

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. The ISP is a tool for ensuring that the necessary conditions are in place to enable the education 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

The ISP is drafted by the doctoral student and their main supervisor and should be established within one month of the start of the education. Konstfack uses Ladok's system for individual study plans (from the autumn term 2024). The Department for Education and Research Administration and the Director of PhD Studies assists in establishing the ISP.

Content of the individual study plan

The individual study plan contains the planning and follow-up of all elements and activities within 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 education.

The following must be included in the ISP:

- Basic information about the doctoral student's education
- Information about the doctoral student's academic activity (degree of activity), funding and departmental tasks
- Information about stage seminars and the public defence

- Information about supervisors and the format and frequency of the supervision
- Basic information about the documented artistic research project
- Planning and follow-up of the documented artistic research project
- Information on ethical considerations and possible ethical approvals
- Participation in compulsory and elective courses
- Credits attained
- Follow-up of learning outcomes for the Degree of Doctor

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 every term, 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 established in Ladok 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 ISP review is a formal meeting between the main supervisor and the doctoral student and should result in an established version of the ISP that contains 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 education.

The Director of PhD Studies initiates and is responsible for ensuring that the termly follow-up is carried out, invites the parties concerned to a follow-up meeting and agrees with the main supervisor and doctoral student on when the ISP should be submitted.

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 established in Ladok.

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 education have not functioned as intended. For this reason, ongoing updating and follow-up is of the greatest importance to ensure that quality is maintained in the doctoral education.