

Individual study plan

ISP-Principal supervisor

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.

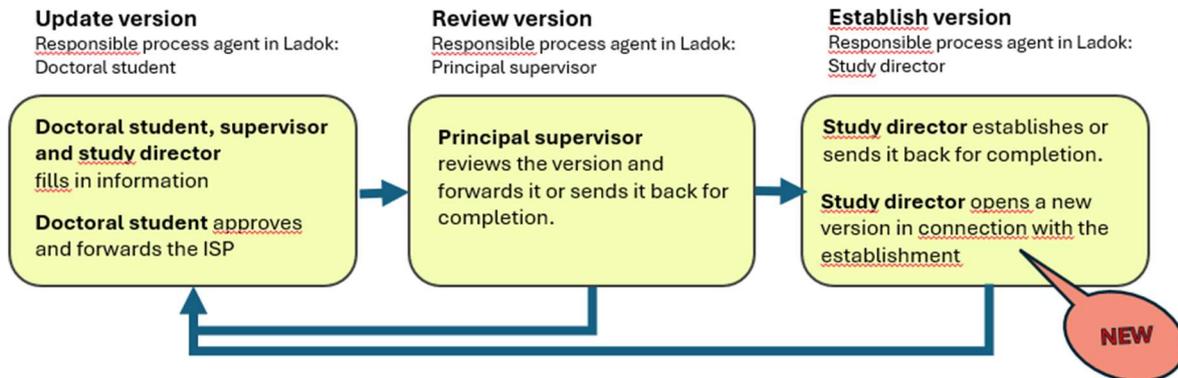
This manual describes how you work with individual study plans in Ladok, where you can find information and how the process works within the system.

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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 process agent responsible for each step can forward the ISP to the next step or send the ISP back to step 1. 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 the process must take place outside Ladok.

Process steps:

1. Update version

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

In this step, one can edit the ISP and, during annual follow-up, update it with the information that needs to be added or changed.

If the ISP is sent back for completion during the review process, it will also come back to this step so that the doctoral student can approve all changes.

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

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

At this step, the Study director (Decision-maker) may enter information in the text box Comment Study director regarding the course requirements under the Basic information tab.

The Study director can also write/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

At this second step, the principal supervisor reviews the current version and forwards it to the Study director for approval and establishment.

If anything needs to be added or edited before it is established, the ISP must be sent back to step 1.

When it is back to step 1. Update version, all text fields will be open again for editing. Both you as the principal supervisor, Study director and the doctoral student will then be able to edit the ISP.

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

3. Establish version

The Decision-maker (Study director) reviews and confirms the current version.

At this stage, before the ISP is established, the Study Director can comment in the Timeplan tab and in the Overview and reflections tab if there is anything written there.

If the Study director finds that the ISP needs to be edited with more or different information before it can be established, it must be sent back.

When the ISP returns to step 1. Update version, all text fields will open in edit mode again.

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

When the Study director establishes the ISP, he/she will also start 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'. Below this is a search bar for personal identity numbers, last names, first names, and email addresses. The main content area is titled 'Notifications' and lists three reminders for Elisabeth Andersson and Caroline Högårdh, each with a link to 'Update version' and a date. Below the notifications is a table titled 'You are connected to the following doctoral students' with columns for Name, Personal identity no., Role, Version, Current work task, Start date, and Expected establish date. Annotations with arrows point to the 'My doctoral students (ISP)' tab, the notification links, and the table.

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 establish...
Andersson, Elisabeth	[redacted]	ISP-Principal sup...	1	Update version	2026-01-12	2026-04-12
Högårdh, Caroline	[redacted]	ISP-Principal sup...	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 Principal supervisor, Associate supervisor or Study Director.

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 home page 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 displayed. The main content area is titled 'Individual study plan' and shows 'Ongoing' status with 'Version: 1' and 'Not established'. The 'Workflow' section includes a 'Download PDF' button and a 'More functions' dropdown. The 'Current work task' is '1. Update version', and the 'Upcoming work tasks' are '2. Principal supervisor reviews version' and '3. Decision-maker establishes version'. The interface also shows 'Completed work tasks' and 'Established versions'.

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 principal supervisor.

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.

Work task in the flow	Role
> 2. Principal supervisor reviews version	ISP-Principal supervisor
> 3. Decision-maker establishes version	ISP-Decision-maker

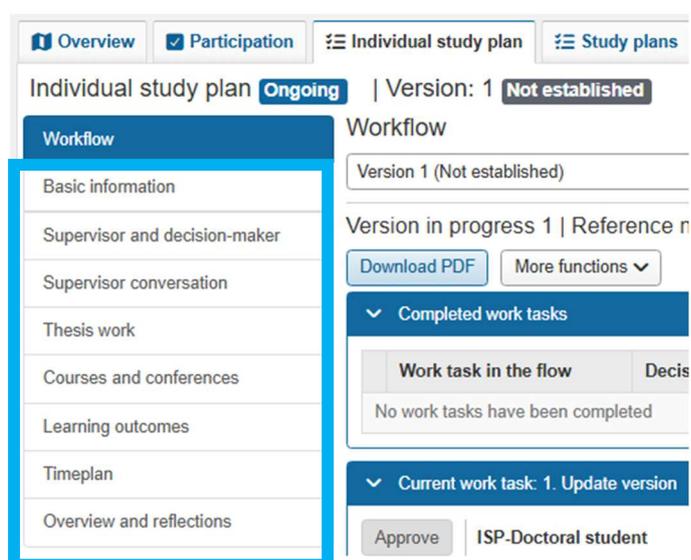
Version	Established date	Referen
There are no established versions		

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. The top navigation bar includes 'Overview', 'Participation', 'Individual study plan', 'Study plans', 'Cases/Decisions', 'Student information', and 'National overview'. The 'Individual study plan' section is active, showing 'Ongoing' status and 'Version: 1 Not established'. A 'Page help' button is visible in the top right.

Callout boxes provide the following information:

- 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.** (Points to 'Instruction' links in the 'Admitted to' and 'General syllabus' sections.)
- 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.** (Points to the 'Last edited' text in the 'General syllabus' and 'Milestones in third-cycle studies' sections.)
- 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.** (Points to 'Change information' buttons and 'New milestone', 'New planned study activity and funding', 'New activity', and 'New other documentation' buttons.)

The 'Admitted to' section includes fields for 'Third-cycle subject', 'Leads to', 'Later part', 'Subject instance, start date', and 'Subject instance, end date'. The 'General syllabus' section includes 'Version of general syllabus', 'Reference number', 'Attached file', 'Link to general syllabus', 'Course requirements in total (hp)', and 'Comment from Study Director regarding course requirement'. The 'Milestones in third-cycle studies' section includes a table with columns for 'Calendar half year', 'Milestones in third-cycle studies', 'Date', 'Status', and 'Operation'. The 'Study activity and funding (SCB)' section includes 'Planned study activity and funding' and 'Reported study activity and funding' tables. The 'Departmental duties' section includes a table with columns for 'Calendar half year', 'Scope', 'Description', and 'Status'. The 'Other documentation' section includes a table with columns for 'Attached file' and 'Description'.

To return to the home page, click the Workflow tab at the top of the column on the left.

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

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:

Remember to read the instructions for each heading to know which results belong under each 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 process step, you as a principal supervisor review the current version of the ISP. As a principal supervisor, you are responsible for approving and sending it to the Study Director for confirmation at this stage. Therefore, the Approve button is clickable.

If the ISP needs to be completed before it can be sent for approval, you must send it back. Click on the **Send back button**.

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

Both the doctoral student, you as the principal supervisor and the Study Director can then supplement the information.

Under the heading **Completed work tasks**, step 1. Update version is now displayed. The message if the doctoral student wrote one when he/she approved and forwarded the ISP is also displayed here.

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

Under **Current work task 2. Principal supervisor reviews version**, it is shown here that it is the Principal supervisor's responsibility to approve and forward the ISP for confirmation. Therefore, the Approve button is now clickable. Under **Description of work task**, you will find Information and instructions for this particular step in the process are also displayed here.

Approve Send back ISP-Principal supervisor

Description of work task
Now it is time for the principal supervisor to review the ISP. The following information is provided to you as principal supervisor and hours followed up on the ISP. If the principal supervisor does not approve the content of the study plan, click on the Send back button. (Once the doctoral student has updated the study plan and forwarded it to you, you will receive a message in the comments section of this version.) When the principal supervisor approves the study plan, it is forwarded to the Study Director for approval. To forward the ISP, click the Forward button.

Work task in the flow	Role
> 3. Decision-maker establishes version	ISP-Decision-maker

Established versions

Version	Established date	Reference number	Decision	PDF
There are no established versions				

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

To forward the ISP to the Study Director for approval, click the **Approve button**. You will then be given the opportunity to write a message.

Step 3. Establish version

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

If the ISP needs to be supplemented before it can be confirmed, the same procedure applies as in step 2. Review version, i.e. the ISP must be sent back.

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

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

New version of the ISP

Immediately after the version has been established, he/she will also create a new version of the ISP.

Once the new version has been created, the doctoral student and you as a principal supervisor can start working on 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 version is opened and has the status Ongoing.

The start date of 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 of the ISP is open, data entered in other parts of Ladok is automatically read into the ISP continuously throughout the year.