



## Revise the study plan – principal supervisor

The individual study plan shall be followed up at least once a year. This is done by revising the study plan in the ISP system.

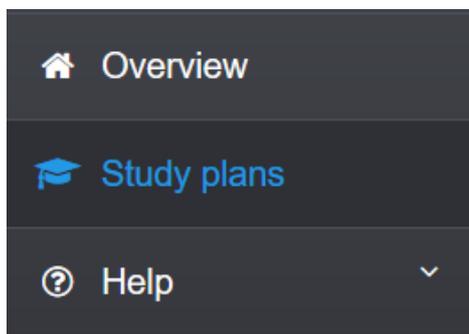
Eleven months after the last establishment of the study plan, an automatic email notification is sent out to you and to your doctoral student with a reminder to initiate the revision process. The notification is repeated once a week until the doctoral student has approved a revised version of the study plan.

If the revised version of the study plan has not been approved by the doctoral student thirteen months after the establishment of the previous study plan, the email reminders will be sent to the Head of Department.

Only the principal supervisor can initiate the revision process in the ISP-system.

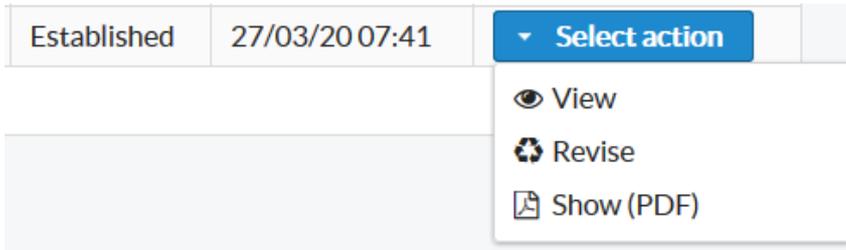
### Step by step

1. Log in to the ISP system<sup>1</sup> and click **Study plans** in the meny to the left for an overview of your study plans. Click the **Select action** button next to the established study plan you want to revise, then click **Revise**.

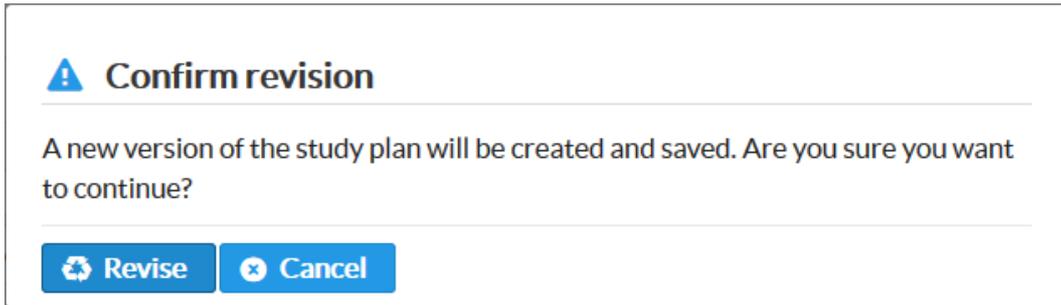


	Mathematics	Björn Marcus Examinator	1	Established	27/03/20 07:41	<a href="#">Select action</a>
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<sup>1</sup> Use any web browser except Safari or Microsoft Explorer when working in the ISP system.



2. A dialogue window appears where you confirm that you wish to proceed. If you click **Revise** to continue, the new version of the study plan is created and saved immediately.



3. You have now created a new version of the study plan. If you click **Study plans** in the menu to the left you will find the new version of the study plan in status **Created**.

Studyplans						
Showing 1 - 2 of 2 (3)						
Doctoral student	Subject	Examiner	Version	Status	Last change	Action
	Mathematics	Björn Marcus Examiner	2	Created	27/03/20 09:29	Select action

If you check the box by **Archived** in the search filter, the previous version of the study plan will be visible and available as a PDF file.

Filter study plans

Status of studyplan

Created

Waiting for

Decision on admission

Established

Type of supervisor

Principal supervisor

Assistant supervisor

Type of study plan

Current

Archived

Filter Clear filter

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Studyplans

Showing 1 - 2 of 2 (3)

Doctoral student	Subject	Examiner	Version	Status	Last change	Action
	Mathematics	Björn Marcus Examiner	1	Established	27/03/20 07:41	Select action
	Mathematics	Björn Marcus Examiner	2	Created	27/03/20 09:34	Select action

4. When you have created the new version an automatic email is sent to the doctoral student informing that the study plan has been revised and is available to edit, and where to log in.

5. Both the doctoral student and you can add data to the study plan as long as it is in status **Created**.
6. When the doctoral student is finished updating the study plan, and has checked with you, he or she approves the study plan by clicking the **Approve** button at the bottom of the study plan.
7. Once the doctoral student has approved the study plan, you will receive an automatic email notification from the ISP system informing you that there is a study plan to approve.
8. In the ISP-system you will find the study plan in the status **Waiting for supervisor**. You open the study plan by clicking the **Select action** button and then **Edit**.
9. The blue frames points out the areas (both tabs and fields within tabs) where updates have been made from the previous version.

If you do not want to see the highlighting of updated areas, click the checkbox **Hide differences** at the top of the study plan.

10. When you have reviewed the study plan you can either return it to the doctoral student (not approve) or approve and pass on to the Director of Studies<sup>2</sup>/Deputy Head of Department<sup>3</sup> using the buttons at the bottom of the study plan.
11. If the Director of Studies/Deputy Head of department has remarks on the content of the revised version of the study plan and chooses to **Return to sender**, you will be informed of this through an automatic email notification that there is a study plan to approve. Otherwise, the Director of Studies/Deputy Head of Department approves the study plan and passes it on to the Head of Department.
12. The revision of the study plan is completed once the Head of Department has established the study plan.

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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