



LUND UNIVERSITY
Faculty of Medicine

Emma Roybon
Postgraduate Studies Office
Created 2016-06-14

Individual study plan (ISP)

Information and manual

1. What is an individual study plan?
2. Is it compulsory to establish an individual study plan?
3. How to use the web-based system
4. What to write in the different sections of the study plan and how the information is linked to the learning outcomes of the PhD programme
5. How to get support

1. WHAT IS AN INDIVIDUAL STUDY PLAN?

When admitted to the PhD program, the PhD student is admitted to a specific subject. For each subject there is a *General Syllabus for Third-Cycle Studies (PhD)*. This syllabus – or **general study plan** - describes in general terms the content of the PhD studies within the specific subject area.

In addition there is an **individual study plan**, which should contain the specific content of the PhD program for the individual PhD student. This plan constitutes an agreement between the PhD student and the supervisor concerning the content of the research studies and how they are to be pursued.

The individual study plan is intended to serve as a basis for the student and the supervisor in the ongoing process of the studies. For instance, it includes a summary of the scientific project, literature, courses, supervision and other resources that are required for the studies to be completed efficiently within the stated period.

2. IS IT COMPULSORY TO ESTABLISH AN INDIVIDUAL STUDY PLAN?

The Higher Education Ordinance states that an individual study plan must be drawn up for every PhD student. The PhD student and the supervisor must do this jointly. Regulations at Lund University states that the individual study plan must be updated/revised at least once a year.

Therefore, yes – **an individual study plan must be established** when a PhD student is admitted to the program. The individual study plan is to be updated continuously during the course of your studies and **it must be reviewed and updated at least once a year**.

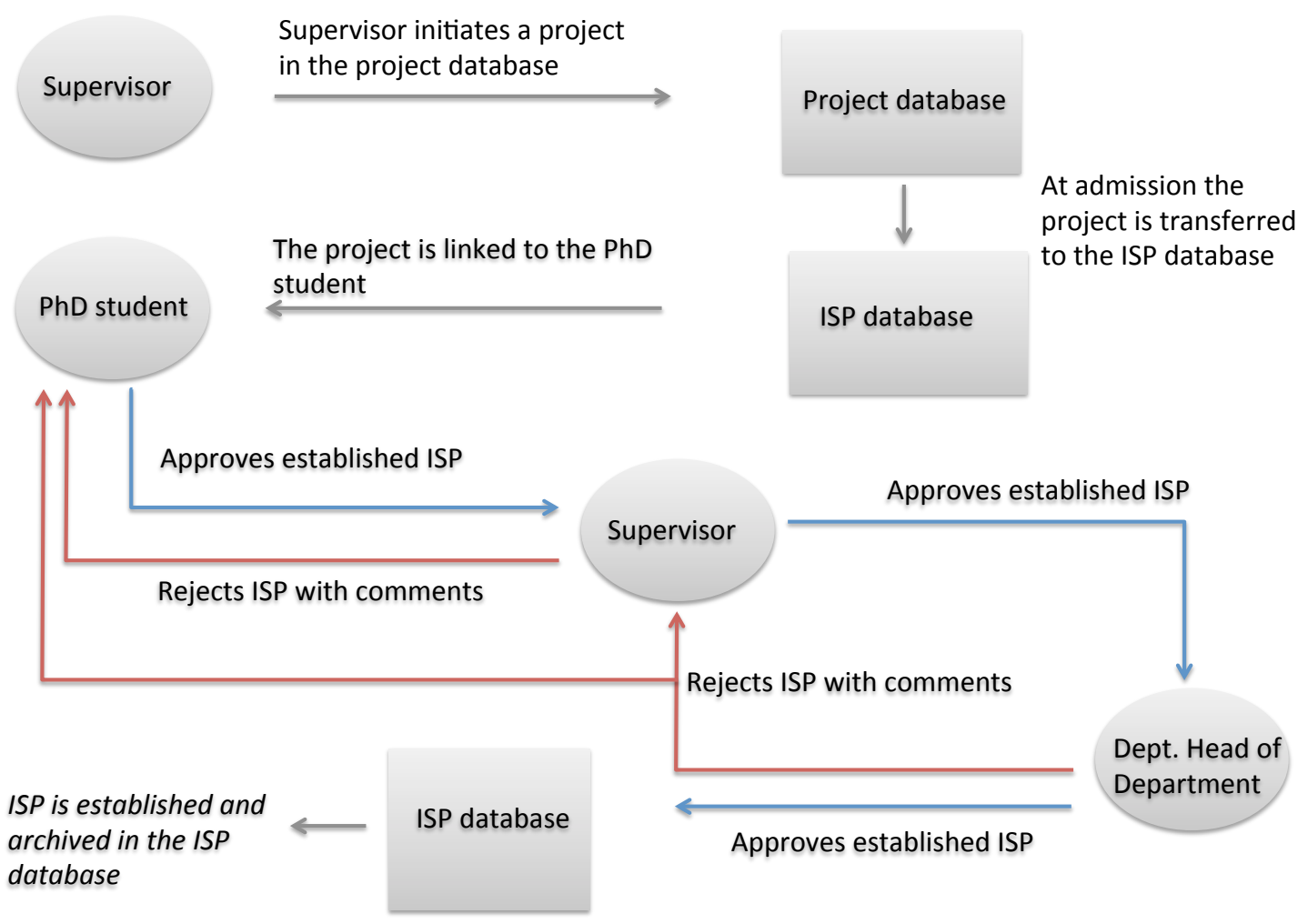
The individual study plan is the only document in which the PhD student and the supervisor agree on the content of the PhD studies. Both parties have to sign the study plan (electronically) and it also has to be approved by the Assistant Head of the Department responsible for PhD studies. A study plan is important in many ways;

- it can be viewed as a steering document mapping what should be included in the PhD programme for the specific PhD student;
- it includes a time line making the process easier to monitor to make sure that the studies are progressing according to plan;

- if any disagreement would occur between the PhD student and the supervisor regarding the content of the studies, the individual study plan sets the basis for what has been agreed on.

3. HOW TO USE THE WEB-BASED SYSTEM FOR INDIVIDUAL STUDY PLANS

1. Once admitted to the PhD programme, the PhD student receives an email with instructions to log in to the following web page using the LUCAT ID: <http://www.individuellastudieplaner.med.lu.se>
2. In the study plan there is some information, which has been retrieved from the project database (where the supervisor originally fills in information regarding the project) which cannot be edited. Fill in the remaining sections in the study plan. To make changes, click on “ändra/change”. Once you have filled in the text, click on save.
3. Once the plan has been filled in, the PhD student chooses “yes” to approve the study plan. The supervisor is notified by an email message that there is a study plan for approval and can log into the system and access the plan.
4. When the supervisor approves the plan, it continues in the system to the Assistant Head of Department responsible for PhD studies. If the supervisor does not approve of the plan, it is rejected and sent back to the PhD student with comments.
5. When the plan has been approved by the Assistant Head of Department, a PDF is generated with the “established version” of the individual study plan. This version cannot be edited. If the Assistant Head of Department does not approve of the plan, it is rejected and sent back to the supervisor and the PhD student with comments.
6. The established version of the study plan is archived electronically at the Postgraduate Studies Office.
7. When it is time to revise the study plan, the established version will form the basis and the plan can be updated and edited to generate a “revised version” of the study plan. Once the PhD student approves of the revisions in the study plan, the procedure is the same as for the established version, i.e. the plan is sent to the supervisor and Assistant Head of Department for approval/rejection.



4. WHAT TO WRITE IN THE DIFFERENT SECTIONS OF THE STUDY PLAN AND HOW THE INFORMATION IS LINKED TO THE LEARNING OUTCOMES OF THE PHD PROGRAMME

As stated earlier, there are some sections that are not possible to edit in the individual study plan since they reflect information that should not be changed. These sections are marked in blue. The sections that should be filled in and updated yearly are marked in green and include a description of what type of information is expected. There is also a column describing which of the learning outcome for PhD studies from the Higher Education Ordinance that the specific information relates to. You can also find this information in the system for the individual study plan hovering the question mark after the titles (?).



Headings



Sections to fill in



Sections that cannot be edited

HEADING	DESCRIPTION	LEARNING OUTCOMES
General information		
PhD student		
Civic registration number		
Email address		
Date of admission		
Name of project		
Main supervisor		
Co-supervisor(s)		
Department		
Section		

Subject		
Focus area		
PhD or Licentiate degree		
Full or part time studies		
Planned study activity	Please fill in the planned % of study activity for the current and the next two semesters.	
Research process and research method		<p><i>Competence and skills</i> For the Degree of Doctor the third-cycle student shall</p> <ul style="list-style-type: none"> • demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically • demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks within predetermined time frames and to review and evaluate such work • demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research • demonstrate the ability to identify the need

		for further knowledge
Original project plan from admission		
Updated project plan for your individual study plan	In this section, revise/update the original study plan.	
Planned date for half-time review		
Original plans for thesis		
Updated plans for the thesis	<ul style="list-style-type: none"> • Short background • Aims and hypothesis • Work plan; including approaches, methods, time plan • Significance 	
Planned date for dissertation		
Plan for financing PhD studies		
Resources available	E.g. lab- and office space, relevant equipment and other infrastructure, computer etc.	
Supervisor(s)		
Plan for supervision	Meeting frequency etc.	
Expectations on the supervisor and PhD student	In this section, discuss the common expectations on the supervisor's and PhD student's roles and commitments. Also take into account the role and commitments of the assistant supervisor.	

	<p>Examples of items to discuss:</p> <ul style="list-style-type: none">• What is the purpose/meaning of the supervision?• Who should provide the supervision? The main supervisor or the assistant supervisor?• What is the role of the assistant supervisor?• Who initiates the supervision – the PhD student or the supervisor?• Meeting frequency; how long should the meetings be, and should they be scheduled in advance or be spontaneous?• To what extent is the supervisor/assistant supervisor physically available?• Who is responsible for the individual study plan and for revising the plan regularly?• Who defines potential deadlines?• Who primarily runs the project (goes to meetings, make contacts etc)?• What expectations/preferences exist regarding the working hours of the PhD student; free/flexible or fixed working hours? Work during the weekends or not? Vacation of the PhD student; mainly during summertime or not?	
--	---	--

Next follow-up of the study plan	Date for next planned follow-up of the individual study plan.	
Subject expertise		<p><i>Knowledge and understanding</i></p> <p>For the Degree of Doctor the third-cycle student shall</p> <ul style="list-style-type: none"> • demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field, and • demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.
Literature	In this section, state the planned literature to read during PhD programme related to the subject	
Compulsory courses		
Planned elective courses		
Publications		
Plans for publications to be included in the thesis	Planned number of papers, content of the different papers, time plan for submission, position in author list, planned co-authors,	

	examples of relevant journals.	
Other publications	Publications other than those included in the thesis.	
Teacher training and experience		<i>Competence and skills</i> <ul style="list-style-type: none"> demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.
Planned teacher training		
Planned teaching	Planned teaching and supervision tasks for the PhD student, e.g. supervision of master students, students on summer scholarships etc.	
Administrative work		
Planned administrative activities	E.g. membership of boards and/or committees, PhD student council work	
Interaction with the research community, nationally and internationally		<i>Competence and skills</i> <ul style="list-style-type: none"> demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and

		society in general
Planned research visits to other labs	Locally, nationally or abroad.	
Other interactions with the research community; collaborations	Describe any collaborations that the project involves, including the respective roles of you and your supervisor in maintaining these.	
Conferences and seminars		<i>Competence and skills</i> <ul style="list-style-type: none"> demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general
Conferences	Approximate frequency, examples of relevant meetings.	
Seminars		
Other		
Interaction with the surrounding community; "third stream activities"		<i>Competence and skills</i> <ul style="list-style-type: none"> demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

Planned interaction with the surrounding community	E.g. popular science presentations to the public, visits to upper secondary schools, public visits/displays at the university, contact with patients' associations.	
Ethical issues		<i>Judgement and approach</i> <ul style="list-style-type: none"> • demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics, and • demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.
Planned activities involving ethical considerations	Does the project require ethical permits for work in humans and/or animals? Plan for application of ethical permits; the role of the student herein.	
Career development		
Planned activities related to career development	How can you prepare to reach your goals? Are there opportunities for support/courses to assist you?	
Approval of the study plan		

I hereby approve of the study plan	In this section, if you chose “yes”, it equals to a signature, and means that you approve of the study plan.	
------------------------------------	--	--

In the updated version of the individual study plan there is an additional section

HEADING	DESCRIPTION	LEARNING OUTCOMES
Deviations from the study plan		
Deviation report	If there have been any deviations to the study plan, it should be described in this section.	
Comments	If there are any other comments from the PhD student or the supervisor, it could be stated in this section.	

5. HOW TO GET SUPPORT

- For technical support for the web-based system, please contact Anette Saltin, anette.saltin@med.lu.se
- For problems with the LUCAT-ID, PLEASE contact the person in charge of LUCAT at your department
- For questions related to the content of the study plan, please contact Emma Roybon, emma.roybon@med.lu.se, or the Assistant Head of Department with responsibility for PhD studies.