

## Mandatory information to be filled in to Ladok ISP

### Basic information

#### Admitted to (1)

"Higher education institution resources": Enter which resources the institution provides in the education and to what extent these can be expected to be available to the doctoral student during the education (for example, access to experimental measurement equipment, cohorts of collected biological material, or databases).

#### General syllabus (2)

The administrator enters information about the general syllabus.

#### Milestones in third cycle studies (3)

Select a milestone from the predefined list to plan the doctoral student's education. Half-time seminar and defence of doctoral thesis, or alternatively licentiate, must be specified.

#### Study activity and funding (4)

- Fill in the planned activity and funding (planned employment, as per admission documents) for the entire doctoral period.
- The activity is related to personal work effort in the doctoral studies where full-time (100%) corresponds to 40 hours/week on average over six months.
- The total activity percentage should not exceed 800%. 100% study activity corresponds to one calendar half year of full-time studies.
- Once the study activity has been reported on a half-yearly basis, the planned activity for the current half-year must be removed.
- It is important to update your activity prior to the half-year report, especially in the case of longer absences such as parental leave and sick leave.

### Supervisor conversation

Select "*Type of conversation*", fill in the date and participants.

#### *Annual follow-up*

At least once a year, the ISP must be followed up and, if necessary, revised. The annual follow-up is carried out by the doctoral student and supervisor in consultation with the examiner, and documented as "Annual follow-up conversation".

In "Note", the doctoral student and supervisor should evaluate and document how the collaboration has worked over the past year. What has worked well? What has not worked? Any suggestions for changes? Other comments.

See also 'Overview and reflection' regarding annual follow-up.

## Thesis work

### Summary (1)

Here, the preliminary title of the thesis and basic information about the thesis is entered and a research plan is uploaded (pdf).

### Courses and conferences

Provide a preliminary plan for courses, conferences and seminars totaling 30 credits.

#### Unsorted certified results (1)

Certified results at the doctoral level in Ladok appear here in the ISP. The results need to be sorted under the appropriate headings (2, 3, 5, 6).

Once a planned course has been completed, reported and sorted, it should be removed from the planned courses list.

#### Mandatory courses (2)

Planned and completed mandatory courses are documented here.

#### Elective courses (3)

Planned and completed elective courses are documented here.

#### Conferences (5) and Seminars and other activities (6)

Planned and completed conferences, seminars, and other credit-bearing activities are documented here.

## Overview and reflections

In reflections, the supervisor and the doctoral student can reflect on the student's progression at different stages of the doctoral education. This may include discussions on achieved milestones, identification of potential obstacles, and planning of future steps.

### *Annual follow-up*

During the annual follow-up, the doctoral student and supervisor should briefly summarise the past year in "Reflections" and comment on future planning. Deviations from the planned work should also be documented here. In case of significant deviations, the ISP must be revised.

Once the annual follow-up has been completed, the principal supervisor sends the ISP to the examiner.

See also "Supervisor conversation" regarding annual follow-up.

## Approving the ISP

Return to the "Work flow" tab when all information is entered in the ISP. By clicking the "Approve version", the **doctoral student** forwards the ISP to the supervisor. If it is a revision of the ISP, a brief

description of what has been revised should be written in the message field that appears when the ISP is about to be sent through the system.

There are two options for the **principal supervisor** to approve the ISP and send it forward in the system.

*Approve version (not annual follow-up)*

When the principal supervisor approves the study plan ("Approve version (not annual follow-up)"), it is forwarded to the head of doctoral studies for approval.

When revising the ISP, a short information on what has been revised should be stated in the message field when the ISP is forwarded in the system.

*Approve version (annual follow-up)*

At annual follow-up the principal supervisor approves the ISP ("Approve version (annual follow-up)") and this is forwarded to the examiner.

At annual follow-up the principal supervisor should inform the examiner if an unmodified ISP can be established by the examiner, or if an ISP with significant revisions first needs to be approved by the examiner and then forwarded to the head of doctoral studies. This information should be noted in the message field when the ISP is forwarded in the system.