



ISP system user manual

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1 Introduction

1.1 What is an ISP?

Every doctoral student is to have an individual study plan (ISP). The study plan is to serve as a guiding instrument for the entire study programme and ensure that the studies are conducted and followed up efficiently.

The individual study plan is to be drawn up and revised in consultation between the doctoral student, supervisor and director of studies, and the plan is adopted by the head of department. The head of department is responsible for making sure that the individual study plan is revised and followed up at least once a year. The plan shall also be revised if necessary in view of any changes regarding the doctoral student's studies, as well as at the doctoral student's request.

A lot of the information in the form will be retrieved from the student registry, Ladok, throughout the implementation of the programme. This type of information cannot be entered manually; therefore, if the information requires editing, you must contact your Ladok administrator.

The individual study plan is an official document and can therefore be disclosed to the public. Bear this in mind when filling in the plan.

1.2 Rules concerning individual study plans

The rules concerning individual study plans can be found in the Swedish Higher Education Ordinance, and in the Regulations for doctoral education at Lund University.

2 General information about the system

2.1 Authorisation

Doctoral students are automatically given access to the system when they are admitted to the doctoral programme in Ladok. The ISP administrator at the department assigns ISP system authorisation (roles) to new supervisors, doctoral examiners and establishers. Contact the ISP administrator to gain access to the system. The administrator assigns authorisation to employees not only at Lund University (LU), but also at other organisations, for instance, in the case of supervisors.

2.2 Login

As an employee or an enrolled doctoral student at Lund University, you can log into the ISP system at <https://isp.education.lu.se/>, using your LUCAT ID and password.

If you are not employed at Lund University, and therefore registered as an external user in the system, you log in at <https://isp.education.lu.se/isp/externalLogin>. Before you can log in, the ISP administrator at your department has to create a user account for you in the ISP system. When this is done you will receive an automatic e-mail containing your username and a link to set your password.

2.3 User help

As you complete the study plan form, you will find that some fields provide additional information to help you. To read these help texts, click on the question mark symbol.

2.3.1 English version

Once you have logged in, you can switch to an English version of the ISP system, by clicking on the flag at the top right-hand side of the home page.

2.4 System roles

The users in the ISP system have different roles. Depending on which role you have, you will be able to see and do different things. The roles of the people participating in the creation and approval of the individual study plan are:

- **Doctoral student** – can edit a drawn-up plan
- **Supervisor** – The principal supervisor draws up the plan and edits it together with the doctoral student. Assistant supervisors can view the study plan and access the PDF version of the plan. Only the principal supervisor can initiate the creation of a new study plan and the revision of an existing study plan.
- **Director of studies/Deputy head of department** – can approve/not approve the study plan (send it back).
- **Establisher** – Head of department, can adopt/not adopt the study plan (send it back).
- **Deputy establisher** – can adopt/not adopt the study plan (send it back) when the Establisher is also the principal supervisor for the doctoral student.

There are also various administrative roles:

- **Observer** – can see which plans have been drawn up at the department, and read adopted plans.
- **Department administrator** – assigns roles to supervisors, directors of studies and establisher, and can view the study plans at the department.
- **Faculty administrator** – can view the study plans at the faculty and has the role of super administrator.

The establisher is not able to type into any fields, but only adopt/not adopt, and write in the message log.

The director of studies/deputy head of department role is to be entered into the study plan by the doctoral student or the principal supervisor. The director of studies is then tied to the specific study plan. A change

of the director of studies can be performed in conjunction with a revision or by the faculty administrator, in cases where the study plan is "stuck" with a director of studies who is no longer available. The roles as Establisher and Deputy Establisher are tied to the specific department and cannot be changed in the study plan.

2.5 If you have multiple roles in the system

If you have multiple roles in the system – e.g. principal supervisor and director of studies – you will automatically be logged in as the higher-ranking role. This means that if you are both a director of studies and a supervisor, you will always be logged in as a director of studies. To change roles, click on “Change permission” in the menu on the left.

2.6 Searching in the system

You can search for any part of the text in the system without using * before or after the keyword/name.

2.6.1 Searching for study plans

By selecting ‘Current study plans’, you will find study plans which have been created but not yet adopted, as well the latest version of any adopted study plans. Under ‘Archived study plans’ you will find study plans for which a later version has been created, i.e. version 1 of a plan if there is a version 2. Here you can also find study plans for doctoral students who have obtained a degree or interrupted their studies (these are marked accordingly).

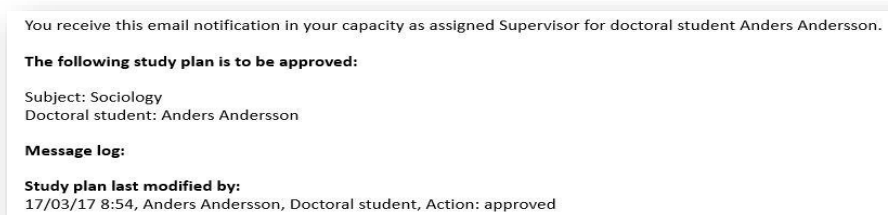
2.7 Auto messages from the system

When the principal supervisor has created or revised a study plan, the ISP system sends an email to the doctoral student with information that a study plan has been created. If the doctoral student revises the study plan, an automatic e-mail is sent to the principal supervisor.

Automatic reminders are sent from the ISP system throughout the study plan decision-making process (read more about the decision-making process in Chapter 3). These emails are a reminder to approve/adopt the study plan. In addition to the name of the doctoral

student and the subject, the emails include the entire message log, i.e. all messages written in the log found at the bottom of the study plan form (see Chapter 4.11).

Details on why you have received the study plan, and by whom it was last managed, are included in the email:

A screenshot of an email notification. The text inside the email reads: "You receive this email notification in your capacity as assigned Supervisor for doctoral student Anders Andersson." followed by "The following study plan is to be approved:". Below this, it lists "Subject: Sociology" and "Doctoral student: Anders Andersson". Then it says "Message log:" followed by "Study plan last modified by:" and "17/03/17 8:54, Anders Andersson, Doctoral student, Action: approved".

You receive this email notification in your capacity as assigned Supervisor for doctoral student Anders Andersson.

The following study plan is to be approved:

Subject: Sociology
Doctoral student: Anders Andersson

Message log:

Study plan last modified by:
17/03/17 8:54, Anders Andersson, Doctoral student, Action: approved

The system also sends emails when it is time to revise the study plan (read more about revisions in Chapter 5). The reminder is sent to the doctoral student and principal supervisor 11 months after the adoption of the study plan. If the approval process of a revised version has not begun after 13 months, the reminder will be sent directly to establisher.

After graduation or interruption of study, all e-mail reminders will cease to be sent from the system.

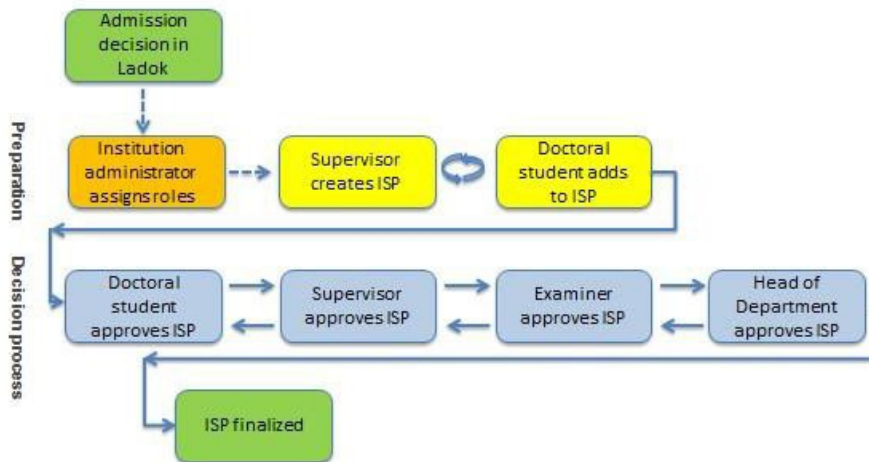
3 Process within the ISP system

The process of drawing up an individual study plan involves different steps and users with various authorisations and roles. Every individual study plan goes through a number of different bodies before it is adopted.

3.1 ISP procedure

Before a study plan can be drawn up, the doctoral student must be admitted to a third-cycle study programme, and their admission must be registered in Ladok. The ISP administrator at the department is to make sure that the principal supervisor has obtained ISP system authorisation, that is, has been assigned the role of supervisor. Once

the roles have been assigned, the department administrator is to send a message (manually) to the principal supervisor saying that the plan can be drawn up.



3.1.1 Preparations and work regarding the content of the plan

3.1.1.1 *The principal supervisor creates a study plan for the doctoral student*

As the principal supervisor, you are to log into the ISP system and go to 'Study plans' in the menu. Click 'New study plan' and select a doctoral student from the list (all doctoral students at the department will be listed). When the study plan has been created, the study plan form will open.

3.1.1.2 *The doctoral student and principal supervisor work on the study plan*

Once the study plan has been drawn up, and received the status 'Created', the plan is to be completed by the doctoral student and the principal supervisor. The doctoral student and principal supervisor have equal access to the plan and can agree on who is to fill in what information. If you want to continue to work on the study plan at a later date, click 'Save'.

3.1.2 Decision-making process

3.1.2.1 The doctoral student approves the plan

Once the doctoral student and principal supervisor have completed the study plan form, the plan must be approved and adopted by the doctoral student, principal supervisor, director of studies and head of department. The doctoral student initiates the approval process by clicking the 'Approve' button, after which the plan will be locked for further editing by the doctoral student.

3.1.2.2 The principal supervisor approves the plan

Once the doctoral student has approved the plan, a message will be sent to the principal supervisor saying that there is a study plan to approve. If the principal supervisor makes changes to the plan, it must be returned to the doctoral student for approval. Only after the principal supervisor has approved the plan without any changes can the plan be forwarded to the director of studies for approval.

3.1.2.3 The director of studies approves the study plan

Once the doctoral student and principal supervisor have approved the study plan, the plan will be sent to the person listed as the director of studies/deputy head of department in the plan. The director of studies will receive an email saying that there is an individual study plan to review and approve, and see a notification at the Overview page after logging into the ISP system. In Section 7 Comments there is a specific field where the director of studies/deputy head of department can fill in a comment, but otherwise the director of studies cannot edit the information which has been entered in the study plan. If the director of studies fills in the field in Section 7, the study plan is returned to the doctoral student for approval. The director of studies can also leave a message in the message log (see chapter 4.11). If the director of studies does not approve the study plan, the plan will be returned to the principal supervisor, in which case the director of studies should include a message in the message log explaining to the supervisor why the plan is returned. Once the study plan has been approved by the director of studies, the plan will be forwarded to the establisher.

3.1.2.4 The head of department adopts the study plan

Once the director of studies has reviewed and approved the study plan, a message will be sent to the establisher (the head of department) saying that there is a study plan to adopt. The establisher will also see a notification on the Overview page of the ISP system. The establisher can review all sections of the study plan, but is unable to edit the information which has been entered. If the establisher has comments on the content, the plan will be returned to the director of studies, in which case the establisher should include a message in the message log explaining to the director of studies why the plan is returned.

Once the study plan has been adopted, the plan will only be accessible as a PDF. The PDF version of the adopted study plan will indicate the dates of when the plan was approved/adopted by the doctoral student, principal supervisor and head of department.

It is also possible to assign the role of deputy establisher, in cases where the establisher is the supervisor and therefore should not adopt the study plan themselves. The deputy establisher only has access to the study plans that the ordinary establisher cannot adopt, but otherwise has the same characteristics when adopting as mentioned above.

4 Information in the study plan

The information in several of the fields of the individual study plan is retrieved from other systems, primarily Ladok, but also others, such as Lucat. These pre-completed fields are not editable.

Although most of the details in the study plan are not compulsory in the system, information concerning the director of studies, the title and a description of the thesis, must be completed before the plan can be approved and subsequently adopted.

When completing the study plan form, remember to save regularly.

Important information concerning updates from Ladok

Information is transferred from Ladok and Lucat to the ISP system continuously. When creating a new or revising an adopted study plan, the plan contains updated information from Ladok and Lucat. When the study plan is opened for editing by a doctoral student or principal supervisor, new information is retrieved from Ladok automatically.

New Ladok information can be retrieved until the principal supervisor approves the plan. If the retrieved details seem incorrect, start by checking the source system Ladok. If the details are correct in Ladok but not in the plan, please contact the faculty administrator.

4.1 Basic information

Name

The information is retrieved from Ladok.

Civic registration number

The information is retrieved from Ladok.

Telephone

The information is retrieved from Ladok, if listed there. The number can be also edited in the study plan.

E-mail

The information is retrieved from Lucat, but can be edited. The email address included in the study plan will be used whenever messages are sent from the system.

Home address

Provide the home address of the doctoral student.

Faculty

Information retrieved from Ladok/Lucac.

Department

Information retrieved from Ladok/Lucac.

Section, unit or equivalent

Indicate whether the doctoral student belongs to a specific division, unit, office or equivalent.

Other participating institutes of higher education and organizations

Specify any other participating higher education institutions and/or organisations that part of the programme will be conducted in collaboration with. This only applies to doctoral students whose research project is a collaborative project, doctoral students employed outside academia, or doctoral students pursuing a joint/double/multiple degree. A separate agreement for these collaborations is required and must be attached.

Subject

The information is retrieved from Ladok.

Admission applies to

Information retrieved from Ladok concerning the intended degree of the programme (licentiate degree programme or doctoral degree programme).

Date of admission

Date of when the doctoral student commenced their third-cycle studies. Information retrieved from Ladok, and corresponds to the start of the study period in Ladok.

Permanent leave from studies

Information regarding withdrawal from studies is retrieved from Ladok. A withdrawal means that the study place is abandoned and cannot be reclaimed.

Education fulfilling entry requirements

Review of required prior education is done upon admission, so this field is not mandatory, but if necessary, the doctoral student's qualifying education for admission to the current doctoral program is indicated, for example basic and special eligibility.

Graduate school

Indicate whether the doctoral student has been admitted, or plans to apply, to a graduate school and, if so, which. E.g., the Agenda 2030 Graduate School.

Intending to obtain Licentiate degree

Indicate whether the doctoral student is planning to attain a licentiate degree and, if so, at what point in time.

Intending to obtain doctoral degree

Indicate at what point in time the doctoral student intends to publicly defend their doctoral thesis.

Information about the general study syllabus

Indicate where the general study plan is to be found (attach appendix or registration number). If the doctoral student is granted permission to follow a newer version of the syllabus, this is to be stated here. The doctoral student is to tick the box to indicate that they have read the programme syllabus.

4.2 Rate of study and finance

Time plan

Current rate of study - Ladok

Information on activity is reported by the doctoral student on a special form and entered into Ladok by an administrator at the end of a six-month period. When calculating the utilised study time, reported leave such as parental leave, sick leave and granted extensions for reasons such as teaching are taken into account.

Total current study period used (%) – Ladok

The information on activity is reported by the doctoral student on a special form and entered into Ladok by an administrator at the end of each six-month period. What is shown is the total activity percentage reported to date divided by the total doctoral time of 800% or 400% for the licentiate degree.

For example, if the doctoral student has completed activities corresponding to 600%, the completed period of study is 75%

($600/800=0.75$). If you have questions concerning third-cycle studies activities, you should check the information in Ladok.

Employment period used (%) (not applicable at LU)

This field is not used at LU.

Planned rate of study

Specify the planned rate of study for the duration of the programme. If the doctoral student does not keep up with the planned rate of study, explain why in the comments field.

Fundings

Current funding

Information about the funding (employment, scholarship, etc) received thus far is retrieved from Ladok. The information is reported by the doctoral student on a special form and entered into Ladok by an administrator at the end of each six-month period.

Planned funding

The purpose of this field is to indicate how much of the funding is of a particular type. If the doctoral student receives two different types of funding for the same semester, two lines may be used. The total percentage for every semester must amount to 100%, regardless of the degree of activity.

Any agreements with external funders (scholarship providers, employers, other funding sources, etc.), and the period of funding, can be specified in the comments field.

Departmental duties/Teaching: to date and planned (%)

These duties must not exceed 20% of a full-time post over the entire period of study. The departmental duties are to result in a corresponding extension of the doctoral studentship.

Past and present leaves/appointments eligible for extensions

In accordance with the Higher Education Ordinance, an extension of a doctoral studentship is granted under special circumstances, such as parental leave or leave due to illness, military service, or duties as an

elected representative of trade unions and student organisations. If leave is to be granted for special reasons, this must be authorised in a separate decision. The description field provides the opportunity to specify more details concerning the leave.

Available variable resources

Specify what financial resources are available to cover costs for conferences, computer programmes, literature, equipment, etc. You can also describe the resources that the research environment offers in the form of various networks, other employees, available seminar series, graduate schools, etc.

Available fixed resources

Specify the doctoral student's access to a workspace and a computer, as well as the user terms and access to a telephone, email, photocopying machine, etc. You can also describe important equipment and/or infrastructures around the project.

4.3 Courses and conferences

Planned courses

Provide information about any planned compulsory and elective courses.

Completed courses

Information retrieved from Ladok. The doctoral student can check to make sure that the information in the study plan and in Ladok match by logging into Ladok.

Credited courses

Information retrieved from Ladok. If any information is incorrect or missing - first check in Ladok that everything is correctly entered there.

Exam on research level exists

Information retrieved from Ladok. If a box is ticked it means that the student has obtained a third-cycle degree.

Planned and completed participation at conferences

Make a detailed planning of conference participation, including the application for any travel grants, for the next 1-2 years and more general plans for the entire duration of the programme. International conferences usually need to be planned well in advance so that there is time to apply for travel grants, for example.

Type and/or name of any contribution

Specify the name of any contribution, and the type of contribution (e.g. participation with a poster or oral presentation). You can indicate if the aim is to strengthen subject matter expertise (broad or specific).

Planned and completed activities, including interaction with the wider society and international mobility

Report activities that link to several of the generic knowledge and skills described in the degree objectives. For example 1. interaction with the surrounding society, 2. interaction with the research community, including international mobility (type of mobility, country and length of stay in weeks), 3. applying for grants and thus writing a project plan, 4. administration, organisation and leadership.

Planned and completed seminars

Report any planned and completed seminars/equivalent, e.g. midway seminar and final seminar.

4.4 Supervision and examination

At least two supervisors shall be appointed for each doctoral student. One of them shall be appointed as principal supervisor. The doctoral student is entitled to supervision throughout the programme unless the Vice-Chancellor decides otherwise.

Supervisor

The planned hours and forms of supervision (e.g. supervisory meetings, supervision via telephone and/or email) are to be stated.

Other planned commitments limiting the Principal supervisor's availability

Account for the principal supervisor's planned commitments and potential leave of absence which may affect their availability in various ways.

Assistant supervisor

Enter the assistant supervisor by clicking on the field marked 'Add assistant supervisor', and select a supervisor from the list. If the intended supervisor is not included in the list, contact the ISP administrator at your department so that they can upload the supervisor to the system. Specify the planned hours and forms of supervision (e.g. supervisory meetings, supervision via telephone and/or email).

Other planned commitments limiting the assistant supervisor's availability

Account for the assistant supervisor's planned commitment and potential leave of absence which may affect their availability in various ways.

Director of studies/Deputy Head of Dept. of third-cycle studies (mandatory field)

Click on the field marked 'Add doctoral examiner', and select a director of studies from the list. If the intended director of studies is not included in the list, contact the ISP administrator at your department so that they can upload the director of studies to the system.

If you need to change the director of studies, this shall be done in connection with a revision of the study plan.

Additional persons

State any other people involved in supervision/equivalent, such as a mentor, external expert, etc.

Allocation of supervisory contribution

Specify the completed and planned hours of supervision contributed/to be contributed by each supervisor.

Each supervisor is listed on a separate line, which means that the same semester will also be listed several times. By not specifying the semester, it will be assumed that the hours reported are for the full year.

4.5 Thesis

Title of the thesis or doctoral project (mandatory field)

State the title or working name of the thesis/thesis project. This can be changed in connection with a revision of the study plan.

Description of thesis or doctoral project (mandatory field)

Provide a summary of the thesis/thesis project, methodology and research issue.

Planned form of thesis

State whether the thesis is a monograph or a compilation thesis.

Parts of the thesis/component papers completed

Account for any completed parts of the thesis, e.g. thesis chapters, articles, data collection. Completed thesis components, published articles, etc. can be included under the tab marked 'Attachments'.

Thesis work in progress

Account for any ongoing thesis components, e.g. thesis chapters, articles, data collection.

Planned thesis work and publication plan

Account for any planned thesis components, e.g. thesis chapters, articles, data collection.

Deviations from previous study plan

Report any deviation from the previous study plan. Document delays and the reasons for them. Also document granted extensions and new end date for doctoral employment.

4.6 Meetings

Progress meetings

Specify any performed and planned follow-up meetings. Follow-up meetings refer to the conversations between doctoral student and supervisor in which the individual study plan is discussed and followed up specifically. In accordance with the Higher Education Ordinance, follow-up of the study plan must be made at least once a year regardless of the pace of study.

Professional planning/Career planning

Specify whether the supervisor and doctoral student have discussed future career paths. Include the date of when this conversation took place. Include both performed and planned meetings.

Supervisory meetings

Here, both the doctoral student and the supervisor can fill in the date, participants and comments regarding supervisory meetings.

4.7 Comments

The doctoral student and principal supervisor can comment on the details included in the individual study plan. The comments are saved and will be included in future revisions of the study plan.

In field 7.3 Director of studies/Deputy Head of Dept's comments, the director of studies can fill in a comment. The comment is saved in the established study plan. If the director of studies fills in information in the field, the study plan is sent back to the doctoral student for approval.

4.8 Approval

Describe the need for ethical review and, if necessary, plans for how the application for ethical review will be carried out. Discuss and document the role of the doctoral student in the application for ethical approval. Ethical permits that already exist are stated in the form of permit numbers. Also plan for other activities related to ethics, such as seminars.

4.9 Degree objectives

There is a built-in link between the type of admission and the degree outcomes. If the doctoral student is admitted to a doctoral programme, the outcomes for a Degree of Doctor are shown. If the doctoral student is admitted to a licentiate programme, the outcomes for a Degree of Licentiate are shown.

Any subject-specific degree outcomes, included in the relevant programme syllabus, will not be available here.

Refer to the concrete plans made in the other sections of the individual study plan. This is a good way to ensure that plans are in place for everything the doctoral student needs to do to fulfil the objectives.

4.10 Attachments

Include any attachments to the study plan, e.g. ethical approval, comprehensive thesis description, certificate from the employer approving that the research is conducted during working hours (applies to doctoral students employed outside the University).

The maximum size for attachments is approximately 20 MB.

4.11 Message log

Here you can write messages throughout the process. The messages are saved in the plan, but will be deleted once the plan is adopted. When the study plan enters the approval phase, i.e. when the doctoral student approves the plan, all messages in the log will be included in the emails sent from the system. This means that all the messages written by the supervisor and doctoral student in the log, before the plan is adopted by the head of department, will be included in the messages sent from the system.

It is mandatory to write an explanation in the message log if you do not approve the study plan, so that the person to whom the study plan is returned understands what needs to be done with it.

5 Follow-up of the study plan (revision)

The study plan is to be followed up at least once a year, in accordance with Lund University regulations. This takes place through a revision of the study plan within the system. Also, if there are deviations from the study plan, the study plan is to be revised.

A reminder, in the form of an email notification, will be sent to the doctoral student and supervisor 11 months after the latest adoption of the individual study plan. The interval is seven days and continues until 13 months have passed or a revised study plan is in the decision process. If nothing has happened after 13 months, a notification is sent to the establisher instead, with a 7-day interval and until a new study plan is drawn up and the approval process commenced.

Both the principal supervisor and the doctoral student can initiate a revision. They do so by logging into the ISP system and clicking on 'Revise' located under the button 'Select action'.

When the principal supervisor or the doctoral student clicks the 'Revise' button, a new plan (version 2) will be created. The previously adopted plan (version 1) can be found under filed plans. For version 2, the same procedure as for version 1 applies, i.e. the doctoral student or the principal supervisor receives an email from the system with information that there is a study plan to edit. Followed by the same process as described in Chapter 3.

Once a revised version of the study plan has been created, any changes compared to the adopted plan will be indicated with a blue circle around the field and section. If you do not want the changes to be visible, tick the box 'Hide differences'.

In the revised study plan, deviations can be documented in different ways. If the timetable has been changed, the date of the activity will be adjusted. Here you can also add a brief explanation.

Deviations can also be reported in the comments/description boxes available next to certain fields.

6 Archiving of individual study plans

An individual study plan is archived immediately after a new version has been created (Revise-> Save). The archived version can be found by searching for archived study plans.

Under archived study plans, you will also find study plans for doctoral students who have completed a degree or interrupted their studies (these are marked accordingly). For a study plan to be archived after a degree or interruption, the study plan must be established. If the study plan is in progress (status Created or Waiting for...), the current version must either be established by the establisher (see chapter 7.4) or deleted by the faculty administrator. If the current version is deleted, the last established version is archived.

The study plans are archived electronically directly in the system, which means that you do not need to print and file an original copy. The approval of the plan within the system corresponds to signing a printed copy.

7 Changes, revisions and special circumstances

7.1 Change of supervisor

A study plan is to be revised following a change of a principal supervisor. The new principal supervisor will be able to revise the previously adopted study plan in the ISP system, rather than filling in the information again. After the new supervisor has created a revised version of the study plan, information about the new supervisor will be included in the study plan. The change of a principal supervisor in

the ISP system is performed by the faculty administrator after a decision by the head of department.

The change of assistant supervisor is performed by the doctoral student or principal supervisor by editing the information in the study plan form, in connection with a revision of the study plan.

7.2 Change of research studies subject

If the student has changed their subject, information regarding non-completion of the old subject will be retrieved from Ladok, in which case a new study plan must be drawn up for the new subject.

7.3 New admission to the same research studies subject

If the doctoral student is admitted to a doctoral degree in the same subject as the doctoral student was admitted to a licentiate degree, a new study plan is to be drawn up for the new admission, as the ISP system cannot handle multiple admissions within the same study plan. Please contact the faculty administrator in these cases, as a manual handling in the ISP system is required to archive the study plan for the licentiate degree.

7.4 Adopting a study plan without the doctoral student's approval

If a doctoral student is unable to approve the study plan, the establisher can approve the study plan on behalf of the doctoral student. Contact the faculty administrator for more information on this procedure. The reason why the establisher approves instead of the doctoral student must be justified and documented in the study plan. This may need to be done, for example, if the study plan is to be approved after the doctoral student has graduated and thus no longer has access to the system.