

# Guidelines for the yearly ISP update and department representative talks

*Cecilia Akselsson, director of postgraduate studies at INES, 2020-11-01, updated 2023-11-03*

## **Introduction**

In the end of each year, in connection with updating the study plan, the PhD student and the department representative should arrange a meeting (1 hour), to discuss the update of the study plan. This meeting should be followed by a meeting in which the main supervisor is also present (ca 20 minutes).

## **Time frames**

### *First half of November:*

- PhD student goes through the ISP and updates the straight forward parts (courses taken, etc)
- Department representative arranges a time for a meeting with the PhD student (1 hour) and one meeting afterwards (20 minutes) where also the main supervisor participates. The meeting should preferably be in the end of November or in December. The department representative needs to get an updated ISP at least two days before the meeting.

### *Mid November*

PhD student and main supervisor meet and discuss the ISP.

### *Second half of November-Early December*

PhD student and main supervisor continue discussions about the ISP and finalizes a draft that is sent to the department representative.

### *End of November - December*

Department representative talk

### *January*

- Updates of ISP based on department representative talk (PhD student, supervisors and department representative needs to agree)
- PhD student locks the ISP, prints and signs it, and collects signatures from main supervisor, department representative, prefect and preferably also the co-supervisor(s)
- PhD student hands in the signed ISP to Yvonne Kedström (deadline 1<sup>st</sup> of February)
- Department representative sends a short report from the department representative talk to the Director of postgraduate studies, Cecilia Akselsson (deadline 1<sup>st</sup> of February).

### **Meeting with PhD student and department representative**

The department representative should go through the ISP carefully before the meeting.

Important things to address are:

1. Has the ISP been filled in satisfactorily, i.e. with the required information and with enough details?
2. What is the status of the papers? Is the research plan reasonable and is the time plan followed? If not, why and what can be done about it?
3. What is the status of the problem analysis + first year seminar and the midway seminar?
4. Is the plan for taking courses reasonable and is the time plan followed? Status and plans for mandatory courses (including pedagogic education for PhD students who teach)?
5. Plans for teaching and other departmental tasks?
6. How does supervision work? Is there any need for changes in the way of working and cooperating within the team?
7. How is the physical and social working environment?
8. Do you think that you, as PhD students, have insight into the departmental work and the opportunity to influence?
9. Are there any problems in your environment related to equality?

### **Report from the department representative talk**

The department representative should take notes and write a short report after the meeting (preferably around 1 page). All points raised above should be addressed briefly or, if required, more in-depth. In the end of the report, the department representative should give advices on any measures that need to be taken under a separate heading, and indicate if a follow-up meeting with the director of studies is required. The report should be sent to the PhD student, the Main supervisor and the Director of studies.

### **Meeting with PhD student, department representative and main supervisor**

In a meeting where also the main supervisor is present, the department representative should summarize the talk and bring up relevant things from the first meeting for a common discussion. The meeting could be either directly after the meeting between the PhD student and the department representative, or later.