

# Individual study plan

## ISP-Decision-maker

The very first version of a doctoral student´s ISP is created by the administrator when all information about a newly admitted doctoral student is entered into Ladok. The administrator creates a personal association for the principal supervisor, assistant supervisor and study director to the doctoral student´s ISP and also connects the ISP to the doctoral student´s subject at research level and instance.

Once this is done and the doctoral student´s study period starts, work on the ISP can begin.

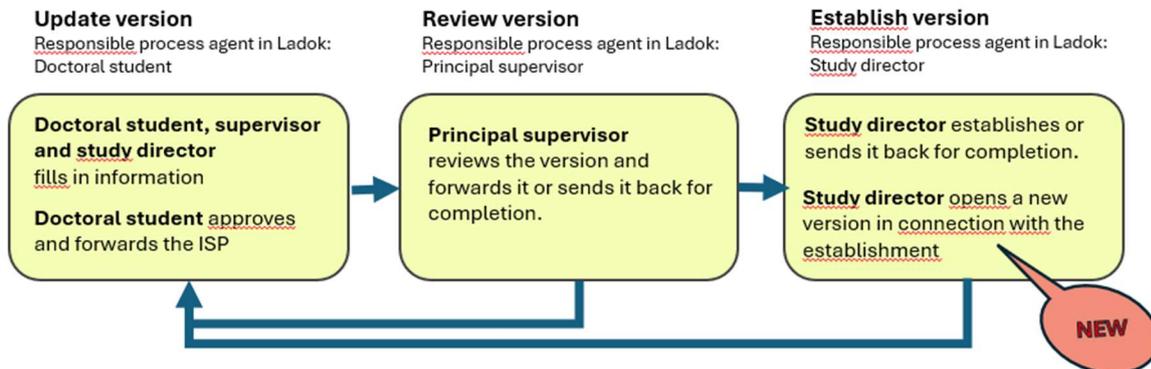
This manual is intended for you who are study director at the doctoral level at KI and here describes how you work with individual study plans in Ladok, where you can find information and how the process works within the system.

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## The process in Ladok ISP

The process for an ISP in Ladok at KI consists of three steps and each step can only have one responsible process person (called “agent” in Ladok).



Structure of the process:

- Only the responsible process actor can forward the ISP to the next step or send the ISP back to the doctoral student in Update version.
- The basic process in Ladok ISP is built according to the Higher Education Ordinance, i.e. once the doctoral student has approved and sent the ISP for review, no one should be able to change the information before confirmation without the doctoral student’s approval.
- The administrator must be outside the process to be able to help and can then add/change and send back an ISP.
- Messages can only be written in Ladok when forwarding, returning or confirming a version. These messages will not be included in the established version. Other communication during work must take place outside Ladok.

Process steps:

### 1. Update version

As soon as new ISP is created or a new version of the ISP has been opened, after the previous version has been confirmed, it will end up in step 1. Update version.

In this step, work is done on writing the ISP and, during annual follow-up, update it with the information that needs to be added or changed.

The ISP also ends up in this stage when it is sent back for completion during review.

The doctoral student, principal supervisor and study director can work simultaneously in the system.

It is mainly doctoral students and principal supervisors who write and work with the ISP.

In this step, you as Study director (Decision-maker) can enter information in the Comment Study Director regarding the course requirements under the Basic information tab.

You can also enter/change/add to most other fields in the ISP.

When the work is complete, it is the doctoral student’s responsibility to forward the ISP for review.

## **2. Review version**

In this step, the principal supervisor review the current version and send it to the study director for approval.

If the ISP needs to be supplemented by the doctoral student, principal supervisor or yourself before it can be sent on, it must instead be sent back.

When sent back to step 1. Update version, all fields will reopen to edit mode.

Both the doctoral student, principal supervisor and you as study director can then complete information in the ISP.

Once the completion is complete, it is the doctoral student's responsibility to approve and resubmit the ISP to review.

## **3. Establish version**

In this step, you as a Study director (Decision-maker) review and confirm the current version.

At this stage, before the ISP is established, you can comment in the Timeplan tab and also comment in the Overview and reflections tab if there are reflections posted there.

If the ISP needs to be supplemented with other information before it can be established, it must be sent back.

For example, if you have missed commenting on the course requirements under Basic information tab or if the ISP needs to be supplemented with information in other fields.

When the ISP is sent back and returns to step 1. Update version, all fields will open in edit mode again.

When the addition is complete, it is the doctoral student's responsibility to approve and resubmit the ISP for review.

In connection with the ISP being established, you as the study director will also open the next version of the ISP.

## Find the doctoral student´s ISP

When working with individual study plans in Ladok, it is easiest to go via your **Home page - My doctoral students (ISP)** tab.

The **My doctoral students (ISP)** tab appears on the home page as soon as you have been personally connected to a PhD student´s ISP. The personal connections are made by the administrator when the ISP is created or when there is a change of supervisor.

The screenshot shows the 'My doctoral students (ISP)' tab in the Ladok system. At the top, there are navigation tabs: 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', 'Advanced', and 'Manage multiple'. The 'My doctoral students (ISP)' tab is selected and highlighted. Below the navigation, there is a search bar for personal identity numbers, last names, first names, and email addresses. A notification section is visible, showing three notifications for Elisabeth Andersson and Caroline Högårdh, with links to 'Establish individual study plan' and 'Update version'. A table below lists the doctoral students connected to the user, including their names, personal identity numbers, roles, versions, current work tasks, start dates, and expected establishment dates.

**At the top of the tab, Notifications are displayed, such as a reminder to determine the ISP.**

**Two months before the expected establish date, a reminder will be displayed here. You can also access the ISP via this link.**

**You are connected to the following doctoral students**

Doctoral student			Not established			
Name	Personal identity no.	Role	Version	Current work task	Start date	Expected establis...
Andersson, Elisabeth	[Redacted]	ISP-Principal sup...	1	Update version	2026-01-12	2026-04-12
Högårdh, Caroline	[Redacted]	ISP-Decision-maker	1	Update version	2026-02-09	2026-05-09

**At the bottom of the tab, you will see the doctoral students you are connected to and which process step (current work task) their ISP is in.**

**The Role column shows whether you are connected as a Study Director, Principal supervisor or Associate supervisor.**

**The expected establish date is also shown here.**

To access to the doctoral students ISP, click on the personal identification number...

## Homepage for the doctoral student's ISP

This will take you to the **doctoral student's homepage of the ISP** and here is the process work is shown. This is where you update your ISP and see already established versions.

Here you can see the three process steps:

1. Update version
2. Principal supervisor reviews version
3. Decision-maker establishes version

Under the headings **Completed work tasks**, **Current work task** and **Upcoming work tasks**, you can see how far you have come in the process with the ISP work.

The screenshot shows the Ladok ISP interface for Elisabeth Andersson. The top navigation bar includes 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. The user's name 'Andersson, Elisabeth' and 'Ladok - test' are visible. The main content area is titled 'Individual study plan' and shows 'Version: 1' with a status of 'Not established'. A sidebar on the left lists eight parts of the ISP: Overview, Participation, Individual study plan, Study plans, Cases/Decisions, Student information, Supervisor and decision-maker, Supervisor conversation, Thesis work, Courses and conferences, Learning outcomes, Timeplan, and Overview and reflections. The main workflow section is divided into three sections: 'Completed work tasks' (empty), 'Current work task' (1. Update version), and 'Upcoming work tasks'. The 'Current work task' section shows an 'Approve' button and the role 'ISP-Doctoral student'. The 'Upcoming work tasks' section is a table with two rows: '2. Principal supervisor reviews version' (role: ISP-Principal supervisor) and '3. Decision-maker establishes version' (role: ISP-Decision-maker). Below this is the 'Established versions' section, which is currently empty. Several callout boxes provide additional information: one points to the version status, another to the 'More functions' button, a third to the 'Current work task' section, a fourth to the 'Approve' button, a fifth to the 'Upcoming work tasks' table, and a sixth to the 'Completed work tasks' section. A large callout box on the left explains the sidebar navigation, and another on the right explains the 'Current work task' section.

This shows the versions status

Here you can, among other things, choose to see a combined description of the workflow for all three process steps.

You can download the ISP version and choose which information should be included on the printout.

Under the heading **Current work task**, it is shown who is responsible for the current task.

For Update version, it is the doctoral student's responsibility to approve and send the ISP for review. That is why the Approve button is not clickable for you as a study director.

**Information and instructions** for this step in process are also shown here.

Under **Upcoming work tasks**, you can see which task is next and which role in the process is responsible.

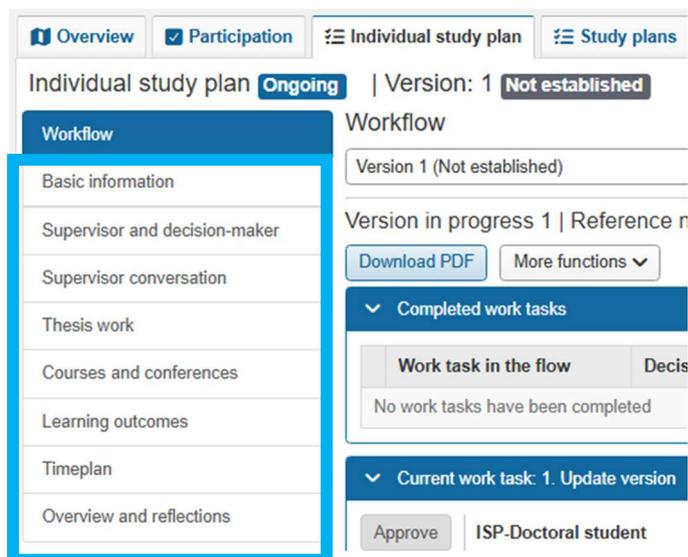
The ISP consists of eight different parts. Choose here which part you want to work with.

## Step 1. Update version

In this step, both the doctoral student, principal supervisor and Study Director can enter and update information and you can work simultaneously in the system.

The ISP consists of eight different tabs, and you can find them under Workflow up on the left side of the image.

Here you choose which part of the ISP you will work in.



Go through all the tabs and fill in the information that is missing or needs to be updated. Each tab consists of one or more parts.

**All instructions** for the different parts of Ladok ISP are located within the system.

The instructions are located on the far right in the header row for each part of the ISP.



Under the green button Page help which is found on each tab in the ISP is generally written for all higher education institutions in Sweden.

The KI specific instructions can be found under the link Instruction.

**Remember** to read the instructions in Ladok under each part before you start working.

## The tabs in the ISP

Each tab in the ISP consists of one or more parts, as an example the Basic information tab is shown here:

The screenshot shows the 'Basic information' tab in the ISP interface. It includes a navigation menu on the left and a main content area with several sections. Callout boxes provide the following information:

- Instructions:** For each part of the ISP, instructions are included in the system. NOTE: Click on the link and read through the instructions for each part before you start updating.
- Update Notifications:** When someone last updated/changed information, it is displayed next to the title of the section where the change was made. You cannot see exactly what was changed, only that something was changed, when and by whom.
- Edit Buttons:** In each part of the ISP where you can make updates/changes, a clickable button appears. When you click the button, fields open in edit mode where changes can be made.
- Comment from Study Director:** A field for 'Comment from Study Director regarding course requirement' is highlighted.

The interface sections visible include:

- Admitted to:** Third-cycle subject (K8MDV112 MEDICAL SCIENCE 240.0 hp), Leads to (Degree of Doctor), Later part (No), Subject instance start/end dates (2028-01-12 / 2029-12-31).
- General syllabus:** Version of general syllabus, Reference number (Dnr 3-3225/2017), Attached file, Link to general syllabus, Course requirements in total (hp), Comment from Study Director regarding course requirement.
- Milestones:** A table with columns for Calendar half year, Milestones in third-cycle studies, Date, Status, and Operation.
- Study activity and funding (SCB):** Sections for Planned and Reported study activity and funding.
- Departmental duties:** A section for entering new activities.
- Other documentation:** A section for entering new other documentation.

In the Basic information tab, you will find the field Comment from Study Director regarding course requirements. Click on Change information button to open the field in edit mode.

Below are three tabs that work a little differently than the others.

## Tab Courses and conferences

Here, all the doctoral students certified results at the doctoral level are loaded from another part of Ladok.

The results can then be sorted under the headings Mandatory courses, Elective courses, Conferences and Seminars and other activities

Remember to read the instructions for each heading to know which results belong under each heading.

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Sort
2026V	K9F3078	Epidemiology I: Introduction to Epidemiology	1.5 hp	Completed	2026-02-04	Eva Ringnell	Sort to heading: ▾

It is not mandatory to sort the results, but if you choose to do so, you will get a good overview of what has been planned and what has been completed.

## Overview of the ISP

Under the Timeplan tab and the Overview and reflections tab, you can get an overview of the ISP.

### Tab Timeplan

The information in this tab is automatically updated based on what has been entered in the ISP and is displayed here sorted by calendar half-year.

Both the doctoral student, principal supervisor and director of studies can enter notes in a free text field during each calendar semester that are related to that semester.

The notes entered under the Timeplan tab will be included in the approved version of the ISP.

### Tab Overview and reflections

A quick overview mainly for those who are not very familiar with the doctoral students ISP.

Values in brackets = planned

Values without brackets = completed

During reflections, it is possible for the doctoral student, Principal supervisor and Study director to enter reflections on the ISP as a whole.

## Step 2. Review version

In this step the principal supervisor reviews the current version of the ISP and sends it to the Study director for approval.

If the ISP needs to be completed before it can be sent for approval, the principal supervisor must send it back.

When the ISP is back in step 1. Update version, all fields are opened again to edit mode. Both the doctoral student, you as the principal supervisor and Study Director can then supplement the ISP with information.

When the doctoral student has sent the ISP for review, it will be shown under the heading Completed work tasks that step 1. Update version is complete.

If the doctoral student has written a message when the ISP was approved and forwarded, it will also be displayed here.

Completed work tasks					
	Work task in the flow	Decision	Message	Decision by	Decision date
>	1. Update version	Approve	Har lagt in handledarsamtalet den 2 februari.	Andersson, Elisabeth	2026-02-20

Current work task: 2. Principal supervisor reviews version	
Approve	Send back
ISP-Principal supervisor	
Description of work task	

Messages written in Ladok are a way for you to communicate between process steps. These messages will not be included in the final version.

## Step 3. Establish version

In this process step, you as the Study Director (Decision-maker) are responsible for reviewing and determining the ISP.

**Before you establish the ISP**, you as a Study Director can at this stage comment in the Timeplan tab and also comment in the Overview and reflections tab if there are reflections posted there.

**If the ISP needs to be supplemented** with other information, such as commenting on the course requirements under the Basic information tab or information in other fields, before it can be established, you must send it back. Click then on the **Send back button**.

When the ISP returns to step 1. Update version, all fields will be opened again to edit mode. Both the doctoral student, you as the Study Director and the Principal supervisor can then supplement the ISP with information.

Under the heading **Completed work tasks**, the workflow is shown during the course work. Here you can also see the messages that have been written between the process steps.

Work task in the flow	Decision	Message	Decision by	Decision date
> 1. Update version	Approve	Har lagt in handledarsamtalet den 2 februari.	Andersson, Elisabeth	2026-02-20
> 2. Principal supervisor reviews version	Send back	Ethical clearance missing	Ringnell, Eva	2026-02-21
> 1. Update version	Approve		Andersson, Elisabeth	2026-02-21
> 2. Principal supervisor reviews version	Approve		Ringnell, Eva	2026-02-21

Under **Current work task 3. Decision-maker establishes version** it is shown here that it is the Study Director's (Decision-maker) responsibility to establish the ISP. Therefore, the Establish button is now clickable.

Under **Description of work task**, you will find information and instructions for this particular step in the process.

**Establish** **Send back** ISP-Decision-maker

**Establish** **Send back** ISP-Decision-maker

**Upcoming work tasks**

Work task in the flow	Role
There are no upcoming work tasks	

To establish, click the **Establish button**...

When you establish, you will be given the opportunity to write a message:

3. Decision-maker establishes version

Decision-maker \* Miksch, Björn 13 / 128

Decision date \* 2026-02-21

Decision  
Looks good. Very well done!  
27 / 2000 characters

Establish (Ctrl+S) Cancel

Then click the Establish button...

## New version of the ISP

Immediately after the version has been established, the next version should be opened.

Overview Participation Individual study plan Study plans Cases/Decisions

Individual study plan Ongoing | Version: 1 Established

Workflow

Basic information

Supervisor and decision-maker

Supervisor conversation

Thesis work

Version 1

Get process and template

To start a new version: click on "Get process and template". It means...

Click on the Get process and template button...

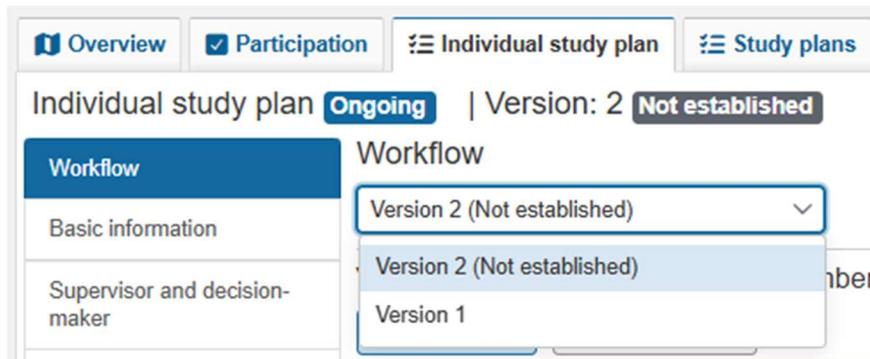
Get process and template

The ISP-process is downloaded and you will see information about the process and what is expected to be done in each step

Save (Ctrl+S) Cancel

Click the Save button...

The next version of the ISP is now open:



Under Workflow you can choose which version you want to see data from.

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Once the new version has been created, the doctoral student and the principal supervisor can begin work on the new version of the ISP at any time.

Two months before the expected establish date, a reminder notification is sent to the doctoral student and principal supervisor. The reminder is also displayed in Ladok.

**If no new version is opened** no reminders will be sent. Reminder notifications are only sent out if a new version is opened and has the status Ongoing.

The start date for the new version will be the date it was created.

The expected establish date will automatically be 12 months after the last established version.

When the new version is open, data entered into other parts of Ladok will be automatically loaded continuously throughout the year.