

How to approve and establish the study plan

The following steps describe the process after the study plan has been created.

1. The doctoral student and the principal supervisor enter information in the study plan. Status of the study plan is *Created*.
2. The doctoral student approves of the study plan. The approval is done by clicking the button **Approve and send**. When that is done, the study plan changes status to *Waiting for supervisor*.
3. Once the doctoral student has approved and forwarded the study plan, the principal supervisor will receive an e-mail notification stating that there is a study plan to approve.
 - a. If the principal supervisor disapproves or has opinions of the information in the study plan, he or she clicks the button **Send back**. The status of the study plan will change to *Waiting for doctoral student*.
 - b. If the principal supervisor makes changes in the study plan or if data from Ladok is automatically uploaded, the supervisor has to send the study plan back to the doctoral student. He or she clicks the button **Send back**. The status of the study plan will change to *Waiting for doctoral student*
 - c. If the principal supervisor approves of the information in the study plan he or she clicks **Approve and send forward**. The status of the study plan will be changed to *Waiting for study director*.
4. Once the principal supervisor has approved and forwarded the study plan, the study director will receive an e-mail notification stating that there is a study plan to approve.
 - a. If the study director disapproves or has opinions on the information in the study plan, he or she chooses the button **Send back**. The status of the study plan will change to *Waiting for supervisor*.
 - b. If the study director fills out information in the field 8.3 Study director's comments the study plan must be sent back to the doctoral student. The information in 8.3 will be saved in the established plan. The status of the study plan will change to *Waiting for doctoral student*.
 - c. If the study director approves of the information in the study plan, he or she clicks **Approve and send forward**. The status of the study plan will be changed to *Waiting for establisher*.
5. Once the study director has approved the study plan, it will be forwarded to the establisher for establishment. At KI, the establisher is the same person as the study director, since the prefect has delegated that role to the study director.
 - a. If the establisher disapproves or have opinions of the information in the study plan, he or she clicks the button **Send back**. The status of the study plan will change to *Waiting for study director*.
 - b. If the establisher approves of the information in the study plan he or she clicks **Approve**. The status of the study plan will be changed to *Established*
6. Once the establisher has established the study plan it is finalized and available as a PDF-document. An automated e-mail notification is then sent out to the doctoral student, the principal supervisor, the assistant supervisor, study director and the institution administrator.

Screen shots

How to approve/not approve a study plan (main supervisor)

Go to study plans

Study plans

+ Create study plan

View existing study plans using the selection filters.

Study plans

Showing 1 - 1 of 1 (2) 1 10

Doctoral student	Subject	Director of doctoral education	Version	Status	Last change	Action
Benedikt Zöhrer	MEDICAL SCIENCE	Michael Fored	2	Waiting for Supervisor	28/06/21 17:03	Select action

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- Edit
- Show (PDF)

Click on Edit on the blue button to the right (Select action.)

Scroll down to the end of the ISP.

8. Comments Edit

9. Ethical permits Edit

10. Degree outcomes Edit

11. Documents Edit

Message log Add message

Send to doctoral student for approval/editing.

Approve and send forward to director of doctoral education

Choose the appropriate box.