Guidelines for the yearly ISP update and department representative talks

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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

Early 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) were 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.

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 1st of February)
- Department representative hands in a short report from the department representative talk (deadline 1st 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. Is the research plan reasonable and is the time plan followed?
3. Is the plan for taking courses reasonable and is the time plan followed? Status of mandatory courses?
4. Plans for teaching and other departmental tasks?
5. How does supervision work?
6. How is the work environment (both physical and social aspects)?
7. How has covid 19 affected your work? Are any measures required?
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. 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 were 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.