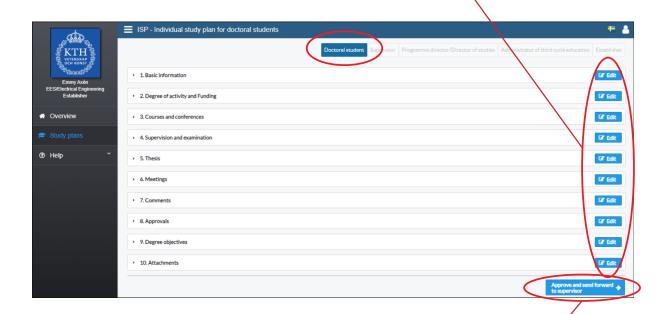

The supervisor will be able to choose a doctoral student by clicking "Create study plan". Use the search filter to find a doctoral student in Ladok.

If the doctoral student cannot be found it may be because the admission has not yet been registered in Ladok.
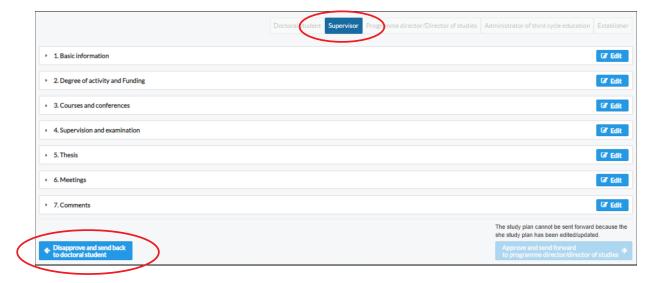
As soon as the supervisor has clicked 'Create', the doctoral student can view the ISP. The supervisor must notify the doctoral student when an ISP has been created since this will not be done automatically. Now the supervisor and the doctoral student can work on the ISP simultaneously.

If the doctoral student wants to make changes, he or she clicks on the edit icon to the right side of the section where editing needs to be done.

When the student is satisfied with the ISP, he/she clicks on 'Approve and send forward to supervisor'. The principal supervisor is notified via e-mail that the student has submitted the ISP for approval. If the supervisor makes any changes, the ISP cannot be sent forward, because it has been edited/updated, and the only option will be to "dissaprove" the ISP and return it to the doctoral student for his/her approval. The ISP will not be forwarded to the PA until the principal supervisor has approved the plan without revisions.
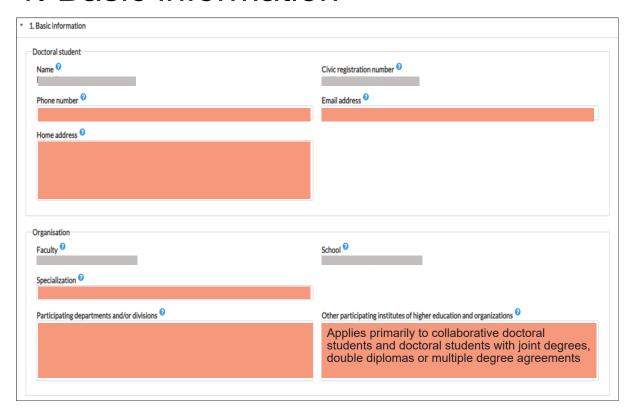
If any changes are made you'll need to add a message in the message log. The messages in the message log, are saved in the plan, but will disappear when the plan is finalized. When the study plan enters the approval phase (i.e. when the doctoral student approves the plan), all messages in the log will be forwarded with e-mail notifications to all the subsequent people receiving the ISP.
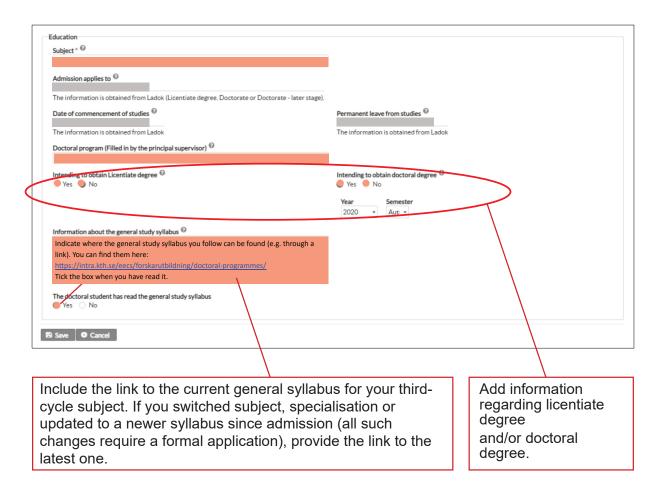
If a doctoral student is revising the ISP solely to include a second-cycle course, they can make a note in the message log to expedite the process.

1. Basic information
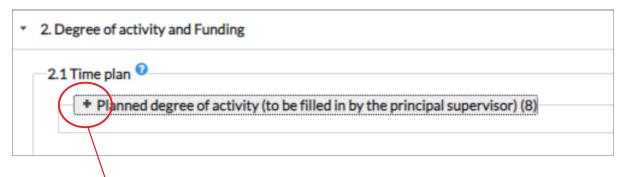
The fields marked in red indicate compulsory information, unless special circumstances permits them to be left blank. Some information is obtained from Ladok and you will not have to write it yourself.

Remember to check if the subject has a specialisation and which one this is. If the subject has a specialisation it needs to be written in the specialisation box, even if it has the same name as the subject.

Include the link to the current general syllabus for your third-cycle subject. If you switched subject, specialisation or updated to a newer syllabus since admission (all such changes require a formal application), provide the link to the latest one.

Add information regarding licentiate degree
and/or doctoral degree.

2. Degree of activity and funding

Planned activity and funding for the entire study period as doctoral student must be stated on this tab. Remember that this is a plan, and that it can be amended later. To see the plan and edit, you need to press the +.

For doctoral students employed by industry the planned activity will often be lower than 100%.
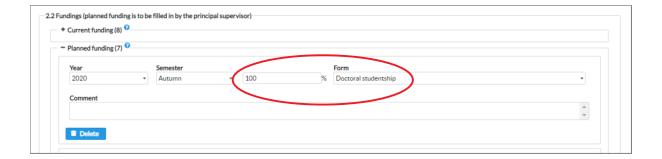
Here the supervisor states how far the student has reached towards the objective of the final degree (also see tab 3.5).

The work achieved may differ from the study period used (as you can see in the example above). This may be due to two reasons:
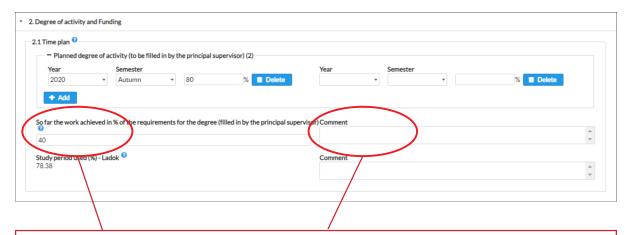
1. Study period used is updated one whole semester at a time. Therefore, the number may be misleading at the beginning of a new semester.

2. The number does not take into account all information in section 2.4 "Past and present leaves/appointments eligible for extensions", such as commission-of-trust. Read more here: https://intra.kth.se/en/eecs/forskarutbildning/individual-study-plan-isp-1.813436

Use the comment box beside if you like to make the reason for the difference clear. You can write, for example: "see 2.4".
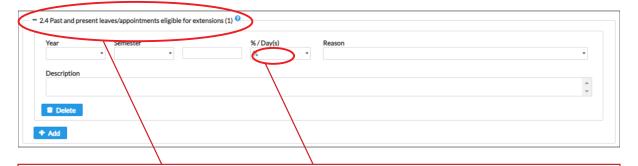
In 2.2 you should state the doctoral student's funding. If the doctoral student has no planned funding he/she will not be registered in Ladok and will not be able to use student benefits, register for courses or get updated certificates.

If the student is employed as a doctoral student at KTH you should choose "Doctoral studentship". In Swedish, choose "Anställning som doktorand".

The funding has to add up to 100% for each term regardless of the activity (2.1).

For a regular position as a doctoral student 2.1 and 2.3 should add up to 100%.

2.3 Departmental duties: to date and planned (10) ❓

Year	Semester		Task
2020	Autumn	20 %	MSc Thesis Coordination

🗑 Delete

2.4 Past and present leaves/appointments eligible for extensions (1) ❓

Year	Semester		% / Day(s)	Reason

Description

🗑 Delete

➕ Add
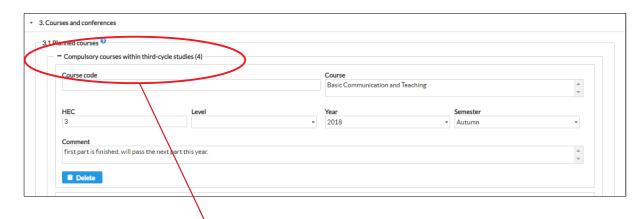
Extension of employment due to illness, service in the military armed forces, parental leave or leave of absence related to an elected position in a union or student organization (commission-of-trust) is stated in 2.4. Total time for departmental duties and commission-of-trust is coordinated together with the supervisor. Should not exceed 20% in total.

Sidenote: When calculating an extension of employment due to special reasons, HR will mainly use information from other systems and reports, such as HR+ and decisions from the THS PhD Chapter Board.

2.5 Available fixed resources ❓

Office space
🔘 Yes ⚪ No

Computer
🔘 Yes ⚪ No

Other available fixed resources
Access to super computer

Comment

💾 Save ⊗ Cancel
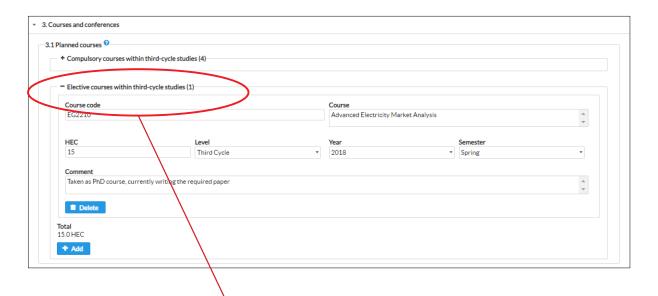
When the section is filled out you need to save to be able to continue the revision.

3. Courses and conferences

All compulsory courses must be stated here from the time of admission. You will find the compulsory courses for each subject in the general study syllabus on the web page: https://intra.kth.se/en/eecs/forskarutbildning/doctoral-programmes.

Remove the courses from section 3.1 when they are completed and reported in Ladok.

You only need to plan the elective courses one year in advance.

If you want to transfer credits, include the courses here and submit the form "FO-TRAK" to the Doctoral Education Support. This applies to courses on all levels.

If you plan to take a first or second cycle level course at KTH this must be stated as a planned course in your latest established ISP before you apply for and start the course.

More information is found here: https://intra.kth.se/en/eecs/forskarutbildning/courses/course-information-for-doctoral-students

Remove the courses from section 3.1 when they are completed and reported in Ladok.

3.2 Completed courses: The information is obtained from Ladok. If it is finished but not yet reported in Ladok, leave the course under planned courses and add a comment.

3.2.1 Credited courses: The information is obtained from Ladok. If it is finished but not yet reported in Ladok, leave the course under planned courses and add a comment.

3.3 is compulsory since it indicates that some of the objectives are fulfilled

3.4 and 3.5: If relevant for the doctoral program, indicate completed and planned activities and seminars here. You only need to plan one year in advance.
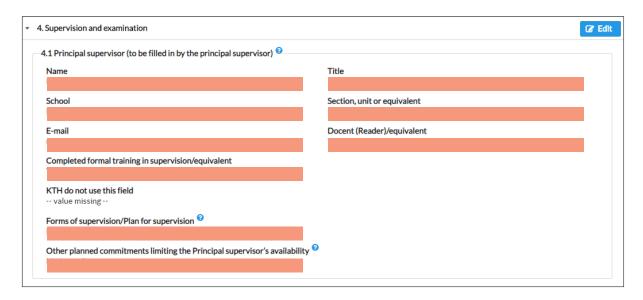
It is highly recommended that the following seminars or meetings are entered in the individual study plan under tab **3.5**:

30% Checkpoint – Meeting/seminar where the doctoral student thoroughly presents the plan for and status of their project. This must be planned for in the first individual study plan and shall take place 16 months after admission. If there are extensive deviations from the plan the individual study plan should be revised after the meeting.
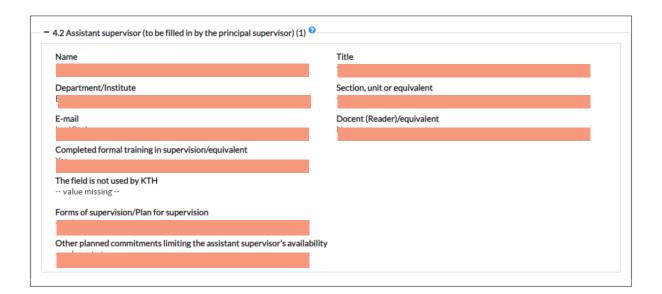
Licentiate seminar or 50% seminar – Seminar held when at least 50% of the requirements have been met for a final doctoral thesis and defense. If the format is a 50% seminar, an external representative should be present to discuss the work. This representative should meet the same requirements as the special reviewer for a licentiate thesis. This seminar must be planned for in the first individual study plan, but can be changed later if necessary.

80% predefense – Meeting/seminar where the supervisor and the proposed advance reviewer participate. Others may also be invited. Also to be planned for in the first individual study plan, but can be changed later if necessary.

4. Supervision and examination

4. Supervision and examination   [Edit]

4.1 Principal supervisor (to be filled in by the principal supervisor) ❔

Name

Title

School

Section, unit or equivalent

E-mail

Docent (Reader)/equivalent

Completed formal training in supervision/equivalent

KTH do not use this field
-- value missing --

Forms of supervision/Plan for supervision ❔

Other planned commitments limiting the Principal supervisor's availability ❔

The fields marked in red indicate compulsory information

4.2 Assistant supervisor (to be filled in by the principal supervisor) (1) ❔

Name

Title

Department/Institute

Section, unit or equivalent

E-mail

Docent (Reader)/equivalent

Completed formal training in supervision/equivalent

The field is not used by KTH
-- value missing --

Forms of supervision/Plan for supervision

Other planned commitments limiting the assistant supervisor's availability

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At least two supervisors must be appointed for each doctoral student. Please fill out all information known for *all* supervisors.
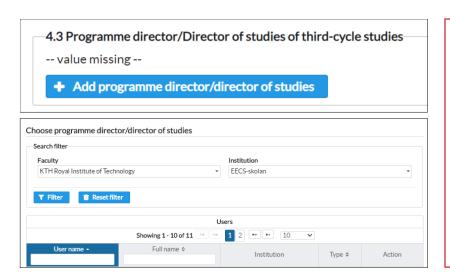
Do not use "4.4 Additional persons" to indicate assistant supervisors.
Please add assistant supervisors by clicking "Add assistant supervisor" under 4.2

+ Add assistant supervisor

Choose assistant supervisor

Search filter

Faculty	Institution
KTH Royal Institute of Technology ▾	EECS-skolan ▾

🔍

CHE/Chemical Science and Engineering
CSC/Computer Science and Communication
ECE/Education and Communication in Engineering Science
EECS-skolan
EES/Electrical Engineering
ICT/Information and Communication Technology
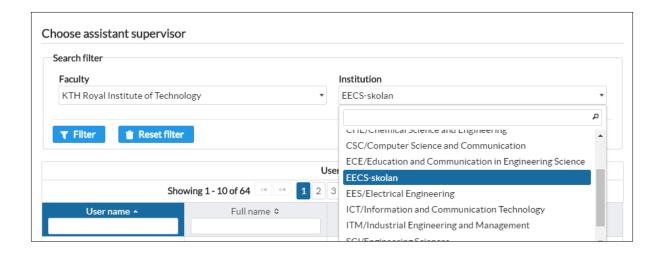ITM/Industrial Engineering and Management
SCI/Engineering Sciences

▼ Filter   🗑 Reset filter

User

Showing 1 - 10 of 64 |◄ ◄◄ **1** 2 3
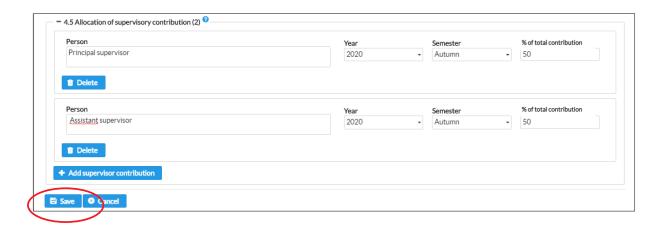
User name ▲	Full name ◊

4.2 If the supervisor is from another school at KTH, choose the school from the list, and supervisors from that school will appear in the box. If you cannot find a name, a user account can be created by contacting Doctoral Education Support.

4.3 Programme director/Director of studies of third-cycle studies

-- value missing --

+ Add programme director/director of studies

Choose programme director/director of studies

Search filter

Faculty	Institution
KTH Royal Institute of Technology ▾	EECS-skolan ▾

▼ Filter   🗑 Reset filter

Users

Showing 1 - 10 of 11 |◄ ◄◄ **1** 2 ►► ►| 10 ▾

User name ▲	Full name ◊	Institution	Type ◊	Action

4.3 Click 'Add programme director/ director of studies" and choose a person from the list.

If you are uncertain whom to choose, follow this link: https://intra.kth.se/en/eecs/forskarutbildning/individual-study-plan-isp

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4.5 Add allocation of supervisory contribution, at least up until the next revision. Leaving the "Semester" field blank and adding yearly data is acceptable.

− 4.5 Allocation of supervisory contribution (2) ❓

Person	Year	Semester	% of total contribution
Principal supervisor	2020 ▾	Autumn ▾	50

🗑 Delete

Person	Year	Semester	% of total contribution
Assistant supervisor	2020 ▾	Autumn ▾	50

🗑 Delete

+ Add supervisor contribution

💾 Save   ⊘ Cancel

5. Thesis
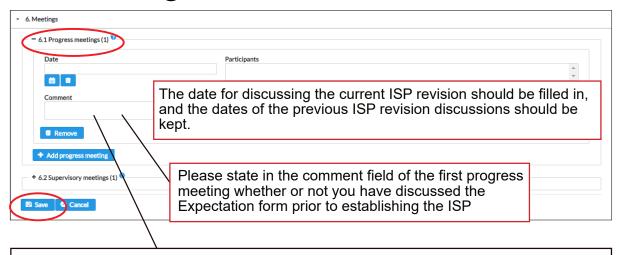
▾ 5. Thesis

5.1 Title of the thesis or doctoral project ❓

Indicate the title of the thesis or doctoral project, alternatively the working title.

5.2 Description of thesis or doctoral project ❓

Present a summary of the thesis project, including a brief summary of the problem domain, research questions to be addressed, hypotheses, planned methodology and expected results. A longer description of the thesis project can be added as an attachment to the ISP.

You can include here explicit and objective sub-targets for 30%, 50% and 80% of the thesis projects. Upon completion of these sub-targets the student will advance on the doctoral student salary ladder. Reaching these sub-targets is often coupled to a 30%, 50%,and 80% seminar, for which the planned dates should be indicated in 3.5.

In lack of explicit and objective sub-targets specified here, progression on the doctoral student salary ladder is time-based. A 30%, 50%,and 80% seminar can be scheduled without specifying sub-targets, but has no impact on progression on the salary ladder.

5.3 Planned form of thesis ❓
🔴 Monografi   🔴 Aggregation   ⚪ Not specified
Indicate the form of the thesis (compilation thesis, monograph thesis)

5.4 Parts of the thesis/component papers completed ❓

Present already achieved research goals/intermediate goals, articles, reports etc.

5.5 Thesis work in progress ❓

Indicate thesis work in progress (e.g. chapters of the thesis, articles, data collection).

5.6 Planned thesis work ❓

Indicate planned on-going thesis parts (e.g. chapters of the thesis, articles, data collection), and how stress recovery is managed, specifically for each of the deadlines (conferences, etc.) the coming 12 months.

5.7 Deviations from previous study plan ❓

If no deviations write: According to plan.

Otherwise, state in detail the objectives that were not fulfilled, what was actually achieved, and the reasons for the deviations. The latter can, e.g., be changes in priorities, rate of study, supervision, technical difficulties.

Indicate any deviations from previous study plan.

💾 **Save**   🔄 **Cancel**

6. Meetings

The date for discussing the current ISP revision should be filled in, and the dates of the previous ISP revision discussions should be kept.

Please state in the comment field of the first progress meeting whether or not you have discussed the Expectation form prior to establishing the ISP
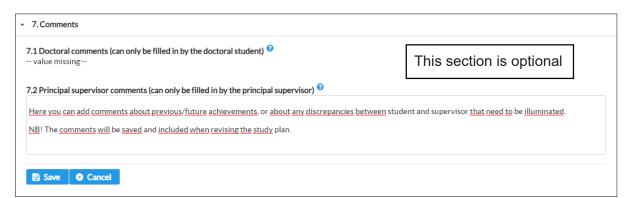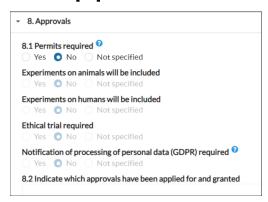
6.1 For doctoral students within the doctoral programme Electrical Engineering: It is recommended that you state whether you have read the policy document "Policy on doctoral student stress within the doctoral programme Electrical Engineering" and what measures you might have taken, in the comment box.

You will find the document here: https://intra.kth.se/en/eecs/forskarutbildning/doctoral-programmes/electrical-engineering-1.817610

7. Comments

This section is optional

8. Approvals

Even if no ethical permits are needed, don't leave it "Not specified", tick the box "No" under permits required.
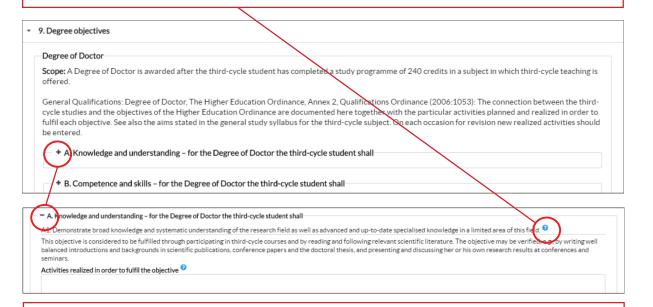
If your research uses personal data, you must report this to the personal data representative at KTH.

9. Degree objectives

This tab indicates the objectives that the Swedish higher ordinance board has set for doctoral students. To fill this out is mandatory. The objectives are connected to the intended degree (doctoral or licentiate) and are different depending on which of the two the student is aiming for. A description of how the objectives can be obtained can be found if you click on the question mark in the blue circle:

On page 14 you will find an example of a text that connects certain courses to these objectives. Doctoral students within the doctoral programme **Electrical Engineering** are strongly recommended to copy and paste this text. Should these doctoral students prefer to indicate how they satisfy the objectives differently, they are free to do so. Doctoral students within other doctoral programmes who are intending to take, or have passed these courses, may also find this text useful.

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9. Degree objectives

Degree of Doctor

Scope: A Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.

General Qualifications: Degree of Doctor, The Higher Education Ordinance, Annex 2, Qualifications Ordinance (2006:1053): The connection between the third-cycle studies and the objectives of the Higher Education Ordinance are documented here together with the particular activities planned and realized in order to fulfil each objective. See also the aims stated in the general study syllabus for the third-cycle subject. On each occasion for revision new realized activities should be entered.

+ A. Knowledge and understanding – for the Degree of Doctor the third-cycle student shall

+ B. Competence and skills – for the Degree of Doctor the third-cycle student shall

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– A. Knowledge and understanding – for the Degree of Doctor the third-cycle student shall

A1. Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field.

This objective is considered to be fulfilled through participating in third-cycle courses and by reading and following relevant scientific literature. The objective may be verified e.g. by writing well balanced introductions and backgrounds in scientific publications, conference papers and the doctoral thesis, and presenting and discussing her or his own research results at conferences and seminars.

Activities realized in order to fulfil the objective

The section "**KTH sustainability goal**" can be reached in part by taking relevant courses which address sustainability aspects in the learning outcomes, e.g., FID3023 "Research Methodology in Computer Science", FDM3506 "ICT and Sustainability", FDM3514 "Research Methods in Media Technology and Human-Computer Interaction", FDD3001 "Research: Theory, Method, Practice", or FAK3127 "The Sustainable Scientist".

In addition, the goal is reached by critically reflecting on the impact of the doctoral student's own research on the sustainable development of society as well as by including this in the doctoral thesis.

Additionally, for doctoral students within Electrical Engineering, the goal can be reached in part by taking two subject courses where sustainable development activities and learning outcomes are integrated.

The goal is optional for doctoral students admitted before 31 December 2020.

9. Degree objectives

A1. By taking courses in the field of ..., and thesis work.

A2. By taking the course FAK3014 with the learning outcome: "Account for and apply fundamental concepts from the theory and methodology of science on problem areas within the theory and methodology of science", "identify and critically discuss, both orally and in writing, fundamental theoretical and methodological issues in the technical, natural and social sciences", "identify and critically discuss, both orally and in writing, specific methodological problems in a study, the design of an experiment, the use of a particular method of measurement, or the use of a particular model".

B1. By taking the course FAK3014 with the learning outcome: "Account for fundamental theories concerning the epistemological and explanatory status of science".

B2. By taking the course FAK3014 with the learning outcome: "The fundamental problems common to the natural sciences and on the general strategies, methods and concepts that modern science has developed to address these problems" and "analyze the relationship between the basic results of a study and the conclusions that legitimately can be drawn on the basis of the results."

B3. By taking the course FDS3103 with the learning outcome: "Know how to apply the IMRD structure in the production of a research article", "argue persuasively for a research idea using references to published research" and "correctly use and reference source material according to journal standards".

B4. By taking the course FLH3000 with the learning outcome: "Present and explain topics and perform activating assignments within your own field of study" and "Show an ability to use and apply basic concepts, material and methods in, and conditions for, teaching and learning within higher education", and the course FDS3103 with the learning outcome: "Understand basic principles of scientific writing for both specialized and non-specialized audiences" and "Popular Science writing".

B5. By taking the course FLH3000 with the learning outcome: "Give and receive feedback" and "preparation, practice, reflection, and acquisition of knowledge together with sharing experiences and ideas with others."

B6. By taking the course FAK3127 with the learning outcome: "Research Applications. Idea-phase. Application and contract-phase. Formal application and contract process. Contract management and negotiation. Project-phase. Innovation processes, patents and product sales".

C1. By taking the course FAK3127 with the learning outcome: "Key ethical issues and concepts (such as autonomy and informed consent). Research misconduct. The relevance of the research norms of basic ethical theories. Ethical review and research ethics committees, the new law on research ethics review."

C2. By taking the course FAK3127 with the learning outcome: "The researcher's responsibility for the consequences of research." And "conceptual and practical tools that a researcher needs in order to - on a long term basis - interact with society."

KTH sustainability goal - See previous page.

10. Attachments

If you would like to include larger text documents in the ISP, you can upload them in section 10, as an attachment.

Please visit our webpage. It contains lots of useful information:
https://intra.kth.se/eecs/forskarutbildning