

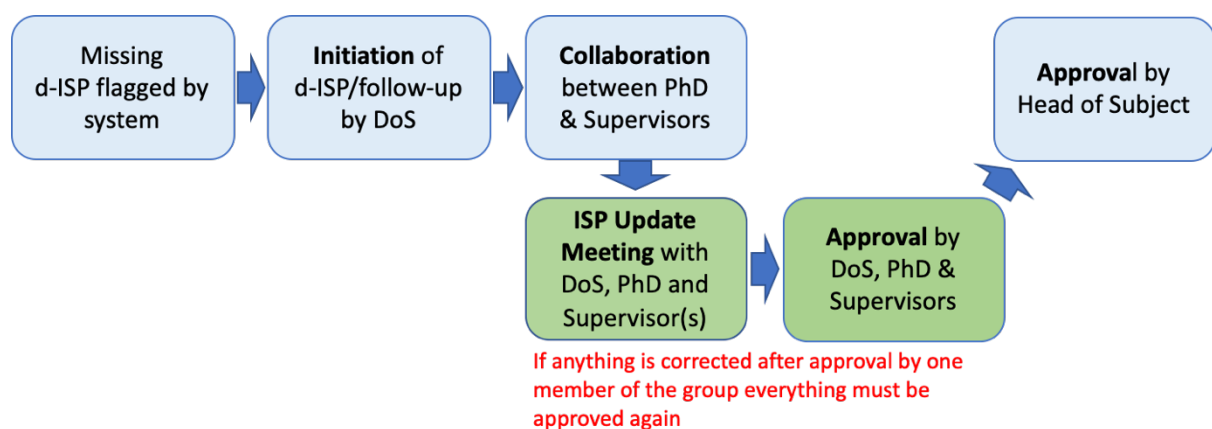
## digital-Individual Study Plan: Instructions for PhD Students and Supervisors at the Department of Geological Sciences, Stockholm University

The Individual Study Plan (ISP) is the guiding document of a PhD project. According to the Swedish Higher Education Ordinance, which governs research education in Sweden (see Chapter 6, 25§ of the Högskoleförordning<sup>1</sup>), the ISP must be updated once a year. You can think of this as a living document and an “activity contract” between the university and the PhD student. In addition to the yearly ISP update, we recommend updating the ISP any time there are major changes in the project plan.

Stockholm University (SU) has developed a digital platform to administer the ISP. The d-ISP platform is found at <https://disp.su.se> and can be accessed using your regular SU login. At the Department of Geological Sciences (IGV) it is now mandatory to use the d-ISP. You can find d-ISP documentation and support on Serviceportalen<sup>2</sup>.

### **Workflow for Updating your ISP**

In the digital system an automatic message is generated when it is time for the yearly ISP update. This is sent to the Director of PhD Studies (DoS) who will then **initiate** a “Samråd” (*consultation* in English) that involves the PhD student, all supervisors and the DoS. You will receive an automatic email from the d-ISP system. It is the responsibility of the PhD student and the supervisors to **collaborate** together and fill in the d-ISP (follow instructions below). Once satisfied with the contents, the student and main supervisor should book an **ISP Update Meeting** with the DoS. Co-supervisors are not required to attend but may, if it is felt a larger discussion could be helpful. At this meeting, we will go through the last year, courses taken, as well as plans for the next year. To simplify the process, the **approval** of the new ISP is done in conjunction with this meeting before being sent on to the Head of Subject for final **approval**. Note that if anyone makes changes to any fields after any approvals, everyone needs to re-approve the d-ISP.



<sup>1</sup> [https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100\\_sfs-1993-100#K6](https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100#K6)

<sup>2</sup> <https://serviceportalen.su.se/sv-se/category/1321270>

### ***Completing the d-ISP***

The d-ISP is divided into 9 sections. Some information automatically comes from Ladok. There are also fields that are not mandatory. To simplify the process an **IGV d-ISP Template** has been created to provide a better overview of plans and changes from year to year (see the PhD Handbook for file). This should be filled in and uploaded during your “Samråd” in section **6. Attachments**.

## **1. Basic Information**

**Early review:** the DoS will adjust this to account for when discussions between the PhD student and supervisor(s) started and the delay in approval due to scheduling and other issues. This is to keep us on track for one ISP per calendar year.

1.1 Doctoral Student: comes from Ladok and cannot be changed here.

1.2 Admission:

### *DECISION*

**Admission date** is the date that the student was officially accepted to doctoral studies by the IGV Departmental Board. This is not necessarily the same date as the **Scheduled date for beginning of study**.

### *DEPARTMENT AND COLLABORATION WITH OTHER ENTITIES*

Your department is automatically filled in. You can leave the rest blank unless relevant. Your subunit is the same as your Subject Area taken from Ladok in the next section.

### *SUBJECT AREA*

The subject area comes from Ladok. A PhD degree is 240 hp and at IGV the distribution between course work and the thesis is 60 hp courses and a 180 hp thesis.

### *COMMENTS*

Fill in as needed.

## **2. Workplace and resources**

**Describe the doctoral student’s access to workplace and other resources to be able to complete the education:** While not mandatory, it is not a bad idea to fill this in so that the student is aware of the resources available in the project.

## **3. Financing plan**

At IGV the most common form of financing is in the form of a *PhD position*.

### *PHD POSITION*

This is not required to fill in but you can include start and end dates as given by the administrative staff at IGV.

#### *ADDITIONAL COMMENTS ON STUDY FINANCING*

Please provide here the source of the salary funding as well as financing sources to actually complete the project.

## **4. Overall planning of the studies**

### *THESIS*

At IGV is possible to write a compilation thesis or a monograph but the former is more common. Fill in the [Preliminary title of the thesis](#). In the [Brief description of the planned thesis content](#) list if possible, manuscript titles or if not possible at this time, the main aims to be met.

### *STUDY RATE*

This is your planned activity rate in percentage of full time. This is the total employment minus any time you spend on teaching or on for example, parental leave.

### *ETHICAL REVIEW*

If your project involves any sensitive data regarding people or experiments then you need to check this box and explain why you need an ethical review. At IGV this is uncommon.

### *EXTRACURRICULAR ACTIVITIES AT THE DEPARTMENT*

You can leave this blank and instead fill in this information in the [IGV d-ISP Template](#).

### *PLANNING FOR THE REQUIREMENTS OF THE DOCTORAL STEPS*

[Scheduled term for half-time control - to have met at least 50% of the requirements for a PhD](#): At IGV we have a Half-Term Assessment that should take place at the end of your second year if you have been studying at 100%. The date should be adjusted around any reduction in study time (e.g., teaching or leave). Likewise, the [Scheduled term to have met at least 80% of the requirements for a PhD](#) should be adjusted.

### *PLANNING FOR PUBLIC DEFENSE*

[Planned term for public defense](#): this is your best guess at which term you will defend with a more certain date given in [Planned time for public defense](#) (i.e., month).

### *ADDITIONAL COMMENTS*

Here you can add any potential reductions in 100% working time if needed.

## **5. Plan for the doctoral student's studies**

The information contained in this section is instead given in the [IGV d-ISP Template](#) which is uploaded in the following section (**6. Attachments**). If you are updating from a previous ISP please highlight completed **tasks in yellow** and indicate changes in Thesis Work from the previous ISP **in red** in the document. Please be sure that the file is a pdf (no other format accepted) and that you include the date in the file name.

## **6. Attachments**

This is where you upload the [IGV d-ISP Template](#). You should also be uploading the **HF Mål template** as filled in by you and your supervisor.

## 7. Supervision

This should be filled in with as much detail as possible so that the PhD student knows who to contact for a given resource/problem. At IGV we do not have mentors in sense considered here.

## 8. Additional notes and comments

Fill in as needed with any information that you think is of relevance to the PhD project.

## 9. Review

9.1 Remaining actual period of study: This is information more related to administration from IGV's side. As such, you can leave 9.1 empty.

9.2 The studies progression: You can tick the box regarding [The studies are progressing according to plan](#) if appropriate but the bulk of the information should be in the uploaded template. You can use the [Other comments](#) section if you think there is any relevant information to be included.

9.3 Supervision Review: For [The supervision has been implemented according to the last determined ISP](#) both supervisor and PhD student need to agree on this one. If there are improvements or changes required, they can be explained in the field below.

### *For Co-Supervisors Outside SU*

If you have a co-supervisor that is not from SU they may create a login using an eduID which they can acquire using the <https://eduid.se/en/>. The DoS requires the co-supervisor's email address and their unique eppn in order to be entered into the d-ISP system. It should look as below. You can see further instructions here <https://serviceportalen.su.se/sv-se/article/1402329>.

**Unikt ID**

Detta är ett autogenerated unikt id för ditt eduID som du kan behöva ange när du ber om teknisk support.

eppn  
██████████

Du kan bli tillfrågad om den här information om du ber om teknisk support.