

Create and update the individual study plan (ISP)

Short list for PhD students, supervisors and department representatives (IR:s)

by Cecilia Akselsson, 2019-09-19

The individual study plan is an important and mandatory tool for following up the progress of the PhD studies. **The PhD student, the main supervisor, the department representative (IR) and preferably the co-supervisors should all be involved in the creation and updating of the ISP.** The first ISP should be finalized within two months from start, and the ISP should then be updated yearly, during November-January (deadline 1st of February).

A finalized ISP is a printed document, signed by the PhD student, the IR, the main supervisor, the prefect and preferably, but not necessarily, the co-supervisor(s). **The IR has the ultimate responsibility for the implementation of this process, i.e creation of the first ISP and the yearly updates.** A manual from the faculty about how to fill in the ISP can be found in at:

https://www.science.lu.se/sites/science.lu.se.internal/files/manual_for_individual-study-plan.pdf

A step-wise description of how to create the first ISP is given below, and a description of the up-dating process can be found on page 2.

The first ISP

The first ISP should be created within two months from start, after going through the following steps:

1. PhD student: Go to <https://isp.science.lu.se/> and login with you LUCAT name and password. Choose "Ny doktorand" (New PhD student). Go through the ISP and fill in the easy parts, and think about the other parts. This should preferably be initiated already one of the first weeks.
2. Main supervisor and PhD student: Arrange a meeting where you discuss the ISP. This should be done during the first month. Start filling it in together, and arrange new meetings to follow up. This should take a few weeks, to give you time to reflect, and check things up.
3. IR: Arrange a meeting with the PhD student and the main supervisor within two months from start. At this meeting, the ISP draft from the PhD student/main supervisor should be finished and available for the IR, so that it can be reviewed by the IR before the meeting, and discussed at the meeting.
4. Main supervisor and PhD student: Revise the ISP, if required, based on the discussion with the IR.
5. IR: Review the (revised) ISP by the IR, and approve or ask for further revisions.
6. PhD student: Lock and print the ISP after approval by the IR, collect required signatures (see above) and hand it in to the post graduate studies administrator at the department. Let the IR know when this is done.

Yearly update of the ISP

The ISP should be updated at the latest the 1st of February each year, but the process needs to start much earlier, according to the following steps:

1. PhD student: In the beginning of November, go to <https://isp.science.lu.se/> and login with your LUCAT name and password. You find your name in the dropdown-list. Go through the ISP, start doing the simple updates (course taken etc), and think about all other parts.
2. Main supervisor and PhD student: Arrange a meeting where you discuss the ISP. Continue the updating together. This could take more than one meeting, so you should preferably start in mid-November. Make sure that the updated draft is complete, regarding e.g. acquired course credits, and see so that the acquired course credits are registered in LADOK.
3. IR: Arrange a meeting with the PhD student in December or first half of January. It is recommended to set the date already in November, to increase the chance that there is a date that suits all. At this meeting, the ISP draft from the PhD student/main supervisor should be finished and available to the IR, so that it can be reviewed by the IR before the meeting, and discussed at the meeting. After the meeting, the IR should write a progress report (max. one page), including any advices on measures that need to be taken, and send it to the PhD student, the main supervisor and the Director of studies.
4. Main supervisor and PhD student: Revise the ISP, if required, based on the discussion with the IR.
5. IR: Review the (revised) ISP by the IR, and approve or ask for further revisions.
6. The PhD student: Lock and print the ISP after approval by the IR, collect required signatures (see above) and hand it in to the post graduate studies administrator at the department. Let the IR know when this is done.