

Routine for yearly updating of the PhD student's individual study plan (ISP)

1. All ISPs have to be revised at least once per year. The form "Yearly updating of individual study plan for PhD students at MBW" shall be used for this purpose. The form is available on MBW's website at <http://www.su.se/mbw/mbw-internal/phd-studies/form-for-yearly-updating-of-isp>.
 2. The form is updated annually in conjunction with a seminar given by the student. The members of the ISP follow-up committee should attend the seminar. The first update shall take place approximately six months after start as a PhD student. In the first meeting, the PhD student shall briefly present his/her research plan.
 3. Each student should give at least one seminar per year: years 1 and 2 an ordinary seminar within the profile area, year 3 a licentiate seminar or a half-time seminar, year 4 a MOSS-seminar, year 5 a dissertation defense. MBW's instructions for half-time control and licentiate examination are available on MBW's website (<http://www.su.se/mbw/mbw-internal/dissertation-licentiate-and-half-time-review>).
 4. After the seminar, a follow-up meeting will take place in which the student will meet with the main supervisor, the co-supervisor, a third teacher and, if the student wishes, a fellow student. At the end of the meeting, the supervisors should leave the room, in order for the student to discuss freely with the committee about the supervision and other possible issues related to the PhD education. Finally, a brief protocol shall be written that includes 1) any changes in the ISP and 2) specific objectives for the coming year (both research objectives and other relevant commitments). The form for the protocol is available at <https://www.su.se/mbw/mbw-internal/phd-studies/protocol-for-yearly-updating-of-isp>.
- At the 4th year, the minutes should also contain a statement of defense (see item 6 below). The minutes shall be signed by the student, the supervisor and the other members of the committee.
5. At year 3, the follow-up meeting will take place as described above when the licentiate examination or the half time control is over (not necessarily on the same day). Please note that the licentiate/half-time committee is different from the ISP follow-up committee, which implies that two separate meetings are necessary on year 3. Note also that the ISP update protocol and the licentiate protocol/half-time protocol are two different documents.

6. At year 4, the follow-up committee should review the doctoral student's performance and the papers planned to be included in the PhD thesis with the purpose to assess whether to recommend or not the defense of the thesis in the coming year. The following is required for a positive recommendation: 1) the PhD student has completed courses or other theoretical activities corresponding to 50 credits, or the PhD student presents a realistic plan to achieve 50 credits in the coming year, 2) the scope and the quality of the work are equivalent to four years of study at the graduate level, and 3) the specific contribution of the PhD student to each of the articles/manuscripts can be clearly distinguished. The recommendation shall be explicitly formulated in written. If the update committee objects to the defense of the thesis, the material can be re-examined when the student considers that the requirements are met.
7. The main supervisor is responsible for the annual update of the ISP.
8. The signed update minutes and the form "Yearly updating of individual study plan for PhD students at MBW" are submitted to the Secretariat. The date on the protocol applies as the date for the update of the ISP. The forms are submitted on paper and as PDF files directly after the update and no later than the end of December each year.
9. This procedure makes it possible for the administration of the department to ensure that all PhD students go through an annual ISP update. The MBW administration will send a reminder to those who have not done any update at the end of the year. In addition, this procedure facilitates the elaboration of the report that should be submitted to the faculty in February each year.

This proposal was discussed in the GLK 2016-04-06.
Modification were discussed in the GLK 2018-02-21.