



HÖGSKOLAN
DALARNA

Instructions: Individual Study Plan (ISP) for Doctoral Students Admitted to Dalarna University

Decision: FUN (Graduate Studies Committee)

Revised:

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Replaces: DUC 2013/723/10

Updates: Secretary, FUN (Graduate Studies Committee)

Introduction

Chapter 6, Section 29, Higher Education Ordinance:

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. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2010:1064).

An individual study plan (ISP) shall be drawn up for every doctoral student. This will include the University's and the doctoral student's obligations and a timetable¹. The ISP is drawn up using a special form by both the doctoral student and the principal supervisor, and is reviewed by the Director for postgraduate studies, after which it is finalised by the Graduate Studies Committee.

Each year, the ISP must be followed up and revised. The Director for postgraduate studies is responsible for ensuring this is done. The doctoral student and the supervisor update the plan in dialogue with the Director for postgraduate studies, who approves the revisions and reports the status to the Graduate Studies Committee. The ISP is filed in the university filing system. If the Head of research or the Graduate Studies Committee so request, a follow-up can occur more often than once per year.

Individual Study Plan (ISP): Content

Dalarna University fills in the date for approval and the date for revision (page one of the ISP).

When the ISP is being drawn up, the information for those points that are relevant needs to be provided. Upon the annual review, all information needs to be checked (points 1-20) to ensure that it is accurate. Upon review, the doctoral student shall state what has happened *over the past year* for points 7, 8, 10, 11.

¹ Higher Education Ordinance, Chapter 6, Section 29

1. General

Here the name of the doctoral student, his/her date of birth (Swedish civic registration number if applicable), address, email address, telephone number and place of employment are to be given. The names of all employers, should there be more than one, are to be included here.

2. Intended Degree

State whether the doctoral student has been admitted to studies at the licentiate or doctoral level. In those cases where the doctoral student has been admitted after licentiate studies (or equivalent), this should be indicated in the box "PhD later stages".

Indicate whether the doctoral student intends to write a monograph or a compilation thesis.

State the research subject, the registration number and the date of the general study plan for the research subject that the doctoral student has been admitted to. The latest approved general study plan is available on Dalarna University's website. The date to be provided is the date of the decision or, if applicable, the date of the latest revision.

Provide the project title, date of admission as licentiate/doctoral student/PhD later stages, and the semester for the expected completion of the degree.

Upon transfer from another university, indicate this in the box "Transfer from other university".

3. Supervision

State the name of the principal supervisor and all secondary supervisors. State whether they have completed a formal supervisor course. Provide the name of the person responsible for credit transfer for courses at the doctoral level and also state whether the doctoral student has a mentor or other person who will provide support during the doctoral studies study period.

4. Employment Status

Admission to doctoral studies at Dalarna University is only possible when it is part of a position of employment that includes doctoral studies – for example, employment as a doctoral student or an externally employed doctoral student (county council, municipality or business). Under 4, state the employment status of the doctoral student.

5. Financing

The contract/plan for finances for doctoral studies must be included as an appendix upon the student being newly admitted and shall cover the time until his/her degree is complete. The contract pertains only to the doctoral studies (thesis work and courses) and not to any departmental duties or other such work assignments. The contract shall define the extent of

financing from the research profile and the university school (internal), as well as other financing from external funding bodies (external). Upon revisions to the ISP, the contract for finances need only be included if changes have been made to it.

6. Thesis Work

A description of the thesis work shall be presented: background, identified knowledge gap/problem statement, aim, research questions, method, ethical considerations, significance/potential impact, and timetable shall be included as headings. The number of pages can be increased to **no more than 4**, including the most important references. The description of the thesis work must be in enough detail so as to allow for an assessment to be made as to whether or not it can be completed when all factors have been taken into consideration. Upon revision, the text is to be updated so that it accords with how the thesis work has progressed.

7. Describe How the Project Has Progressed

A description is given here as to how the thesis work has progressed since the ISP was drawn up or since the latest revision. The section is to be left blank unless the project started before an approved ISP. Describe what has been accomplished in the past year: for example, collection of sources, empirical work, analysis, thesis writing.

8. Publications

In cases of a compilation thesis, state whether several publications have been submitted (the article has been submitted to a journal), accepted for publication, or been published. In cases where the thesis is being written as a monograph, describe what has been done since admission/review in the form of, for example, chapters.

9. Planned Research for the Coming Year

Describe the goals with the thesis work for the coming year. Here, describe what needs to be completed: for example, data collection, analysis, thesis writing, seminars, and attendance at networks and conferences.

10. Completed and Planned International Activities

Information is to be given here about any international activities that have taken place or that are planned. Attendance at international conferences is a type of activity that occurs quite often. It is also considered positive for the doctoral student to be part of international networks, to take courses (long or short), to collect data in a country other than Sweden, and to spend time in, or go on an exchange to, another country where there is support for the research work.

11. Completed Supervision in the Past Year

The general study plan provides information about how much supervision the doctoral student is entitled to by both the principal supervisor and any secondary supervisor(s). Here, state how and to what extent supervision has been given over the year as well as whether there have been any follow-up discussions between the doctoral student and the supervisor. During such an annual follow-up discussion, focus is on the doctoral student and his/her relation to the supervisor, as well as the study-social situation. For guidance with such discussions, the Collaboration Guide can be used. During the doctoral student study period, discussions should be had on the subject of career planning. If there have been such discussions, then cross off the box to indicate this.

12. Planned Supervision for the Coming Year

A description is to be given here of what the supervision for the coming year is to involve as well as how the work will be distributed over the year, if there are set times for the supervision, etc.

13. Ethical Review

If there is to be an ethical review or if an ethical review is underway, then this is to be indicated. If an ethical review has been completed, then the filing register number (*diarienummer*) from the *etikprövningsnämnd* (ethical vetting) is to be provided. An approved application form for ethical vetting must also be registered at Dalarna University, and its register number (*diarienummer*) must be provided. If the doctoral student and the supervisor find that an ethical review is not necessary, then there must be an argument for this. More than one box can be crossed here if, for example, an ethical review has been conducted for part of a study and planned for another. Information about this can be provided in the section for comments, where information is also to be provided about what forms the ethical review and who will conduct the review.

14. Courses in Doctoral Studies

Completed and planned courses are to be listed. Mandatory courses (in accordance with the general study plan) and elective courses are to be added beneath the correct heading. Include completed courses first, with the date approved. Write the planned date for completion for planned courses. For courses that the student has commenced but not yet completed with a passing grade, write "Ongoing". The number of credits is given for each course. Also to be noted is how many of these can, according to the decision of the person working with credit transfer, be included in the doctoral degree. Ensure that the course name, course code, and name of the educational institute are correct.

The doctoral student calculates the total number of credits for planned and completed courses. Any other education that has resulted in credits is to be listed if this is relevant.

If courses at the doctoral level were completed before admission to Dalarna University (for example, upon transfer from another educational institute), then include these courses. These need to be assessed for possible credit transfer after admission.

All courses besides the mandatory courses at the doctoral level that have been completed at Dalarna University are to receive credit.

For regulations, visit: <http://www.du.se/en/research/>

Credit transfer form, visit: <http://www.du.se/en/research/>

15. Activity for the Entire Research Programme

For all doctoral students, the first semester is the one that the doctoral student is admitted as a doctoral student for the intended degree. Ex 1. Upon transfer from another educational institute, complete the information for the semester you were admitted to that institute (that is to say, not the semester you were admitted to Dalarna University). Ex 2. Upon admission to “PhD later stages”, include the information that relates to the semester when you were admitted to “PhD later stages”.

The scope in percent of full-time is to be provided for each semester. As such, on each respective line, the sum in percent of all boxes shall amount to 100 %. Provide the proportion of **planned** time in percent for research, courses, departmental duties/clinical work (or equivalent), as well as leave for **all semesters** up until the point of graduation. In terms of the **actual** time, it is important that this is as accurate as possible because the times recorded here show the time used and as such how much research time “remains”. This information is provided in Ladok. The length of employment for those that are employed by Dalarna University is based on time that has been used/time that remains.

As part of the student’s doctoral studies, departmental duties can be included in the form of teaching, lab work, or other duties. In the case of externally employed doctoral students (from businesses or municipalities) and clinically active doctoral students, this concerns other work duties. Departmental duties/clinical work means 20-50% of a full-time position and is not calculated into the doctoral studies, which means that the period of employment is extended to an equivalent extent.

Absence from employment includes for sickness, parental leave, and leave of absence, and is given in percent. Absence can also include trade union work and duties related to boards and committees.

16. Miscellaneous

Use this place on the form for anything that needs extra clarification in the ISP.

17. Attainment of Objectives

This section is for the principal supervisor to state how he/she feels the doctoral studies are progressing in terms of the objectives in the Higher Education Ordinance. In his/her account, the supervisor will describe which objectives have been achieved with regards to the thesis in relation to the planned timetable. If the objectives have been somewhat achieved, this can be indicated. Also indicate how the other objectives plan to be achieved.

18. Justification for Deviation

If there is any significant discrepancy between what the doctoral student planned to accomplish in the past year and what he/she managed to accomplish, then the reason for this is to be given by the principal supervisor. Similarly, if the level of activity differs from the plan significantly or if the amount of departmental duties differs significantly from what was planned, then the principal supervisor is to explain the reason for this.

19. Signatures

The individual study plan must be signed by the doctoral student, the principal supervisor, all secondary supervisors, and the Director for postgraduate studies. Upon the annual update of the study plan, secondary supervisors need not provide their signatures. However, all secondary supervisors must be informed as to the updates to the study plan.

Before any signatures are provided, the study plan must always be sent electronically to the Director for postgraduate studies for comments and suggestions for change. The altered study plan – as a paper copy – is then signed before being sent to the Director for postgraduate studies.