Quick reference guide for individual study plans

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.

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

How to create the study plan – step by step

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”.

Compulsory fields

The following fields in the individual study plan are compulsory and should be filled. (Some are pre-filled with information from Ladok).

1 Basic information

Name (Ladok)
Civic registration number (Ladok)
Telephone
E-mail (Ladok)
Education fulfilling entry requirements
Home address
Subject (Ladok)
Faculty (Ladok)
2 General information

Date of admission (Ladok)
Date of commencement of studies (Ladok)
Admission applies to (Ladok)
Intending to obtain Licentiate degree
Intending to obtain doctoral degree
Graduate school
The doctoral student has read the general study syllabus

3 Rate of study and Student finance

3.1 Time plan

Year – semester – %

Include all semesters. The information is to correspond to
the date for planned degree under ‘2 General information’.

Study period used (%) (Ladok)

3.2 Fundings

Current funding:
Year – Semester – % – Form – Comment (Ladok)

Planned funding:
Year – Semester – % – Form – Comment

Include all semesters.

3.3 Departmental duties: to date and planned

Year – Semester – % – Task

3.4 Past and planned leaves/appointments eligible for extensions

Year – Semester – % / Day(s) – Reason – Description

3.6 Available fixed resources

Office space
Computer
4 Courses and conferences

4.1 Planned courses

Compulsory third-cycle courses: Course – Comment – HEC – Year – Semester
Elective third-cycle courses: Course – Comment – HEC – Year – Semester

Please note the distinction between compulsory and elective courses.

4.2 Completed courses

(Ladok)

4.2.1 Credited courses

(Ladok)

4.2.2 All courses completed

(Ladok)

4.2.3 Approved thesis

(Ladok)

4.2.4 Third-cycle qualification

(Ladok)

4.3 Planned and completed participation at conferences

Year – Date – Name and location of the conference – Type and/or title of any contribution

4.4 Planned and completed activities, including international participation

Year – Date – Information – Type of mobility abroad – Country – Duration of stay in weeks

4.5 Planned and completed seminars

Year – Date – Type of seminar
5 Supervision and examination

5.1 Principal supervisor

Name (Ladok)
Title
Department/Institute (Ladok)
E-mail (Ladok)
Docent (Reader)/equivalent
Completed formal training in supervision/equivalent
Current employment and employer
Forms of supervision/Plan for supervision

5.2 Supervisor

Name
Title
Department/Institute (Ladok)
E-mail (Ladok)
Docent (Reader)/equivalent
Completed formal training in supervision/equivalent
Current employment and employer
Forms of supervision/Plan for supervision

5.3 Director of third-cycle studies

Name
Title
Department/Institute (Ladok)
E-mail (Ladok)

5.5 Allocation of supervisory contribution

Person – Year – Semester – Hours

6 Thesis

6.1 Title of the thesis or doctoral project

6.2 Description of thesis or doctoral project

6.3 Planned form of thesis

6.4 Parts of the thesis/component papers completed
6.5 Thesis work in progress

6.6 Planned thesis work

6.7 Deviations from previous study plan

7 Meetings

7.1 Progress meetings

Date – Participants – Comment

Refers to staff appraisals or equivalent meetings with director of third-cycle studies or head of department.

7.2 Professional planning

Have principal supervisor and doctoral student discussed future career path?

9 Ethical approvals

No permits required
Experiments on animals will be included
Experiments on humans will be included
Ethical trial required
Notification of processing of personal data (Personal Data Act) required

10 Degree objectives

It is important that the activities entered are examinable. Examples are given for each objective.

A. Knowledge and understanding – for the Degree of Doctor the third-cycle student shall

A1. Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. compulsory courses, elective courses with close connection to the thesis, literature review for the research proposal, thesis/kappa
A2. Demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. method or statistics courses, method section of thesis/kappa, method section of article(s)

B. Competence and skills – for the Degree of Doctor the third-cycle student shall

B1. Demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. articles/chapters of thesis, project applications

B2. Demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. research proposal, articles/chapters of thesis, commentary work, referee work

B3. Demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. thesis

B4. Demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

E.g. conference participation, commentary work, opponent work, collaboration work (external seminars, expert panels)
**B5.** Demonstrate the ability to identify the need for further knowledge.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

*E.g. articles/chapters of thesis, project applications*

**B6.** Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

*E.g. teaching, supervision, collaboration*

**C. Judgement and approach – for the Degree of Doctor the third-cycle student shall**

**C1.** Demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

*E.g. course in research ethics*

**C2.** Demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Activities realized in order to fulfil the objective
Activities planned in order to fulfil the objective

*E.g. course in theory of science*