

How to fill out the ISP at EECS 2024

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.

Faculty	School	Role	Action
KTH Royal Institute of Technology	CSC/Computer Science and Communication	Administrator of third cycle education	Select
KTH Royal Institute of Technology	EES/Electrical Engineering	Administrator of third cycle education	Select
KTH Royal Institute of Technology	ICT/Information and Communication Technology	Administrator of third cycle education	Select
✓ KTH Royal Institute of Technology	EECS-skolan	Administrator of third cycle education	

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.

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 been registered in Ladok.

Search doctoral student

Civic registration number	Full name
<input type="text"/>	<input type="text"/>
Faculty	Institution
KTH Royal Institute of Technology	EES/Electrical Engineering

Search Cancel Reset

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.

The screenshot shows the 'ISP - Individual study plan for doctoral students' interface. The top navigation bar includes roles: Doctoral student (circled in red), Supervisor, Programme director/Director of studies, Administrator of third cycle education, and Establisher. The main content area lists 10 sections, each with an 'Edit' button on the right. The 'Approve and send forward to supervisor' button is highlighted at the bottom right.

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 "disapprove" 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.

The screenshot shows the 'ISP - Individual study plan for doctoral students' interface from the supervisor's perspective. The top navigation bar includes roles: Doctoral student, Supervisor (circled in red), Programme director/Director of studies, Administrator of third cycle education, and Establisher. The main content area lists 7 sections, each with an 'Edit' button on the right. The 'Disapprove and send back to doctoral student' button is highlighted at the bottom left. A message at the bottom right states: "The study plan cannot be sent forward because the she study plan has been edited/updated."

Message log

New message *

Save Cancel

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.

1. Basic information

1. Basic information

Doctoral student

<p>Name [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #cccccc;"></div>	<p>Civic registration number [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #cccccc;"></div>
<p>Phone number [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #f4a460;"></div>	<p>Email address [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #f4a460;"></div>
<p>Home address [?]</p> <div style="border: 1px solid gray; height: 40px; background-color: #f4a460;"></div>	

Organisation

<p>Faculty [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #cccccc;"></div>	<p>School [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #cccccc;"></div>
<p>Specialization [?]</p> <div style="border: 1px solid gray; height: 15px; background-color: #f4a460;"></div>	<p>Participating departments and/or divisions [?]</p> <div style="border: 1px solid gray; height: 40px; background-color: #f4a460;"></div>
<p>Other participating institutes of higher education and organizations [?]</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f4a460;"> <p>Applies primarily to collaborative doctoral students and doctoral students with joint degrees, double diplomas or multiple degree agreements</p> </div>	

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.

Education

Subject * [?]

Admission applies to [?]

The information is obtained from Ladok (Licentiate degree, Doctorate or Doctorate - later stage).

Date of commencement of studies [?] Permanent leave from studies [?]

The information is obtained from Ladok The information is obtained from Ladok

Doctoral program (Filled in by the principal supervisor) [?]

Intending to obtain Licentiate degree [?] Intending to obtain doctoral degree [?]

Yes No Yes No

Year Semester

2020 Aug

Information about the general study syllabus [?]

Indicate where the general study syllabus you follow can be found (e.g. through a link). You can find them here:
<https://intra.kth.se/eecs/forskarutbildning/doctoral-programmes/>
 Tick the box when you have read it.

The doctoral student has read the general study syllabus

Yes No

Save Cancel

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

2. Degree of activity and Funding

2.1 Time plan [?]

+ Planned degree of activity (to be filled in by the principal supervisor) (8)

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%.

2. Degree of activity and Funding

2.1 Time plan

Planned degree of activity (to be filled in by the principal supervisor) (2)

Year	Semester	%	Action
2020	Autumn	80	Delete
			Delete

+ Add

So far the work achieved in % of the requirements for the degree (filled in by the principal supervisor) Comment

40

Study period used (%) - Ladok

78.38

Comment

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".

2.2 Fundings (planned funding is to be filled in by the principal supervisor)

+ Current funding (8)

- Planned funding (7)

Year	Semester	%	Form
2020	Autumn	100	Doctoral studentship

Comment

Delete

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

- 2.4 Past and present leaves/appointments eligible for extensions (1) [?](#)

Year	Semester	% / Day(s)	Reason
		0	

Description

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

When the section is filled out you need to save to be able to continue the revision.

3. Courses and conferences

3. Courses and conferences

3.1 Planned courses

Compulsory courses within third-cycle studies (4)

Course code Course
Basic Communication and Teaching

HEC Level Year Semester
3 2018 Autumn

Comment
first part is finished, will pass the next part this year.

Delete

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.

3. Courses and conferences

3.1 Planned courses

Compulsory courses within third-cycle studies (4)

Elective courses within third-cycle studies (1)

Course code Course
EG2210 Advanced Electricity Market Analysis

HEC Level Year Semester
15 Third Cycle 2018 Spring

Comment
Taken as PhD course, currently writing the required paper

Delete

Total
15.0 HEC

Add

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 (2)

+ 3.2.1 Credited courses (8)

3.2.3 Exam on research level exists
 No

The information is obtained from Ladok. A checked box means that a graduate degree exists (Licentiate degree)

+ 3.3 Planned and completed participation at conferences (4)

+ 3.4 Planned and completed activities, including international participation (1)

+ 3.5 Planned and completed seminars (1)

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
<input type="text"/>	<input type="text"/>
School	Section, unit or equivalent
<input type="text"/>	<input type="text"/>
E-mail	Docent (Reader)/equivalent
<input type="text"/>	<input type="text"/>
Completed formal training in supervision/equivalent	
<input type="text"/>	
KTH do not use this field -- value missing --	
Forms of supervision/Plan for supervision ?	
<input type="text"/>	
Other planned commitments limiting the Principal supervisor's availability ?	
<input type="text"/>	

The fields marked in red indicate compulsory information

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

Name	Title
<input type="text"/>	<input type="text"/>
Department/Institute	Section, unit or equivalent
<input type="text"/>	<input type="text"/>
E-mail	Docent (Reader)/equivalent
<input type="text"/>	<input type="text"/>
Completed formal training in supervision/equivalent	
<input type="text"/>	
The field is not used by KTH -- value missing --	
Forms of supervision/Plan for supervision	
<input type="text"/>	
Other planned commitments limiting the assistant supervisor's availability	
<input type="text"/>	

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: KTH Royal Institute of Technology

Institution: EECS-skolan

Filter Reset filter

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

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

Choose programme director/director of studies

Search filter

Faculty: KTH Royal Institute of Technology

Institution: EECS-skolan

Filter Reset filter

Showing 1 - 10 of 11

1 2 10

User name	Full name	Institution	Type	Action

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

4.5 Add allocation of supervisory contribution, at least up until the next revision.

4.5 Allocation of supervisory contribution (2)

Person: Principal supervisor	Year: 2020	Semester: Autumn	% of total contribution: 50
Delete			
Person: Assistant supervisor	Year: 2020	Semester: Autumn	% of total contribution: 50
Delete			
+ Add supervisor contribution			
Save Cancel			

5. Thesis

The boxes marked with a red frame are mandatory to fill out

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

6.1 Progress meetings (1)

Date

Participants

Comment

Remove

Add progress meeting

6.2 Supervisory meetings (1)

Save Cancel

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

7.1 Doctoral comments (can only be filled in by the doctoral student)

-- value missing --

7.2 Principal supervisor comments (can only be filled in by the principal supervisor)

Here you can add comments about previous/future achievements, or about any discrepancies between student and supervisor that need to be illuminated.

NB! The comments will be saved and included when revising the study plan.

Save Cancel

This section is optional

8. Approvals

8.1 Permits required

Yes No Not specified

Experiments on animals will be included

Yes No Not specified

Experiments on humans will be included

Yes No Not specified

Ethical trial required

Yes No Not specified

Notification of processing of personal data (GDPR) required

Yes No Not specified

8.2 Indicate which approvals have been applied for and granted

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.

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

- 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

10. Attachments

-- value missing --

[+ Add new attachments](#)

[Save](#) [Cancel](#)

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>

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Third cycle education support

- Admission
- Courses >
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- Ladok Certificates
- Licentiate Seminar
- Public Defence of Doctoral Thesis
- Thesis
- Doctoral programmes >
- Contact

Individual Study Plan (ISP)

School of Electrical Engineering and Computer Science (EECS)

News

Questions or feedback

If you have any questions or feedback concerning the eISP system, please contact e-isp@kth.se.

Revision periods

All individual study plans at the school should be revised once per year during a specific revision period. Right now, the revision period is underway for three of the school's four doctoral programmes:

- **Computer Science:** The revision period is 1 January—31 March 2020. Those who have an established ISP after 1 October 2019 do not need to do another revision.
- **Mediated Communication:** The revision period is 1 January—31 March 2020. Those who have an established ISP after 1 October 2019 do not need to do another revision.
- **Information and Communication Technology:** The revision period is 3 February—27 March 2020. Those who have an established ISP after 1 December 2019 do not need to do another revision.
- **Electrical Engineering:** The revision period will take place during the autumn of 2020.

Since 1 April 2019, the first individual study plan should be created after admission, not before.

Creating and revising an ISP

To help you speed up this process, you can follow this [step-by-step guide \(pdf 6.0 MB\)](#) which has been made specifically for EECS.

If you have technical difficulties, please contact e-isp@kth.se.