Individual study plan

Doctoral student

Ladok ISP - The student interface

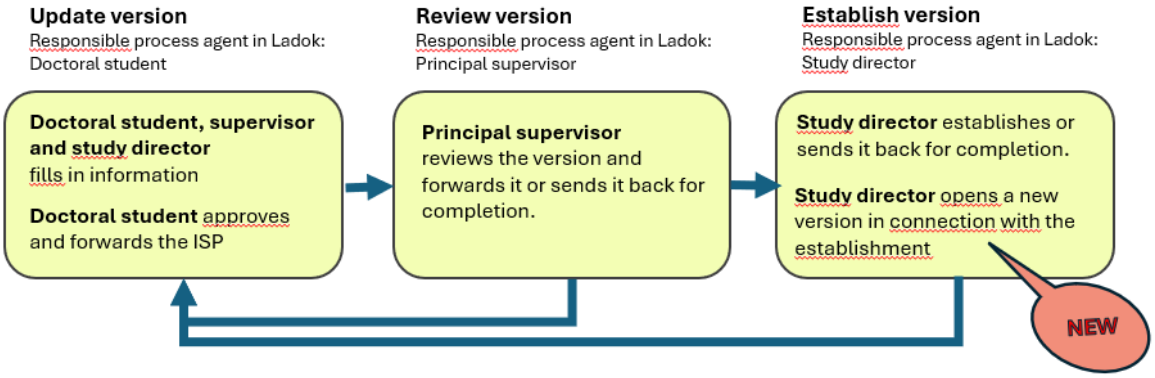
This manual describes how you work with your individual study plan in Ladok, where you can find information and how the process works within the system.

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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.

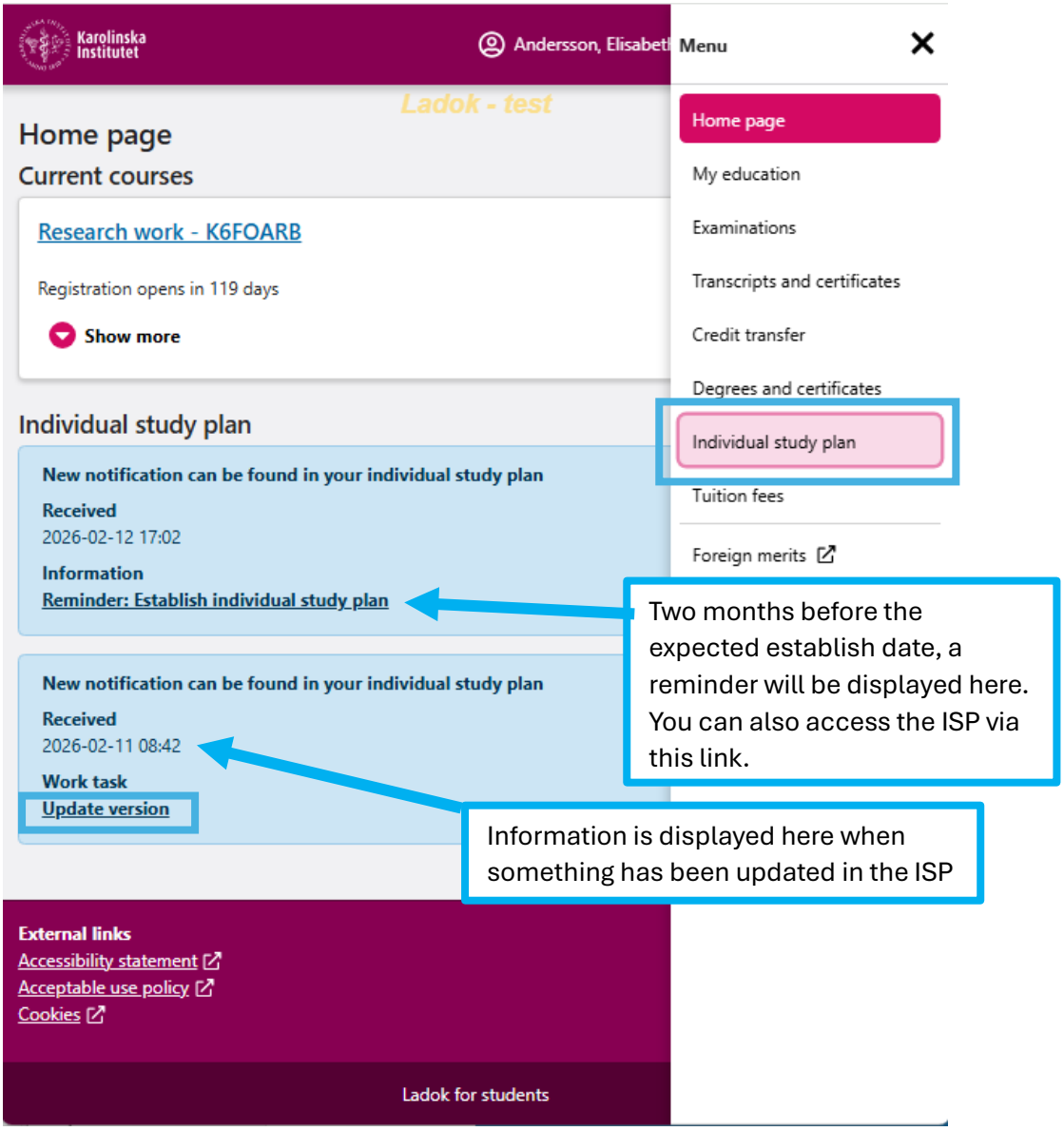
If the Study Director considers that the ISP needs to be supplemented with other information before it can be confirmed, it must be sent back.
When the ISP returns to step 1. Update version, all fields will open in edit mode again.
Once the completion Is complete, it is the doctoral student ´s responsibility 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.



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:



Homepage of your ISP

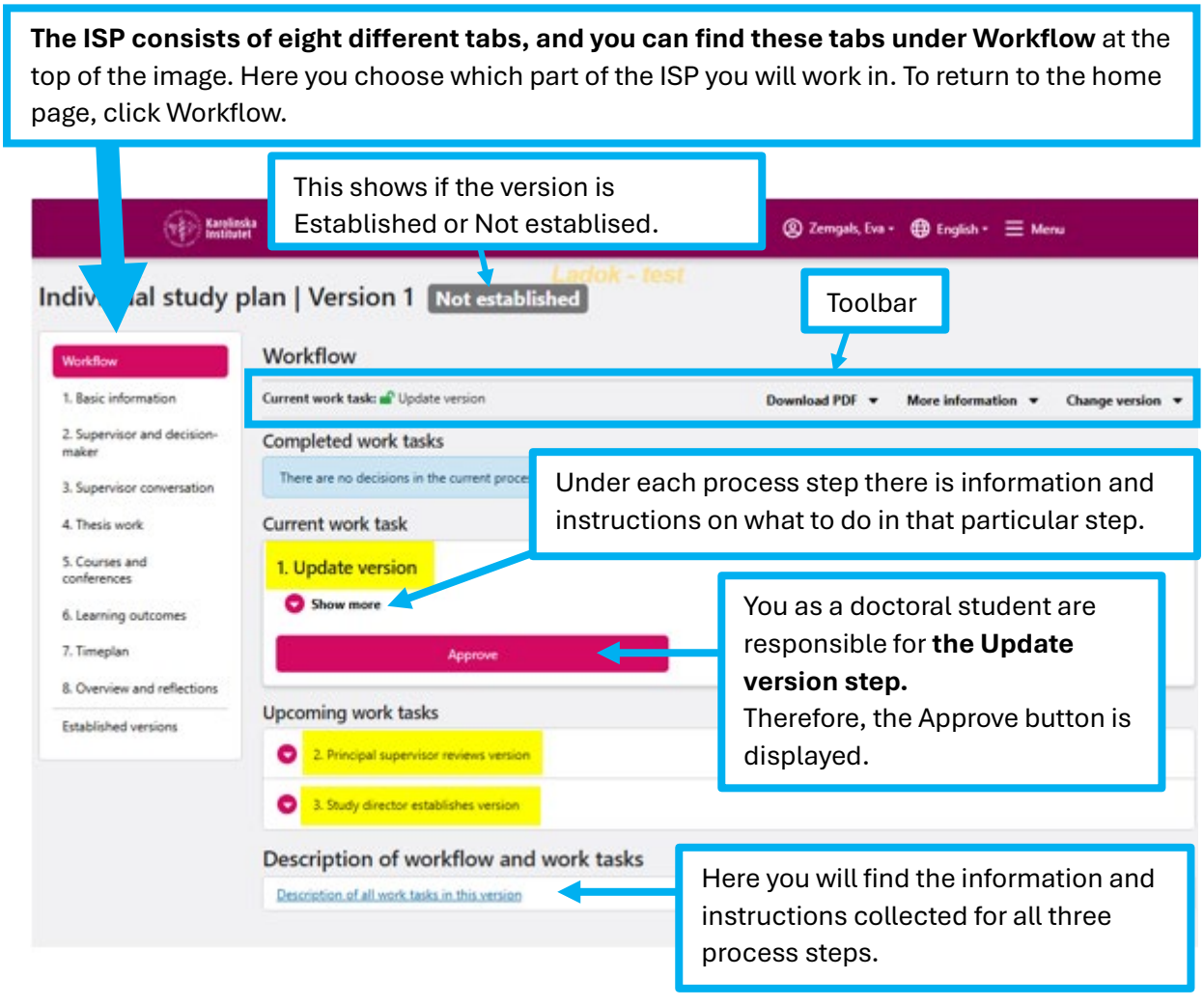
The process workflow is displayed on your ISP´s homepage.

The workflow consists of three process steps:

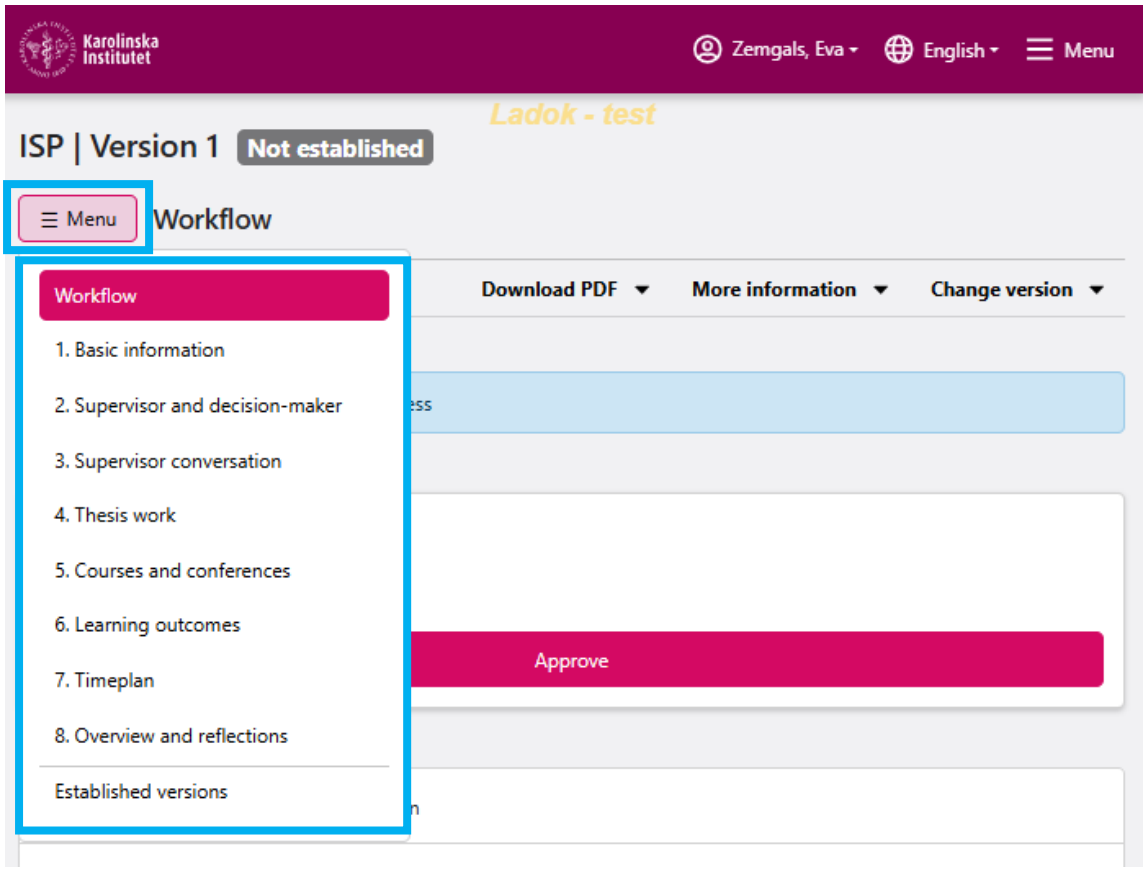
1. Update version
2. Principal supervisor reviews version
3. Decision-maker establishes version

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 toolbar under the heading Workflow is visible regardless of which section of the ISP you are currently in.
Padlock = An open padlock is displayed when you are able to edit the ISP. A closed padlock appears when the ISP is in an process step where you´re not permitted to edit.
Download PDF = Here, you can also select which parts of the ISP to include in the document.
More information = Here you will find information regarding which research subject the ISP is linked to. The status of the ISP and the expected date of approval for this version.
Selected version = Here, you can choose to view all formally approved versions of your ISP.



If you have a small browser window, you must click on Menu to the left of Workflow to see the different parts of the ISP:

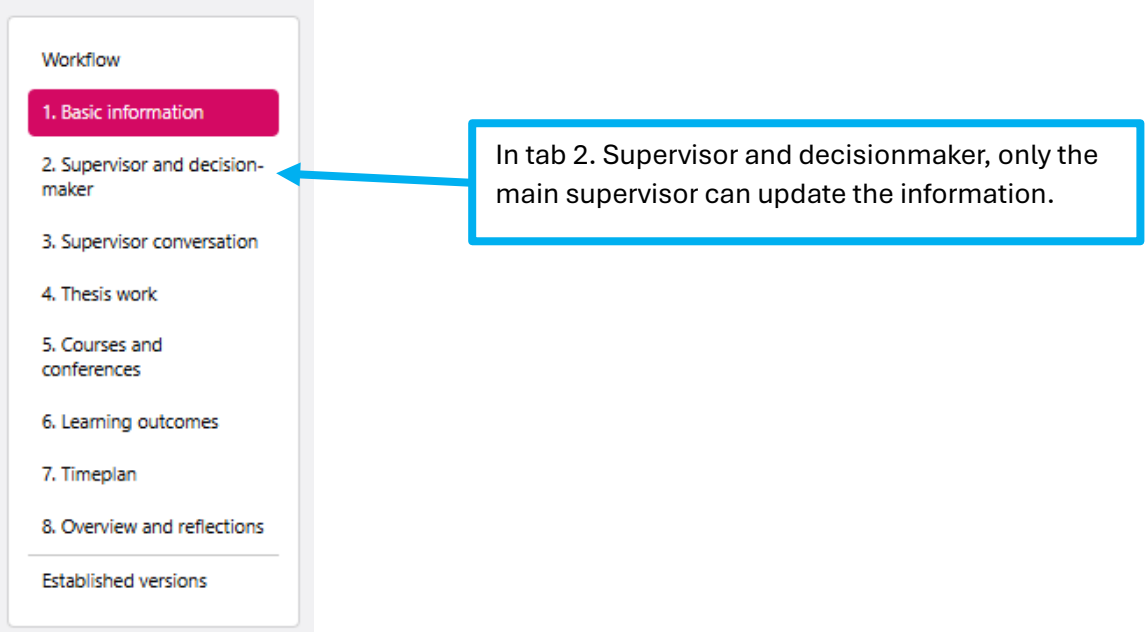


Step 1. Update version

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.

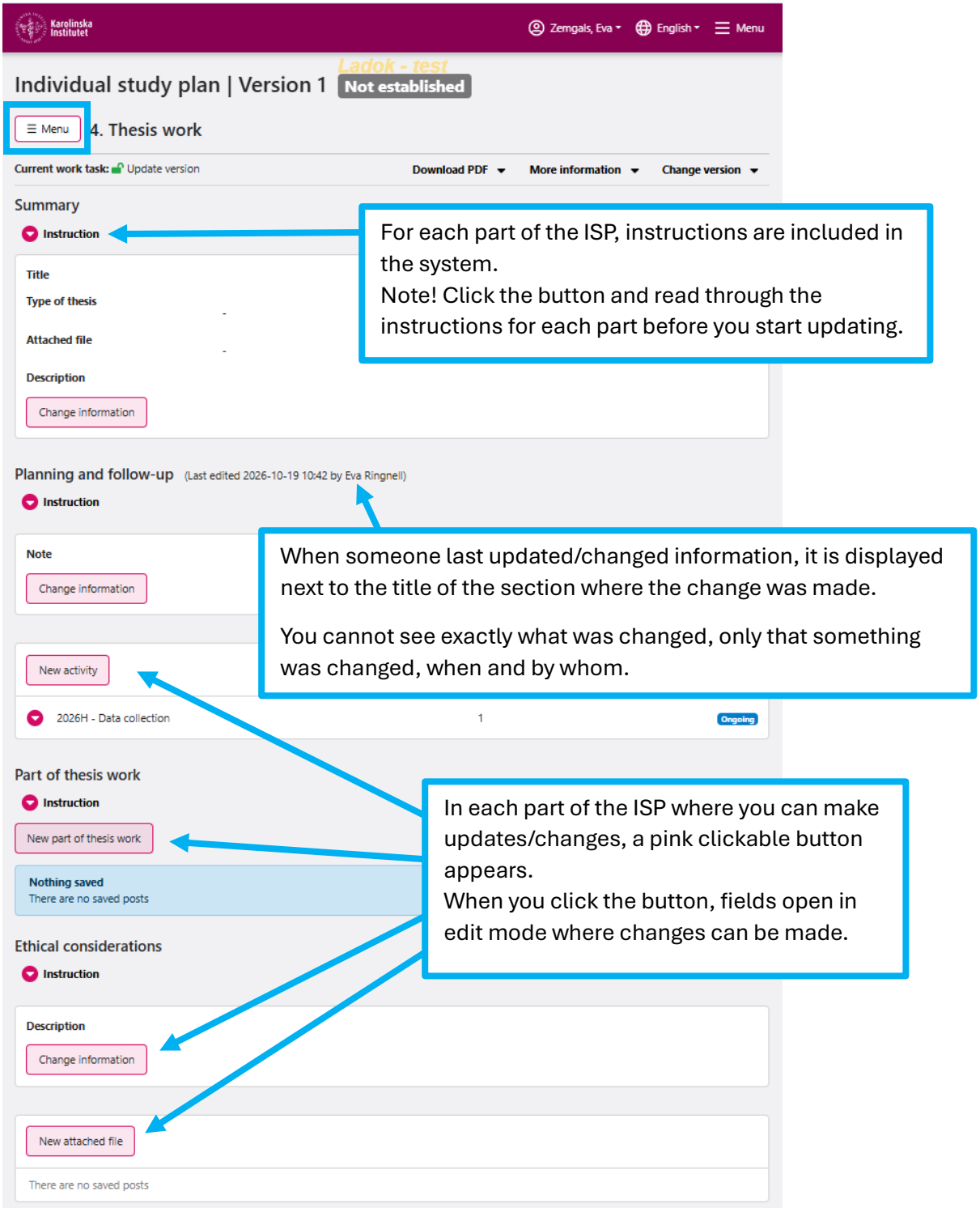
Communicate with main supervisor and the Study director

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 appear 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:



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 work slightly differently than the others:

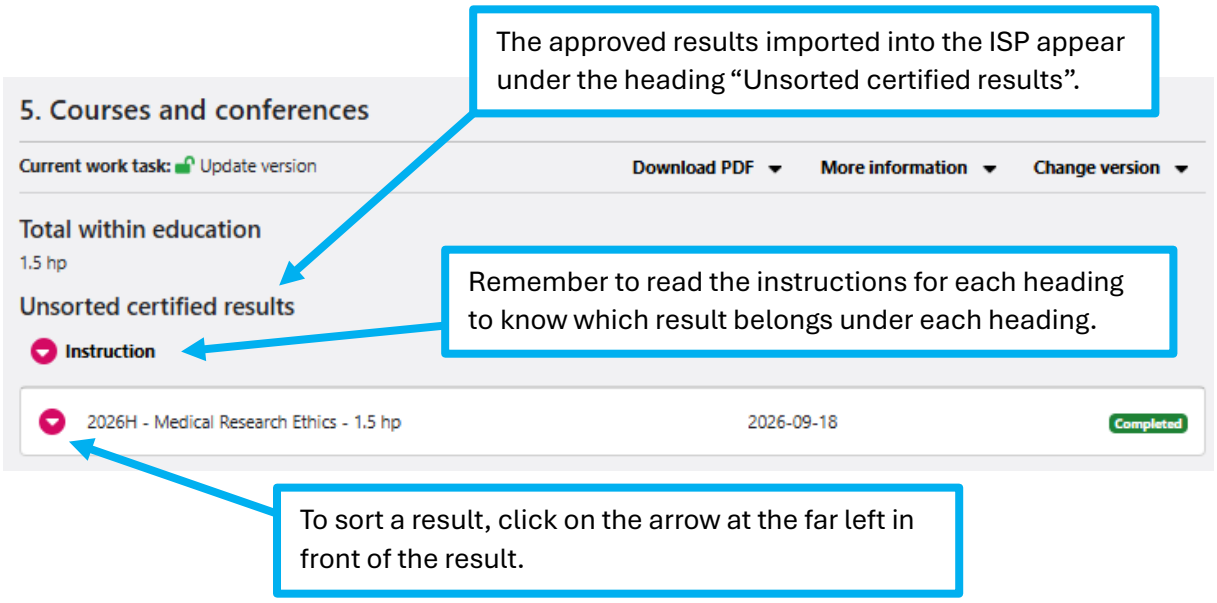
Tab Courses and conferences

Your results that have been reported and approved in another part of Ladok, are transferred to this tab in your ISP. The results can then be categorized as mandatory course, elective course, conference or seminars and other courses.

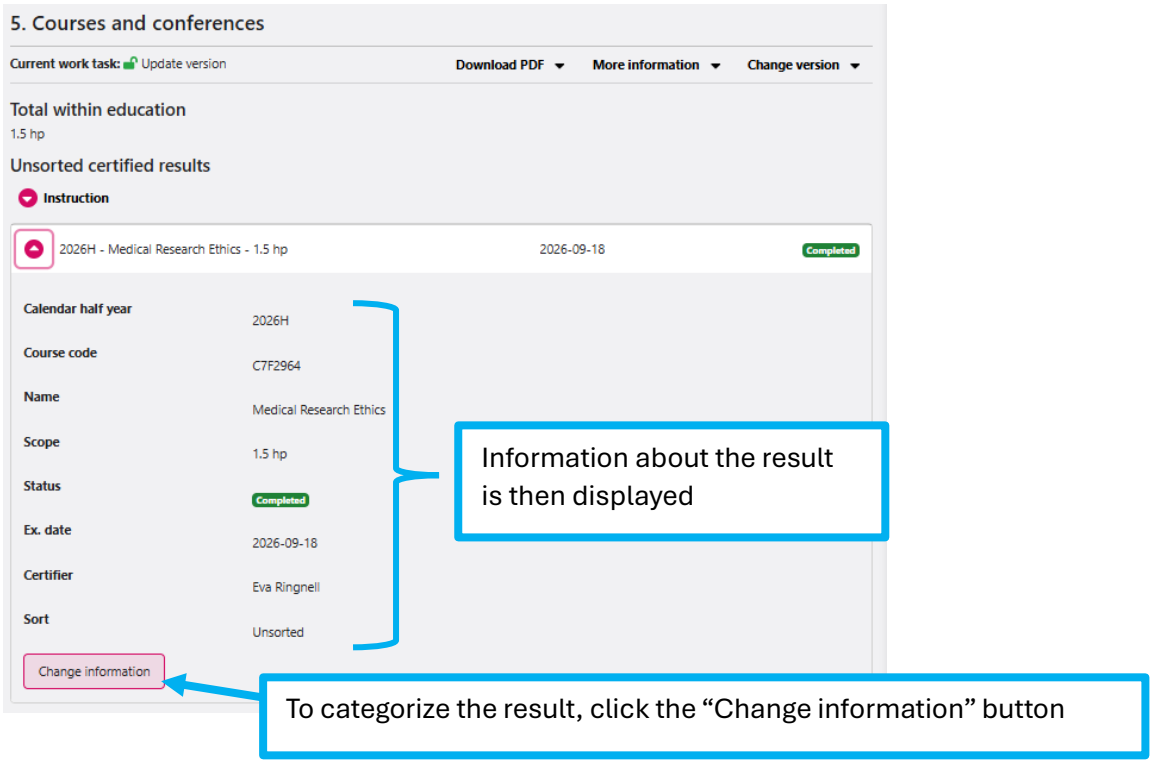
Only the results reported within your research subject which is linked to the ISP are displayed here.
You can see all your results under the “My education” tab, which is located in the main menu at the top right.

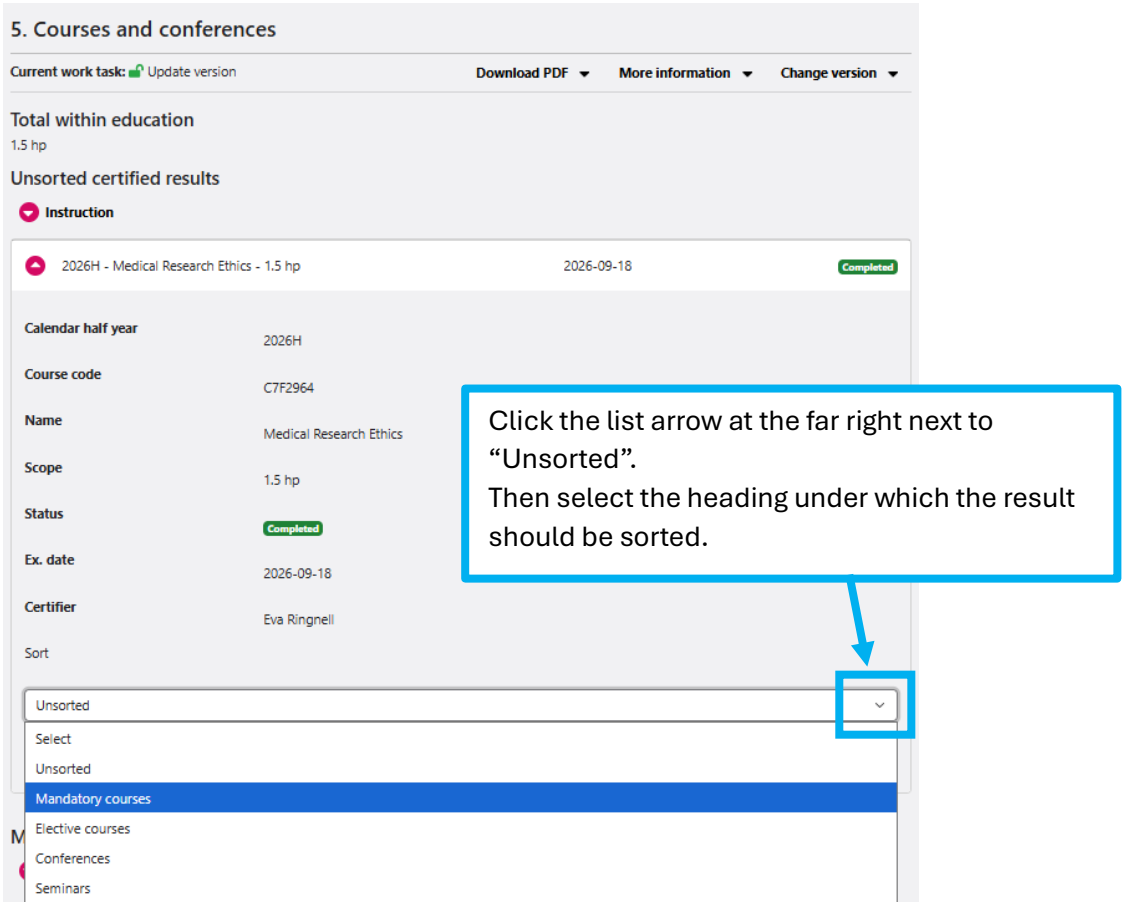
This is not mandatory to do, but if you choose to do so, you will get a good overview of what has been planned and what has been completed.

If any results are missing, start by checking all your results under My education In Ladok. They may have been reported without falling within your doctoral studies. Then contact the doctoral education administrator at your department.



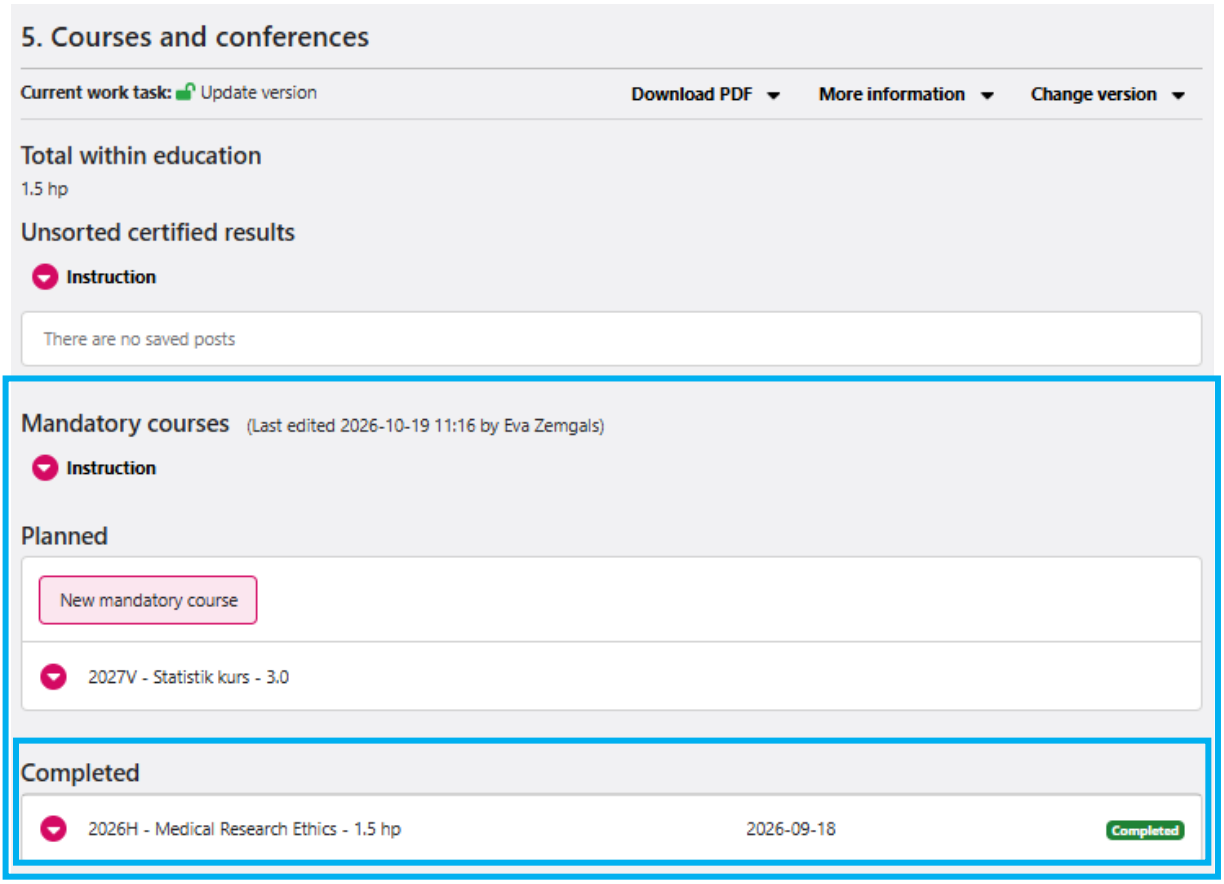
A field then appears below the result:







Then click the Save button.



The result has then disappeared from “Unsorted approved results” and instead appears as a “Completed results” under the selected heading.

Note: If you happen to have sorted under the wrong heading, it is easy to re-sort I by clicking the arrow next to the result´s name and then the “Change information” button.

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.

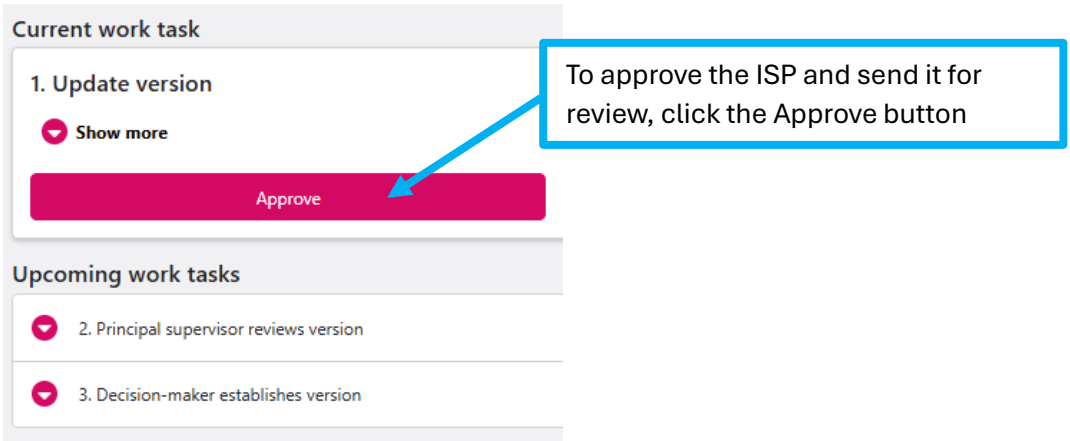
Tab Overview and reflections

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

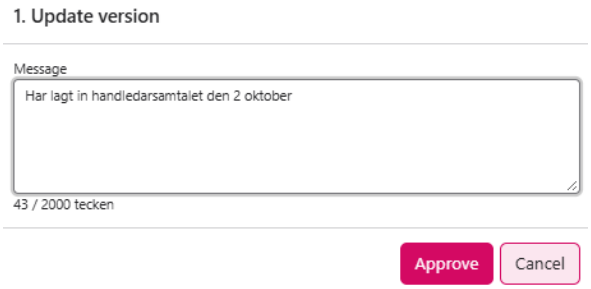
Under reflections, both the doctoral student, principal supervisor and director of studies can add reflections concerning ISP as a whole.

Approve and send forward to review

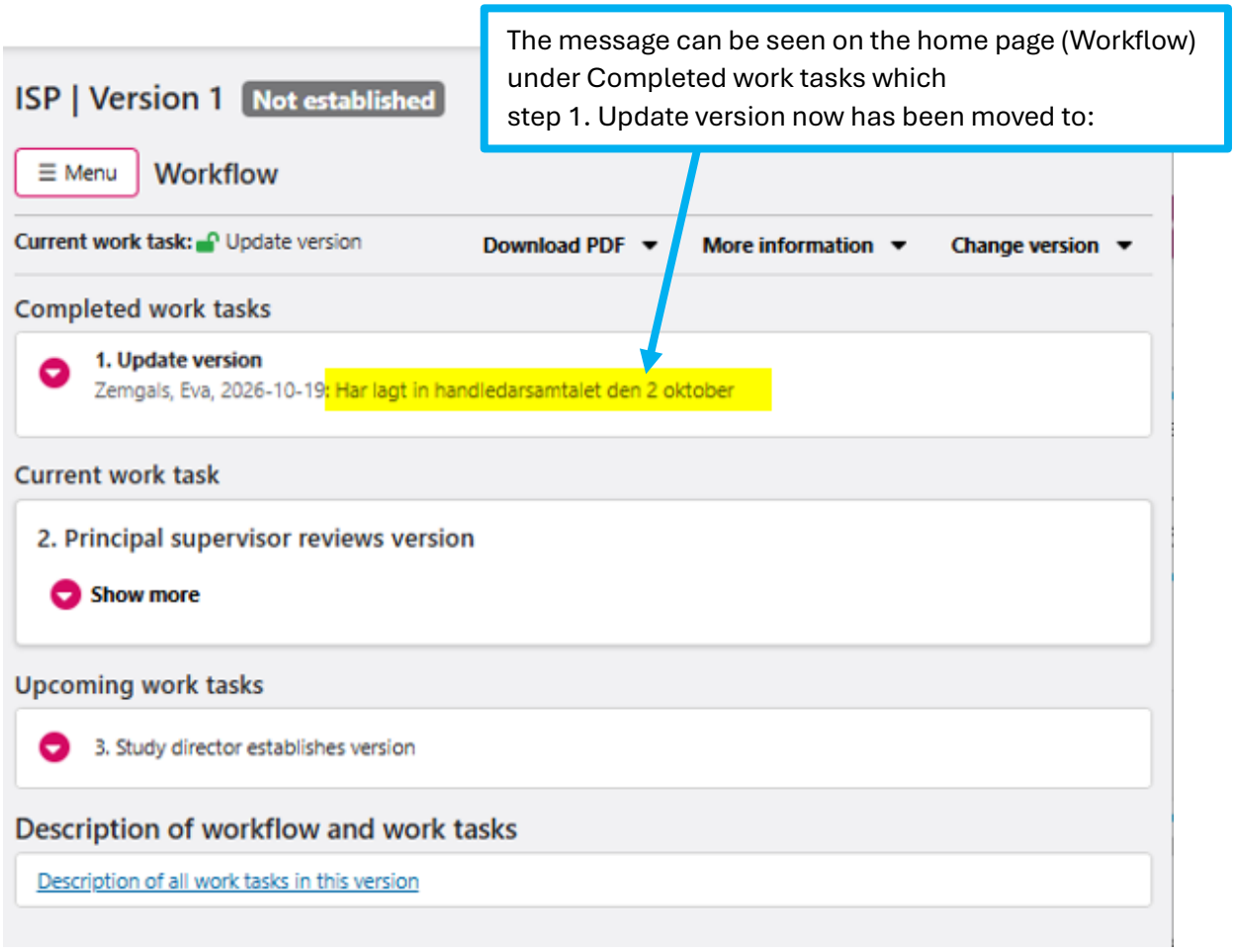
When the work on the ISP is complete, it is the doctoral student´s responsibility to approve and forward the ISP to the principal supervisor for review.



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.

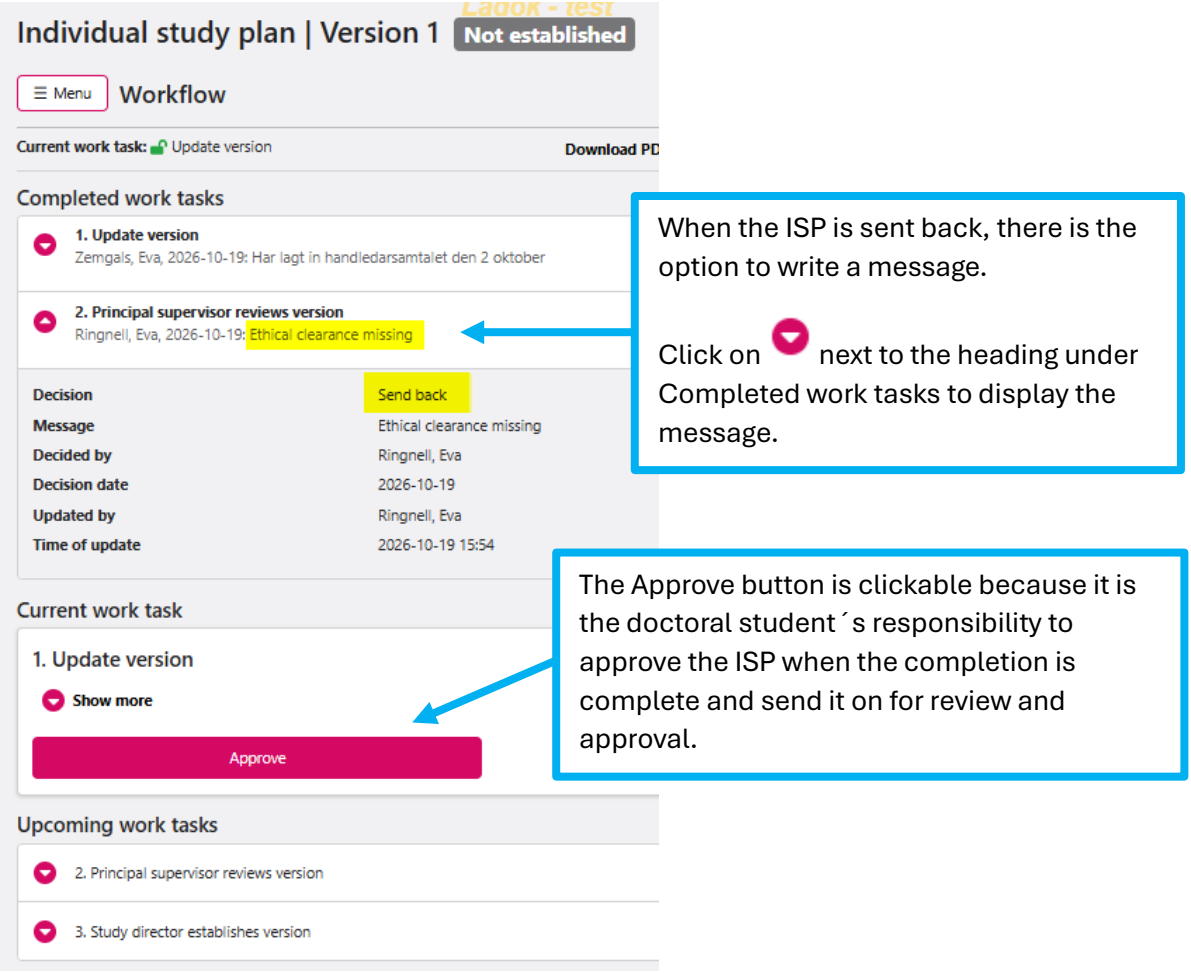


Both the principal supervisor and the study director can see the message on the home page of your ISP in Ladok for staff.

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.



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

Study director establishes version

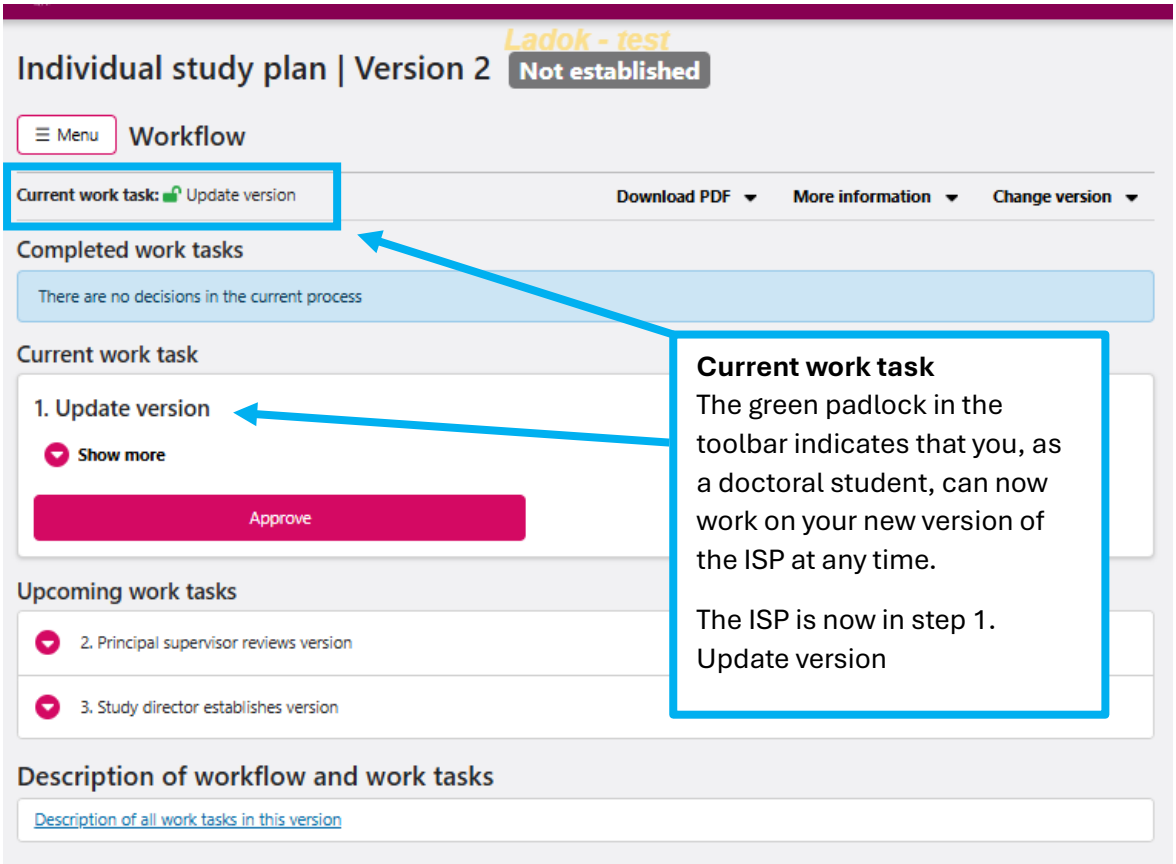
Immediately after the Study director has established the ISP, the Study director opens a new version of the ISP.

Once the new version has been created, you as the doctoral student and your main supervisor can begin working on the new version 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.

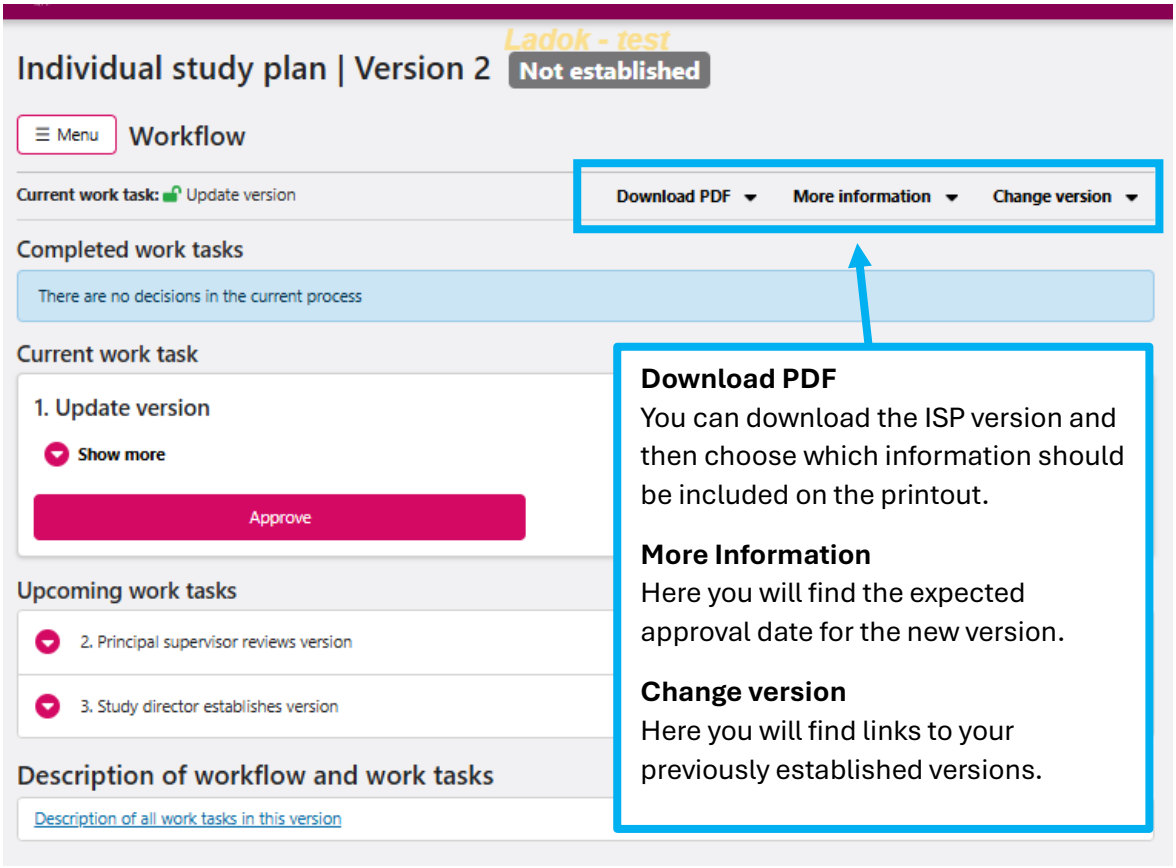
The start date for the new version will be the date it was created and the expected establish date will automatically be 12 months later.

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



Previously established versions

Once a version is established, no changes can be made.
You can view a previously established version and download it as a PDF.



When you download a PDF, you can choose to include the following information:

