

# Completing the digital Individual Study Plan

Guide-lines for students, supervisors and mentors at the Physics department, Stockholm University.

Version 1.5, 2023-01-10

## Update history:

Version 1.5

The COVID-19 appendix is no longer mandatory

Version 1.4

Made it explicit that it is the student who should summarise the career development meeting.

Version 1.3

Explicit links to two templates for some of the attachments added

Version 1.2

Note on sign-off procedures added at the end of document.

Version 1.1

The attachment on the effects of Covid-19 on the progress is made mandatory

Version 1.0

Maps exactly to the information given in the information seminars for students and supervisors november 2021

# Supervisor / Student

The digital ISP is partitioned in 9 sections. We follow this partitioning here.

## 1. Basic information

Review date (if less than 12 months after decision): <input type="text"/>
Comment: <input type="text"/>

This field gives you the opportunity to ensure that the ISP is revised earlier than 12 months after this update is signed-off. Use if you know that the current version has a limited life-span. Otherwise if there is no need to update before the maximum 12 months you leave this blank.

### 1.1 Doctoral student

The information under this heading will be imported from Ladok, if things need to change here, then update the Ladok data.

### 1.2 Admission

DECISION	
Accepted to: <input type="text" value="Doctoral degree"/>	Starting term: <input type="text" value="Fall 2018"/>
Admission date: <input type="text"/> <small>This field is mandatory</small>	Scheduled date for beginning of study: <input type="text"/> <small>This field is mandatory</small>

The admission date is the date of the decision in the board. The "Scheduled date for beginning of study" should be the date when the position starts, planned or later actual.

In most cases this will be pre-filled when you get here, if not please consult Per-Erik Tegnér!

DEPARTMENT AND COLLABORATION WITH OTHER ENTITIES
Department: <input type="text" value="Department of Physics"/>
Sub unit / center / section (optional): <input type="text"/>
Association with graduate school / other institution or other type of co-operation - specify the Event Number registration number of any agreement: <input type="text"/>
Active at (if a other departments / institutions / activities): <input type="text"/>

These fields are normally left empty, but if you do have established collaboration with external actors (for example cotutelle agreements, *industridoktorand*, or externally employed student) this could be entered here

**SUBJECT AREA**

Subject area:

Theoretical Physics

Distribution between course and thesis part in hp:

This field is mandatory

Do check that the subject area (one of "Physics", "Theoretical Physics", "Chemical Physics" or "Medical Radiation Physics") matches what is in the admission decision of the board.

The distribution between courses and thesis part should be 60 hp courses and 180 hp thesis, normally this is already filled in.

Describe the doctoral students access to workplace and other resources to be able to complete the education:

## 2. Workplace and other resources

Here you normally enter the standard template:

The access to workplace and other resources are regulated in the departemental document "Riktlinjer för ansvarsfördelningen i forskarutbildningen", as decided by the board 2013-12-14.

[https://www.fysik.su.se/polopoly\\_fs/1.361535.1520357535!/menu/standard/file/RiktlinjerUF.pdf](https://www.fysik.su.se/polopoly_fs/1.361535.1520357535!/menu/standard/file/RiktlinjerUF.pdf)

Most of the time this is already filled-in.

If there are any special agreements concerning eg. access to experimental equipment or such, then add this to this box.

### 3. Financing plan

Select all sources of finance that apply

- PhD position
- Scholarship
- Other employment at the University (e.g. Lecturer)
- Salaried work with research-affiliation (see instructions for definition)
- Corporate doctoral student (see instructions for definition)
- Other support not connected to postgraduate education (including if the student support period is spent)

**SOCIAL SECURITY**

*When a PhD position is not a part of the financing, the plan must specify which forms of social security that apply in case of illness, parental leave, etc.*

**ADDITIONAL COMMENTS ON STUDY FINANCING**

Teaching is normally part of the PhD position, hence one does not need to tick a separate box for this.

## 4. Overall planning of the studies

**THESIS**

The thesis is planned to be written as:

Not specified

Preliminary title of thesis:

This field is mandatory

Brief description of the planned thesis content:

This field is mandatory

**STUDY RATE**

Planned degree of activity - specify the planned scope of the studies as a percentage of full-time (at least 50% according to HF):

This field is mandatory

Here you enter the net rate after subtracting for instance teaching.

**Ethical review** is normally not relevant to us.

**EXTRACURRICULAR ACTIVITIES AT DEPARTMENT**

Extracurricular Activities at Department

Enter the nature of the extracurricular activities at department and specify when they are to be performed:

Enter the planned scope as a percentage of full time:

Here you enter any extracurricular activities, typically the teaching or other service at the department.

**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:

Not specified

This field is mandatory

Scheduled term to have met at least 80% of the requirements for a PhD:

Not specified

At fysikum the half-time control is the licentiate seminar. There is no formal 80%-milestone so leave blank.

**PLANNING FOR PUBLIC DEFENSE**

Planned term for public defense:  
Not specified  
This field is mandatory

Planned time for public defense:  
[Empty text input field]

First row is mandatory, second you fill when getting close such that there is a reasonable estimate.

## 5. Plan for the Doctoral student's studies.

### 5.1 Courses

[Add course](#)

Name:  
[Empty text input field]

Mandatory

Planned term:  
Not specified

HP:  
[Empty text input field]

Description:  
[Empty text area]

Completed:  
[Empty text input field]

[Remove this course](#)

This form is filled once for each course, use ["Add course"](#) top left to add additional courses.

All ISP:s should have a complete plan for courses to be included in the exam totalling 60 credits. Exceptionally this can be waived for the very first ISP. However, modifying this list by removing old and adding new courses is always possible, so a first plan should in most cases be possible to draft.

In the case where courses from earlier studies are to be included (maximum 22.5 credits, and with the boundary condition that the student must meet the criteria to be accepted as PhD student also if these courses are not included in the eligibility criteria) you should state this in the description.

Only the introductory course and the broadening course are mandatory - remember to tick the "Mandatory" box for these.

### 5.2 Other mandatory components

There are currently no other mandatory components, given that the ethics course is included in the (mandatory) course "introduction to the Department and PhD studies at Stockholm University" so leave 5.2 empty.

## 5.3 Thesis work

[Add thesis work](#)

Name:

*Last changed 2021-09-30 by Sten Hellman*

Description:

*Last changed 2021-09-30 by Sten Hellman*

Planned term:

*Last changed 2021-09-30 by Sten Hellman*

Comment:

*Last changed 2021-09-30 by Sten Hellman*

Reported

*Last changed 2021-09-30 by Sten Hellman*

[Remove this thesis work](#)

Use this section the way we have used 7.2 "Avhandlingsarbete" in the paper-form. Tick "Reported" for any activity which is completed to separate from future plans.

## 5.4 Other Activities (conferences, presentations, research applications)

[Add activity](#)

Name:

Description:

Planned term:

HP:

Comment:

Reported

[Remove this activity](#)

5.4 is left empty - we report all these activities also in section 5.3

## 6. Attachements

In this section you upload the **mandatory** appendices to the ISP, that is:

- The summary by the student of the career development meeting
- The faculty-wide form for the supervisors evaluation relative the graduation goals  
[https://www.su.se/polopoly\\_fs/1.595077.1643713150!/menu/standard/file/ISP-bilaga.docx](https://www.su.se/polopoly_fs/1.595077.1643713150!/menu/standard/file/ISP-bilaga.docx)
- The research plan
- The year-plan

NOTE! The faculty-wide attachment on the effects of the Covid-19 pandemic is no longer mandatory. If however the students progression is affected by the pandemic this should be documented in the ISP. This can be done in the general comments section or in an attached document. If the latter it is preferred to use the faculty-common document which can be found at:

[https://www.su.se/polopoly\\_fs/1.595076.1643713087!/menu/standard/file/ISP-CovidAttachement.docx](https://www.su.se/polopoly_fs/1.595076.1643713087!/menu/standard/file/ISP-CovidAttachement.docx)

## 7. Supervision

### 7.1 Main supervisor

First (given) name: Emil	Last (family) name: Johansson Bergholtz
E-mail: emil.bergholtz@fysik.su.se	Research supervisor training completed: <input type="text"/>
Description of responsibilities during the ISP period: <input type="text"/>	

Name and e-mail is imported from Ladok. Note that the decision about main supervisor and co-supervisor is taken by the Director of PhD studies, who will also make the pertinent changes in Ladok.

Here you should also note whether part or all supervision has been performed remotely, and if so also comment on how this has worked out.

### 7.2 Other supervisors

As for supervisor

### 7.3 Mentors

Name and e-mail is imported from Ladok, so if this needs to be changed, change it in Ladok.



## **8. Attditional notes and comments**

Can be used if there are matters that should be recorded and signed off that are not covered by any of the other fields in the ISP

## **9. Review**

## 9.1 Remaining actual period of study

*Reconciliation takes place against Ladok and the HR system Primula*

**ACCUMULATED ABSENCE THAT ENTITLES AN EXTENSION OF THE PROGRAMME LENGTH**

Refers to period from:	Refers to period until:
<input type="text"/>	<input type="text"/>
Sick leave, number of days:	Care of children, number of days:
<input type="text"/>	<input type="text"/>
Temporary parental allowance, number of days:	Service within the National Defence, number of days:
<input type="text"/>	<input type="text"/>

**PROLONGATION OF DOCTORAL STUDENTSHIP AND DOCTORAL GRANT DUE TO STUDENT UNION ASSIGNMENTS**

Commission of trust within unions and student organisations (approved assignments according to specific attachment)

Approved prolongation due to commission of trust within unions and student organisations, number of days:

**RESIDUAL PERIOD OF STUDY**

Student finance is consumed

Remaining period of study (reconciliation takes place against Ladok):

Comments:

As previously for the analogue ISP this is indicative to signal to all involved roughly what the status is.  
As stated the exact amount of extension will be determined by director of study after checking with Ladok and Primula.

If needed use the comment field to further develop and itemize entries.

## 9.2 The studies progression

*Completed courses, mandatory components, etc to be entered under section 5 (can be matched in Ladok)*

The studies are progressing according to plan

Comment what has not been done according to plan:

Completed activities that has not been stated under section 5:

Other comments:

Here you cover both course-work and thesis work.

## 9.3 Supervision review

The supervision has been implemented according to the last determined ISP

Comment what has not been done according to plan:

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### Signing off

The final sign-off requires communication between the parties involved for this to run smoothly. The supervisor and student will have the possibility to "approve" by clicking a button with this label. Only after student and supervisors have approved the corresponding button will appear in the view of the mentor.

Note also that any modification resets all approvals to zero, so if for instance the supervisor corrects a typo after the student has approved the student must approve once more. Therefore it is usually convenient to ask all concerned (also the mentor) via eg. e-mail if they are ready to sign before going through the formal approval steps.