

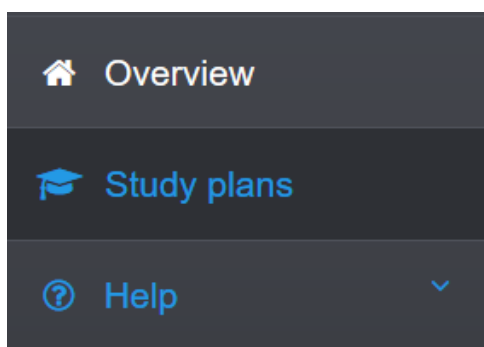


## Create a study plan – principal supervisor

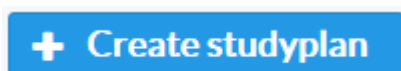
As a principal supervisor you take the first step in creating the study plan for your doctoral student.

### Step by step

1. Login to the ISP system<sup>1</sup>, click **Study plans** in the menu to the left.



2. Click the button **Create study plan**.



3. From here follows two steps to create the study plan.
  - A. Select your doctoral student either by entering civic registration number (format YYMMDD-XXXX), searching by first and last name, or by clicking **Search** to list all doctoral students at the department. Your department will be pre-selected, but you can search among other faculties and departments in case your doctoral student belongs to another than yours. Click the faculty or department drop-downs to list them.

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<sup>1</sup> Use any web browser except Safari or Microsoft Explorer when working in the ISP system.

▼ Search filter

Civic registration number

Full name

Faculty

Institution

By clicking **Search** without entering any search criteria, you receive a list of all the doctoral students at the department.

▼ Search filter

Civic registration number

Full name

Faculty

Institution

Doctoral students

Showing 1 - 10 of 163 (174294)

Civic registration number	Full name	Action
19 [REDACTED]	Viktor [REDACTED]	<input type="button" value="Select"/>
19 [REDACTED]	Hanna [REDACTED]	<input type="button" value="Select"/>

Click the **Select** button next to the doctoral student whom you wish to create the study plan for.

- B. Verify the information of the doctoral student and the admission. If your doctoral student have more than one active admission to choose from, you select which one here to create the study plan fort (in most cases there is only one admission available). When done click **Create study plan**.

Create studyplan - step 3 of 3

Select admission.

Doctoral student

Full name  
Viktor [REDACTED]

Civic registration number  
19 [REDACTED]

Email address  
[REDACTED]

Organisation

Faculty  
The Faculty of Science

Institution  
Department of Chemistry & Molecular Biology

Education

Admission \*  
Natural Science (NNAVET01, Doctoral degree)

4. The study plan is now created and opens up before you. At this point the study plan is available for editing both to you as principal supervisor and to the doctoral student. Your doctoral student receives an automatic email notification stating that the study plan is created. As principal supervisor, no further action is required to give your doctoral student access the study plan.

You can now review all parts of the study plan by clicking on the section to expand. If you wish to edit, click the **Edit** button found in the top right corner of each section (either before or after expanding the section).

When information has been entered, the **Save** and **Cancel** buttons are found in the bottom of the section you are currently in. Every section has its own **Save** and **Cancel** buttons. You only need to save in the section you are editing.

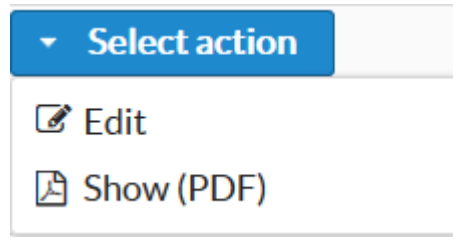


If you wish to leave the study plan you can click any option in the menu to the left, log out or close the web browser.

- The study plan is now in status **Created** and available for editing by both doctoral student and principal supervisor until the doctoral student clicks the **Approve and send forward** button, and the study plan enters the approval process. Please note that the doctoral student is the first person to approve the study plan after creation. The principal supervisor does not send the study plan to the doctoral student after creation.

Doctoral student	Subject	Examiner	Version	Status	Last change	Action
Viktor [redacted]	Natural Science		1	Created	09/03/20 11:06	Select action

By clicking **Study plans** in the menu to the left you can list all the study plans you are involved in as supervisor. An action button is located next to each study plan containing options on handling it. After the study plan has been created, you can choose to either edit or display it as PDF.



The following steps describe the continued process for the study plan.

6. The doctoral student enters information in the study plan and then approves it. The approval is done by clicking the button **Approve and send**. When done, the study plan changes its status to **Waiting for principal supervisor**.
7. Once the doctoral student has approved and forwarded the study plan, the principal supervisor will receive an e-mail notification stating that there is a study plan to approve.
8. If you as principal supervisor approve of the information in the study plan you click **Approve and send forward**. An automated email notification will be sent to the Director of Studies<sup>2</sup>/Deputy Head of Department<sup>3</sup> stating that there is a study plan to approve. The status of the study plan will be changed to **Waiting for Director of Studies/Deputy Head of Department**.
9. If you disapprove or have opinions of the information in the study plan, click the button **Disapprove and send back** at the bottom of the form. The status of the study plan will then change to **Waiting for doctoral student**.
10. Once the Director of Studies/Deputy Head of Department has approved the study plan, it will be forwarded to the Head of Department for establishment. If the Director of Studies/Deputy Head of Department does not approve the study plan, it will be passed back to you as the principal supervisor and the doctoral student for adjustments and re-approval.
11. Once the Head of Department has established the study plan it is finalized and only available as a PDF document. An automated e-mail notification is sent out to the doctoral student, the principal supervisor, the assistant supervisor and the department administrator.

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<sup>2</sup> Applies to the School of Economics and Management and the Faculty of Social Sciences

<sup>3</sup> Applies to the Faculty of Medicine