

Individual study plan

Doctoral student

Ladok ISP - The student interface

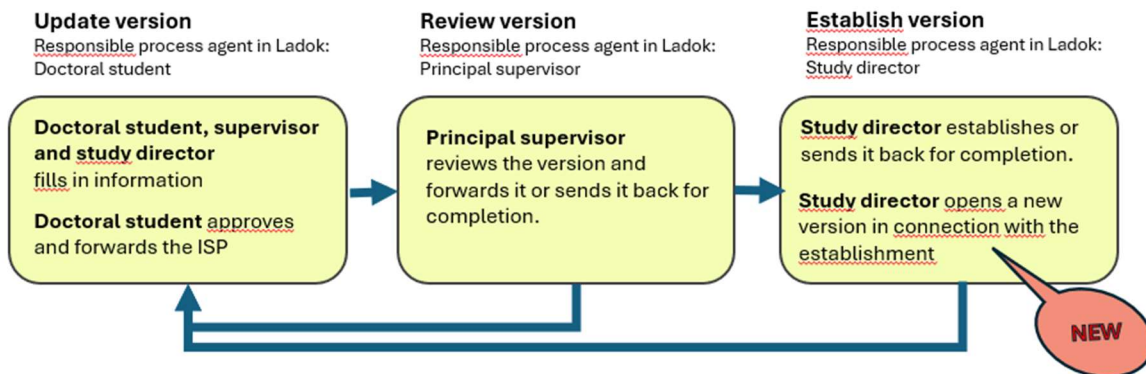
This manual describes how you work with your individual study plan in Ladok, where you can find information and how the process works within the system.

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The process in Ladok ISP

The Ladoks ISP process at KI consists of three steps and each step has a responsible process agent.



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.
- There can only be one responsible process actor at each step.
- The administrator must be outside the process to be able to help and can then add/change and send back an ISP.
- Messages to each other can only be written in Ladok when forwarding, returning or confirming a version. Other communication during work must take place outside Ladok.
- 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 different 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 the Update version step.

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, the Study director (Decision-maker) should enter information in the 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 send the ISP for review.

2. Review version

In this step, you as a principal supervisor review the current version and send it to the Study Director for approval.

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

When the ISP is back to step 1. Update version, all fields will open again to editing mode. Both the principal supervisor, Study Director and you as a doctoral student will then be able to supplement information in the ISP.

When the completion is complete, it is your responsibility as a doctoral student to approve and resubmit the ISP to review.

3. Established 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 also comment in the Overview and reflections tab if there are reflections posted there.

If the Study Director considers that the ISP needs to be supplemented with other information before it can be confirmed, it must be sent back.

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

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

In connection with the ISP being established, the Study Director will also open the next version of the ISP.

Ladok for students

The individual study plan is available for doctoral students in Ladoks student interface.

As soon as there is an open version of your ISP, you will see it on the home page in Ladok for students.

The screenshot shows the Ladok for students interface. At the top, there is a header with the Karolinska Institutet logo, the user name 'Andersson, Elisabeth', and a 'Menu' button. Below the header, the main content area is titled 'Ladok - test'. The 'Home page' section includes 'Current courses' with a link to 'Research work - K6FOARB' and a 'Show more' button. The 'Individual study plan' section contains two notifications. The first notification, dated 2026-02-12 17:02, is titled 'New notification can be found in your individual study plan' and includes a link 'Reminder: Establish individual study plan'. The second notification, dated 2026-02-11 08:42, is titled 'New notification can be found in your individual study plan' and includes a link 'Update version'. A blue box highlights the 'Update version' link, and a blue arrow points from a text box to it. Another blue box highlights the 'Individual study plan' link in the menu, and a blue arrow points from a text box to it. The menu on the right lists various options: Home page, My education, Examinations, Transcripts and certificates, Credit transfer, Degrees and certificates, Individual study plan, Tuition fees, and Foreign merits. The 'Individual study plan' link is highlighted with a blue box.

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

Information is displayed here when something has been updated in the ISP

You can enter the ISP either by the **Update version** link or click on **Individual study plan** in the menu on the right.

If you don't see all the tabs on the right in the student interface, click on **Menu** in the top right of the image and the tabs will open:

The screenshot shows the top navigation bar of the Ladok for students interface. It includes the Karolinska Institutet logo, the user name 'Andersson, Elisabeth', the language 'English', and a 'Menu' button. A blue arrow points to the 'Menu' button.

Homepage of your ISP

You will then be taken to your **homepage of your ISP** and here 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 of your ISP work.

The ISP consists of eight different tabs, and you can find these tabs under Workflow at the top of the image. Here you choose which part of the ISP you will work in. To return to the home page, click Workflow.

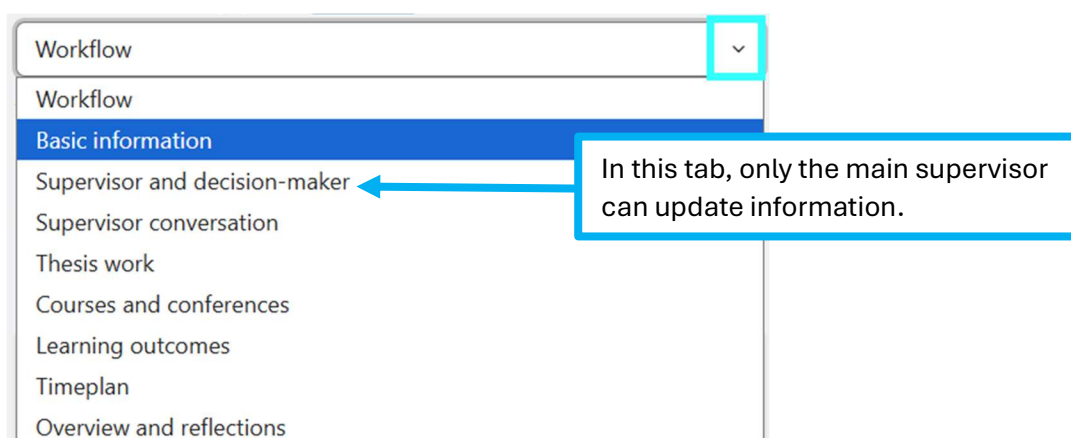
The screenshot shows the Ladok ISP homepage for a user named Elisabeth Andersson. The page is titled "Individual study plan" and "Ongoing". A "Workflow" dropdown menu is highlighted with a blue box and an arrow pointing to a callout box listing eight tabs: Workflow, Basic information, Supervisor and decision-maker, Supervisor conversation, Thesis work, Courses and conferences, Learning outcomes, Timeplan, and Overview and reflections. Below the workflow menu, the "Version 1" status is shown as "Not established", with a callout box stating "This shows the version status." The "Completed work tasks" section shows "There are no decisions in the current process". The "Current work task" section shows "1. Update version" with a "Show more" button and an "Approve" button. A callout box explains that as a doctoral student, the user is responsible for the "Update version" step, hence the "Approve" button is displayed. The "Upcoming work tasks" section lists "2. Principal supervisor reviews version" and "3. Decision-maker establishes version". The "Established versions" section shows "You have no established versions". The "Description of workflow and work tasks" section has a link to "Description of all work tasks in this version".

Step 1. Update version

In this step, both the doctoral student, main supervisor and director of studies can enter and update information and work simultaneously in the system.

The ISP consists of eight different tabs, and you can find these tabs under Workflow at the top 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 the tabs are inside Ladok.

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

When the work is complete, it is the doctoral student's responsibility to forward the ISP to the principal supervisor for review before the ISP can be established.

You can only communicate with your principal supervisor in Ladok when you approve and send the ISP for review or when the ISP is sent back for completion. The Study Director can also enter a message when he/she establishes the ISP.

These messages also appears on the ISP home page and are not included when the ISP is established.

Otherwise, all communication must take place outside of Ladok.

Tabs in the ISP

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

The screenshot shows the 'Individual study plan' interface for 'Thesis work' in the 'Ongoing' state. The interface includes a header with the Karolinska Institutet logo, user information (Andersson, Elisabeth), language (English), and a menu. The main content is divided into several sections, each with an 'Instruction' icon and a 'Change information' button. Callout boxes provide additional context:

- Thesis work:** A dropdown menu icon is circled in blue.
- Summary:** A callout box explains that instructions are included in the system and that users should read through them before updating.
- Planning and follow-up:** A callout box notes that the last update information (date and user) is displayed next to the section title, but the specific changes are not visible.
- Part of thesis work:** A callout box states that a pink 'Change information' button appears in each part where updates can be made, and clicking it opens fields for editing.
- Ethical considerations:** A callout box points to the 'Change information' button in this section.

To return to the home page or go to another tab of ISP, click on the list arrow at the top right of the image next to Thesis work.

Below are three tabs that works a little differently than the others:

Tab Courses and conferences

This tab works a little differently than the others.

The screenshot shows the 'Courses and conferences' tab interface. It features a search bar at the top, followed by a summary section with 'Total within education' (1.5 hp) and 'Unsorted certified results'. Below this is a list of courses, with one example: '2026V - Epidemiology I: Introduction to Epidemiology - 1.5 hp' dated '2026-02-04' and marked as 'Completed'. The interface includes expandable sections for 'Instruction' and 'Mandatory courses'. Two blue callout boxes provide additional information: one points to the 'Unsorted certified results' section, and another points to the 'Instruction' section.

Here, all your certified results at the doctoral level are loaded from another part of Ladok. You can then sort your results under the headings Mandatory courses, Elective courses, Conferences and Seminars and other activities.

Remember to read the instructions for each heading to know which result belongs under each heading.

This is not mandatory to do, 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 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.

You can enter notes in a free text field under each calendar half-year that are related to that half-year.

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 student's ISP.

Shows a summary of certain parts of the ISP.

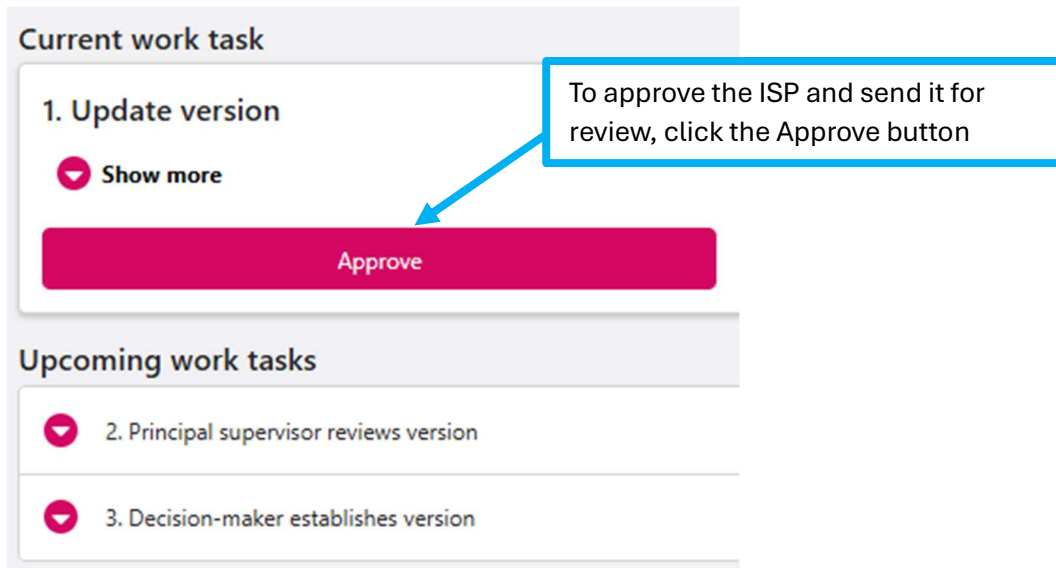
Values in brackets = planned

Values without brackets = completed

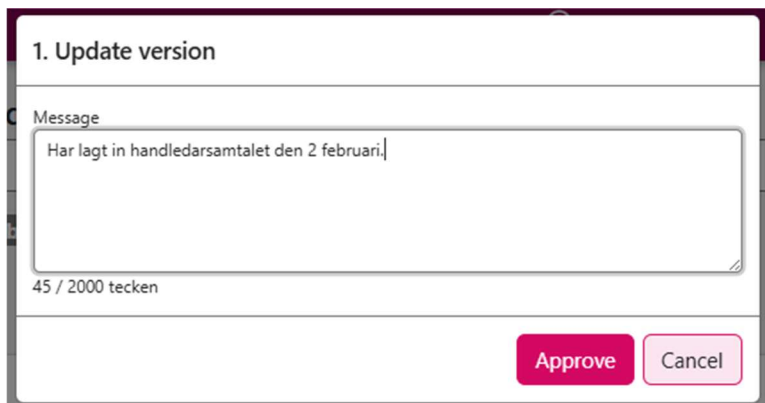
Under reflections, both the doctoral student, principal supervisor and director of studies can add reflections concerning ISP as a whole.

Approve and send forward to review

When the work on the ISP is complete, it is the doctoral student's responsibility to approve and forward the ISP to the principal supervisor for review.



When you approve the work, there is an opportunity to write a message to the principal supervisor:



The message entered here will not be included in the approved version but is used as a working tool in the process.

The message can be seen on the home page under task 1. Update version which now has moved to Completed work tasks in the Workflow tab:

The screenshot shows the 'Individual study plan' page in Ladok. The workflow is in the 'Ongoing' state. Under 'Version 1', which is 'Not established', there are details for reference number, start date (2026-01-12), and expected establish date (2026-04-12). A 'Download PDF' section includes a 'Show more' button and a 'Download PDF' button. The 'Completed work tasks' section lists '1. Update version'. A blue arrow points from a 'Show more' button in the 'Completed work tasks' section to a popup window. The popup window contains the text 'Click on [down arrow icon] then the message is displayed:' and a table of details for the task.

Decision	Approve
Message	Har lagt in handledarsamtalet den 2 februari.
Decided by	Andersson, Elisabeth
Decision date	2026-02-20
Updated by	Andersson, Elisabeth
Time of update	2026-02-20 15:56

Both the principal supervisor and the study director can see the message on the home page of your ISP in Ladok for staff.

If the ISP is sent back for completion

The principal supervisor can send back the ISP in task 2. Review version and the Study Director can send back the ISP back from work task 3. Establish version if it needs to be supplemented before it can be confirmed.

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

The screenshot displays the 'Completed work tasks' section with a list of tasks. Task 2, 'Principal supervisor reviews version', is highlighted. A callout box points to a red downward arrow next to this task, stating: 'When the ISP is sent back, there is the option to write a message. Click on [red arrow] next to the heading under Completed work tasks to display the message.' Below this, a table shows the decision details:

Decision	Send back
Message	Ethical clearance missing
Decided by	Ringnell, Eva
Decision date	2026-02-21
Updated by	Ringnell, Eva
Time of update	2026-02-21 10:30

The 'Current work task' section shows '1. Update version' with a 'Show more' button and a prominent red 'Approve' button. A callout box points to the 'Approve' button, stating: 'The Approve button is clickable because it is the doctoral student's responsibility to approve the ISP when the completion is complete and send it on for review.'

The 'Upcoming work tasks' section lists tasks 2 and 3: 'Principal supervisor reviews version' and 'Decision-maker establishes version'.

When completion is complete, click Approve and submit for review.

Study director establishes version

Immediately after the Study director has established the ISP, the Study director opens the new version.

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

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

The start date for the new version will be the date it was created and the expected establish date will automatically be 12 months later.

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.

See established versions

Once a version is established, no changes can be made.

You can view the information in the different parts by selecting between the tabs here.

This shows that the version is established.

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

There is no process information for this version because it is established. [Go back to the current version of the individual study plan](#)

Here are links to previously approved

Download PDF

Show less

Select areas to be included in the printout
Decision information will always be printed

- Select all
- Basic information
- Supervisor and decision-maker
- Supervisor conversation
- Thesis work
- Courses and conferences
- Learning outcomes
- Timeplan
- Overview and reflections

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