

KONSTFACK

University of Arts, Crafts and Design

Konstfacks forskarutbildning

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Guidelines for individual study plans (ISP)

The individual study plan (ISP) is an important policy document for the doctoral student's education and is used to plan and follow up the various components of the programme. An ISP is a tool for ensuring that the necessary conditions are in place to enable the programme to be carried out to a high standard and in an efficient manner.

National rules

Regulations on doctoral students' individual study plans can be found in the Higher Education Ordinance (HF 1993:100), Ch. 6, Section 29.

An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors.

The individual study plan shall be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors. Ordinance (2010:1064).

Establishing the ISP

An ISP is drafted by the doctoral student and their main supervisor and should be established within one month of the start of the study programme. Konstfack has a template for individual study plans that must be used. The Director of PhD Studies assists in establishing the ISP.

When the doctoral student and their main supervisor have agreed on the individual study plan, the main supervisor will submit it to the Director of PhD Studies prior to a decision by the Deputy Vice-Chancellor for Research. Following approval, the Deputy Vice-Chancellor will send the ISP to UFA for document registration and registration in Ladok.

Content of the individual study plan

The individual study plan is a digital document that is catalogued in the document register of Konstfack at least once a year in a special file set up for the doctoral student. The individual study plan contains the planning and following-up of all elements of the doctoral education. Apart from certain basic information, the ISP must contain the university and doctoral student's commitments to each other, as well as a schedule for the doctoral student's programme of study.

The following must be included in the ISP:

- The format and frequency of the supervision
- Resources offered to the doctoral student (workplace, computer, etc.)
- Allocated budgets for operating and production costs
- Participation in compulsory and elective courses
- Credits attained
- Information about participation in international activities
- Information about stage seminars and the public defence
- Information about the documented artistic research project
- A plan for the documented artistic research project
- Information about the doctoral student's academic activity (degree of activity)
- Information about the doctoral student's employment, funding and departmental tasks

If a doctoral student has been admitted to postgraduate education with a licentiate degree as their final goal, the reasons for this must be specified in the ISP.

Follow-up and updating of the ISP

At least once a year, the main supervisor and the doctoral student must jointly follow-up and update the ISP in a systematic manner. The ISP must also be updated and approved in the event of a change of supervisor (this applies to both the main supervisor and the co-supervisor), along with any other major changes.

The annual follow-up of the ISP is a formal meeting of the main supervisor and the doctoral student, and results in an ISP that has been approved and catalogued in the document register at Konstfack. It should contain updated information about completed activities and courses, as well as a feasible plan for the continuation of the programme and the research project. There should also be a joint follow-up to ensure that the doctoral student will achieve the national degree objectives during the programme.

The Director of PhD Studies initiates and is responsible for ensuring that the annual follow-up is done and comes to an agreement with the main supervisor and the doctoral student as to when the ISP is to be submitted for approval. When the main supervisor and the doctoral student have agreed on an updated ISP, the supervisor submits it to the Deputy Vice-Chancellor for Research for a decision, after which it is catalogued in the document register and in Ladok.

Over the course of the programme or in connection with the yearly follow-up, problems may be discovered that affect the implementation of the programme. If a problem has been identified, measures to address the situation should be taken swiftly and documented in the ISP. The note in the ISP should describe the problems that have arisen, and the countermeasures planned to address them. In these cases, it is important that the note is dated, and that the ISP is thereafter approved and catalogued in the document register.

The information documented in the ISP, and any appendices to this documentation that may exist, are important in case more serious problems should arise. In such instances, the documentation in the individual study plan is used to identify what aspects of the programme have not functioned as intended. For this reason, ongoing updating and following-up is of the greatest importance to ensure that quality is maintained in the doctoral education.