



**LUND**  
UNIVERSITY

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## Revise the study plan – doctoral student

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 principal supervisor with a reminder to initiate the revision process. It is your principal supervisor who initiates the revision process by creating a new version of the study plan.

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

### Step by step

1. Your principal supervisor initiates the revision process by creating a new version of the study plan, and you will receive an automated email informing you that the study plan has been revised and is available for you to edit.
2. When you log in to the ISP system<sup>1</sup>, you will find the new version of the study plan in the status **Created**, which means that it is available for you to edit.

Example:

Subject ↕	Examiner ↕	Version ↕	Status ↕	Last change ↕	Action
Business Administration	Eva Examinator	1	Established	30/03/20 13:10	<a href="#">Select action</a>
Business Administration	Eva Examinator	2	Created	30/03/20 13:13	<a href="#">Select action</a>

Version 2 is present in the status **Created** and has a **Select action** button next to it. The previous version is still available only to view.

When opening the new version, changes from the previous version of the study plan can be found where sections are surrounded by blue frames.



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

- Now click **Select action** and **Edit** to open your study plan. During the time you are working with the study plan you can save, close and continue working as you please. The study plan will not be closed for editing until you have clicked the **Approve** button at the bottom of the form.
- When you are satisfied with the new version and have checked with your principal supervisor, you click the button **Approve and send**. This will lock the study plan from further editing. After this, an automated email notification is sent to your principal supervisor stating that there is a study plan to approve.

 **Confirm**

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Do you want to approve the study plan and send it forward?

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After approving, the study plan changes status to **Waiting for supervisor** and is no longer available for you to edit.

Subject ↕	Principal supervisor ↕	Examiner ↕	Version ↕	Status ↕	Last change ↕	Action
Business Administration	Hulda Handledare	Eva Examinator	2	Waiting for Supervisor	30/03/20 13:16	<input type="button" value="Select action"/>

- If your principal supervisor approves the revised version of the study plan, it will be passed on to the Director of Studies for approval, and after that passed on to the Head of Department for establishment.

If the Head of Department have remarks on the study plan, it will be passed back to you for update. In this case you will get an automatic email notification stating that there is a study plan to approve.