

ISP system user manual

Individual study plans for doctoral students
at the School of Economics and
Management
&
The Faculty of Social Sciences

Updated 12 December 2017

ISP system manual

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1	Introduction.....	3
	1.1 What is ISP?.....	3
	1.2 Rules concerning individual study plans	3
2	General information about the system.....	3
	2.1 Authorisation	3
	2.2 Login.....	3
	2.3 User help.....	4
	2.3.1 English version	4
	2.4 System roles.....	4
	2.5 Searching in the system	4
	2.6 Auto messages from the system.....	4
	2.7 Support.....	5
3	Process within the ISP system	5
	3.1 Procedure.....	5
	3.1.1 The principal supervisor creates a study plan for the doctoral student.....	6
	3.1.2 The doctoral student and principal supervisor work on the study plan.....	6
	3.1.3 The doctoral student approves the plan	6
	3.1.4 The principal supervisor approves the plan.....	7
	3.1.5 The director of studies approves the study plan	7
	3.1.6 The head of department adopts the study plan.....	7
4	Navigating and working in the system.....	7
	4.1 Principal supervisor	7
	4.2 Supervisor.....	9
	4.3 Doctoral student	9
	4.4 Director of studies and head of department.....	10

4.5	If you have multiple roles in the system	11
5	Information in the study plan.....	12
5.1	Basic information.....	12
5.2	General information.....	13
5.3	Rate of study and finance	13
5.4	Courses and conferences	14
5.5	Supervision and examination	15
5.6	Thesis.....	16
5.7	Meetings.....	17
5.8	Comments.....	17
5.9	Approval.....	17
5.10	Degree objectives.....	17
5.11	Attachments	18
5.12	Message log.....	18
6	Follow-up of the study plan (revision).....	18
7	Filing of individual study plans	19
8	Changes, revisions and special circumstances.....	20
8.1	Change of supervisor	20
8.2	Change of research studies subject	20
8.3	Admission to a later stage of a programme.....	20
8.4	Adopting a study plan without the doctoral student's approval.....	20
9	Reports	20

1 Introduction

1.1 What is 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 third-cycle education at Lund University](#).

2 General information about the system

2.1 Authorisation

The ISP administrator at the department assigns ISP system authorisation (roles) to new system users. 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 higher education institutions, for instance, in the case of supervisors.

Authorisation for assistant supervisors is assigned by the ISP administrator at the department. Assistant supervisors are able to log into the system, but only view the individual study plan as a non-editable PDF document.

2.2 Login

As an employee or an enrolled doctoral student at Lund University, you can log into the ISP system at 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 can log in at <https://isp.education.lu.se/ISP/login.seam>. You will be required to enter a specific ISP password which you will receive from the ISP administrator at your department.

2.3 User help

The present manual can also be accessed via the Help menu within the system. As you complete the study plan form, you will find that most fields provide additional information to help you. To read these help texts, hover over the information (i) icon.

2.3.1 English version

Once you have logged in, you can switch to an English version of the ISP system 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 only access the PDF version of the plan.

Director of studies – can approve/not approve the study plan (send it back).

Head of department – can adopt/not adopt the study plan (send it back).

Deputy Head of department – can adopt/not adopt the study plan when Head of department can't adopt because he/she is also the principal supervisor for the doctoral student.

There are also various administrative roles:

Authorised to view – 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 heads of department, and can read the PDF versions of the study plans at the department.

Faculty administrator – can read the PDF versions of the study plans at the faculty.

The director of studies and head of department are not able to type into any fields, but only approve/not approve, adopt/not adopt, and write in the message log.

The director of studies 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 only be performed in conjunction with a revision. The head of department role is tied to the specific department and cannot be changed in the study plan.

2.5 Searching in the system

Regardless of the search filter, when conducting a search in the system, it is enough to enter the first part of a name/word, e.g. the first name of the person you are looking for. However, if you want to search on the person's surname, you must also include the wildcard character (%). For example, if you want to search for Anna Andersson, you can simply type in 'Anna', or '%andersson'.

2.6 Auto messages from the system

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 5.12).

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

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 6). 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 the head of department.

2.7 Support

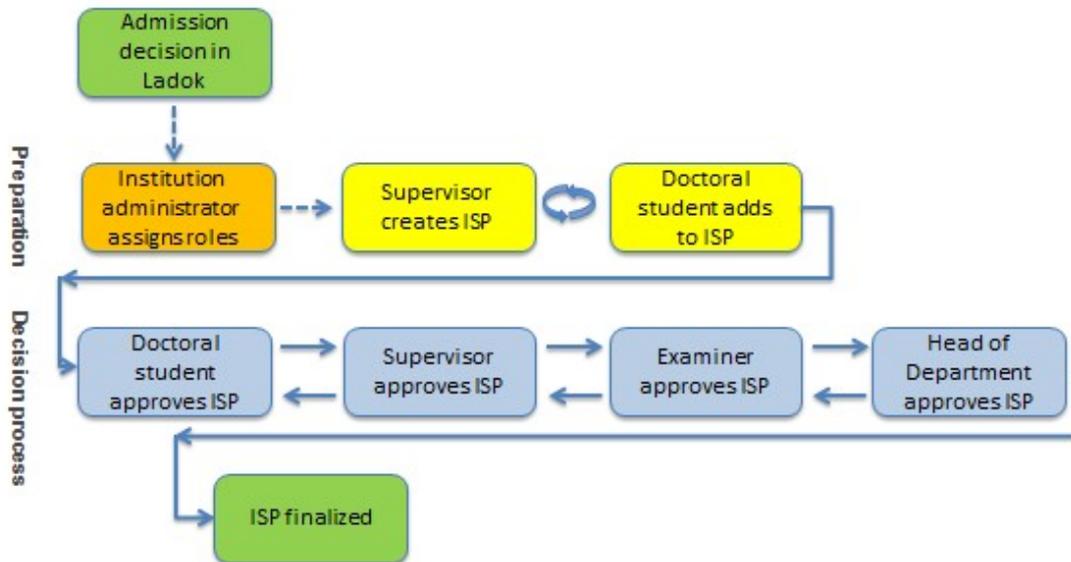
If you need help, or if you are experiencing technical difficulties concerning the system, please contact the system administration at isp.support@education.lu.se.

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 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 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.



Preparations and work regarding the content of the plan

3.1.1 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). Once you have selected a doctoral student, the study plan form will open.

At the bottom of the form, there are two boxes marked 'Create' and 'Create and close'. Immediately after the principal supervisor has clicked 'Create', the doctoral student can see the plan under 'Study plans' in the menu. The doctoral student will not receive a notification that a study plan has been created; the principal supervisor must notify the doctoral student outside the ISP system. Once the study plan has been created, the boxes marked 'Save' and 'Save & close' will appear. By clicking 'Save', the plan will be saved and generate an updated version which is available to the doctoral student as well.

While the study plan is drawn up by the principal supervisor, a printable PDF version of the plan is created simultaneously.

3.1.2 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'.

Decision-making process

3.1.3 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.

3.1.4 *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.

3.1.5 *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 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 top of the home page after logging into the ISP system. The director of studies may review all tabs in the form, but cannot type directly into the fields. They director of studies can, however, leave a message in the message log (see Chapter 5.12). 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 head of department.

3.1.6 *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 head of department saying that there is a study plan to adopt. The head of department will also see a notification on the home page of the ISP system. The head of department can review all tabs in the form but is unable to edit the information which has been entered. If the head of department has comments on the content, the plan will be returned to the director of studies, in which case the head of department 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 by the head of department, 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.

4 *Navigating and working in the system*

Depending on the role of the person logging in, the ISP system looks different. The menus and functions vary.

4.1 *Principal supervisor*

After logging into the ISP system, you will reach the following menu:

ISP-Individual study plans

Ingmar Söhrman, DEP OF LANGUAGES & LITERATURES, Supervisor | LOGOUT

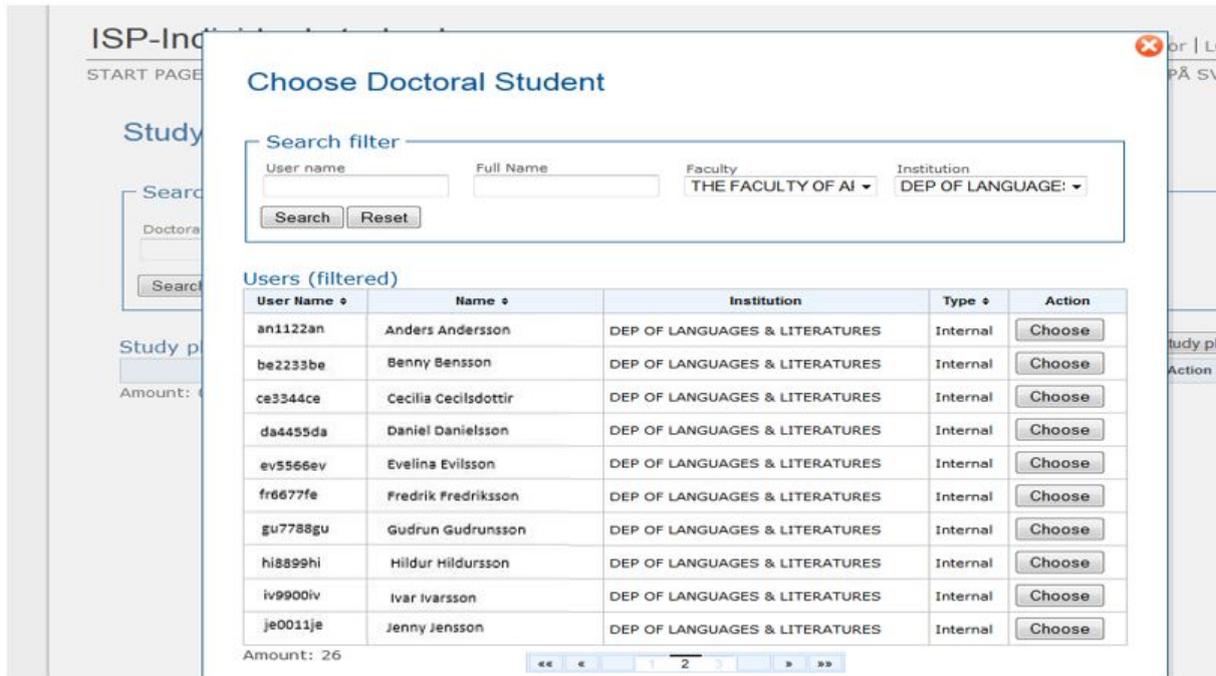
START PAGE | STUDY PLANS | DATA | HELP

PÅ SVENSKA

Under 'Study plans', you can create an individual study plan for the doctoral student. Here you will also find all the individual study plans in which you included as a principal or assistant supervisor.

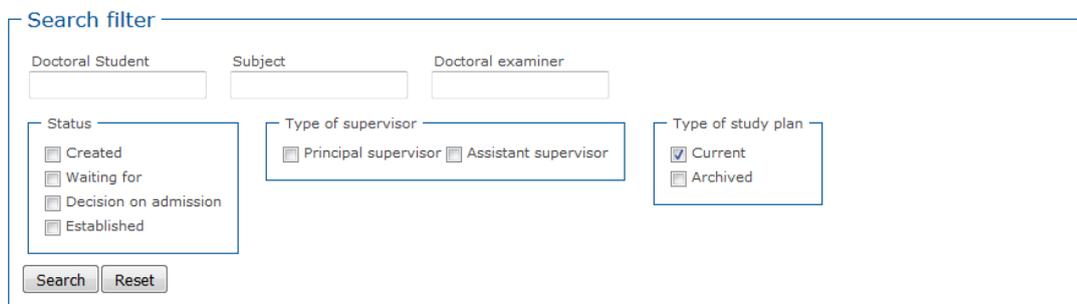
To create a study plan, click on the 'New study plan' button to the right and a list of all doctoral students at the department will appear. You can also search for a specific doctoral student by typing

in the name of the person. Type in the full name of the doctoral student (first name, surname), or search for the student by entering a partial name followed by the wildcard character (%), and click 'Choose'.



Use the search filter to find already drawn up study plans in which you are included as a supervisor:

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):

Status	Action
Established 22/03/17 09:49 (Exam 15/03/17)	Show (PDF)
Established 22/03/17 11:53 (Exam 15/03/17)	Show (PDF)

Under 'Data', you will find information regarding the doctoral student's period of study. Under 'Study period used (%) Ladok', the completed percentage of the study programme is indicated, based on the research activities registered in Ladok. The calculation is based a total percentage of 800% (i.e. 4 years of full-time study). For more information about these the calculations, see Chapter. 5.3.

Under 'Employment period used % HR system' and 'Used time (days) HR system', there is no information at this time.

Consumed study time for doctoral students

Search filter

Full Name Civic registration number

Type of supervisor
 Supervisor Assistant supervisor

Consumed study time for doctoral students (filtered)

Full name ↕	Civic registration number ↕	Employment period used (%) Palasso ↕	Used time (days) Palasso ↕	Study period used (%) Ladok
Anders Andersson	19000101-1234	0	0	Medical science 21.25

Amount: 1 (33)

4.2 Supervisor

After logging into the ISP system, you will reach the following menu:

ISP-Individual study plans

Alvaro Foresti, DEP OF LANGUAGES & LITERATURES, Supervisor | LOGOUT

START PAGE | STUDY PLANS | DATA | HELP

PÅ SVENSKA

Under 'Study plans', you will find all of the individual study plans in which you are included as a principal or assistant supervisor. For information on how to search for study plans, see Chapter 4.1.

NB! As a supervisor you can only access the PDF version of the drawn up plan; you are not able to edit the plan.

4.3 Doctoral student

On the ISP system home page you will find two pie charts. The one marked 'Employment period used' indicates no information at this time.

The other marked 'LADOK' shows the percentage of the study period which has been completed, based on the research activities registered in Ladok. The chart is based on a total percentage of 800% (i.e. 4 years of full-time study). Whenever new data is retrieved from Ladok, the 800% will be adjusted accordingly, for example, when you have completed one year of full-time third-cycle studies, a chart will indicate a one-quarter completion.



Your activities are reported in Ladok at the end of each semester. The LADOK chart will thus only change twice a year.

For more information about these the calculations, see Chapter. 5.3

Under the 'Study plans' menu, you will find your current study plan, and any previous versions.

ISP-Individual study plans

Gunhild Vidén, DEP OF LANGUAGES & LITERATURES, Doctoral exa... | LOGOUT

START PAGE | **STUDY PLANS** | DATA | HELP

PÅ SVENSKA

4.4 Director of studies and head of department

Under 'Study plans', you will find the study plans in which you are included. Use the search filter to find already drawn up study plans. You can either type in the full name of the doctoral student (first name, surname), or search for a student by entering a partial name followed by the wildcard character (%) and reviewing all hits. You can also search on the research subject.

Study Plans

Search filter

Doctoral Student

Subject

Status

- Created
- Waiting for
- Decision on admission
- Established

Role in study plan

Name

- Principal supervisor
- Assistant supervisor

Type of study plan

- Current
- Archived

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):

Status ↕	Action
Established 22/03/17 09:49 (Exam 15/03/17)	Show (PDF)
Established 22/03/17 11:53 (Exam 15/03/17)	Show (PDF)

Under 'Data', you will find information regarding the doctoral student's period of study. Under 'Study period used (%) Ladok', the completed percentage of the study programme is indicated, based on the research activities registered in Ladok. The calculation is based on a total percentage of 800% (i.e. 4 years of full-time study). For more information about these the calculations, see Chapter. 5.3.

Under 'Employment period used % HR system' and 'Used time (days) HR system', there is no information at this time.

Consumed study time for doctoral students

Search filter

Full Name Civic registration number

Type of supervisor
 Supervisor Assistant supervisor

Consumed study time for doctoral students (filtered)

Full name ↕	Civic registration number ↕	Employment period used (%) Palasso ↕	Used time (days) Palasso ↕	Study period used (%) Ladok
Anders Andersson	19000101-1234	0	0	Medical science 21.25

Amount: 1 (33)

4.5 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. By clicking the 'Change permission' option in the menu, you can change your role depending on which study plan you want to work on.

Change permission

Permissions

Institution Role

5 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 with grey text are not editable.

Although most of the details in the study plan are not compulsory, 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 and other systems

Every night, information is transferred from Ladok and Lucat to the ISP system. When creating a new or revising an adopted study plan, the plan contains updated information from Ladok and Lucat.

Once a study plan has been created, the plan will not be updated automatically with information from Ladok. Instead, you must click the 'Click here to obtain new data' button at the top of study plan. If you do not manually click this button, the plan will not be updated with current information from Ladok. Make it a habit of clicking this button every time you log into the plan. New Ladok and staff information can be retrieved until the principal supervisor approves the plan. If the retrieved details seem incorrect, start by checking the source systems, Ladok and Lucat. If the details are correct in the source systems but not in the plan, please contact the ISP system administration at isp.support@education.lu.se

5.1 Basic information

Name and civic registration number

The information is retrieved from Lucat/Ladok (primarily Lucat if the doctoral student is registered there).

Telephone

The information is retrieved from Ladok, if listed there. The number can be edited in the study plan. If a telephone number has not been retrieved, one can be entered manually.

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.

Education fulfilling entry requirements

Information on any required prior education for admission to the third-cycle study programme, for instance, e.g. the doctoral student's fulfilment of general and specific entry requirements. Include the degree title, number of credits, completion of English B course/TOEFL score/equivalent, and the name of the higher education institution.

Home address

Provide the home address of the doctoral student.

Subject

The information is retrieved from Ladok. If a subject has not been included in the study plan, please contact the system administration at isp.support@education.lu.se.

Faculty and Department/Institute

Information retrieved from Ladok/Lucacat.

Section, unit or equivalent

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

Participating departments and/or divisions

Specify any other participating departments and/or divisions where some of the studies will be conducted.

Other participating institutes of higher education and organizations

Specify any other participating higher education institutions and/or organisations. This applies mainly to doctoral students employed outside academia, and doctoral students pursuing a joint/double/multiple degree.

5.2 General information

Date of admission and Date of commencement of studies

Date of the admission decision and date of when the doctoral student commenced their third-cycle studies. Information retrieved from Ladok.

Admission applies to

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

Graduate school

Indicate whether the doctoral student has been admitted to a graduate school and, if so, which.

Information about the general study syllabus

The doctoral student is to tick the box to indicate that they have read the programme syllabus. If the doctoral student is granted permission to follow a newer version of the syllabus, this is to be stated here.

Intending to obtain Licentiate degree

Indicate whether the doctoral student is planning to attain a licentiate degree and, if so, during which semester.

Intending to obtain doctoral degree

Indicate which semester the doctoral student intends to publicly defend their doctoral thesis.

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.

5.3 Rate of study and finance

Time plan

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.

Study period used (%)

Information retrieved from Ladok. The information is entered into Ladok by an administrator every six months. The information indicates the total of all activities reported in Ladok, divided by the total

period of third-cycle studies, corresponding to 800%.

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 (%)

No information is indicated at this time.

Fundings

Information about the funding received thus far is retrieved from Ladok. The information is entered into Ladok by an administrator every six months.

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. By not specifying the semester, it will be assumed that the funding is reported for the full year. Any agreements with external funders (scholarship providers, employers, other funding sources, etc.), and the period of funding, can be specified in the comments field.

Planned funding

Year	Semester		Form	Comment	
2016	Spring	50 %	Doctoral studentship		Delete
2016	Spring	50 %	Scholarships		Delete

Departmental duties: to date and planned (%)

Specify the scope of any completed and planned department duties. 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 planned leaves/appointments eligible for extensions

Specify any completed and planned circumstances which justify an extension, as well as when the extension was/will be claimed.

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. The description field provides the opportunity to specify more details concerning the leave.

Available variable resources

Specify the proportion of used and remaining flexible resources. Flexible resources consist of funding tied to the doctoral student in addition to their own financing, and are used to cover the costs of conferences, computer programs, literature, equipment, 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.

5.4 Courses and conferences

Planned courses

Provide information about any planned courses. Write in the comments field if the course title is not

included in the programme syllabus and, if so, the name of a comparable course.

Completed courses and Credited 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 Ladokportal.lu.se.

All courses completed

Information retrieved from Ladok. If a box is ticked it means that the course has been completed.

Approved thesis

Information retrieved from Ladok. If a box is ticked it means that the thesis has been approved.

Third-cycle qualification

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

Report any completed and planned conferences.

Type and/or name of any received grant

Specify the name of any received grant, and the type of grant (e.g. participation with a poster or oral presentation).

Planned and completed activities, including international participation

Report any completed and planned activities by specifying type of activity, e.g. workshops, project work, external engagement with wider society, external assignments, research visits etc.

Planned and completed seminars

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

5.5 Supervision and examination

Principal supervisor

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

Regular supervision is necessary for a functioning third-cycle education, regardless of the rate of study. For information on changing supervisors, see Chapter 8.1.

Commitments of the principal supervisor already planned

Account for the principal supervisor's future plans with regard to their planned commitments, research projects, travel, leave of absence, etc. which may affect their availability in various ways.

Supervisor

Enter the supervisor by clicking on the field marked 'Name', 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).

The supervisor must also be entered in Ladok. Contact your Ladok administrator or visit Ladokportal.lu.se to make sure that the information in the study plan matches the information in

Ladok.

Already planned commitments of the supervisor

Account for the assistant supervisor’s future plans with regard to their planned commitments, research projects, travel, leave of absence, etc. which may affect the their availability in various ways.

Director of third-cycle studies (mandatory field)

Click on the field marked ‘Name’, 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. The director of studies must approve the individual study plan before it is adopted by the head of department.

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. In the following example, Nils Nilsson is the principal supervisor and Karl Karlsson is an assistant supervisor. By not specifying the semester, it will be assumed that the hours reported are for the full year.

The screenshot shows a web form titled "5.5 Supervisor contributions" with an information icon. It contains a table with the following data:

Person	Year	Semester	Hours	
Nils Nilsson	2014	HT	15	Delete
Karl Karlsson	2014	HT	15	Delete

Below the table is a button labeled "Add supervisor contribution".

5.6 Thesis

Title of 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. The individual study plan can be accompanied by a more detailed document describing and explaining planned parts of the thesis. If a more comprehensive research plan exists, this can be included under the tab marked ‘Attachments’.

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

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.

5.7 Meetings

Progress meetings

Specify any performed and planned follow-up meetings. Follow-up meetings refer to the conversations in which the individual study plan is discussed and followed up specifically.

Professional 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.

5.8 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.

5.9 Approval

State whether an ethical review has been conducted and whether any animal testing will be included in the thesis work. Ethical guidelines must be followed during all aspects of the programme. The result from the ethical review can be included as an attachment.

Under the tab marked 'Approval', there is a box for you to tick if you have reported your research to PUL (Personal Data Act).

5.10 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.

Information on how the doctoral student is to achieve the degree outcomes specified in the Higher Education Ordinance is to be filled into the study plan form directly. For every outcome there is a help text to facilitate completion.

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

available here.

5.11 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). To upload a file: click 'Add', select file, click 'Upload'. Once you have uploaded the file, you can rename it by clicking the 'Edit' button. You can also add a description which will appear by using the mouse pointer to hover over the file name.

The maximum size for attachments is approximately 8.5 MB. To reduce the size of large PDF files, you can use the Adobe Acrobat software and select File => Save as other => Reduced size PDF.

5.12 Message log

Under every tab of the study plan there is a 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.

NB! If you do not approve the study plan, it is important that you include an explanation in the message log. Otherwise, the person to whom the study plan is returned will not understand what to do with it.

6 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 principal supervisor shall initiate a revision of the study plan.

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 new study plan has been drawn up. If nothing has happened after 13 months, a notification is sent to the head of department instead, with a 7-day interval and until a new study plan is drawn up and the approval process commenced.

Only the principal supervisor can initiate a revision. They do so by logging into the ISP system and clicking on the 'Revise' button located next to the PDF version of the adopted study plan.

Study plans (filtered) New study plan

Doctoral Student	Subject	Examiner	Version	Status	Action
Anders Andersson	English	Jens Jensen	1	Established 2/2/17 11:12 AM	Revise Show (PDF) Show attachments

Amount: 1 (1)

When the principal supervisor 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. once the plan has been created, the principal supervisor is to

inform the doctoral student that there is a 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 the relevant tab will be highlighted in blue. If you do not want the changes to be visible, tick the box 'Hide differences'.

Reference number ⓘ
ISP 2016/1372:3

Hide differences ⓘ

[Click here to obtain new data from Ladok and the HR system](#)

* = Required fields

Basic information *	General information	Rate of study and finance	Courses and conferences	Supervision/examination *	Thesis *	Progress meetings	Comments	Approvals	Degree objectives	Attachments
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6 Thesis

6.1 Title of the thesis or doctoral project * ⓘ
Changed titel

6.2 Description of thesis or doctoral project * ⓘ
Changed description

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:

4.5 Planned and completed seminars ⓘ

Year	Date	Type of seminar	
2016	160915	Midway seminar - date postponed, see 6.7	<input type="button" value="Delete"/>

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

3.5 Past and planned leaves/appointments eligible for extensions ⓘ

Year	Semester		Reason	Description	
2015	Autumn	50 %	Parental leave	An increase was made to 60 %.	<input type="button" value="Delete"/>

7 Filing of individual study plans

An individual study plan is filed immediately after a new version has been created (Revise-> Save). The filed version can be found by ticking the box marked 'Archived'.

Under filed study plans, you will also find study plans for doctoral students who have completed a degree or interrupted their studies (these are marked accordingly):

Status ↕	Action
Established 22/03/17 09:49 (Exam 15/03/17)	Show (PDF)
Established 22/03/17 11:53 (Exam 15/03/17)	Show (PDF)
.....

The study plans are filed 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.

8 Changes, revisions and special circumstances

8.1 Change of supervisor

Following the 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 system administrator. If you have any questions about this, please contact isp.support@education.lu.se.

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

8.2 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.

8.3 Admission to a later stage of a programme

If the doctoral student is admitted to a later stage of the programme, a new plan is to be drawn up for the new admission, as the ISP system cannot handle multiple admissions within the same study plan.

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

If a doctoral student refuses to approve/sign the plan, the head of department may be forced to approve it in order to move forward. For more information on this procedure, please contact the system administration at isp.support@education.lu.se. The reason why the head of department is forced to take the doctoral student's place is to be justified and documented in an attachment to the plan.

9 Reports

Reports can be found under 'Data' and consists of the following four reports:

Report 1 – Study plans. Search study plans according to status, role, subject, admission semester or

ISP system manual

department. The report is available to director of study, head of department and administrators.

Report 2 – Information in study plans. Search for conferences, seminars, activities/international participation, progress meetings for departmental duties. The report is available to director of study, head of department and administrators.

Report 3 – Users. Search for role, faculty or department. The report is available to administrators.

Report 4 – Log and status history. Search content in message log. The report is available to super administrators.