

# ISP system user manual

Individual study plans for doctoral students  
at the Faculty of Medicine

Updated 7 September 2020

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## 1 Introduction

### 1.1 What is an ISP?

Every doctoral student is to have an individual study plan (ISP). The study plan is to serve as a guiding instrument for the entire study programme and ensure that the studies are conducted and followed up efficiently.

The individual study plan is to be drawn up and revised in consultation between the doctoral student, supervisor and the Deputy head of department responsible for PhD Studies, and the plan is adopted by the Vice-dean responsible for PhD Studies. The Vice-dean is responsible for making sure that the individual study plan is revised and followed up at least once a year. The plan shall also be revised if necessary in view of any changes regarding the doctoral student's studies, as well as at the doctoral student's request.

A lot of the information in the form will be retrieved from the student registry, LADOK, throughout the implementation of the programme. This type of information cannot be entered manually; therefore, if the information requires editing, you must contact the PhD Studies Office.

The individual study plan is an official document and can therefore be disclosed to the public. Bear this in mind when filling in the plan.

### 1.2 Rules concerning individual study plans

The rules concerning individual study plans can be found in the Swedish Higher Education Ordinance, and in the [Regulations for third-cycle education at Lund University](#).

## 2 General information about the system

### 2.1 Authorisation

You apply for access to the ISP system in Lucat, approved by your department. The PhD Studies Office assigns ISP system authorisation (roles) to new system users. Contact the PhD Studies Office to gain access to the system. The administrator assigns authorisation to employees not only at Lund University (LU), but also at other higher education institutions, for instance, in the case of supervisors.

Authorisation for assistant supervisors is assigned by the PhD Studies Office. Assistant supervisors are able to log into the system, but can only view the individual study plan in the system and download the ISP as a non-editable PDF document.

### 2.2 Login

As an employee or an enrolled doctoral student at Lund University, you can log into the ISP system at [isp.education.lu.se](https://isp.education.lu.se), using your LUCAT ID and password.

If you are not employed at Lund University, and therefore registered as an external user in the system, you log in at <https://isp.education.lu.se/isp/externalLogin>. Before you can log in, the PhD Studies Office has to create a user account for you in the ISP system. When this is done you will receive an automatic e-mail containing your username and a link to set your password.

## 2.3 User help

As you complete the study plan form, you will find that most fields provide additional information to help you. To read these help texts, click on the question mark symbol.

### 2.3.1 English version

Once you have logged in, you can switch to an English version of the ISP system, click on the flag at the top right-hand side of the home page.

## 2.4 System roles

The users in the ISP system have different roles. Depending on which role you have, you will be able to see and do different things. The roles of the people participating in the creation and approval of the individual study plan are:

Doctoral student – can edit a drawn up plan and approve the study plan

Supervisor – The principal supervisor draws up the plan, and edits it together with the doctoral student. The principal supervisor can approve/cancel (send back) the study plan. Assistant supervisors can only view the study plan and access the PDF version of the plan.

Deputy Head of Department – can approve/not approve the study plan (send it back).

Establisher – Vice-dean can adopt/not adopt the study plan (send it back).

Deputy Establisher can adopt/not adopt the study plan (send it back) when the Establisher can't adopt because he/she is also the principal supervisor for the doctoral student.

There are also various administrative roles:

Authorised to view – can see which plans have been drawn up at the department and read adopted plans.

Faculty administrator – assigns roles to supervisors, Deputy Head of Department and establisher, and can view the study plans at all department.

The Deputy Head of Department and Vice-dean are not able to type into any fields, but only approve/not approve, adopt/not adopt, and write in the message log.

The Deputy Head of Department's role is to be entered into the study plan by the doctoral student or the principal supervisor. The Deputy Head of Department is then tied to the specific study plan. A change of the Deputy Head of Department can be performed in conjunction with a revision or by the ISP support. The roles as Establisher and Deputy Establisher are tied to the specific department and cannot be changed in the study plan.

## 2.5 If you have multiple roles in the system

If you have multiple roles in the system – e.g. principal supervisor and Deputy Head of Department – you will automatically be logged in as the higher-ranking role. This means that if you are both a Deputy Head of Department and a supervisor, you will always be logged in as a Deputy Head of Department. To change roles, click on the figure at the top right-hand side of the home page.

## 2.6 Searching in the system

Regardless of the search filter, when conducting a search in the system, it is enough to enter the first part of a name/word, e.g. the first name of the person you are looking for. However, if you want to search on the person's surname, you must also include the wildcard character (\*). For example, if you want to search for Anna Andersson, you can simply type in 'Anna', or '\*andersson'.

### 2.6.1 Searching for study plans

By selecting 'Current study plans', you will find study plans which have been created but not yet adopted, as well the latest version of any adopted study plans. Under 'Archived study plans' you will find study plans for which a later version has been created, i.e. version 1 of a plan if there is a version 2. Here you can also find study plans for doctoral students who have obtained a degree or interrupted their studies (these are marked accordingly).

## 2.7 Auto messages from the system

When the principal supervisor has created or revised a study plan, the ISP system sends an email to the doctoral student with information that a study plan has been created. Automatic reminders are sent from the ISP system throughout the study plan decision-making process (read more about the decision-making process in Chapter 3). These emails are a reminder to approve/adopt the study plan. In addition to the name of the doctoral student and the subject, the emails include the entire message log, i.e. all messages written in the log found at the bottom of the study plan form (see Chapter 5.12).

Details on why you have received the study plan, and by whom it was last managed, are included in the email:

You receive this email notification in your capacity as assigned Supervisor for doctoral student Anders Andersson.

**The following study plan is to be approved:**

Subject: Sociology  
Doctoral student: Anders Andersson

**Message log:**

**Study plan last modified by:**  
17/03/17 8:54, Anders Andersson, Doctoral student, Action: approved

The system also sends emails when it is time to revise the study plan (read more about revisions in Chapter 6). The reminder is sent to the doctoral student and principal supervisor 11 months after the adoption of the study plan. If the approval process of a revised version has not begun after 13 months, the reminder will be sent directly to the Vice-dean.

After graduation or non-completion of study, all e-mail reminders will cease to be sent from the system.

## 3 Process within the ISP system

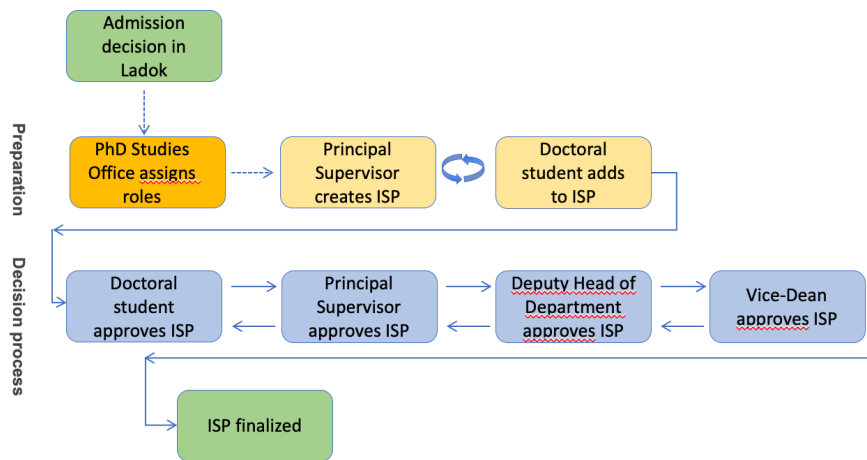
The process of drawing up an individual study plan involves different steps and users with various

authorisations and roles. Every individual study plan goes through a number of different bodies before it is adopted.

### 3.1 ISP procedure

Before a study plan can be drawn up, the doctoral student must be admitted to a third-cycle study programme, and their admission must be registered in LADOK. The ISP administrator is to make sure that the principal supervisor has obtained ISP system authorisation, that is, has been assigned the role of supervisor. Once the roles have been assigned, the department administrator is to send a message (manually) to the principal supervisor saying that the plan can be drawn up.

## ISP flow chart



### **Preparations and work regarding the content of the plan**

#### 3.1.1 The principal supervisor creates a study plan for the doctoral student

As the principal supervisor, you are to log into the ISP system and go to 'Study plans' in the menu. Click 'New study plan' and select a doctoral student from the list (all doctoral students at the department will be listed). When the study plan has been created, the study plan form will open.

#### 3.1.2 The doctoral student and principal supervisor work on the study plan

Once the study plan has been drawn up, and received the status 'Created', the plan is to be completed by the doctoral student and the principal supervisor. The doctoral student and principal supervisor have equal access to the plan and can agree on who is to fill in what information. If you want to continue to work on the study plan at a later date, click 'Save'.

### **Decision-making process**

#### 3.1.3 The doctoral student approves the plan

Once the doctoral student and principal supervisor have completed the study plan form, the plan must be approved and adopted by the doctoral student, principal supervisor, Deputy Head of Department and Vice-dean. The doctoral student initiates the approval process by clicking the 'Approve' button, after which the plan will be locked for further editing by the doctoral student.

#### 3.1.4 The principal supervisor approves the plan

Once the doctoral student has approved the plan, a message will be sent to the principal supervisor saying that there is a study plan to approve. If the principal supervisor makes changes to the plan, it must be returned to the doctoral student for approval. Only after the principal supervisor has approved the plan without any changes can the plan be forwarded to the Deputy Head of Department for approval.

### *3.1.5 The Deputy Head of Department approves the study plan*

Once the doctoral student and principal supervisor have approved the study plan, the plan will be sent to the person listed as the Deputy Head of Department in the plan. The Deputy Head of Department will receive an email saying that there is an individual study plan to review and approve, and see a notification at the top of the home page after logging into the ISP system. The Deputy Head of Department can review all the information in the study plan, but is unable to edit the information which has been entered. They Deputy Head of Department can, however, leave a message in the message log (see Chapter 5.12). If the Deputy Head of Department does not approve the study plan, the plan will be returned to the principal supervisor, in which case the Deputy Head of Department should include a message in the message log explaining to the supervisor why the plan is returned. Once the study plan has been approved by the Deputy Head of Department, the plan will be forwarded to the Vice-dean.

### *3.1.6 The Vice-dean adopts the study plan*

Once the Vice-dean has reviewed and approved the study plan, a message will be sent to the Vice-dean saying that there is a study plan to adopt. The Vice-dean will also see a notification on the home page of the ISP system. The Vice-dean can review all the information in the study plan, but is unable to edit the information which has been entered. If the Vice-dean has comments on the content, the plan will be returned to the Deputy Head of Department, in which case the Vice-dean should include a message in the message log explaining to the Deputy Head of Department why the plan is returned.

Once the study plan has been adopted by the Vice-dean, the plan will only be accessible as a PDF. The PDF version of the adopted study plan will indicate the dates of when the plan was approved/adopted by the doctoral student, principal supervisor and Vice-dean.

It is also possible to assign the role of deputy establisher, in cases where the Vice-dean is the main supervisor and cannot adopt the study plan her/himself. The deputy establisher only has access to the study plans that the Vice-dean cannot adopt, but otherwise has the same characteristics when adopting as mentioned above.

## *4 Information in the study plan*

The information in several of the fields of the individual study plan is retrieved from other systems, primarily LADOK, but also others, such as Lucat. These pre-completed fields are not editable.

Although most of the details in the study plan are not compulsory, information concerning the Deputy Head of Department, the title and a description of the thesis, must be completed before the plan can be approved and subsequently adopted.

When completing the study plan form, remember to save regularly.

### ***Important information concerning updates from LADOK and other systems***

Information is transferred from LADOK and Lucat to the ISP system continuously. When creating a



new or revising an adopted study plan, the plan contains updated information from LADOK and Lucat. When the study plan is opened by a doctoral student or principal supervisor for editing, new information is retrieved from LADOK automatically. If no new information is available, the doctoral student or principal supervisor are informed of this.

New LADOK information can be retrieved until the principal supervisor approves the plan. If the retrieved details seem incorrect, start by checking the source system LADOK. If the details are correct in LADOK but not in the plan, please contact the ISP system administration at [isp.support@education.lu.se](mailto:isp.support@education.lu.se)

### 4.1 Basic information

#### **Name and civic registration number**

The information is retrieved from Lucat and LADOK.

#### **Telephone**

The information is retrieved from LADOK, if listed there. The number can be edited in the study plan. If a telephone number has not been retrieved, one can be entered manually.

#### **E-mail**

The information is retrieved from Lucat, but can be edited. The email address included in the study plan will be used whenever messages are sent from the system.

#### **Home address**

Provide the home address of the doctoral student.

#### **Faculty and Department**

Information retrieved from LADOK/Lucacat.

#### **Section, unit or equivalent**

Indicate whether the doctoral student belongs to a specific division, unit, office or equivalent.

#### **Participating departments and/or divisions**

Specify any other participating departments and/or divisions where some of the studies will be conducted.

#### **Other participating institutes of higher education and organizations**

Specify any other participating higher education institutions and/or organisations. This applies mainly to doctoral students employed outside academia, and doctoral students pursuing a joint/double/multiple degree.

#### **Subject**

The information is retrieved from LADOK.

#### **Admission applies to**

Information retrieved from LADOK concerning the intended degree of the programme (licentiate degree programme or doctoral degree programme).

#### **Date of commencement of studies**

Date of when the doctoral student commenced their third-cycle studies. Information retrieved from LADOK.

### **Education fulfilling entry requirements**

Information on any required prior education for admission to the third-cycle study programme, for instance, e.g. the doctoral student's fulfilment of general and specific entry requirements. Include the degree title, number of credits, completion of English B course/TOEFL score/equivalent, and the name of the higher education institution.

### **Permanent leave from studies**

Information regarding withdrawal from studies is retrieved from LADOK. A withdrawal means that the study place is abandoned and cannot be reclaimed.

### **Graduate school**

Indicate whether the doctoral student has been admitted to a graduate school and, if so, which.

### **Intending to obtain Licentiate degree**

Indicate whether the doctoral student is planning to attain a licentiate degree and, if so, during which semester.

### **Intending to obtain doctoral degree**

Indicate which semester the doctoral student intends to publicly defend their doctoral thesis.

### **Information about the general study syllabus**

Indicate where the general study plan is to be found (attach appendix or registration number). If the doctoral student is granted permission to follow a newer version of the syllabus, this is to be stated here. The doctoral student is to tick the box to indicate that they have read the programme syllabus.

## **4.2 Rate of study and finance**

### **Time plan**

Specify the planned rate of study for the duration of the programme. If the doctoral student does not keep up with the planned rate of study, explain why in the comments field.

### **Study period used (%)**

Information retrieved from LADOK. The information is entered into LADOK by an administrator every six months. The information indicates the total of all activities reported in LADOK, divided by the total period of third-cycle studies, corresponding to 800%.

For example, if the doctoral student has completed activities corresponding to 600%, the completed period of study is 75% ( $600/800=0.75$ ). If you have questions concerning third-cycle studies activities, you should check the information in LADOK.

### **Employment period used (%)**

No information is indicated at this time.

### **Funding**

Information about the funding received thus far is retrieved from LADOK. The information is entered into LADOK by an administrator every six months.

The purpose of this field is to indicate how much of the funding is of a particular type. If the doctoral student receives two different types of funding for the same semester, two lines may be used. The total percentage for every semester must amount to 100%, regardless of the degree of activity.

By not specifying the semester, it will be assumed that the funding is reported for the full year. Any

agreements with external funders (scholarship providers, employers, other funding sources, etc.), and the period of funding, can be specified in the comments field.

**Departmental duties: to date and planned (%)**

Specify the scope of any completed and planned department duties. These duties must not exceed 20% of a full-time post over the entire period of study. The departmental duties are to result in a corresponding extension of the doctoral studentship.

**Past and planned leaves/appointments eligible for extensions**

Specify any completed and planned circumstances which justify an extension, as well as when the extension was/will be claimed.

In accordance with the Higher Education Ordinance, an extension of a doctoral studentship is granted under special circumstances, such as parental leave or leave due to illness, military service, or duties as an elected representative of trade unions and student organisations. The description field provides the opportunity to specify more details concerning the leave.

**Available variable resources**

Specify the proportion of used and remaining flexible resources. Flexible resources consist of funding tied to the doctoral student in addition to their own financing, and are used to cover the costs of conferences, computer programs, literature, equipment, etc.

**Available fixed resources**

Specify the doctoral student's access to a workspace and a computer, as well as the user terms and access to a telephone, email, photocopying machine, etc.

## 4.3 Courses and conferences

**Planned courses**

Provide information about any planned courses. Write in the comments field if the course title is not included in the programme syllabus and, if so, the name of a comparable course. You can add course code (if known) and specify which level the course is at (first-, second- or third cycle education).

**Completed courses and Credited courses**

Information retrieved from LADOK. The doctoral student can check to make sure that the information in the study plan and in LADOK match by logging into [Ladokportal.lu.se](http://Ladokportal.lu.se).

**Third-cycle qualification**

Information retrieved from LADOK. If a box is ticked it means that the student has obtained a third-cycle degree.

**Planned and completed participation at conferences**

Report any completed and planned conferences.

**Type and/or title of any contribution**

Specify your contribution at the conference (e.g. participation with a poster or oral presentation).

**Planned and completed activities, including international participation**

Report any completed and planned activities by specifying type of activity, e.g. workshops, project work, external engagement with wider society, external assignments, research visits etc. Information regarding international mobility can also be filled in (type of mobility, country and length of stay in

weeks).

**Planned and completed seminars**

Report any planned and completed seminars/equivalent, e.g. midway seminar and final seminar.

## 4.4 Supervision and examination

**Principal supervisor**

Provide information about the principal supervisor. The planned hours and forms of supervision (e.g. supervisory meetings, supervision via telephone and/or email) are to be stated.

Regular supervision is necessary for a functioning third-cycle education, regardless of the rate of study. For information on changing supervisors, see Chapter 7.1.

**Other planned commitments limiting the Principal supervisor's availability**

Account for the principal supervisor's future plans with regard to their planned commitments, research projects, travel, leave of absence, etc. which may affect their availability in various ways.

**Supervisor**

Enter the supervisor by clicking on the field marked 'Name', and select a supervisor from the list. If the intended supervisor is not included in the list, contact the ISP administrator at your department so that they can upload the supervisor to the system. Specify the planned hours and forms of supervision (e.g. supervisory meetings, supervision via telephone and/or email).

**Other planned commitments limiting the supervisor's availability**

Account for the assistant supervisor's future plans with regard to their planned commitments, research projects, travel, leave of absence, etc. which may affect their availability in various ways.

**Deputy Head of Department (mandatory field)**

Click on the field marked 'Name', and select a Deputy Head of Department from the list. If the intended Deputy Head of Department is not included in the list, contact the ISP administrator at your department so that they can upload the Deputy Head of Department to the system.

If you need to change the Deputy Head of Department, this shall be done in connection with a revision of the study plan.

**Additional persons**

State any other people involved in supervision/equivalent, such as a mentor, external expert, etc.

**Allocation of supervisory contribution**

Specify the completed and planned hours of supervision contributed/to be contributed by each supervisor.

Each supervisor is listed on a separate line, which means that the same semester will also be listed several times. By not specifying the semester, it will be assumed that the hours reported are for the full year.

## 4.5 Thesis

**Title of thesis or doctoral project (mandatory field)**

State the title or working name of the thesis/thesis project. This can be changed in connection with a

revision of the study plan.

**Description of thesis or doctoral project (mandatory field)**

Provide a summary of the thesis/thesis project, methodology and research issue. The individual study plan can be accompanied by a more detailed document describing and explaining planned parts of the thesis. If a more comprehensive research plan exists, this can be included under the tab marked 'Attachments'.

**Planned form of thesis**

State whether the thesis is a monograph or a compilation thesis.

**Parts of the thesis/component papers completed**

Account for any completed parts of the thesis, e.g. thesis chapters, articles, data collection. Completed thesis components, published articles, etc. can be included under the tab marked 'Attachments'.

**Thesis work in progress**

Account for any ongoing thesis components, e.g. thesis chapters, articles, data collection.

**Planned thesis work and publication plan**

Account for any planned thesis components, e.g. thesis chapters, articles, data collection.

**Deviations from previous study plan**

Report any deviation from the previous study plan.

## 4.6 Meetings

**Progress meetings**

Specify any performed and planned follow-up meetings. Follow-up meetings refer to the conversations between doctoral student and supervisor in which the individual study plan is discussed and followed up specifically.

**Professional planning**

Specify whether the supervisor and doctoral student have discussed future career paths. Include the date of when this conversation took place. Include both performed and planned meetings.

**Supervisory meetings**

Here, both the doctoral student and the supervisor can fill in the date, participants and comments regarding supervisory meetings.

## 4.7 Comments

The doctoral student and principal supervisor can comment on the details included in the individual study plan. The comments are saved and will be included in future revisions of the study plan.

## 4.8 Approval

State whether an ethical review has been conducted and whether any animal testing will be included in the thesis work. The result from the ethical review can be included as an attachment.

Under the tab marked 'Approval', there is a box for you to tick if you have reported your research to PUL (Personal Data Act).

## 4.9 Degree objectives

There is a built-in link between the type of admission and the degree outcomes. If the doctoral student is admitted to a doctoral programme, the outcomes for a Degree of Doctor are shown. If the doctoral student is admitted to a licentiate programme, the outcomes for a Degree of Licentiate are shown.

Information on how the doctoral student is to achieve the degree outcomes specified in the Higher Education Ordinance is to be filled into the study plan form directly. For every outcome there is a help text to facilitate completion.

Any subject-specific degree outcomes, included in the relevant programme syllabus, will *not* be available here.

## 4.10 Attachments

Include any attachments to the study plan, e.g. ethical approval, comprehensive thesis description, certificate from the employer approving that the research is conducted during working hours (applies to doctoral students employed outside the University).

The maximum size for attachments is approximately 20 MB.

## 4.11 Message log

Here you can write messages throughout the process. The messages are saved in the plan, but will be deleted once the plan is adopted. When the study plan enters the approval phase, i.e. when the doctoral student approves the plan, all messages in the log will be included in the emails sent from the system. This means that all the messages written by the supervisor and doctoral student in the log, before the plan is adopted by the head of department, will be included in the messages sent from the system.

NB! If you do not approve the study plan, it is important that you include an explanation in the message log. Otherwise, the person to whom the study plan is returned will not understand what to do with it.

## 5 Follow-up of the study plan (revision)

The study plan is to be followed up at least once a year, in accordance with Lund University regulations. This takes place through a revision of the study plan within the system. Also, if there are deviations from the study plan, the principal supervisor shall initiate a revision of the study plan.

A reminder, in the form of an email notification, will be sent to the doctoral student and supervisor 11 months after the latest adoption of the individual study plan. The interval is seven days and continues until 13 months have passed or a revised study plan is in the decision process. If nothing has happened after 13 months, a notification is sent to the Vice-dean instead, with a 7-day interval and until a new study plan is drawn up and the approval process commenced.

Only the principal supervisor can initiate a revision. They do so by logging into the ISP system and clicking on 'Revise' located under the button 'Select action'.

When the principal supervisor clicks the 'Revise' button, a new plan (version 2) will be created. The previously adopted plan (version 1) can be found under filed plans. For version 2, the same

procedure as for version 1 applies, i.e. the doctoral student gets an email from the system with information that there is a study plan to edit. Followed by the same process as described in Chapter 3.

Once a revised version of the study plan has been created, any changes compared to the adopted plan will be indicated with a blue circle around the field and the relevant box will be highlighted in blue. If you do not want the changes to be visible, tick the box 'Hide differences'.

In the revised study plan, deviations can be documented in different ways. If the timetable has been changed, the date of the activity will be adjusted. Here you can also add a brief explanation.

Deviations can also be reported in the comments/description boxes available next to certain fields.

## 6 *Filing of individual study plans*

An individual study plan is filed immediately after a new version has been created (Revise-> Save). The filed version can be found by searching for archived study plans.

Under filed study plans, you will also find study plans for doctoral students who have completed a degree or interrupted their studies (these are marked accordingly).

The study plans are filed electronically directly in the system, which means that you do not need to print and file an original copy. The approval of the plan within the system corresponds to signing a printed copy.

## 7 *Changes, revisions and special circumstances*

### 7.1 *Change of supervisor*

A study plan is to be revised following a change of a principal supervisor. The new principal supervisor will be able to revise the previously adopted study plan in the ISP system, rather than filling in the information again. After the new supervisor has created a revised version of the study plan, information about the new supervisor will be included in the study plan. The change of a principal supervisor in the ISP system is performed by the system administrator. If you have any questions about this, please contact [isp.support@education.lu.se](mailto:isp.support@education.lu.se).

The change of an assistant supervisor is performed by the doctoral student or principal supervisor changing the information in the study plan form, in connection with a revision of the study plan.

Note that a change of supervisor requires a formal application. The form to fill in the change of supervisor can be found here: [www.med.lu.se/intramed/phd/blanketter](http://www.med.lu.se/intramed/phd/blanketter)

### 7.2 *Change of research studies subject*

If the student has changed their subject, information regarding non-completion of the old subject will be retrieved from LADOK, in which case a new study plan must be drawn up for the new subject.

### 7.3 *New admission to a later stage of a programme*

If the doctoral student is admitted to a later stage of the programme, a new plan is to be drawn up

for the new admission, as the ISP system cannot handle multiple admissions within the same study plan.

#### 7.4 Adopting a study plan without the doctoral student's approval

If a doctoral student refuses to approve/sign the plan, the Vice-dean may be forced to approve it in order to move forward. For more information on this procedure, please contact the system administration at [isp.support@education.lu.se](mailto:isp.support@education.lu.se). The reason why the Vice-dean is forced to take the doctoral student's place is to be justified and documented in an attachment to the plan.