

Individual study plan: Create and update a new version

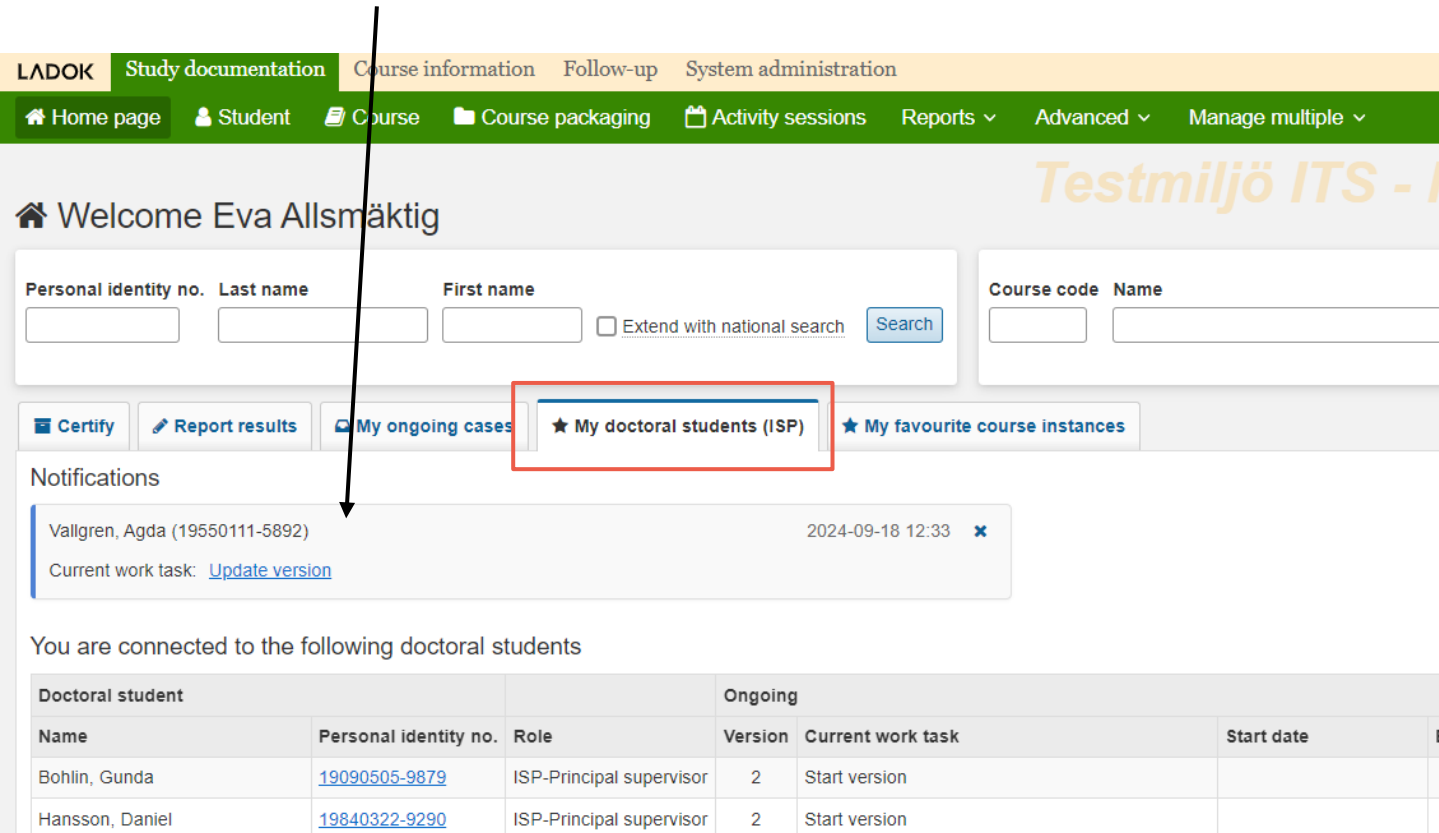
Content	Page
Shortcuts on the home page	2-3
Create new version of ISP	4
Update the new version	5-6
Description of each tab you work in	
• Basic information	8-11
• Supervisor and decision-maker	12
• Supervisor conversation	13
• Thesis work	14-17
• Courses and conferences	18
• Learning outcomes	19
• Timeplan	20-21
• Overview and reflections	22

Go to the home page and the tab **My doctoral students (ISP)**.

Notifications

At the top of the tab, you can see which tasks you need to do now. You will also receive an email when there is a new task for you.

Click on the link to go to the task.



The screenshot shows the LADOK system interface. At the top, there is a navigation bar with tabs: LADOK, Study documentation, Course information, Follow-up, and System administration. Below this is a secondary navigation bar with icons and labels: Home page, Student, Course, Course packaging, Activity sessions, Reports, Advanced, and Manage multiple. The main content area shows a welcome message for Eva Allsmächtig. Below the welcome message are search fields for personal identity no., last name, first name, and course code. A red box highlights the 'My doctoral students (ISP)' tab in the navigation bar. Below the tabs is a 'Notifications' section with a notification from Vallgren, Agda (19550111-5892) dated 2024-09-18 12:33, with a link to 'Update version'. Below the notifications is a section titled 'You are connected to the following doctoral students' with a table listing two students: Bohlin, Gunda and Hansson, Daniel, both with the role of ISP-Principal supervisor and version 2.

Doctoral student			Ongoing		
Name	Personal identity no.	Role	Version	Current work task	Start date
Bohlin, Gunda	19090505-9879	ISP-Principal supervisor	2	Start version	
Hansson, Daniel	19840322-9290	ISP-Principal supervisor	2	Start version	

All your doctoral students

Further down in the tab, there is a list of all the doctoral students for whom you are the main supervisor, supervisor, or reference person.

From here, you will always have a shortcut to your doctoral students, even when there is nothing for you to do in their individual study plan.

When a new version is being updated, you can find it on the homepage of Ladok for students. You may also receive an email notifying you about it.

You can see when the current work task was started and get a shortcut to the page for your individual study plan.



Blue University




Testmiljö ITS - ladok28.utv.ladok.se

Home page

Current courses

[Doctoral thesis - AVHOD1](#)

Registered on period 3

 Show more

Individual study plan

New notification can be found in your individual study plan

Received

2024-09-18 12:33

Work task

[Update version](#)

The first version of the ISP is created by the administrator. The version is then updated and established.

After that, staff can create new versions following the instructions below.

Create a new version of the ISP:

1. Go to the doctoral student's page
2. Go to the tab **Individual Study Plan**
3. Click **Get process and template**

A new version has now been created.

The screenshot shows the 'Individual study plan' interface. At the top, there are tabs for 'Overview', 'Participation', 'Individual study plan', 'Study plans', and 'Cases/Decisions'. The 'Individual study plan' tab is active, and the status is 'Ongoing'. Below this, the 'Version: 1' is shown as 'Established'. On the left, there is a sidebar with 'Workflow' selected, and other options like 'Basic information', 'Supervisor and decision-maker', and 'Supervisor conversation'. The main content area shows the 'Workflow' section with a dropdown menu currently set to 'Version 1'. A blue button labeled 'Get process and template' (3) is prominently displayed. Below the button, a light blue box contains the text: 'To start a new version: click on "Get process and template".'

You can choose which version to view at the top of the page "Workflow".

- Select a "Not established" version to continue working on it.
- Select an earlier version to view the finalized study plan.

The screenshot shows the 'Individual study plan' interface. At the top, there are tabs for 'Overview', 'Participation', 'Individual study plan', 'Study plans', and 'Cases/Decisions'. The 'Individual study plan' tab is active, and the status is 'Ongoing'. Below this, the 'Version: 2' is shown as 'Not established'. On the left, there is a sidebar with 'Workflow' selected, and other options like 'Basic information' and 'Supervisor and decision-maker'. The main content area shows the 'Workflow' section with a dropdown menu open, displaying 'Version 2 (Not established)' as the selected option, and 'Version 1' as another option. The 'Get process and template' button is no longer visible.

Staff and doctoral students collaboratively work to update the new version of the ISP. They access the same information but through different interfaces.

Current work task

In the "Current Task" section, there are instructions on what needs to be done now. The actual handling is then carried out in the various tabs (see [page 5](#) and onwards).

Workflow

Version 2 (Not established) ▾

Version in progress 2 | Reference number: -

[Download PDF](#) [More functions ▾](#)

▶ Completed work tasks

▾ **Current work task: 1. Start version**

[Start version](#) | ISP-Principal supervisor

Description of work task
To start the individual study plan, the version needs to be started.

In Ladok for students, you need to select "Show more" to see the full description.

Version 2 **Not established**

Reference number:
-

[Download PDF](#)

Completed work tasks

1. Start version

Current work task

2. Update version

[Show less](#)

Doctoral student and principal supervisor update ISP. It is possible to continue working at a later time by saving the work.

[Approve](#)

Proceed in the workflow

Only the role responsible for a task can complete it. The options to complete a task may vary:

- If there's a single option: the task is completed, and the next one begins.
- If there are choices: one can, for example, choose to advance to the next task or send it back to a previous step.

Current work task

2. Update version

▼ Show more

Approve

Current work task: 3. Principal supervisor reviews version

Approve

Send back

ISP-Principal supervisor

Description of work task

The principal supervisor receives a notification that there is
When the principal supervisor approves the study plan, it is

Messages

When a step is completed there's often an opportunity to write a message, such as describing why a task is being sent back. The message is displayed in the list of completed work tasks.

Completed work tasks

Work task in the flow	Decision	Message	Decision by	De
▶ 1. Start version	Start version			
▶ 2. Update version	Approve	Check the supervisor conversation 24 may	Fors, Per-Anders	202

In Ladok for students, you need to expand the task's row to view the message.

Completed work tasks

▼ 1. Start version

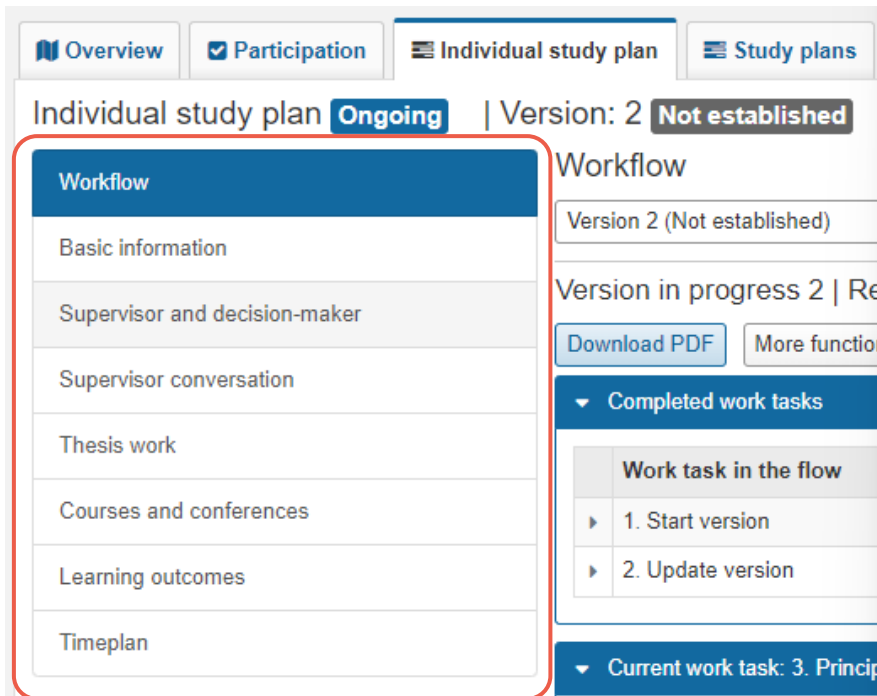
▲ 2. Update version

Decision	Approve
Message	Check the supervisor conversation 24 may
Decided by	Fors, Per-Anders
Decision date	2024-05-29
Updated by	Fors, Per-Anders
Time of update	2024-05-29 12:24

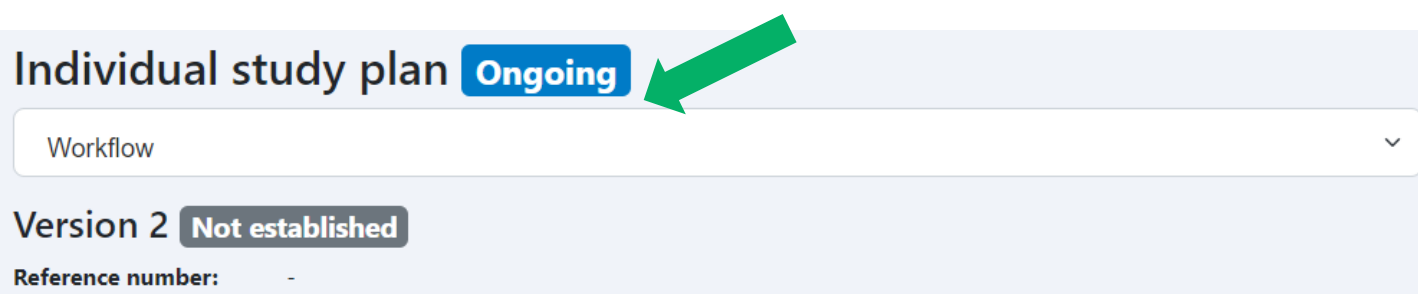
Details about the ISP are divided into different tabs. The handling for each tab is described in the rest of this guide.

The functions in Ladok for staff are the same as in Ladok for students. This guide mainly shows images from Ladok for staff.

In Ladok for staff, the tabs are in the left-hand menu on the page.



In Ladok for students, there is a dropdown list at the top of the page. Here, you choose which tab you are working in.



The "Basic Information" tab contains information about the doctoral student. Some details are retrieved from other parts of Ladok, while other information is input by staff or the doctoral student.

Admission To

The panel consists of information retrieved from other parts of Ladok, as well as manually entered information. The following can be added:

- Qualification in the fine, applied and performing arts: Define whether the studies lead to qualification in the fine, applied and performing arts or not. The choice affects which learning outcomes are displayed in the individual study plan.
- Notes can be added.

Basic information

▼ Admitted to

Third-cycle subject	MEMEVE08 Medical Science 240.0 hp
Leads to	Degree of Doctor
Later part	No
Subject instance, start date	2017-07-01
Subject instance, end date	2026-06-30
Qualification in the fine, applied and performing arts	<input type="button" value="Yes"/> <input checked="" type="button" value="No"/>
Note	<div style="border: 1px solid #ccc; height: 40px;"></div>

General study plan

Enter information about the general study plan. A link or attachment (PDF) can also be added.

▼ General study plan

Version of general study plan	<input type="text"/>	0 / 120
Reference number	<input type="text"/>	0 / 120
Attached file	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> <input type="button" value="+ Choose"/> </div>	
Link to general study plan	<input type="text" value="Shown as a link"/>	0 / 500
Course requirements in total	<input type="text"/>	<input type="button" value="▲"/> <input type="button" value="▼"/>

Milestones in third-cycle studies

Add milestones in third-cycle studies.

- Calendar half year
- Select a milestone from the predefined list or choose "Optional text" to enter it manually.
- Indicate the status: planned or completed.

Milestones can be modified or deleted later.

▼ Milestones in third-cycle studies Testmiljö ITS - I

New milestone

Calendar half year *	Milestones in third-cycle studies *	Date	Status *	Operation
Select ▼	Select ▼	<input type="text"/>	Select ▼	Save (Ctrl+S) Cancel
2025V	Dissertation		Planned	Select ▼
2024V	Final seminar		Planned	Select ▼
2021V	Half-time seminar	2021-01-06	Completed	Select ▼
2020V	Uppföljning efter avvikelser i forskningsplanen	2020-03-20	Completed	Select ▼
2017H	Planning seminar	2017-11-03	Completed	Select ▼

Study activity and funding (SCB)

Planned study activity and funding

It is possible to enter planned study activity and financing to communicate what is planned for the upcoming semester.

- Calendar half year
- Study Activity: Planned activity for the selected semester is indicated in percentage (up to 100%).
- Study funding: Specify the type of funding from the drop-down list. If multiple study fundings are chosen, they must add up to 100%.

Details may be changed or deleted later on.

Reported study activity and funding

Reported study activity and funding are retrieved from other parts of Ladok. It is currently not possible to automatically change study activity from planned to reported. Reporting is a separate process.

▼ Study activity and funding (SCB)

Planned study activity and funding

New planned study activity and funding

Calendar half year *	Study activity *	Study funding *	Operation
Select ▼	<input type="text"/> %	100 % <input type="text"/> % Select ▼	Save (Ctrl+S)
2025V	80%	100% DTJ Doctoral studentship	Select ▼
2024H	80%	100% DTJ Doctoral studentship	Select ▼
2024V	80%	100% DTJ Doctoral studentship	Select ▼

Reported study activity and funding

Calendar half year *	Study activity *	Study funding *
2020H	100%	100% Scholarships
2020V	100%	100% Scholarships

Departmental duty

It is possible to add information about departmental duty per calendar half year.

Add the following information:

- Calendar half year
- Scope (in percent)
- Description
- Status (planned / completed)

▼ Departmental duty

New departmental duty

Calendar half year *	Scope *	Description *	Status *	Operation
Select ▼	<input type="text"/> %	<input type="text"/> <small>Max 500 characters</small>	Select ▼	Save (Ctrl+S)

Other documentation

It is possible to upload files that need to be documented in the individual study plan. For example, individual study plans that have been determined in another system.

- Attached file: only PDF format
- Description

Operations

It is possible to delete or modify uploaded files/description.

▼ Other documentation

New other documentation

Attached file *	Description	Operation
<input type="button" value="+ Choose"/>	<input type="text"/>	Save (Ctrl+S) Cancel
Document example.pdf	First version	Select ▼

The tab “Supervisor and decision-maker” contains information about the principal supervisor, supervisor, and decision-makers associated with the doctoral student.

Each role is displayed individually within an expandable panel. The following information can be added:

Note

Add a note in the text field to describe the supervisor's role or how the supervisor input should be documented.

Add supervisor input

Click **New supervisor input** to create a new entry.

- Calendar half year
- Supervisor input and forms of supervision: Text field.
- Version: The current version of the individual study plan is displayed.

Supervisor and decision-maker

ISP-Principal supervisor: Huvudhandledare, Hannibal (2023-09-01 – until further notice)

Name: Huvudhandledare, Hannibal

Start date: 2023-09-01

End date: -

Supervisor training: Yes

Note

[Change information](#)

[New supervisor input](#)

Calendar half year *	Supervisor input and forms of supervision *	Version	Operation
2019H	20% insats	1	Select ▼
2019V	150 hr för huvudhandledning	1	Select ▼

In the "Supervisor conversation" tab, conducted supervision meetings between the doctoral student and the main supervisor/co-supervisor are documented. Both parties can enter and edit information for each meeting.

All supervision meetings are listed on the page, regardless of the ISP version. The version for each meeting is indicated on the page.


Document a supervisor conversation

- Click "New supervisor conversation." Provide the following details:
- Type of conversation: Choose Follow-up conversation, Career conversation, or Other.
- Date
- Version: The current version of the individual study plan is displayed.
- Participants: Text field.
- Note: Text field.

Supervisor conversation

New supervisor conversation

▼

Type of conversation *	Select ▼
Date *	<input type="text"/> 
Version	2
Participants *	<input type="text"/> 0 / 120
Note	<input type="text"/>

The principal supervisor, supervisor, and doctoral student can modify the information.

▼ Follow-up conversation | 2019-05-01 | Version 1

Type of conversation *	Follow-up conversation
Date *	2019-05-01
Version	1
Participants *	Hannibal och Per-Anders
Note	<input type="text"/>

[Change information](#) 

The tab “Thesis work” is used to follow up and plan the thesis work and parts of the thesis.

Summary

Provide basic information about the thesis. It is possible to attach a file (PDF).

Thesis work

▼ Summary

Title * 0 / 500

Type of thesis Compilation thesis ▼

Attached file

Description

Planning and follow-up

A note can be added to describe how planning and follow-up will be carried out. Click **New Activity** to create activities that are either planned or have been carried out as part of the thesis work.

- Calendar half year
- Type of Activity: Select a type from the list or choose "Optional text" to define an activity.
- Planning and follow-up: Text field to plan and follow up the activity and fields to note progression.
- Version: The current version of the individual study plan is displayed.
- Status: Choose Planned, Ongoing, Partially Completed, Completed, or Not Completed to track the progress of an activity.

Activities can be modified as they progress.

▼ Planning and follow-up

Note METODIK
 Studien kommer att inkludera en mångsidig metodik för datainsamling och analys. För att utvärdera de psykosociala aspekterna kommer vi att använda standardiserade självskattningsformulär och kliniska ...
[Show all text](#)

[Change information](#)

[New activity](#)

Calendar half year *	Type of activity *	Planning and follow-up	Version	Status	Operation
▶ 2021H	Analys och rapportering	Dataanalys Vi kommer att använda den utvecklade analysplanen för att genomföra den första fasen av dataanalys. Detta kommer att inkludera deskriptiv statistik, t-test	1	Ongoing	Select ▼
▶ 2020V	Data collection	Deltagarnas rekrytering. Fortsatt rekrytering av deltagare och upprättande av kontakt	1	Completed	Select ▼

Part of thesis work

This is where parts of the thesis work are added, planned, and followed up. It may include an article or conference in the case of a compilation thesis. For a monograph, it is usually chapters.

Parts of the thesis work are listed on the page to provide an overview. Click on a part to get more information or edit it.

Click **New Part of Thesis Work** to create a new part.

Part of thesis work			
Title	Type	Status	Sta
Psychological Consequences of Quarentine During the COVID-19 Pandemic: A Comprehensive Review	Article	Planned	
Neurological and Cognitive Effects of Long-Term Social Isolation: Insights from Animal Models	Article	Completed	

Create part of thesis work

A part of the thesis work is created and edited on a separate page.

Input basic information in the "Summary" panel. The status entered here relates to the status of this specific part of the thesis work, and it is this status that is displayed on the overview of the thesis work.

Create activities (planned or carried out) within the scope of this part of the thesis work. It's possible to input status to track the progress of each activity.

Go back to the overview of the thesis work here.



[Thesis work](#) / Psychological Consequences of Quarentine During the COVID-19 Pandemic: A Comprehensive Review

Summary

Title * Psychological Consequences of Quarentine During the COVID-19 Pandemic: A Comprehensive Review

Type Article

Co-author

Description

Name of publication/conference

Publication year

Status **Planned**

[Change information](#)

Planning and follow-up

Note

[Change information](#)

[New activity](#)

	Calendar half year *	Type of activity *	Planning and follow-up	Version	Status	Operation
▶	2024V	Write script		2	Planned	Select ▼
▶	2023H	Data collection		2	Partially completed	Select ▼

Ethical conditions

Possibility to enter information about ethical conditions.

- Attached file: Attach or retrieve an attachment (PDF).
- Description: Text field.

▼ Ethical conditions

Attached file

+ Choose

Description

Max 5000 characters

Save (Ctrl+S) Cancel

The page provides a summary of certified results from the doctoral student's mandatory and elective courses. It also displays completed conferences and seminars (individual commitments).

Credited courses or "Other specification" are shown in a separate panel.

There is a separate panel for adding non-credit-bearing activities

Sort results

Results are automatically retrieved from other parts of Ladok and appear under the "Unsorted Results" heading. They need to be manually sorted into an appropriate category.

1. For each result: Choose **Sort to heading**
2. Select a heading to move it to: Mandatory courses, Elective courses, Conferences, or Seminars.

Unsorted certified results

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Sort
2021H	FOARB	Research work		Completed	2021-11-21	Eva Ållsmåktig	Sort to heading: ▾
2021V	DL21341	Human-centered Artificial Intelligence	5.0 hp	Completed	2021-02-13	Eva Ållsmåktig	Sort to heading: ▾
2020V		Basic statistics for research students	3.0 hp	Completed	2020-02-20	Eva Ållsmåktig	Mandatory courses Elective courses Conferences Seminars

Planned courses and conferences

To plan upcoming studies, you can enter planned courses and conferences. These are only used within the individual study plan and only as input. When the doctoral student completes a course and receives results, the planned course will not be automatically removed from the individual study plan.

An option to add a planned a course or conference is available within each respective panel.

▼ Mandatory courses						
Planned						
New mandatory course						
Calendar half year *	Course code	Name *	Scope (hp)	Operation		
2024H		Qualitative Research Methodology in Psychology and Health	5.0	Select ▾		
Completed						
Calendar half year	Course code	Name	Scope	Status	Ex. date	Certi
2019H		Medical Research Ethics	1.5 hp	Completed	2019-10-01	Eva A
2019V		Epidemiology and Infectious Disease Epidemiology	5.0 hp	Completed	2019-03-31	Eva A

This page contains the learning outcomes according to the Higher education, study regulation of 2007. For each learning outcome, you note the achievements and status.

Learning outcomes are automatically customized according to doctoral/licentiate studies and whether "Qualification in the fine, applied and performing arts" is selected in the [tab "Basic Information"](#) or not.

The entered status is displayed in the row for each learning outcome, to provide an overview when the panel is collapsed.

Learning outcomes

A. Knowledge and understanding

▶ A.1 Demonstrate broad knowledge and systematic understanding of the research field as well as advan... **Planned**

▼ A.2 Demonstrate familiarity with research methodology in general and the methods of the specific field of resear...

Learning outcomes A.2 Demonstrate familiarity with research methodology in general and the methods of research in particular.

Note *

Max 3000 characters

Status *

Select ▼

Save (Ctrl+S) Cancel

Make a note and update the status by expanding the panel for a learning outcome and modifying the information.

The page contains information from other parts of the individual study plan. It provides a summary of the doctoral student's completed or planned activities and results per calendar half year.

The following is displayed:

- Milestones in third-cycle studies (planned or completed)
- Study activity and funding (planned or reported)
- Supervisor conversations
- Thesis work (planned or completed activities within the thesis work)
- Part of the thesis work (Part of the thesis work is listed if there are planned activities within the calendar half year. Activities are listed under each part of the thesis work)
- Courses and conferences (Planned or completed mandatory courses, elective courses, credit transfer, conferences, and seminars. Unsorted certified results are not displayed.)

Timeplan

▶ 2025V

▶ 2024H

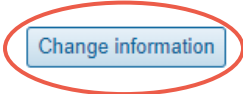
▼ 2024V

Milestones in third-cycle studies	Final seminar	Planned
Study activity and funding	80% Study activity 100% DTJ Doctoral studentship	Planned
Supervisor conversation	Follow-up conversation (2024-05-01)	
Thesis work	(Data collection) Deltagarnas rekrytering. Fortsatt rekrytering av deltagare och upprättande av kontakt med dem för att planera datainsamlings-sessioner.	Completed
	(Analysis) Dataanalys Vi kommer att använda den utvecklade analysplanen för att genomföra den första fasen av dataanalys. Detta kommer att inkludera deskriptiv statistik, t-test	Ongoing
Conferences	Global epidemiology Summit on Pandemic-Related Health Effects (GES-PHE)	Planned
Note		
	Change information	
Comment	Comment	

Note on the timeline:

It is possible to add notes to the timeline, for example, by the main supervisor or the doctoral student. The note is visible to everyone who can access the individual study plan. Notes are a part of the ISP and are included in the established version of the ISP.

1. Click **Change Information** in the panel for a calendar half year
2. Enter or modify the note

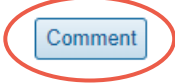
Seminars	Research visit at Harvard Medical School, USA 4.5 hp (2024-01-15)	Completed
Note		

Comment

Other roles can provide comments on the timeline, such as during the review process. Comments are temporary, and only used as a way of communicating when the timeplan is created. They are not included in the established version of the individual study plan. When the version is established, all comments are automatically cleared.

1. Click **Comment** in the panel for a calendar half year
2. Write a comment

Only the user who wrote a comment can delete it. Comments cannot be edited.

Seminars	-	
Note		
Comment	You forgot to add the seminar February 8th (Allsmäktig, Eva , 2024-01-19) Remove	
		

On the page, there is an opportunity to reflect on the doctoral student's progression at various stages of their research education. This could include discussions about achieved milestones, identifying potential obstacles, and planning future steps.

In the future, the page will also provide an overview of the doctoral student's progress in the research programme.


Reflection

Individuals who can make changes to the ISP (for example, principal supervisors and doctoral students) can add reflections. It is possible to edit or delete the reflection afterwards, as long as the version is not determined. A reflection includes:

- Date
- Version of the ISP (filled in automatically, cannot be changed)
- Reflection
- Posted by

New reflection

Version 2

Date *	<input type="text"/>	
Version	2	
Reflection *	<input type="text"/>	
	Max 7000 characters	
Posted by *	<input type="text"/>	0 / 140

Comment on a reflection

Other individuals can comment on the reflection, such as a reviewer. Comments are a working tool and will therefore not be included in the determined version of the ISP.

Comments cannot be edited. Only the person who writes a comment can delete it.

Version 2 (Last edited 2025-01-10 09:58 by Eva Allsmäktig)

Date *	2025-01-07
Version	2
Reflection *	The third version of the ISP represents a significant refinement of the doctoral student's plan for their research education. The dissertation work is now divided into distinct phases, each with well-defined goals and a plan for how these goals will be achieved.
Posted by *	Per-Anders
Comment	<input type="button" value="Comment"/>