

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.

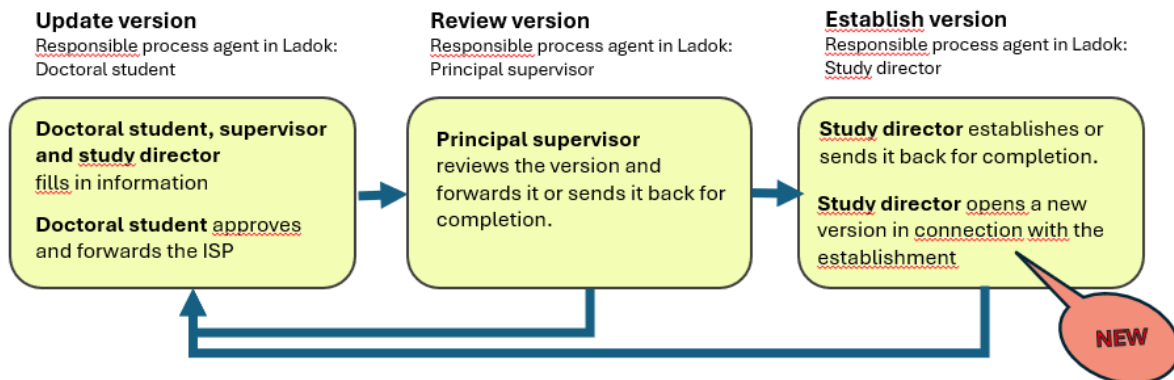
This manual describes how you work with individual study plans in Ladok, where you can find information and how the process works within the system.

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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.

LADOK Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced Manage multiple

Welcome Eva Ringnell

Personal identity no. Last name First name E-mail Course code Name

Certify My ongoing cases **★ My doctoral students (ISP)** ★ My favour

Notifications

Andersson, Elisabeth 2026-02-12 17:02
Information: [Reminder: Establish individual study plan](#)

Andersson, Elisabeth 2026-02-11 08:42
Current work task: [Update version](#)

Högardh, Caroline 2026-02-09 14:20
Current work task: [Update version](#)

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		ISP-Principal sup...	1	Update version	2026-01-12	2026-04-12
Högardh, Caroline		ISP-Principal sup...	1	Update version	2026-02-09	2026-05-09

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.

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 homepage for Elisabeth Andersson. The interface includes a top navigation bar with links like 'Home page', 'Student', 'Course', 'Course packaging', 'Activity sessions', 'Reports', and 'Advanced'. A sidebar on the left lists menu items: 'Overview', 'Participation', 'Individual study plan', 'Study plans', 'Cases/Decisions', and 'Student information'. The main content area is titled 'Individual study plan' and shows 'Ongoing' status with 'Version: 1' and 'Not established'. A 'Workflow' section includes a 'Download PDF' button and a 'More functions' dropdown. Below this are three sections: 'Completed work tasks' (empty), 'Current work task' (with a circled '1' next to 'Update version'), and 'Upcoming work tasks' (with a table showing steps 2 and 3). A table at the bottom shows 'Established versions' with columns for 'Version', 'Established date', and 'Referen'. Callout boxes explain various features: the sidebar menu, the 'Download PDF' button, the 'Current work task' section, the 'Upcoming work tasks' table, and the 'Completed work tasks' 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.

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

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.

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.

The screenshot shows the 'Workflow' tab selected in the top navigation bar. Below it, a list of sub-tabs is visible: 'Basic information', 'Supervisor and decision-maker', 'Supervisor conversation', 'Thesis work', 'Courses and conferences', 'Learning outcomes', 'Timeplan', and 'Overview and reflections'. A blue box highlights this list. A callout box points to the 'Supervisor and decision-maker' tab with the text: 'In this tab, only you as principal supervisor can update information.'

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.

The screenshot shows the 'Basic information' tab selected. In the header row, there is a green 'Page help' button and a blue 'Instruction' link. A blue box highlights the 'Instruction' link, and a callout box points to it with the text: '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 displays the 'Individual study plan' interface. At the top, there are navigation tabs: Overview, Participation, Individual study plan (selected), Study plans, Cases/Decisions, Student information, and National overview. Below these, the 'Individual study plan' section shows 'Ongoing' status and 'Version: 1 Not established'. A 'Page help' button is visible in the top right.

The 'Basic information' tab is active, showing several sections:

- Admitted to:** Includes fields for 'Third-cycle subject' (K8MDV112 MEDICAL SCIENCE 240.0 hp), 'Leads to' (Degree of Doctor), 'Later part' (No), 'Subject instance, start date' (2026-01-12), and 'Subject instance, end date' (2029-12-31). A 'Change information' button is at the bottom.
- General syllabus:** Shows 'Version of general syllabus', 'Reference number' (Dnr 3-3225/2017), 'Attached file', 'Link to general syllabus', 'Course requirements in total (hp)', and 'Comment from Study Director regarding course requirement'. A 'Change information' button is at the bottom.
- Milestones in third-cycle studies:** Includes a 'New milestone' button and a table with columns: 'Calendar half year *', 'Milestones in third-cycle studies *', 'Date', 'Status *', and 'Operation'. A row shows '2028V' and 'Half-time seminar' with a 'Planned' status and a 'Select' operation.
- Study activity and funding (SCB):** Contains 'Planned study activity and funding' and 'Reported study activity and funding' sections, each with a 'New planned study activity and funding' button and a table with columns: 'Calendar half year *', 'Study activity *', and 'Study funding *'. Both tables currently show 'No data'.
- Departmental duties:** Includes a 'New activity' button and a table with columns: 'Calendar half year *', 'Scope *', 'Description *', and 'Status *'. The table is empty with the text 'There are no departmental duties entered'.
- Other documentation:** Includes a 'New other documentation' button and a table with columns: 'Attached file *' and 'Description'. The table is empty with 'No data'.

Callout boxes provide additional instructions:

- Top callout:** '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.)
- Middle callout:** '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' sections.)
- Bottom callout:** '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 'New milestone', 'New planned study activity and funding', 'New activity', and 'New other documentation' buttons.)

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

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: ▾

▼ Mandatory courses Instruction

Planned

[New mandatory course](#)

Calendar half year *	Course code	Name *
No data		

Completed

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Move
No data							

▼ Elective courses Instruction

Planned

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 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.