

The principal supervisor is responsible for creating an individual study plan in the ISP system. They are the only ones who can do so. The principal supervisor and the doctoral student may edit the study plan. The assistant supervisor can log into the system and view the study plan but not make any changes.

Log in using your LUCAT details at isp.education.lu.se.

Create a study plan – principal supervisor

- Create a study plan by clicking “Study plans” in the menu at the top
- Click “New study plan”
- Click “Choose” to choose the doctoral student in the list for whom you are the principal supervisor
- Fill in the details under “5.2 Supervisor” and “5.3 Director of third-cycle studies”.
 - Click the “Name” box and then “Choose” for the supervisor and the director of studies, respectively.
- Enter the information under the other tabs
- Click “Create” if you want to save or “Create & Close” and the study plan will be saved and closed. The study plan is now available to the doctoral student.
- Notify the doctoral student that a study plan has been created for them in the ISP system

Work with the study plan – doctoral student and principal supervisor

- Click “Study plans” in the menu at the top
- Select the study plan you wish to work with. The doctoral student and principal supervisor can type directly in the plan, fill in information, upload attachments, etc.

Approve/adopt the study plan

- The doctoral student clicks the “Approve” button
- The principal supervisor clicks the “Approve” button
- The director of studies clicks the “Approve” button
- The head of department clicks the “Approve” button
- Once the study plan has been approved by the head of department, the plan is adopted and is no longer editable.

Revise the study plan

- 11 months after the study plan was adopted by the head of department, an email is sent to the principal supervisor and the doctoral student reminding them that it is time for a revision.
- The principal supervisor selects the relevant adopted study plan, clicks the “Revise” button, and a new version of the plan (version 2) is created, containing all the information from version 1.
- The principal supervisor informs the doctoral student that there is a study plan to revise.
- Follow the same procedure as the one described above, under “Work with the study plan” and “Approve/adopt the study plan”.

Contact and support

At every department there is a department administrator who assigns system authorisation (roles). For other support and questions regarding the system, please contact: isp.support@education.lu.se