UMEÅ UNIVERSITY
Student Services
Student Records Office

Web-ISP
User manual

Table of contents

1 Introduction

1.1 What is an individual study plan?

Every Doctoral student is required to have an individual study plan. This is an instrument in which to plan and keep track on every Doctoral student´s education. A follow up needs to be done at least once a year where the Doctoral student and Principal supervisor discuss the progress of the education.

1.2 Rules at Umeå University

All information has to be based on the regulations that apply to Umeå University. More information here: http://www.umu.se/regelverk/english?languageId=1

1.3 What is Web-ISP?

Web-ISP is a web based application at Umeå University that handles the individual study plan for doctoral students digitally.

1.4 Definitions

ISP	Individual study plan
Web-ISP	The web based system that Umeå University uses for Doctoral student´s ISP.
Period	Time between two fixed periods. Web-ISP is not based on term, academic year or similar.
Review	The Principal supervisors part of the finalizing process. A period can either be declined (the period is reopened for editing again) or accepted (sent to the Assessor/assessors to be assessed).
Assess	The Assessors part of the decision process. A period can either be declined (the period is reopened for editing again) or accepted. If the period is accepted when assessed it is thereby finalized.

1.5 Different web browsers

The system can look differently depending on which web browser is being used. If the pictures in the manual differs from the ones you see, the web browser can be the explanation. Even a lacking function can be due to the same reason. Therefore always try another web browser if you run into problems.

2 Help during work in the system.

This manual contains a complete description of the system and the measures that needs to be taken in order to execute what needs to be done. The manual can advantageously be used as a reference. Section 1-3 contains general information about the system. After that follows more specific descriptions depending on what role you have. The roles that apply are Doctoral student, Principal supervisor, Assistant supervisor, Assessor and Associated user.

Section 4 is directed toward you who works in the system as a Doctoral student, section 5 to Supervisors (both Principal- and Assistant supervisor) and Section 6 is for Assessors and section 7 is for Associated users. All sections can be good to read through in order to get a general view of the entire process. There are also links in most views that gives you help with the particular view you are in. Look after these clickable symbols.

User support can also be obtained from Student Services/Student Records Office.

3 Access to the system – UmU-identity

In order to get access to the system you will need an UmU-identity. What you can see and do in the system when you're logged in depends on what type of user role you have in the system.

For the persons who need access to the system but don't have an UmU-id (i.e. Principal supervisors from other universities) get in contact with directory co-ordinator or the IT staff at the doctoral student´s department so that they can create an UmU-id.

3.1 User role

The system is built on different user roles that gives the users different access depending on what role they have.

- **Doctoral student:** For this role the person needs to be approved as a doctoral student in Ladok. That gives the person opportunity to create an individual study plan in the system. If there is a discontinuation in Ladok the study plan is not available for editing.
- **Principal supervisor:** The role gets access to the Doctoral students for whom they are principal supervisor. This is created by a mutual inquiry/verification between the Doctoral student and the primary tutor. The Principal supervisor can edit the content in the Doctoral student´s ISP when it is in stage 3 according to the sketch of the workflow (see chap 3.3) and must also approve the periods before they are finalized.
- **Assistant supervisor:** The role gets access to the Doctoral students for whom they are Assistant supervisor. This is created by a mutual inquiry/verification between the Doctoral student and the Assistant supervisor. The Assistant supervisor can edit the content in the Doctoral student´s ISP when it is in stage 3 according to the sketch of the workflow (see pic 3.3)
- **Assessor:** The role gets access to the Doctoral students for whom they are an appointed Assessor. This is created by a mutual inquiry/verification between the Principal supervisor and the Assessor. The assessor can edit the content in the Doctoral student´s ISP when it is in stage 3 according to the sketch of the work flow (see chap 3.3 The Assessor is the one who assesses a period that has been reviewed by the Doctoral student´s Principal supervisor. If approved, an assessed period is decided and thereby finalized.
- **Associated user:** The role gets access thru a mutual inquiry/verification that is initiated by either the principal supervisor or the assessor. The role only has reader access, no editing is possible regardless of the status in the workflow.

3.2 Log in:

You need an UmU-identity and a password. This is a university joint log in solution for several central systems within Umeå University.

Log in page: https://www.isp.umu.se

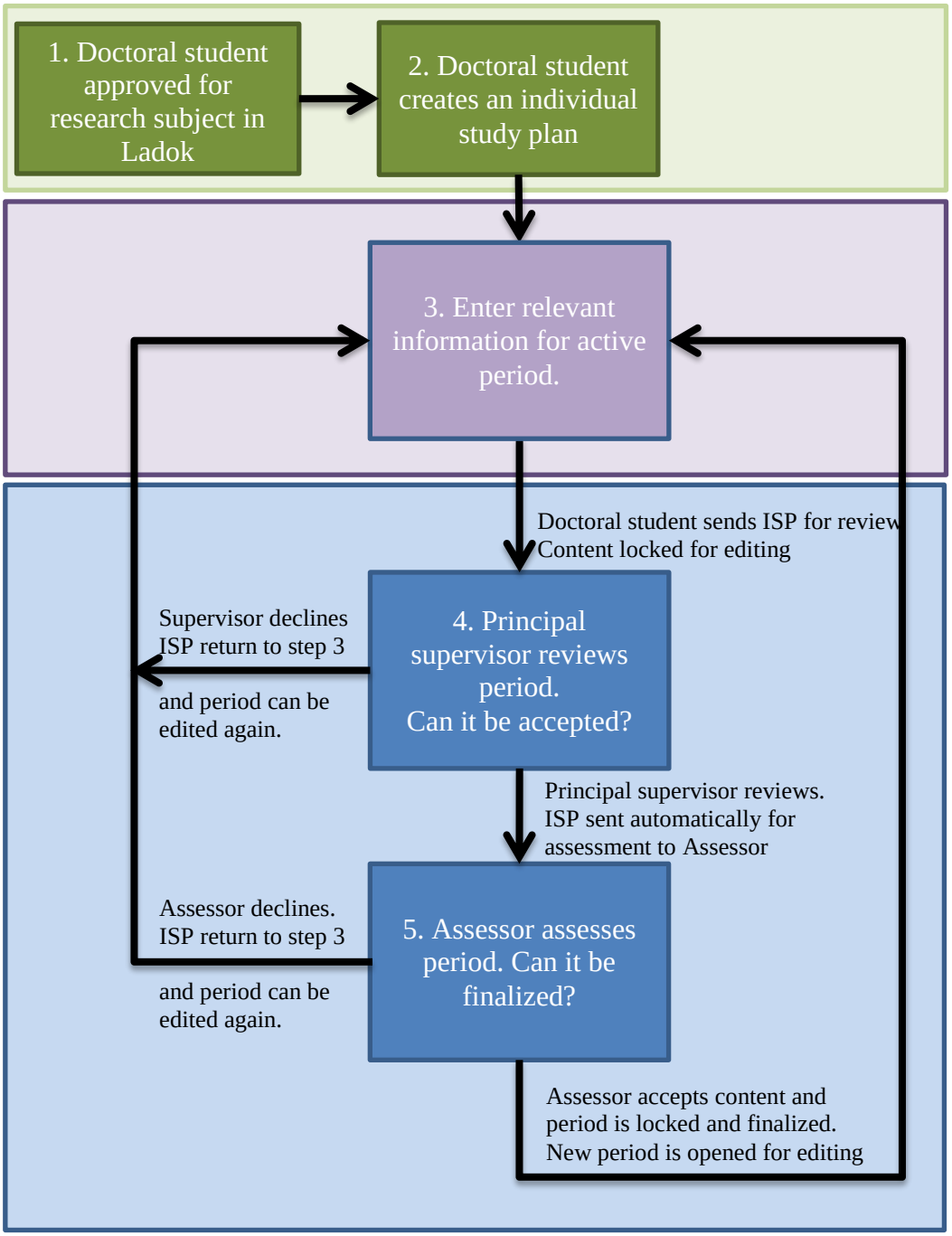
Workflow (according to picture 3.3)

To create an ISP involves several steps and three stages of clearance before a period can be finalized. The flow can be described according to the process image in 4.1. Below follows a short description of the five steps of the process image.

1. The Doctoral student needs to be approved as a doctoral student in Ladok in order to be able to create an individual study plan (ISP). The Web-ISP is connected to the research subject. A Doctoral student with several subjects will thereby get one ISP per research subject.
2. The Doctoral student creates an ISP for the subject the Doctoral student has been approved of. You automatically get to step 3 when the ISP is created.
   Step 1 and 2 (illustrated in green) contains the basic conditions for an ISP, i.e. an approval of a research subject in Ladok has to exist. The Doctoral student needs to create an ISP in the system. These are only created once i.e. step 1 and 2 are never repeated.
3. This step is the working stage (illustrated in purple). This is where the ISP is until it is sent for evaluation. All parties concerned* can edit the content in the ISP as long as you're in stage 3.
   This step is where the Web-ISP should be when it needs to be edited. It is recommended not to start step 4 (send to Principal supervisor for review) until all parties agrees that the content of the ISP is ready for step 4 and 5.*
4. The Doctoral student has sent the latest period for review by the Principal supervisor. The content is locked for editing (for all parties* concerned). The Principal supervisor can at this stage only accept (initiate step 5) or decline (return to step 3).
5. The Principal supervisor has reviewed the latest period and the Assessor should decide on the period in question. The Assessor can accept (it's finalized) or decline (returns to step 3). When the decision is accepted, the period is locked and a new period is created. The new period is placed directly in the working stage (step 3).

*Parties concerned are: Doctoral student, Principal supervisor, Assistant supervisor, Assessor. (Users with the role Associated user only has reading access).

3.3 Workflow – a schematic sketch



Since the requirement of a Web-ISP is that there must be a follow up once a year, the system calls the timeslots for *Period* instead of the typical Schoolyear, Term etc.
The Doctoral student´s' Web-ISP is thereby in an active *Period.* Each period should contain a *Planning* and a *Follow up*. It also contains a *Period*, a *Research plan* and a *Time- and funding plan*. The last two can remain unchanged between an older period and newer period if they haven't changed. Every Period requires that a new *Planning* and *Follow up* is made.

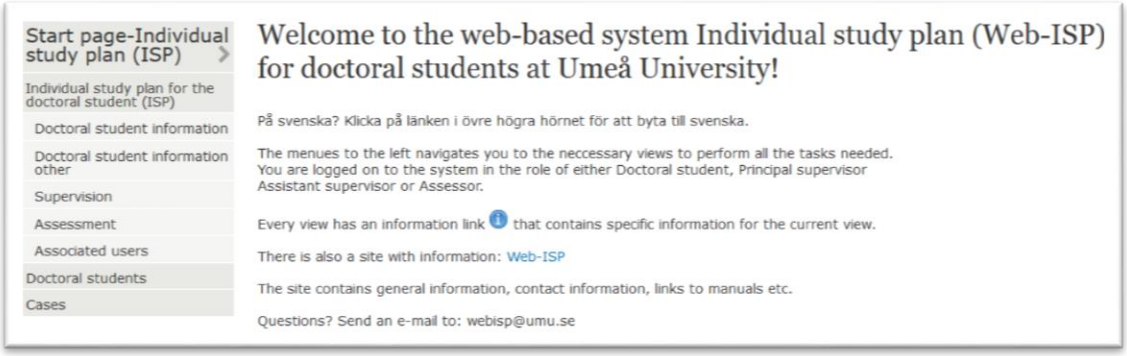
A *Period* can be finalized more often than once a year but if it is more than a year from the latest period, the system reminds the concerned parties via e-mail that a follow up of the period has not been done in time.

As long as the Period is in stage 3 (according to the workflow sketch) all areas in the Web-ISP are editable for the Doctoral student, their Principal supervisor, Assistant supervisor and Assessor. When the Doctoral student initiates the finalizing process (step 3 and 4) everything is locked for editing. Changes are not allowed during the finalizing process so that all parties are insured that no changes are made without anyone knowing of it.

The recommended way to work is that the persons involved has knowledge, and agree, about the content before the finalizing process starts. This to avoid that a period is finalized (Assessment in step 5) with the wrong content. When the Assessor has accepted in step 5 the content in the latest period is locked and can't be changed. A new period is created and automatically placed in step 3.

3.4 Overview

Regardless of what role you have in the system you're met by this view when you log in to the Web-ISP. The system will give you different access depending on your role.



3.5 Headings in the menu to the left

The left menu can vary depending on what role you have but the content is basically the same. A short description of the content in the menu selection is as follows:

- **Individual study plan for the doctoral student (ISP):** If you are a Doctoral student your ISP(s) will be found in this menu. If you have another role in the system, this is where you'll see the ISP for the Doctoral student you've selected under the menu *Doctoral students*. To see another Web-ISP you have to select the Doctoral student and subject under the menu Doctoral student and thereafter choose menu *Individual study plan for the doctoral student.*
    - **Doctoral student information:** In this menu you can see the selected Doctoral student´s information from Ladok. This information cannot be changed in this system so if there are inaccuracies the study administrator of the Doctoral student must be contacted to make the changes in Ladok.
    - **Doctoral student information other:** This menu gives you the possibility to save other information regarding the selected Doctoral student. The information here is not accessible via Ladok or among the obligatory parts of the Web-ISP.
    - **Supervision:** This menu shows the status of supervisors for the current research subject. This is where changes regarding supervisors of the selected ISP are made.
    - **Assessment:** This menu shows the status of the Assessor(s) and the current research subject. This is where changes regarding Assessors for the selected ISP are made.
    - **Associated user:** This menu shows persons who are connected to the current ISP as the role Associated user. This is where changes regarding the role is handled.

- **Doctoral students:** This menu shows what Doctoral students ISP you have access to via your role in the Web-ISP. Choose a Doctoral student´s ISP in this menu. After that, you'll find the information regarding the Doctoral student under the menu Individual study plan for the doctoral student (ISP) and its sub menus.
- **Cases:** This menu shows all cases you have access to via your role, eg if you're about to approve content in a period, accept a supervisor inquiry etc. Cases that requires action has an "Answer"-link. The role Doctoral student does not have any cases connected to them.

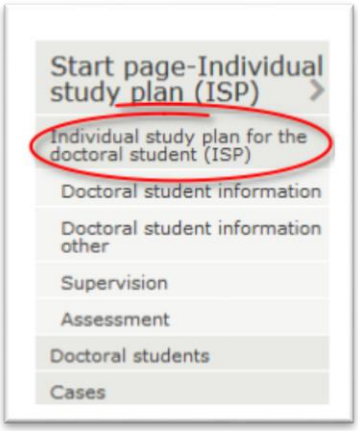
4 To work in Web-ISP as Doctoral student

The system allows several types of roles in order to get access to various types of information. If you're working in Web-ISP as a Doctoral student you only have access to your own ISP and your information.

4.1 Create ISP

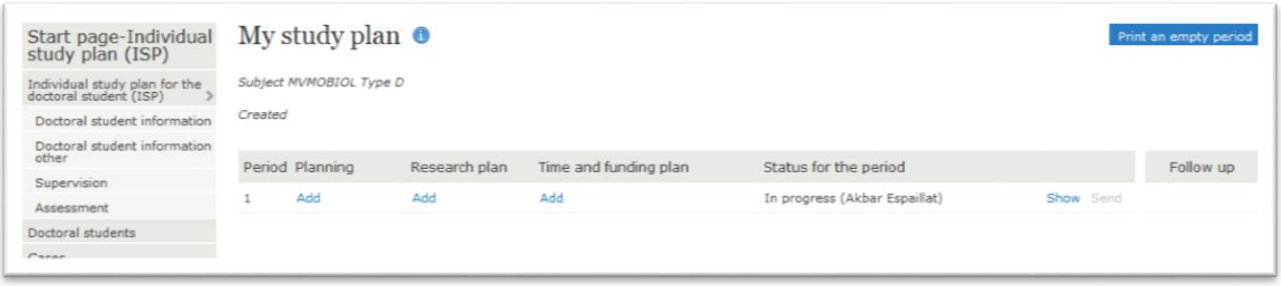
In order to create an ISP you need to be approved for a research subject in Ladok. The Web-ISP that is created is linked to the research subject that the Doctoral student is approved for. There can therefore be situations where a Doctoral student has more than one ISP, i.e. if the Doctoral student has been accepted to several research subjects, or first has a licentiate admission and after that a doctoral lateral entry. The subject has a connection to a faculty and a department that comes with the ISP. The Doctoral student creates the ISP once. Future changes are then added to the ISP in new updated periods.

In the menu to the left you click on "Individual study plan for the doctoral student (ISP)"



The view below comes next. "Create individual study plan" for the subject the ISP applies to.

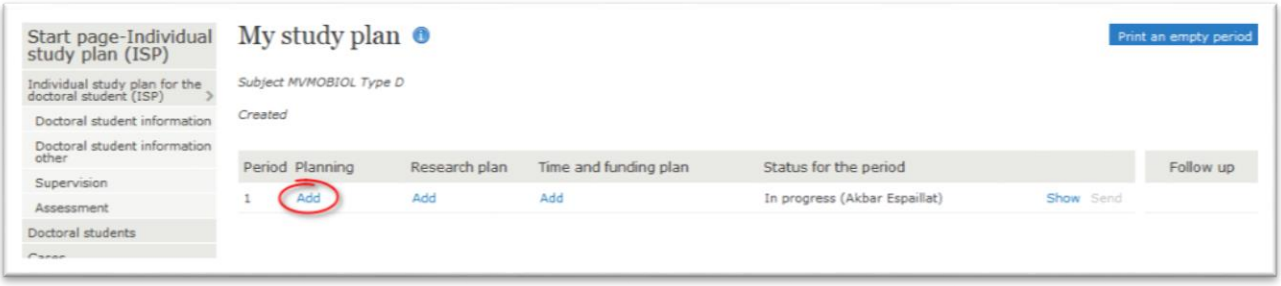
The view below comes next.



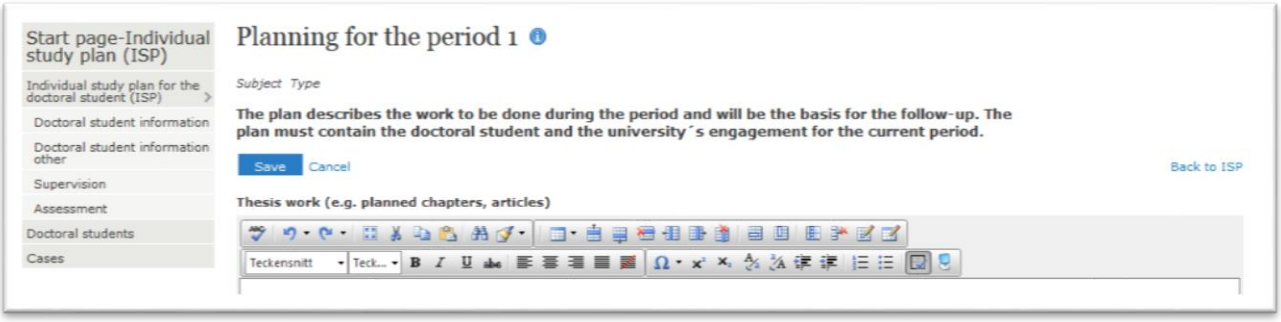
The first period (Period 1) has been created and you can start adding your data under ”Planning”, ”Research plan” and ”Time- and funding plan”.

4.1.1 Add contents to ”Planning” for ”Period 1”

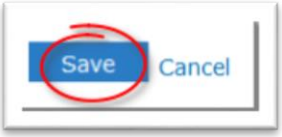
Click the link ”Add” under Planning



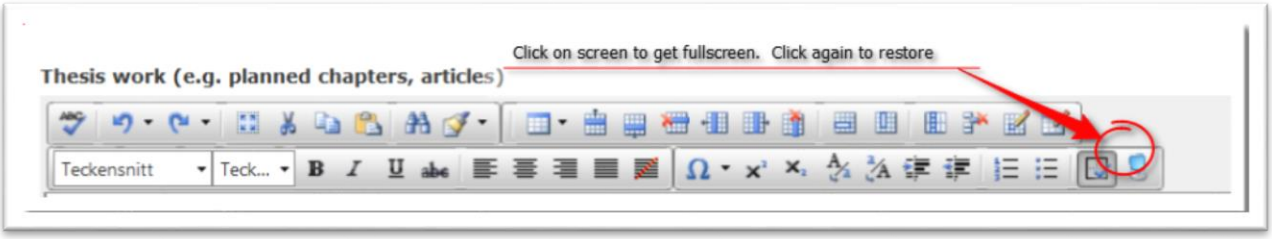
You will get the following view:



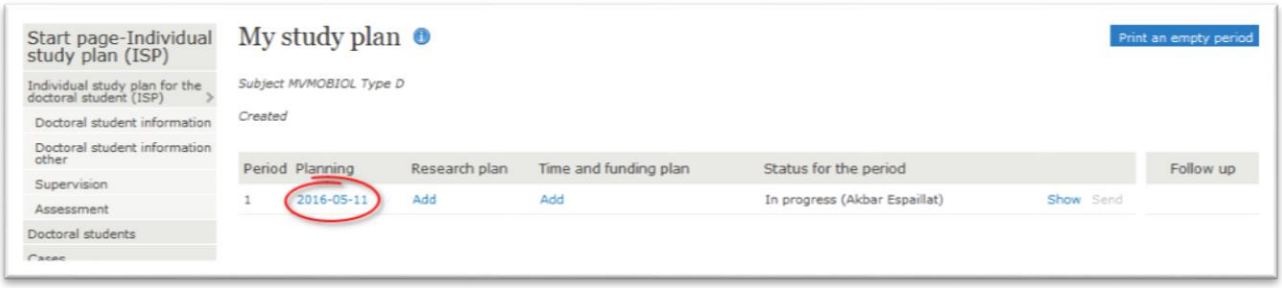
In this view you describe the plan for the period. The sections has a text editor that can give different layouts. Add what is relevant for you. The Planning view also gives you the possibility to add documents if needed. Don’t forget to save the text you’re adding. You’ll find a Save-button at the top and bottom of the page.



NOTE! Every field that contains a text editor can be enlarged (full screen). This makes it easier to work with if the text is extensive.



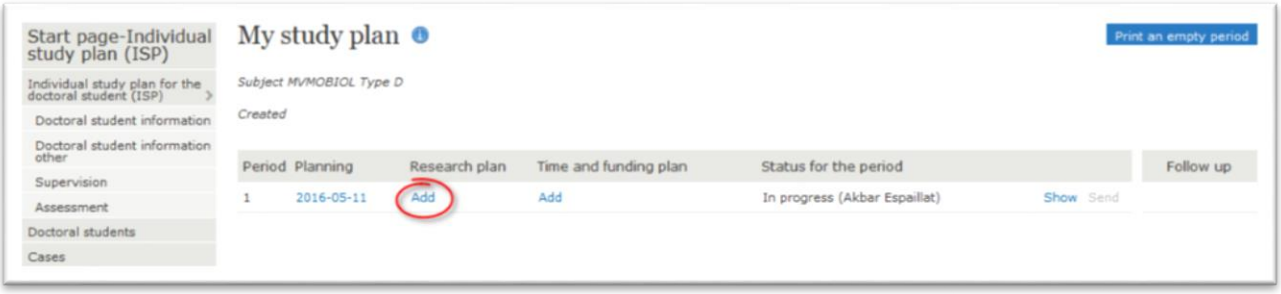
When you've saved your documentation in the Planning view and return to the view "Individual study plan for the doctoral student(ISP)" there will be a date under the column "Planning". This date shows when the content was last saved.



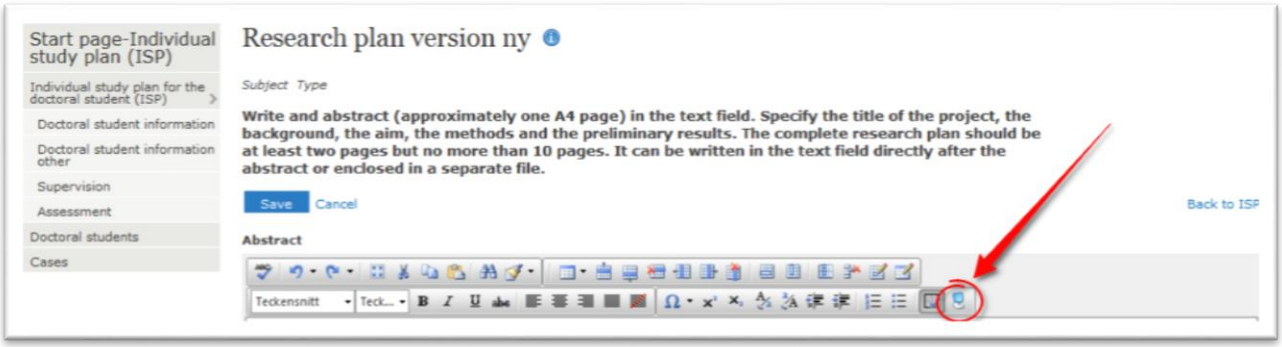
4.1.2 Add contents to "Research plan"

An ISP must contain a research plan and the system requires that one exists in order to get a period reviewed and finally decided. However, the system does not require that the version is revised when a new period is created. If there are no changes from previous period the same version can be used. If needed you can revise the research plan and create a new version. If so the system changes the number of the version so that it shows that a change has been made since the previous period.

Click "Add" under Research plan.

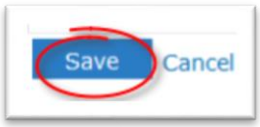


You get the following view:

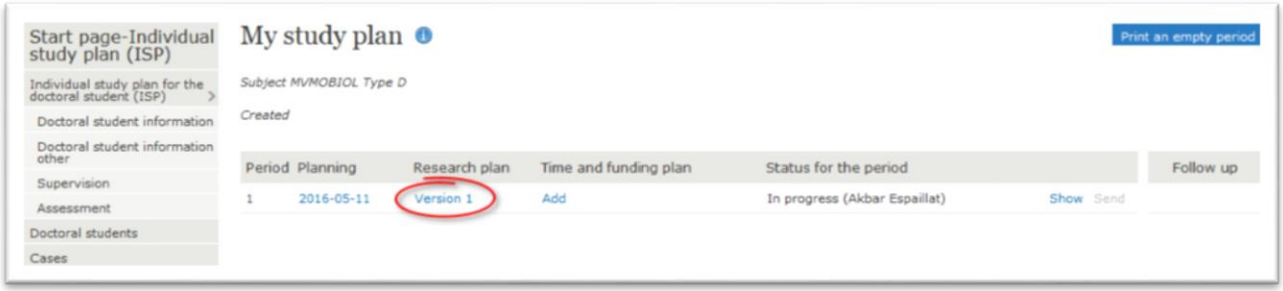


Add your text. It is also possible to add documents.

NOTE! See arrow. Every field that contains a text editor can be enlarged (full screen). Makes it easier to work with if the work is extensive. Don't forget to save the text you're adding.



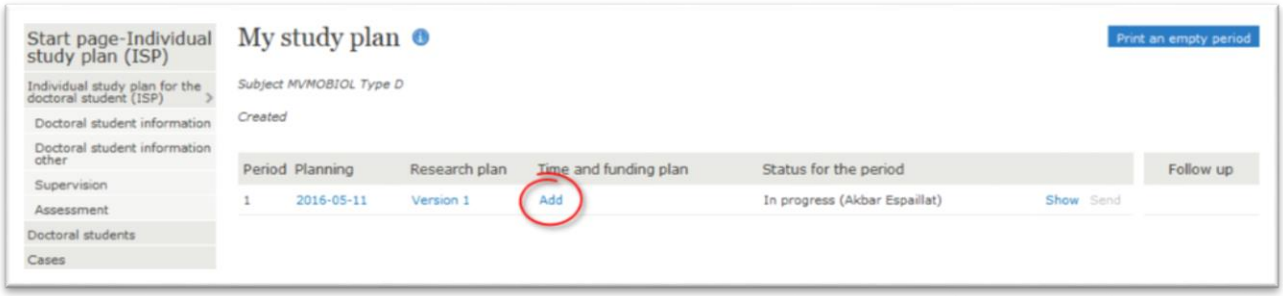
When you've saved the research plan and returned to" Individual study plan for the doctoral student (ISP)" it reads "Version 1" under column "Research plan".



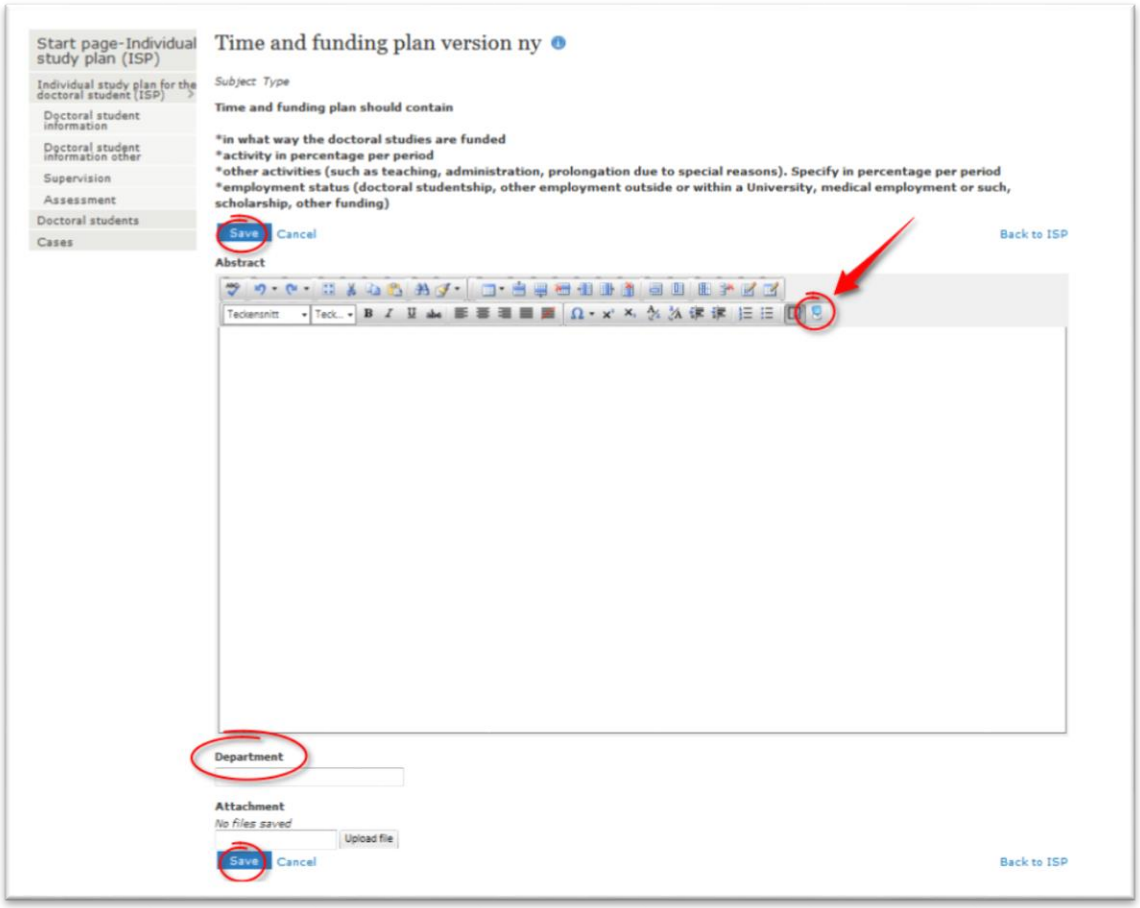
4.1.3 Add contents to ”Time and funding plan”

An ISP must contain a time and funding plan and the system requires that one exists in order to get a period reviewed and assessed. However, the system does not require that the version is revised when a new period is created. If there are no changes from the previous period you can keep the same version. If needed you can of course revise the time and funding plan and create a new version. If so the system changes the number of the version so that it shows that a change has been made since the previous period.

Click ”Add” under Time and funding plan.

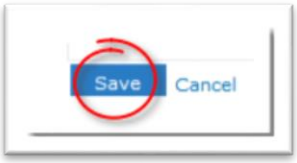


You get the following view:

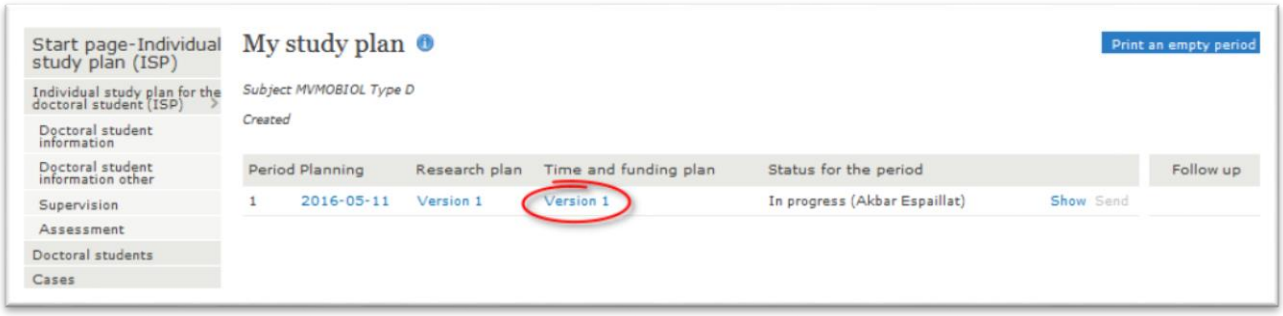


Add your text. It is also possible to add documents.

The box ”Department” only applies if you’ve been approved at one department but your research subject belongs to another department.
NOTE! See arrow. Every field that contains a text editor can be enlarged (full screen). Makes it easier to work with if the work is extensive.
Don’t forget to save the text you’re adding.



When you’ve saved in Time and funding plan and return to ” Individual study plan for the doctoral student (ISP)” it reads ”Version 1” under column ”Time and funding plan”.

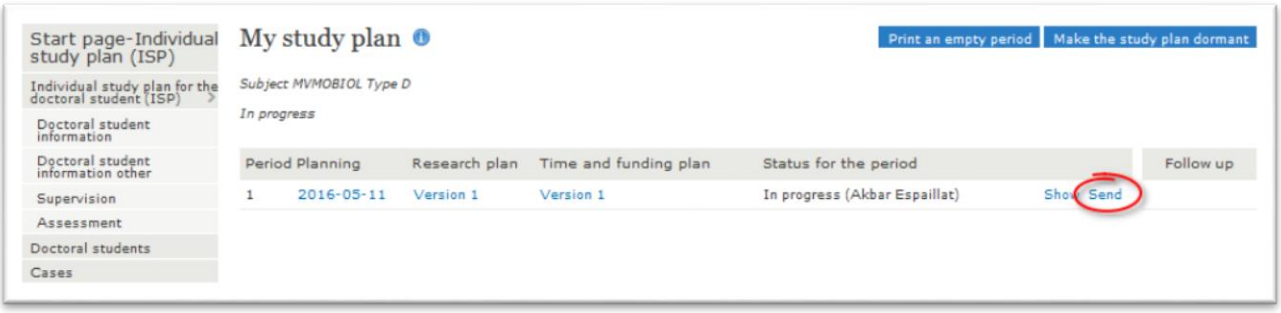


4.1.4 Send for review

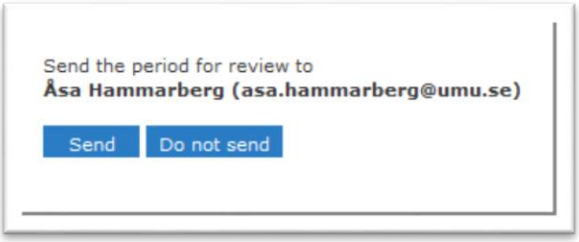
NOTE! When you send the period for review to your Principal supervisor you should already agree on the content of the different parts of the period. When the period is sent for review the ISP is closed for editing so that the content remains unchanged in every step of the finalizing process. As long as a period is not in the finalizing process (step 4 or 5) all parties can make changes, i.e. doctoral student, principal supervisor, assistant supervisor and assessor/assessors. Agree on a suitable way to work with your colleagues. If all parties agree on the content when the finalizing process starts unnecessary work can be avoided. First and foremost you can minimize the risk that a period with incorrect content is finalized.

Seen from system perspective Period 1 at this point fulfills the criteria to start the approval process (step 4 or 5 in sketch on page 7) The Doctoral student can at this stage send the period for review to Principal supervisor. In order for this to be possible text and/ or documents need to have been added and saved in *Planning, Research plan and Time- and funding plan* Period 1 will then be ready to be reviewed by Principal supervisor (and after that decided by Assessor). The link ”Send” becomes available.

Please note! In order to access the ”Send”-link you need a Principal supervisor that has accepted the inquiry to be Principal supervisor on the Web-ISP in question. See section 4.4 regarding this process.

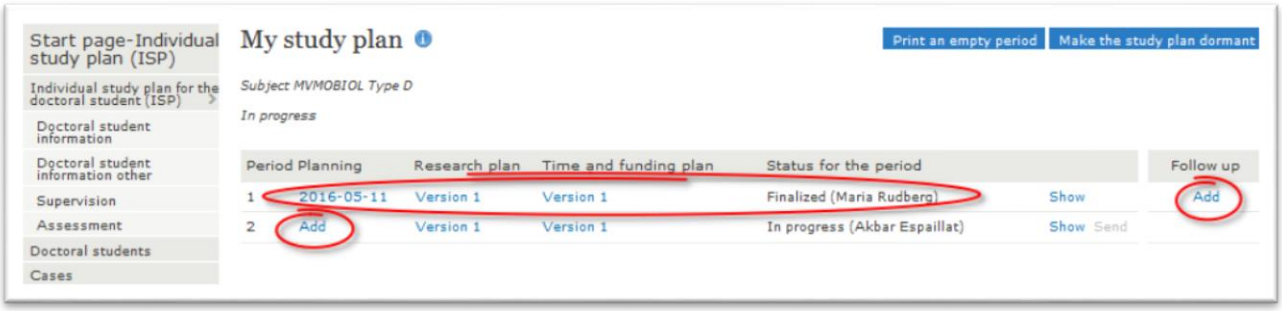


When you click on the “Send” button you confirm the action of sending it for review.



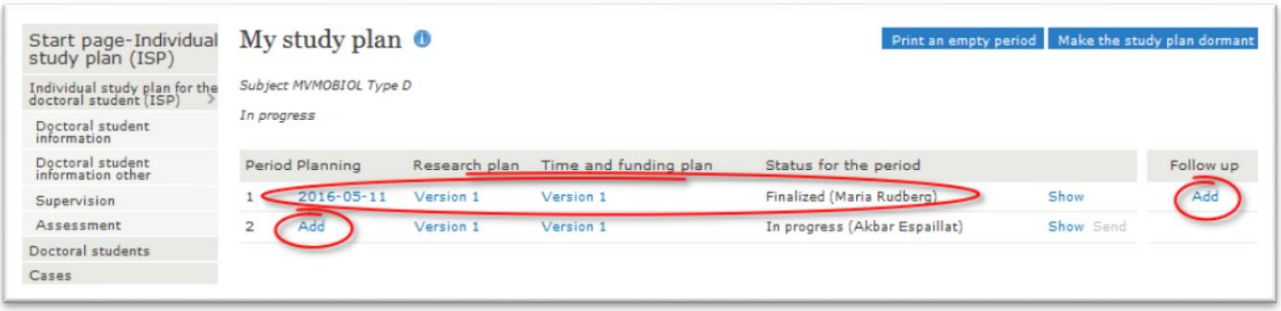
Now you await the review from the Principal supervisor. Either the Principal supervisor declines which means you will need to change, or add to, the study plan and start the approval process all over again, or the Principal supervisor approves the review and it is passed on to the Assessor to be finalized. The Assessor can decline or accept. If the Assessor decline the ISP it returns to step 3 and the process starts over again until necessary changes has been made. If the Assessor accepts the period is decided and finalized. A new period 2 becomes available.

The image below shows *Planning, Research plan and Time- and funding plan* for Period 1 when it’s been completely approved (the content can no longer be edited). *Follow up* for Period 1 and *Planning* for Period 2 are now available to work in.



4.2 Work with Period 2, 3, 4 etc.

The first period (Period 1) that is created (and later reviewed and assessed) is in part different from the forthcoming periods (Period 2 and onward) in its working process. In order for Period 1 to be reviewed there needs to be information saved under *Planning, Research plan and Time- and funding plan.* When Period 1 is finally decided by Assessor you get access to write the *Follow up* for period 1. The view below shows Period 1:

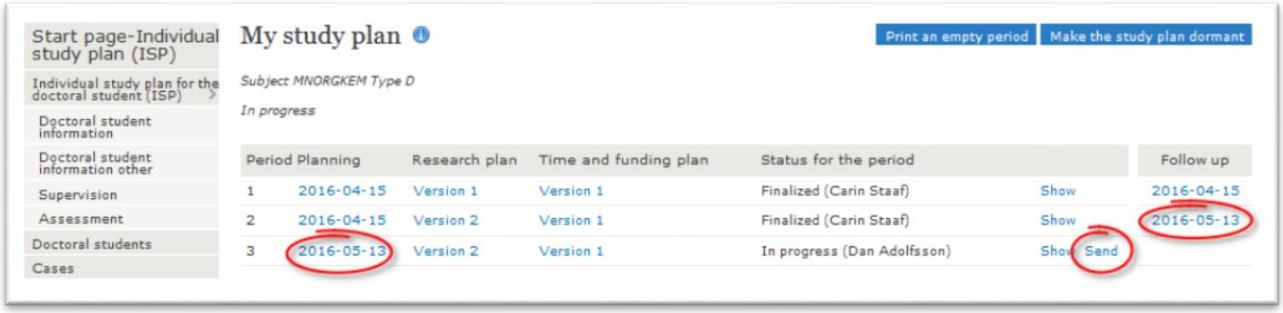


The view *Follow up* for Period 1 has been made available through the finished approval process. The *Follow up* of the approved *Planning* for Period 1 can thereby start. You can also write *Planning* for Period 2.

Working with Period 2 (and all periods after) gives you the working order of planning for the next Period and writing a follow up for the previous period. In other words you work parallel in two periods. This entails that the Follow up being written for the previous period will not be locked (or sent for approval) until the active period has been reviewed and assessed. This is something all involved roles should be observant of.

When the concerned parties are about to review and assess the active and future periods, they need to remember to always review and assess the information that's been entered in to the *Follow up* for the previous period. The view below exemplifies this:

The difference between Period 1 and the Periods after is that the *Follow up* needs to be saved before any future periods can be sent for review or assessment. The recommendation for all periods is still that all parties involved agree on the content of the study plan before the approval process starts. Example:



The criteria is met when the approval process can commence (‘Send’-link becomes available).

In the example above the *Research plan* or *Time- and funding plan* has not been changed. The period can remain this way until all parties are satisfied with the content of the four views. The approval process for Period 2 can now commence (including the Follow up for Period 1) starting with the Principal supervisor.

NOTE! You have a button from period 2 and onwards that is called ”Load previous planning/Load previous follow up” in the views ”Planning” and ”Follow up”. These apply as long as nothing has been saved in the Planning / Follow up.

To click on the button ”Load previous planning/Load previous follow up” will produce last periods Planning/Follow up into the current period (including attatched files) that you’re editing. The button is only active until you have used the ”Save” button.

4.3 Make a study plan dormant

In the view ”Individual study plan for the doctoral student (ISP)” there is a button called ”Make study plan dormant”. It must only be used if the situation for the Doctoral student changes and a longer period of non activity occurs. This can be due to parental leave, sickness etc. This sets the ISP in a ”dormant mode” and remains that way until it is reactivated. This must not be used during shorter periods of inactivity. The Doctoral student is the only one who can make a study plan dormant and also the only one who can reactivate the Web-ISP again.

4.4 Menu ”Supervision”

In the menu to the left you have a menu called “Supervision”. The Web-ISP requires the Doctoral student and its Principal supervisor and Assistant supervisor to do a so called “handshake”. Since the system is based on the users UmU-id the Doctoral student and its Supervisors need to make sure that they are correctly connected, i.e. that the Doctoral student gets the correct Supervisors in the system.

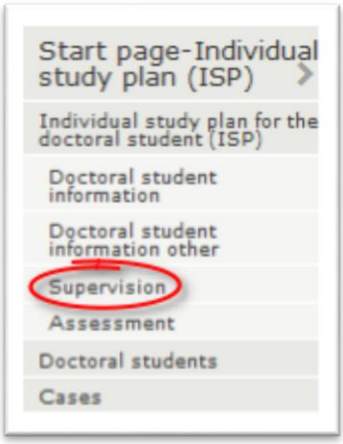
The idea is that the Doctoral student seeks out its Supervisor and sends an inquiry to get this particular person as a Supervisor. The Supervisor accepts the inquiry and the role as the Supervisor is thereby confirmed. Thru this routine you secure that the correct Supervisor is connected with the correct Doctoral student.

The Doctoral student´s Principal supervisor is required to have been formally appointed and the handshakes should reflect this decision. In other words, the Supervisor cannot be arbitrarily chosen by the Doctoral student.

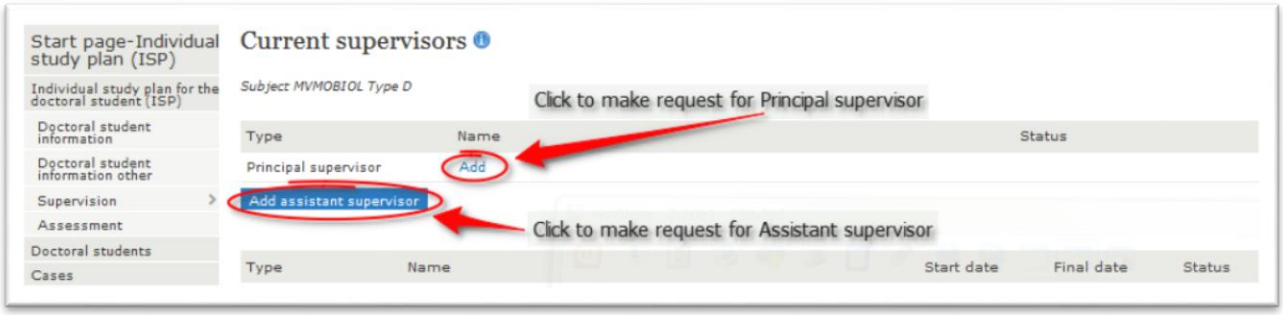
The system requires the Doctoral student to have a Principal supervisor. Without the Principal supervisor a period cannot be reviewed or assessed since it is the Principal supervisor that sends the Web-ISP for an assessment by the Assessor. This action cannot be taken until the Doctoral student has a verified Principal supervisor. There can only be one Principal supervisor at a time but the Supervisor can be changed if such a formal decision has been made. There can also be one or several Assistant supervisors connected to the Doctoral student. The routine to connect an Assistant supervisor is the same as with a Principal supervisor. It is not a system requirement that the Doctoral student have to have an Assistant supervisor.

4.4.1 Locate your Principal supervisor

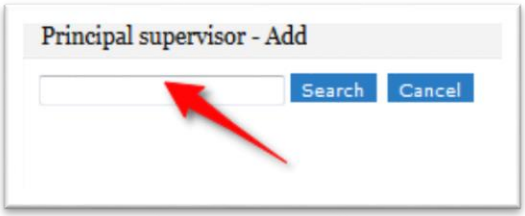
Click on menu ”Supervision”



You get the following view:

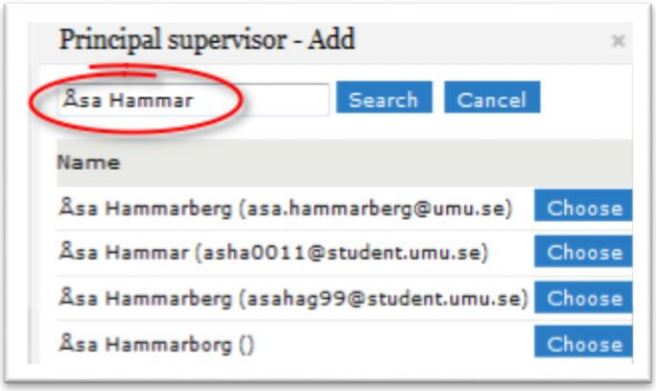


This is where you locate your Principal supervisor, and your Assistant supervisor as well. Search Principal supervisor by clicking ”Add”. You get a search box.

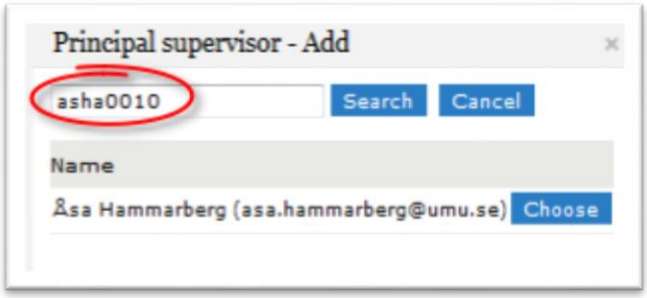


NOTE! It can be a good idea to do this together with your Principal supervisor. Ask for the Supervisors UmU-id in order to make an accurate search.

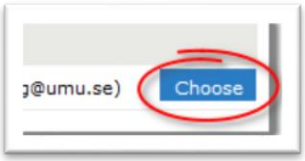
In the box you can add a name or a part of a name but also an UmU-id. The example below shows a search on part of a name. The search generates four hits.



If you search on an UmU-id you only get one (correct) hit:

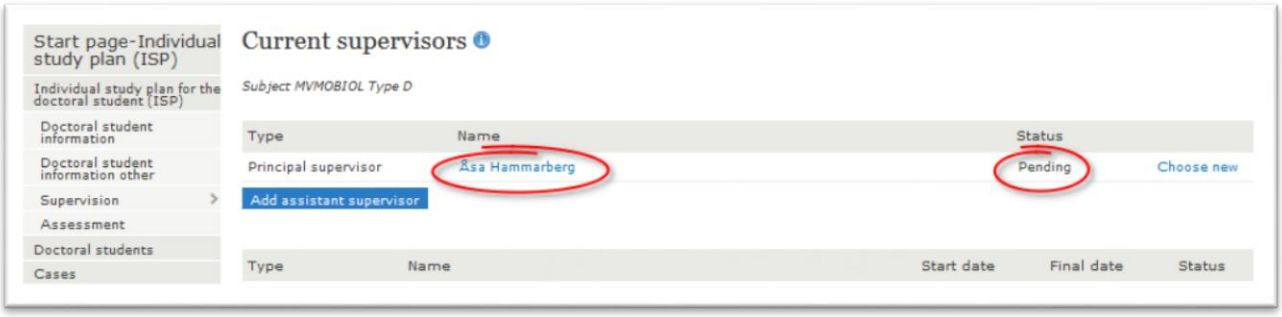


When you've made sure you've got the correct person you click "Choose".

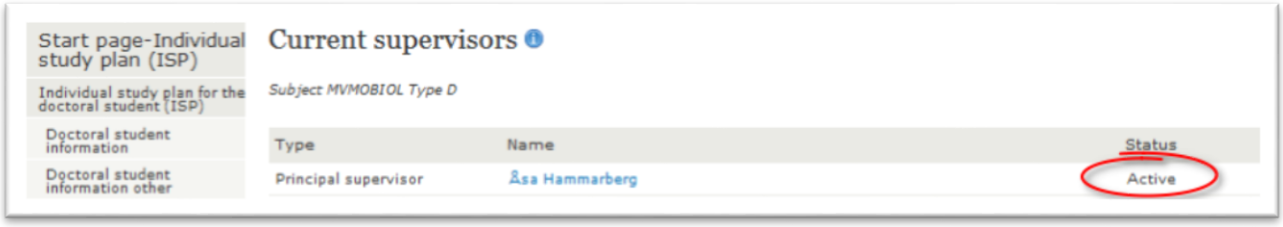


This creates an inquiry to the selected person. It is sent partly by e-mail with a link to log in to the ISP and verify a Principal supervisor inquiry, it is also to be found under the menu "Cases" in the ISP for the person in question (see 5.1). The inquiry can be declined if it is inaccurate.

Before an inquiry has been approved it looks like this:



When the inquiry has been accepted the status changes to:



If the person in question denies the inquiry the process must start over.

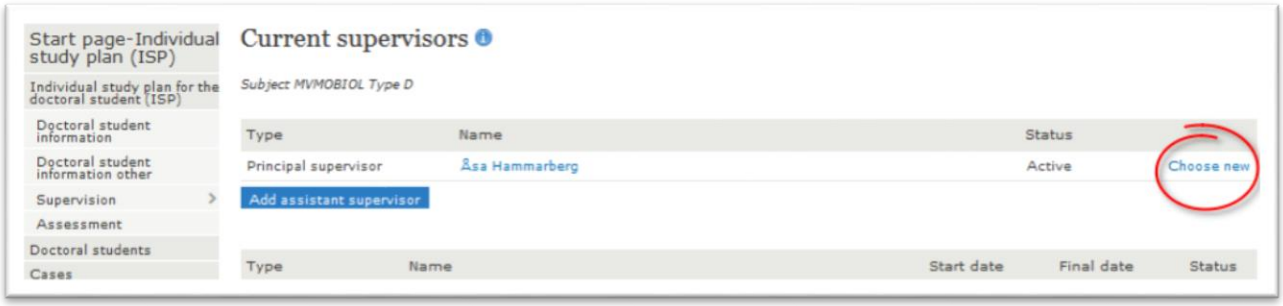
4.4.2 Locate your Assistant supervisor/supervisors

The procedure to locate your Assistant supervisor is the same as with a Principal supervisor. The process starts by clicking the ”Add Assistant supervisor” button.

After this you work according to the same process as the selection of a Principal supervisor.

4.4.3 Change of Principal supervisor

If a formal decision has been made to replace the Principal supervisor the change is made under the menu ”Supervision”. The link “Choose new” starts the process.



The procedure is the same when you find you Principal supervisor, i.e. search for your new Principal supervisor which then receives an inquiry to decide up on.

The process to change the Principal supervisor can be initiated by the Doctoral student. This, however, needs to be preceded by a formal decision. An e-mail is then sent to the parties concerned and the change of a Principal supervisor can commence.

4.4.4 Revoke an Assistant supervisor

Since the system allows more than one Assistant supervisor you can add them via ”Add Assistant supervisor” or you can revoke an activated Assistant supervisor that is no longer active. This is done via the link ”Revoke”.

The process can only be executed by the Doctoral student and should be preceded by a formal decision. The revoked Assistant supervisor gets an e-mail that informs that the action has been taken and that the person no longer has access to the Doctoral student´s ISP.

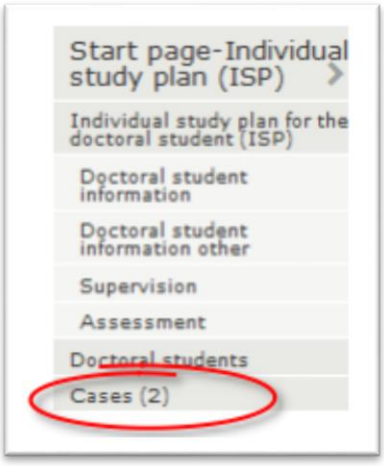
5 To work in the ISP as a Principal supervisor

If you have the role as a supervisor in the ISP you can either be a *Principal supervisor* or an *Assistant supervisor to a Doctoral student.* The difference between the two roles are that the Principal supervisor sends a period to an Assessor to be finalized. This is not something an Assistant supervisor can do. Except from this both roles has the same access regarding the Doctoral student´s ISP. Both has the ability to edit the content in a period that isn't in an approval process.

5.1 Handle a Principal supervisor inquiry

If a Doctoral student sent an inquiry to you to be its Principal supervisor (or Assistant supervisor) you're the one who handles the inquiry. You must accept the inquiry. However, it can happen that the inquiry can be incorrect, i.e. you are not supposed to be the Doctoral student´s Principal supervisor. Then you must decline the inquiry. Both things are done via the case that lies under menu "Cases" in the ISP.

Click on "Cases" in the menu to the left.

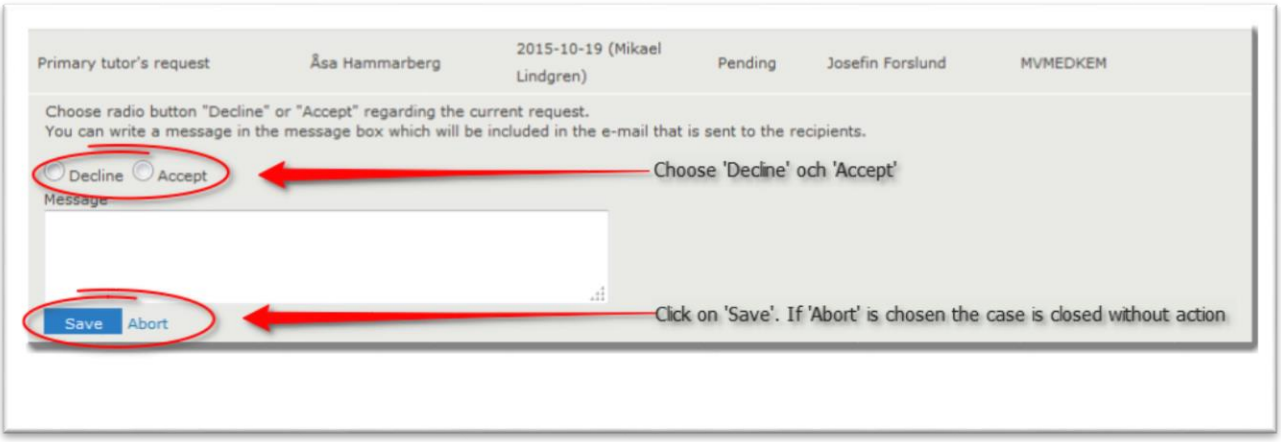


You get the following view:

A list is shown with all your cases. You can see what type of case it entails and what Doctoral student it regards.

NOTE! The boxes under column headings can be used to filter data. If you for instance write ”inquiry” under ”Type” all cases that contains inquiry is shown.

All cases where an action needs to be taken has an “Answer”-link. Click on the “Answer”-link (se arrow in previous picture) then the following view is shown:

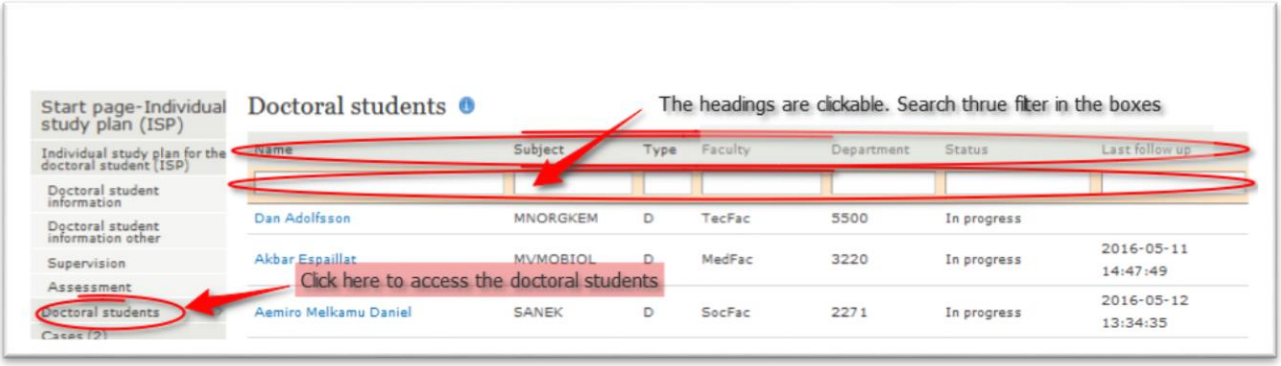


If you Click on “Abort” you close the case without any action taken.

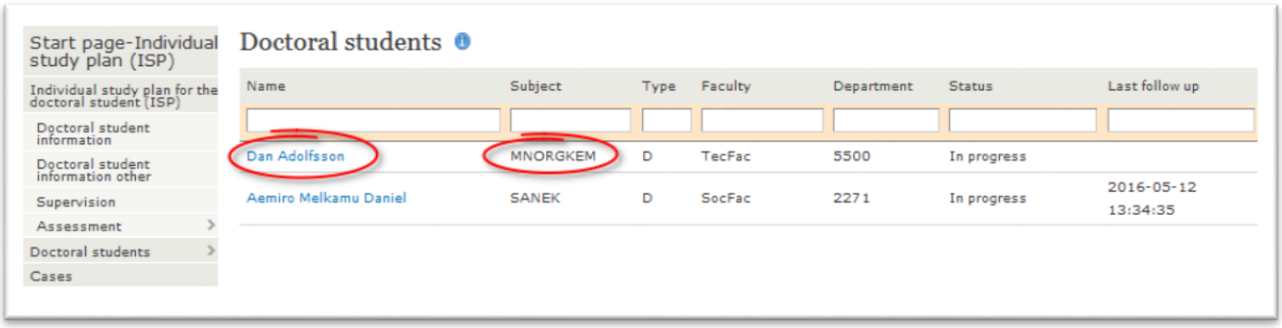
Choose thru radio buttons if you wish to ”Decline” or ”Accept” the inquiry for a Principal supervisor. You confirm your choice by clicking on the “Save”-button. This generates an e-mail to the Doctoral student with information if you’ve declined or accepted. If you write something in the message box it will be added to the e-mail the system sends to the Doctoral student.

5.2 Search information on Doctoral students

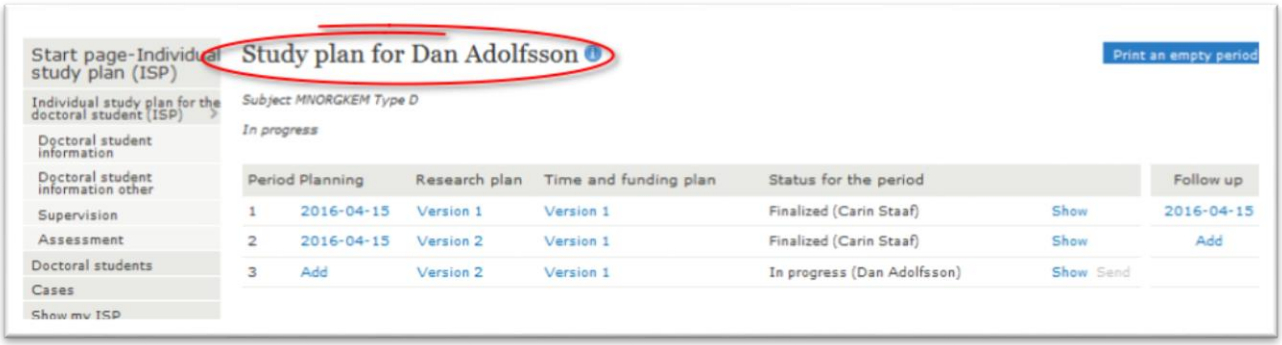
What Doctoral students you have access to thru your role in the ISP is shown under the menu ”Doctoral students”. The list of Doctoral students shown in the menu can be sorted in the column headings and thru the filter functions as well if a search for the right Doctoral student is needed. You choose the Doctoral student you want by clicking on the name in the list.



When you click on a name in the list you'll get the view "Individual study plan for the doctoral student" for the Doctoral student and subject. Click on the Doctoral students name and the ISP is shown.



Menu "Individual study plan for the doctoral student (ISP) with submenus now refers to the current doctoral student´s information.

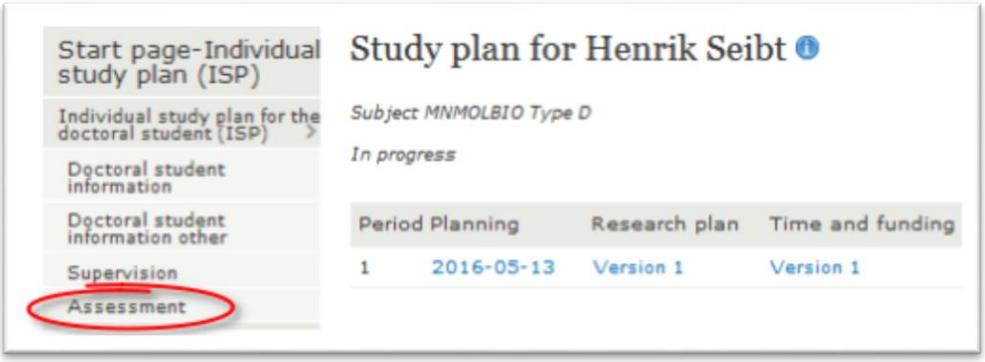


5.3 Locate Assessor for Doctoral student´s ISP and subject

It's the Principal supervisor who sees to it that the correct Assessor is connected to the Doctoral student´s ISP.

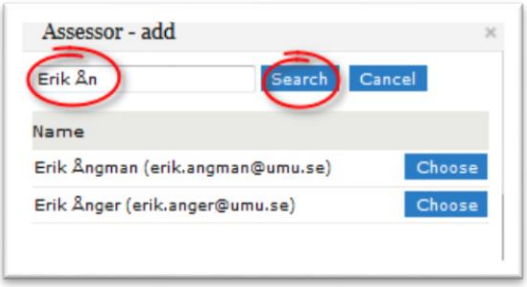
The Principal supervisor sends an inquiry for an Assessor to the person/persons that according to formal decision have/has been appointed to that role, i.e. to the person/persons who assesses a period and thereby finalize it. There has to be at least one Assessor in order to finalize it. There can also be several Assessors if an ISP requires several person´s decision. Every prospective Assessor gets a separate inquiry.

Select correct Doctoral student´s ISP thru menu "Doctoral students" as described in 5.2. When correct Doctoral student is selected click on menu "Assessment".

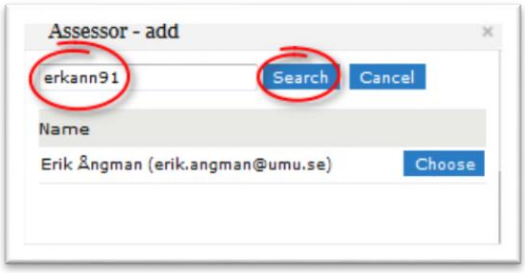


The view that appears contain a button "Add assessor". Click it to send an inquiry to the prospective person.

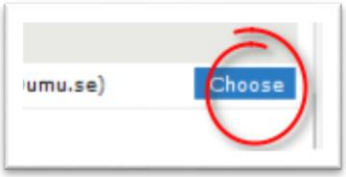
A box to add an Assessor is opened. You can search by name or a part of a name but also by UmU-id. The example shows what a search by name looks like. The example search generates two hits:



If you search by UmU-id you'll only get one (correct) hit:



When you've made sure it's the correct person, click on "Choose".



This will create an inquiry to the chosen person. An e-mail is sent with information to log in to the Web-ISP and verify an Assessor inquiry. It is also visible in the menu "Cases" in the Web-ISP for the person who got the inquiry. (see pic 6.1).The chosen person can decline the inquiry if it's incorrect.

When an inquiry has been sent, it looks like this:

When the inquiry has been accepted the status changes:

If the prospective Assessor declines the process needs to be restarted.

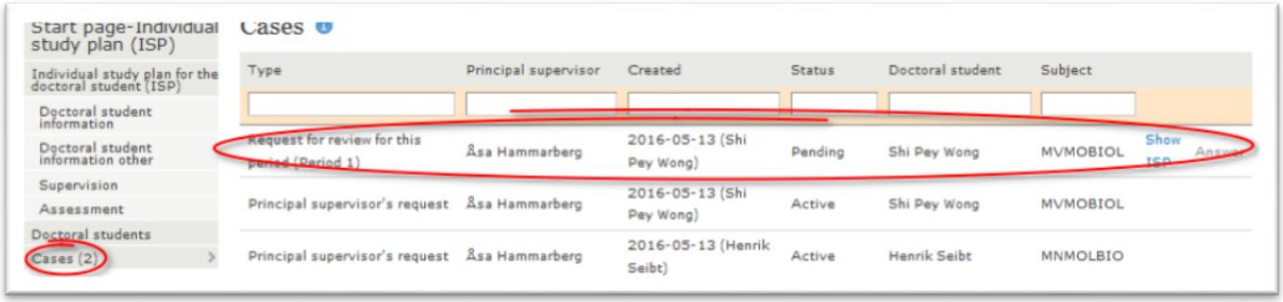
5.4 To review a period

When the Doctoral student (and other parties involved) are of the opinion that correct and sufficient information has been entered to the period the period is sent for review to the Principal supervisor (from step 3 to step 4) by the Doctoral student. When this process is started the contents of the ISP can no longer be edited. This ensures that all concerned parties can be sure that the content remains unchanged thru the decision process.

NOTE! See to it that all editing has been done before the decision process starts. All parties concerned have the ability to edit the entire ISP until the decision process is initiated.

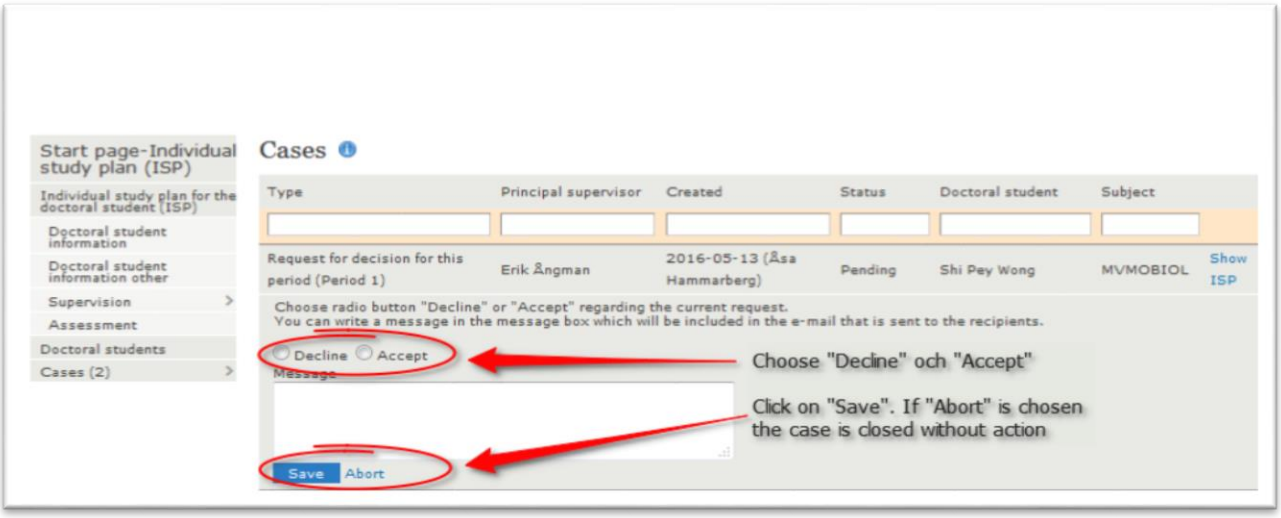
When the approval process is started the Principal supervisor receives an e-mail and also a case in the ISP under menu ”Cases”. The Assistant supervisors also receive an e-mail that informs them that the period has been sent for review. As Principal supervisor you can either decline or accept the period. The Assistant supervisor cannot review, only read the content. If the Principal supervisor declines the period it returns to its previous status (step 3) i.e. it can be edited again by all parties and a new review needs to be sent by the Doctoral student. This should only be done if changes to the contents need to be made. If the Principal supervisor accepts, the period goes to the Assessor to be either declined or accepted. If the assessor(s) accept the period it can no longer be edited. It has been finalized.

Under ”Cases” you find your current cases:



The case has an ”Answer”-link. Click on it:

You get this view.

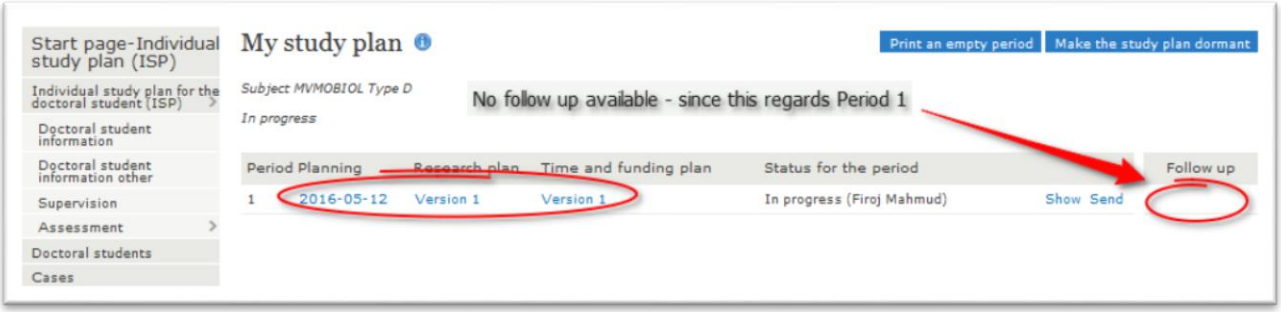


Choose via radio buttons if you want to ”Decline” or ”Accept” the content of the period of the Doctoral student in question and its ISP. You confirm your selection by clicking on “Save”. This generates an e-mail to the Doctoral student that informs whether you’ve declined or accepted. You can also write a message in the message box and that will be included the e-mail the system sends to the Doctoral student.
Click on ”Abort” and you’ll close the case with no changes made.

The Assistant supervisor will also receive an e-mail that informs that the period is sent for review. Assistant supervisor cannot review a period only read the content.

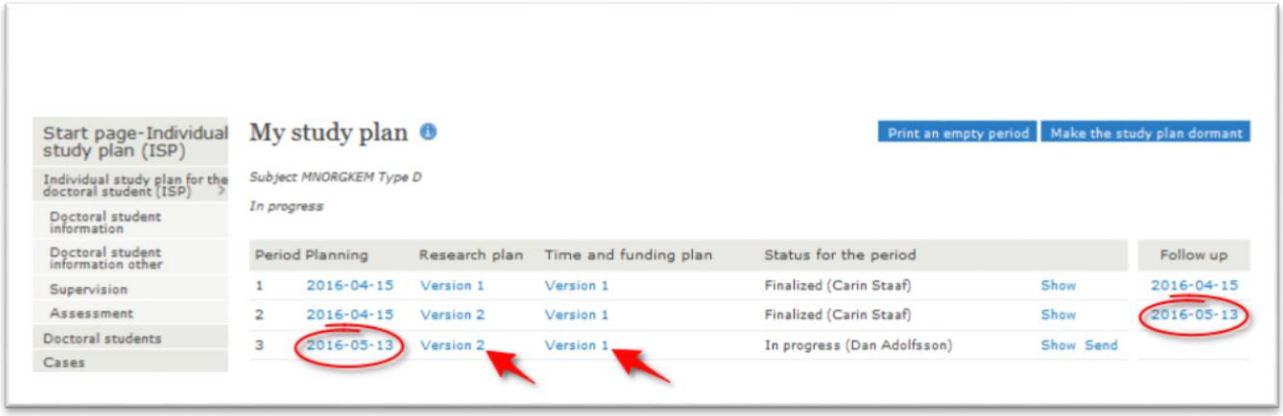
5.5 Difference between Period 1 and periods to come

The routine is a little bit different if it is the first period that is reviewed or if it is period 2, 3, 4 etc. For Period 1 the Principal supervisor reviews the content of the *Planning*, *Research plan* and *Time- and funding plan* for the first period (the *Follow up* will not be available until period 1 has been finalized).



The next review will be of Period 2. This is where the *Follow up* of Period 1 is reviewed (compare *Follow up* with what has been approved in *Planning* of Period 1), after this you also review the *Planning* for Period 2 as well as changes that may have been made in *Research plan* or/and *Time- and funding plan* (the number of the version has changed since last period).

Example for Period 3:



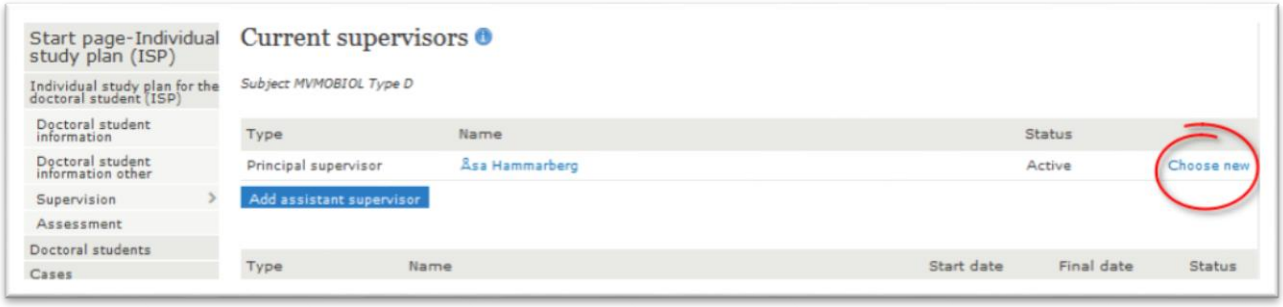
Check contents in *Follow* up for Period 2 (compared to what was planned for period 2), check *Planning* for Period 3. No check of *Research plan* or *Time and funding plan* necessary since the versions are the same. This procedure applies for all periods except for the first.

NOTE! You have a button from period 2 and onwards that is called ”Load previous planning/Load previous follow up” in the views ”Planning” and ”Follow up”. These apply as long as nothing has been saved in the Planning / Follow up.

To click on the button ”Load previous planning/Load previous follow up” will produce last periods Planning/Follow up into the current period (including attatched files) that you’re editing. The button is only active until you have used the ”Save” button.

5.6 Change of Principal supervisor

If a formal decision has been made to replace the Principal supervisor the change is initiated by the Doctoral student. Click on 'Choose new'.



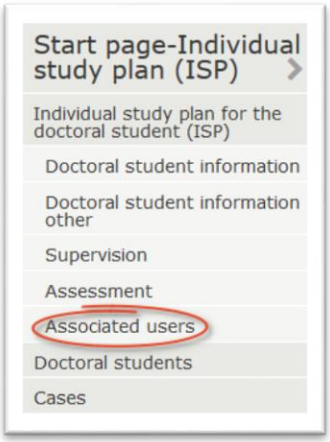
The procedure is the same as when you find a supervisor, i.e. search for the new Principal supervisor that later receives an inquiry to make a decision up on.

E-mail is sent to the concerned parties and the change of Principal supervisor has begun.

5.7 Handle an Associated user inquiry for a Doctoral students ISP and subject

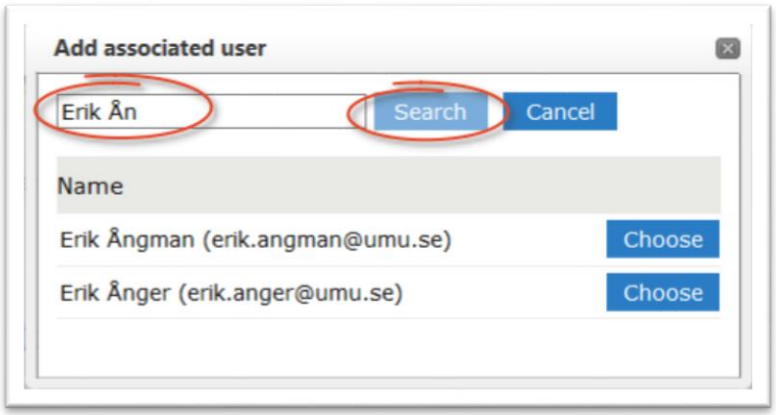
It is up to the Principal supervisor or Assessor to give the Associated user access to the correct doctoral students ISP. This is done by an inquiry sent to the person/persons that according to formal decisions have been appointed to become an Associated user to a specific ISP. This role only has reader access. Every prospective Associated user receives a separate role inquiry.

Choose the correct doctoral students ISP thru the menu "Doctoral students" as described in 5.2. When the correct doctoral student has been chosen click on the menu "Associated users".

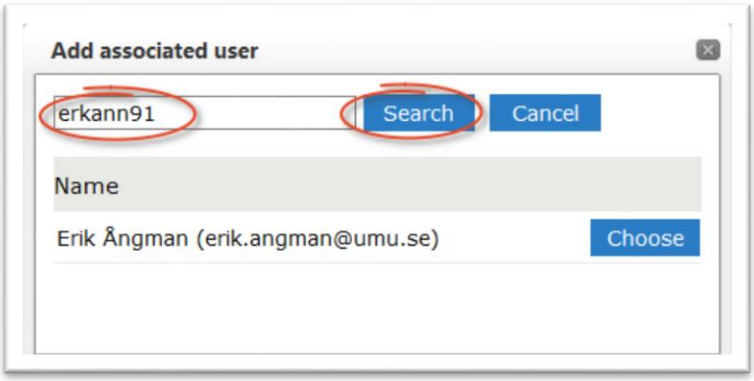


The view below shows “Add associated user”. Click on this to send an inquiry to a prospective person.

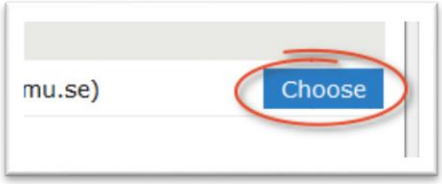
A box to add an Associated user is opened. You can search the prospective person by name, part of a name or a Umu-id. The example below shows what this would look like if you search by part of a name. The search generates two hits.



If you search by UmU-id you get one hit:

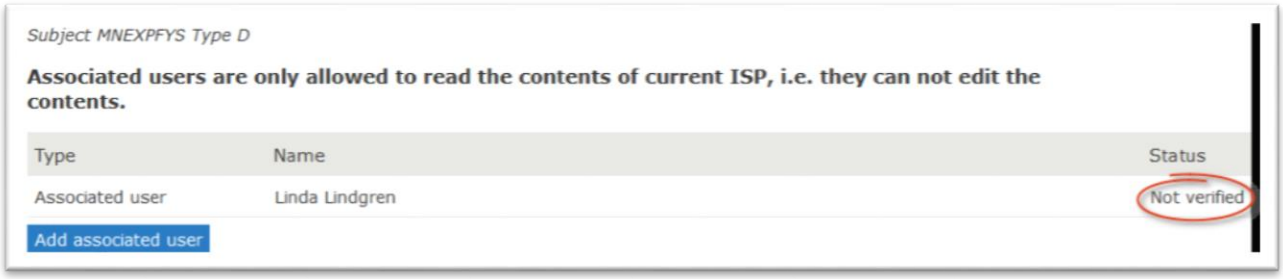


When you’ve made sure you’ve chosen the correct person you click on “Choose”

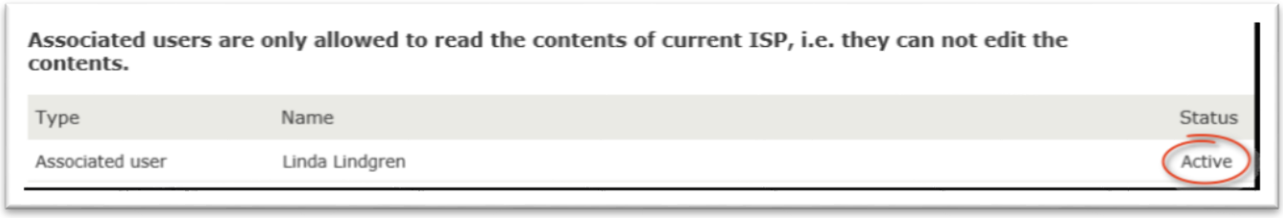


This creates an inquiry to the person in question. The information is sent by e-mail and informs the person to log in to the Web-ISP and verify the inquiry regarding Associated user.
This can also be seen via the menu “Cases” in the Web-ISP for the person in question (se 5.1).
The inquiry can also be declined if the inquiry is incorrect.

This is what it looks like in the view “Associated users”, when an inquiry has been sent:



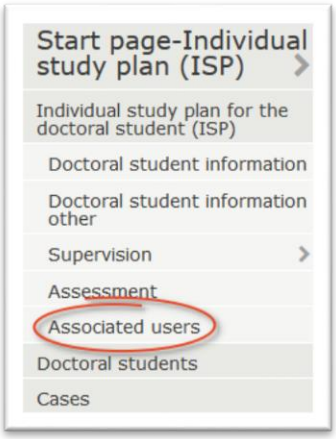
When an inquiry has been handled the status changes:



If the party in question declines the process it needs to be restarted.

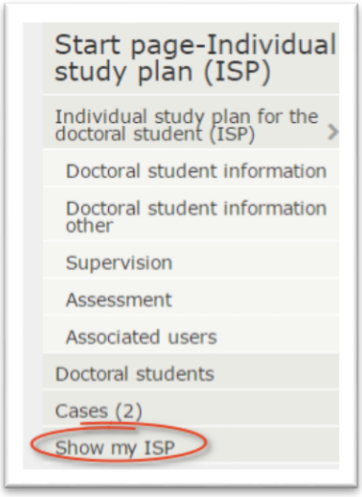
5.8 Deactivate Associated users for a Doctoral students ISP and subject

The roles Principal supervisor and Assessor are the ones who deactivates Associated users. If a person no longer needs access to an ISP it needs to be deactivated. This is done in the view Associated users. Choose the correct Doctoral students ISP thru the menu “Doctoral students” as described in 5.2. When correct Doctoral students ISP has been chosen you click on the menu “Associated users”. Click on “Deactivate” to remove the Associated user in question.



5.9 Menu ”Show my ISP”

Certain roles has the option ”Show my ISP” in the left menu. You yourself can be a Doctoral student (and therefore have an ISP) but at the same time have another role in the system. Use the menu to manage your own ISP.



6 To work in the Web-ISP as Assessor

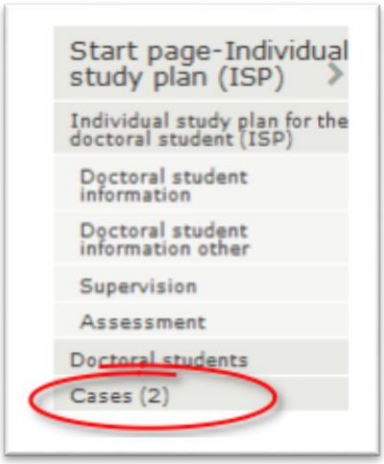
If you have the role as an Assessor in the ISP your main task is to decline or accept the periods that the Doctoral students and their Principal supervisors reviewed and are ready for approval. To accept a period can be compared to putting your signature on a document. It is in other word your responsibility to see to it that the content is correct and proper since this is the formal decision for the ISP.

You become an Assessor by accepting the inquiry sent from a Doctoral student´s Principal supervisor. You are then connected to the Doctoral student´s ISP and part of the decision process.

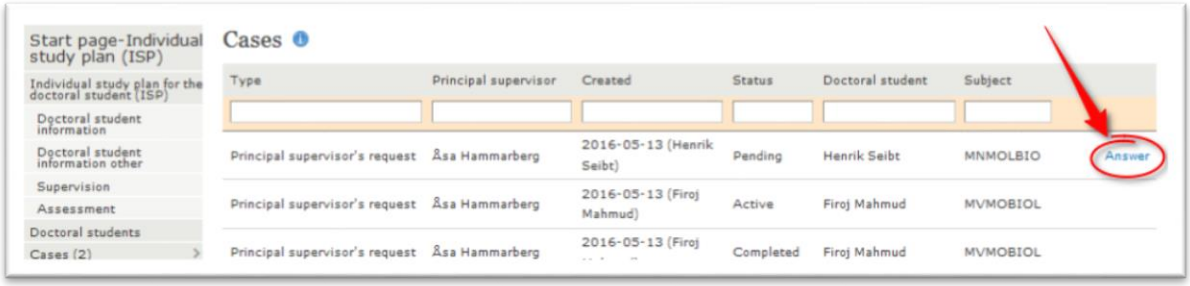
6.1 Process an Assessor inquiry

You can manage the inquiry of becoming a Doctoral student´s Assessor in the system. Accept the inquiry (if it isn't incorrectly sent to you). Both options are handled via the case under menu "Case" in the Web-ISP.

Click on "Case" in the menu to the left

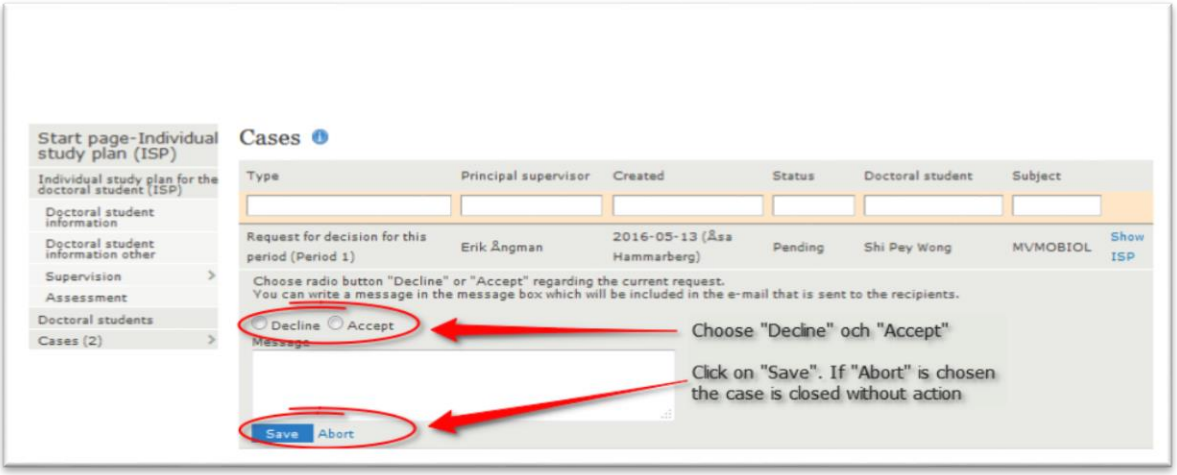


You get the following view:



In A list is shown with your cases. You can see what type of case and what ISP it regards.

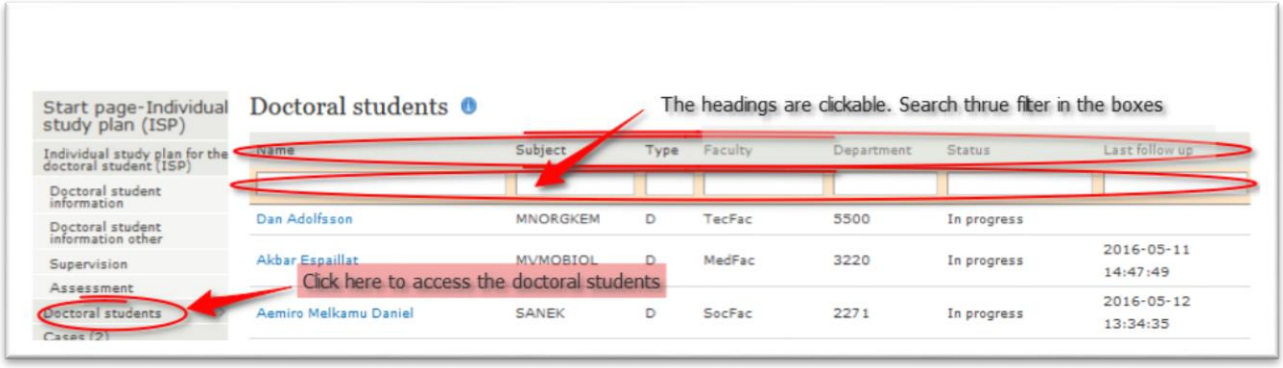
NOTE! The boxes under column headings can be used to filter data. If you for instance write ”inquiry” under ”Type” all cases that contains inquiry is shown.
All cases that needs handling has an ”Answer”-link. Click on the link and you’ll get the view below.



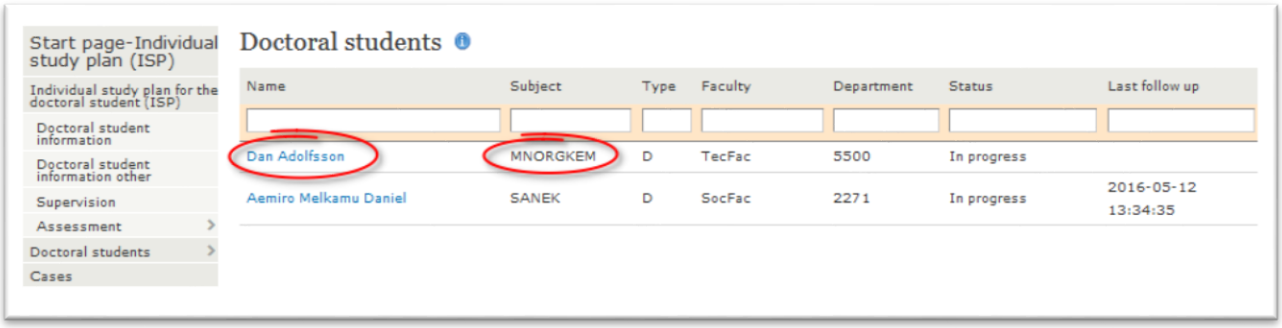
Choose if you wish to ’Decline’ or ’Accept’ via the radio buttons. You confirm you choice by clicking on the ‘Save’ button. This will generate an e-mail to the doctoral student with information if you’ve declined or accepted. You can also enclose a message in the message box which will be enclosed in the e-mail sent to the doctoral student.
Click on ”Abort” and you’ll close the case with no changes made.

6.2 Search information on Doctoral students'

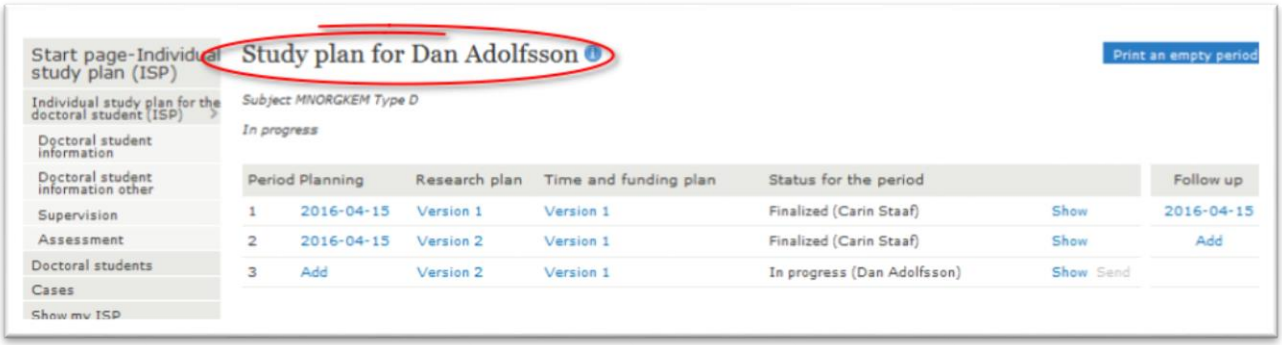
Which Doctoral students you have access to thru your role in the ISP is shown under the menu "Doctoral students". The list of Doctoral students shown in the menu can be sorted in the column headings and thru the filter functions as well if a search for the right Doctoral student is needed.



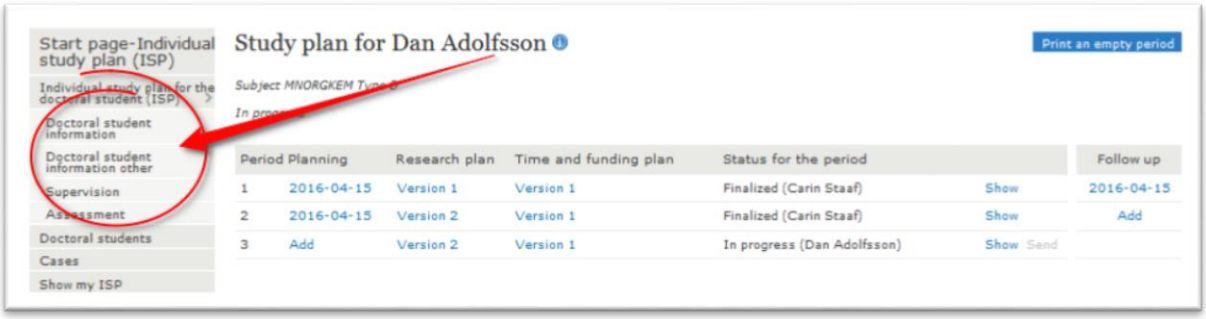
By clicking on a name of a Doctoral student in the column "Name" you choose the Doctoral student and its ISP (and subject) is shown.



Click on "Dan Adolfsson" and the ISP for the Doctoral student and its subject is chosen and shown



The menu ”Individual study plan for the doctoral student” and its sub menus now refers to the chosen Doctoral student. If you wish to change Doctoral student you choose a new name in the view ”Doctoral students”.



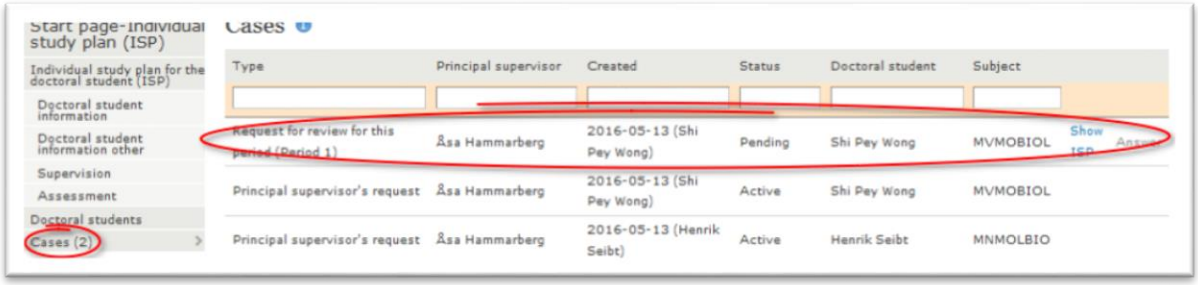
6.3 To assess a period

NOTE! If possible you should be involved in the content and see to it that all editing is being made before the decision process commence. All parties concerned has the ability to edit the contents until the decision process is initiated by the Doctoral student.

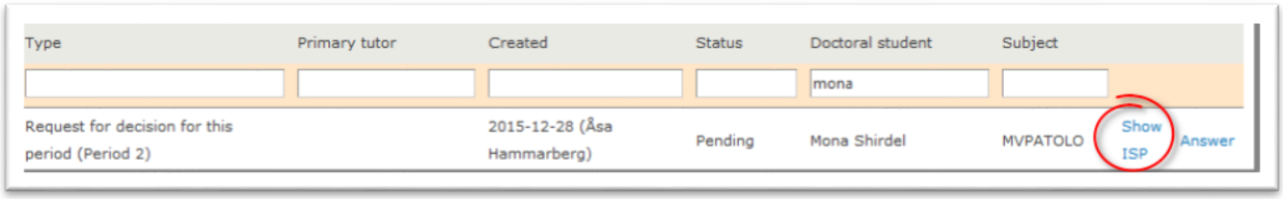
When the Doctoral student (and other parties involved) are of the opinion that sufficient information has been entered to the period the period is sent for review to the Principal supervisor (from step 3 to step 4). When this process is started the ISP can no longer be edited, and hence everyone can be sure that the content remains unchanged thru the approval process.

When the approval process is started the Principal supervisor receives a case in the ISP under menu ”Cases” that can be declined or accepted. Assistant supervisor has no part in the decision. If the Principal supervisor declines the period it returns to its previous status (step 3) i.e. it can be edited again by all parties and a new review needs to be sent by the Doctoral student. This should only be done if changes needs to be made. If the Principal supervisor accepts the review the period goes to the Assessor to be either declined or accepted. The Assessor/Assessors task is to evaluate the content and either accept or decline the period. For every Assessor there is a case under the menu “Case” for the specific Doctoral student.

In order to get a period decided and finalized all Assessors need to accept. If any of the Assessors decline the period it all goes back to step 3 and the decision process needs to be restarted when necessary changes has been made.
Click on ”Cases” and search the case you’re involved in.

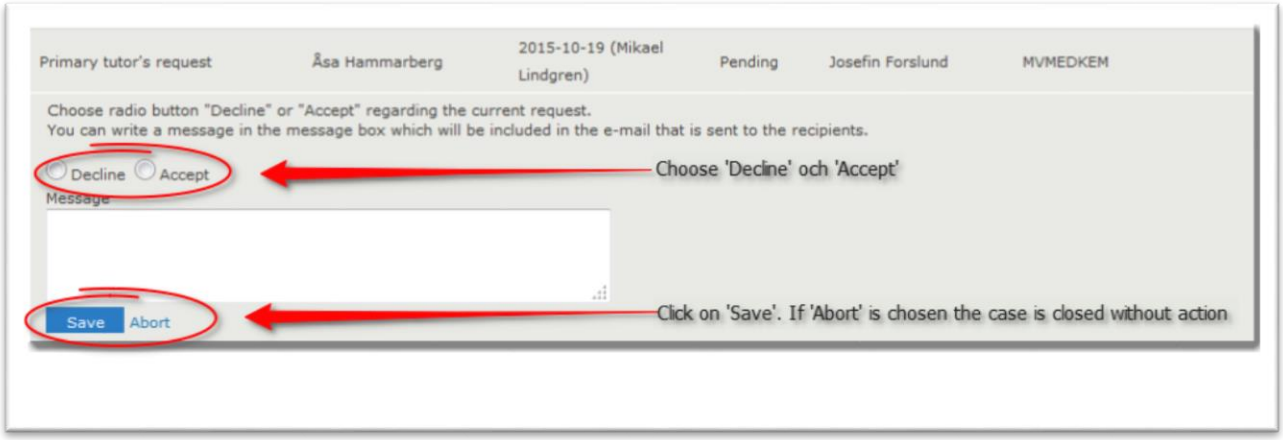


When you've taken action regarding the content of all areas in the active part of the ISP you either decline or accept the decision. You access the ISP: either by menu "Show ISP" in the Case or by looking it up via the Doctoral students ISP in 6.2.



To get access to the case, click on "Answer"-link.

You get the following view:

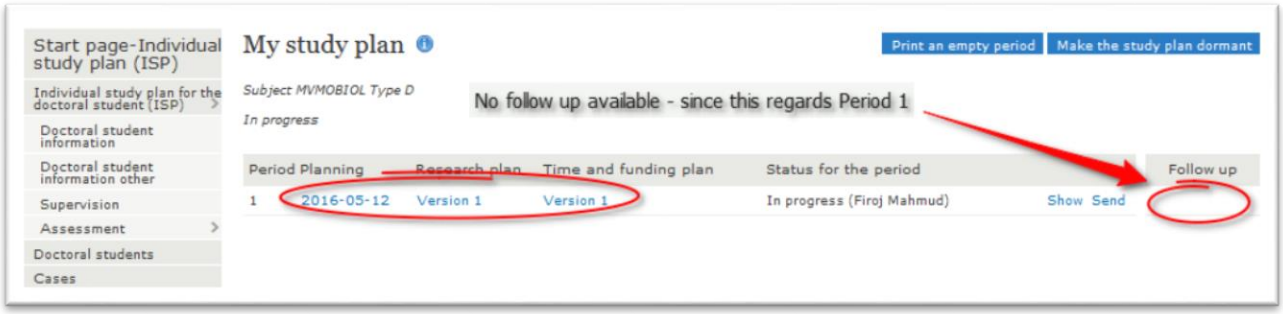


Choose if you wish to 'Decline' or 'Accept' via the radio buttons. You confirm you choice by clicking on the 'Save' button.
If you choose "Accept" and there are more than one Assessor your decision will be saved and your case closed. The system then awaits answers from the other Assessors before the period is finalized (all Assessors accepts) or it goes back to step 3 (if any of the Assessors decline).
Click on "Abort" and you'll close the case with no changes made.

When all Assessors has accepted or declined the system generates an e-mail to concerned parties to inform if the period has been accepted or declined. You can write a message in the message box when you are about to accept or decline the case. That will be included in the e-mail.

6.4 Difference between Period 1 and periods to come

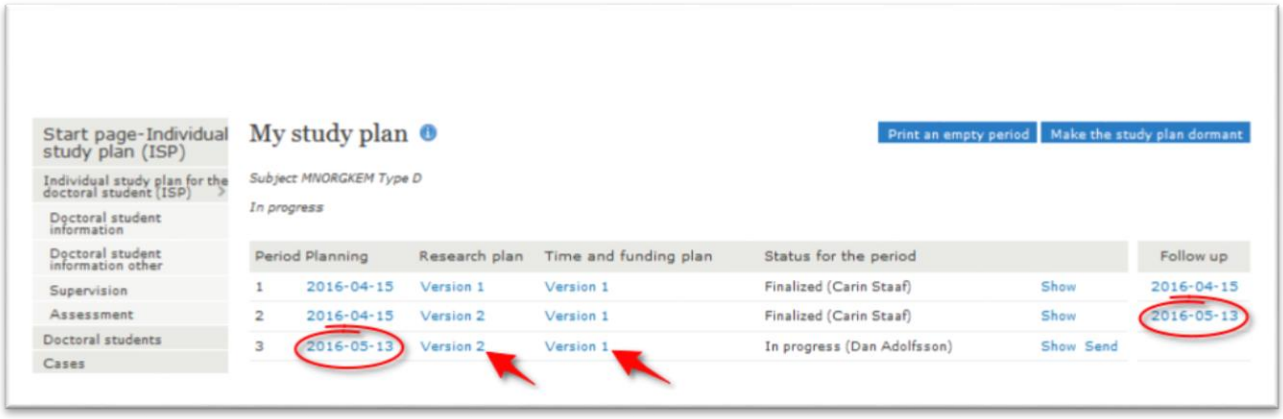
The routine is a little bit different if it is the first period that is reviewed or if it is period 2, 3, 4 etc. For Period 1 the Principal supervisor has reviewed the content of the *Planning*, *Research plan* and *Time- and funding plan* for the first period (the *Follow up* will not be available until period 1 has been finalized).



As an assessor you check the content of the *Planning*, *Research plan* and *Time- and funding plan* (the *Follow up* for Period 1 will be available when Period 1 has been approved thru a decision made by the Assessor).

The next assessment will be of Period 2. This is where the *Follow up* of Period 1 is assessed (compare *Follow up* with what has been approved in *Planning* of Period 1), after this you also assess the *Planning* for Period 2 as well as changes that may have been made in *Research plan* or/and *Time- and funding plan* (the number of the version has changed since last period).

Example for Period 3:



Check contents in *Follow* up for Period 2 (compared to what was planned for period 2), check *Planning* for Period 3. No check of *Research plan* or *Time and funding plan* necessary since the versions are the same. This procedure applies for all periods except for the first.

NOTE! You have a button from period 2 and onwards that is called ”Load previous planning/Load previous follow up” in the views ”Planning” and ”Follow up”. These apply as long as nothing has been saved in the Planning / Follow up.

To click on the button ”Load previous planning/Load previous follow up” will produce last periods Planning/Follow up into the current period (including attatched files) that you’re editing. The button is only active until you have used the ”Save” button.

6.5 Deactivate connection between Assessor and Doctoral students ISP

If there is a formal decision that an Assessor no longer needs/should participate in the decision process of an ISP and its periods a deactivation must be done. This can only be done by the Assessor. Choose the correct Doctoral student (and subject) under menu “Doctoral students” and thereafter under menu “Assessment”. Click on “Deactivate”

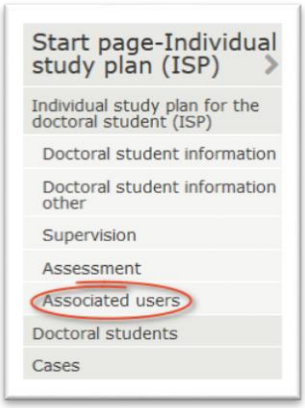
There will appear a text requiring you to verify the deactivation. If you approve the deactivation you’ll get an e-mail that verifies this.

NOTE! You cannot deactivate as long as you have active cases. They need to be handled first.

6.6 Handle an Associated user inquiry for a Doctoral students ISP and subject

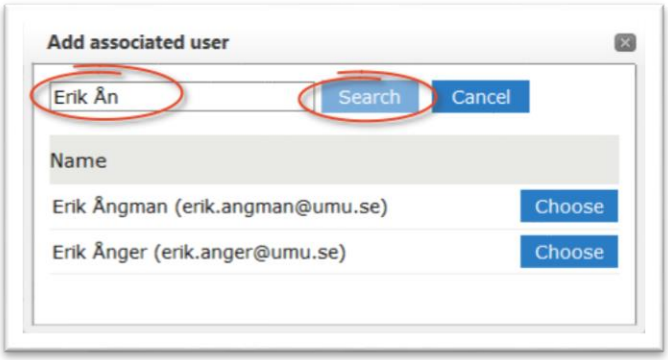
It is up to the Principal supervisor or Assessor to give the Associated user access to the correct doctoral students ISP. This is done by an inquiry sent to the person/persons that according to formal decisions have been appointed to become an Associated user to a specific ISP. This role only has reader access. Every prospective Associated user receives a separate role inquiry.

Choose the correct doctoral students ISP thru the menu “Doctoral students” as described in 5.2. When the correct doctoral student has been chosen click on the menu “Associated users”.

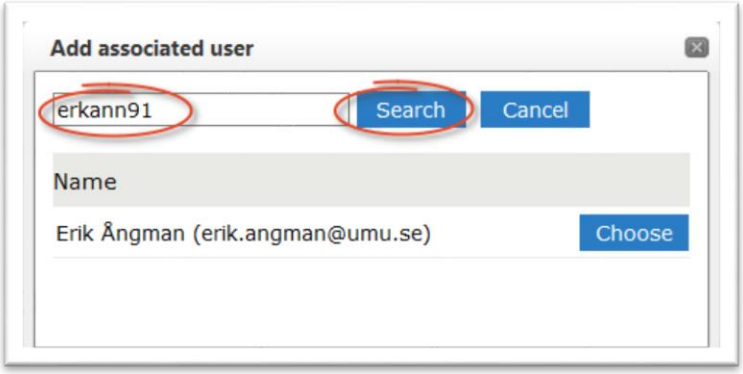


The view below shows “Add associated user”. Click on this to send an inquiry to a prospective person.

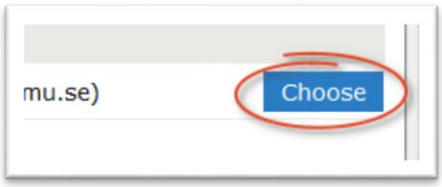
A box to add an Associated user is opened. You can search the prospective person by name, part of a name or a Umu-id. The example below shows what this would look like if you search by part of a name. The search generates two hits.



If you search by UmU-id you get one hit:

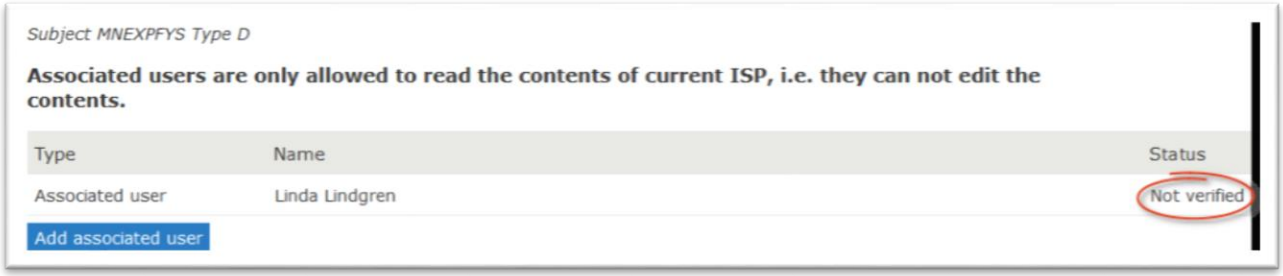


When you've made sure you've chosen the correct person you click on "Choose"

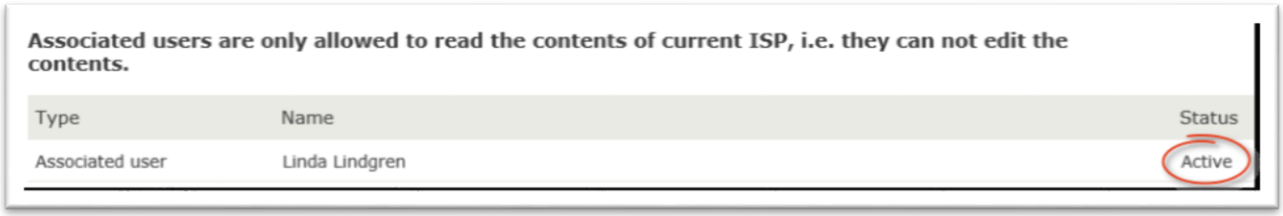


This creates an inquiry to the person in question. The information is sent by e-mail and informs the person to log in to the Web-ISP and verify the inquiry regarding Associated user. This can also be seen via the menu "Cases" in the Web-ISP for the person in question (se 5.1). The inquiry can also be declined if the inquiry is incorrect.

This is what it looks like in the view "Associated users", when an inquiry has been sent:



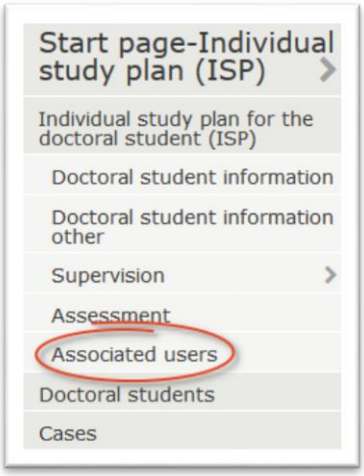
When an inquiry has been handled the status changes:



If the party in question declines the process needs to be restarted.

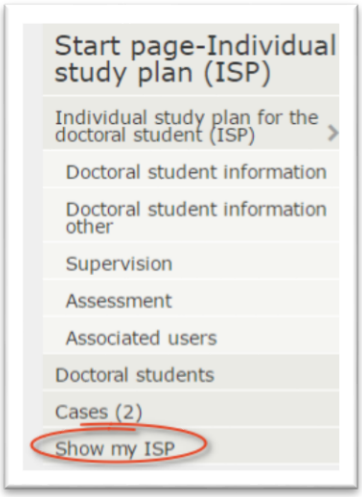
6.7 Deactivate Associated users for a Doctoral students ISP and subject

The roles Principal supervisor and Assessor are the ones who deactivates Associated users. If a person no longer needs access to an ISP it needs to be deactivated. This is done in the view Associated users. Choose the correct Doctoral students ISP thru the menu “Doctoral students” as described in 5.2. When correct Doctoral students ISP has been chosen you click on the menu “Associated users”. Click on “Deactivate” to remove the Associated user in question.



6.8 Menu ”Show my ISP”

Certain roles has the menu ”Show my ISP” in the left menu. It isn’t visible at all times. You yourself might be a Doctoral student (and thereby have an ISP) but at the same time have another role in the system. The system adds the menu if you have your own ISP.



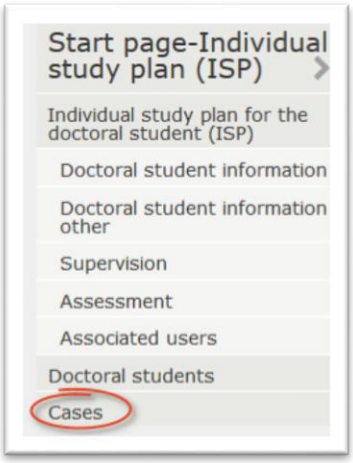
7 To work in the Web-ISP as an Associated user

If you have the role Associated user in the Web-ISP you have read access to the ISP you've been connected to.

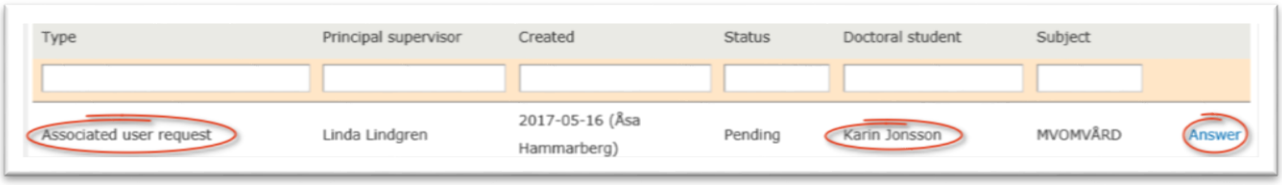
7.1 Handle an Associated user inquiry

When a Principal supervisor or an Assessor has sent an inquiry to you and asked you to be an Associated user to a specific Doctoral students ISP you handle the inquiry in the Web-ISP system. If the inquiry is correct you should accept (if not you should decline). Both alternatives are handled via cases under menu "Cases" in the Web-ISP.

Click on "Cases" in the menu to the left.



You get the following view:



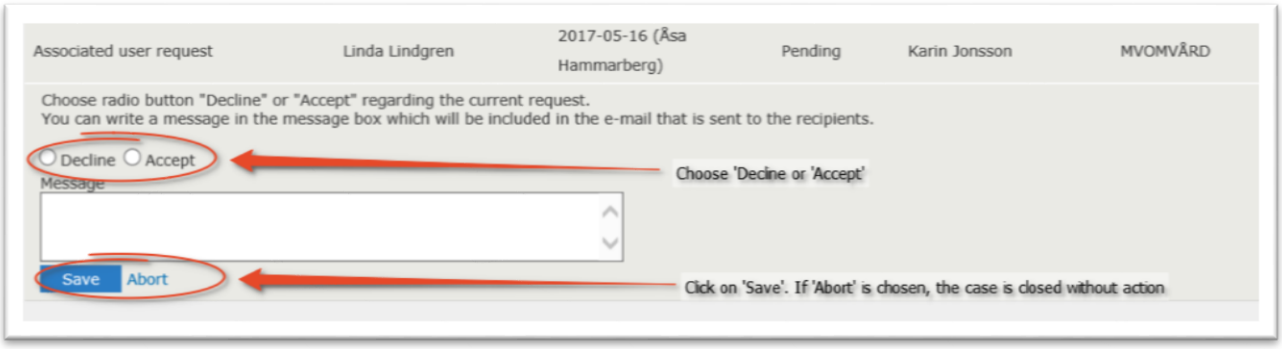
You can see a list of all your cases and what type of case it is as well as which ISP it regards.

NOTE! The boxes under column headings can be used to filter data. If you for instance write "inquiry" under "Type" all cases that contains inquiry is shown.

All cases where an action needs to be taken has an "Answer"-link. Click on the "Answer"-link (se arrow in previous picture) then the following view is shown:

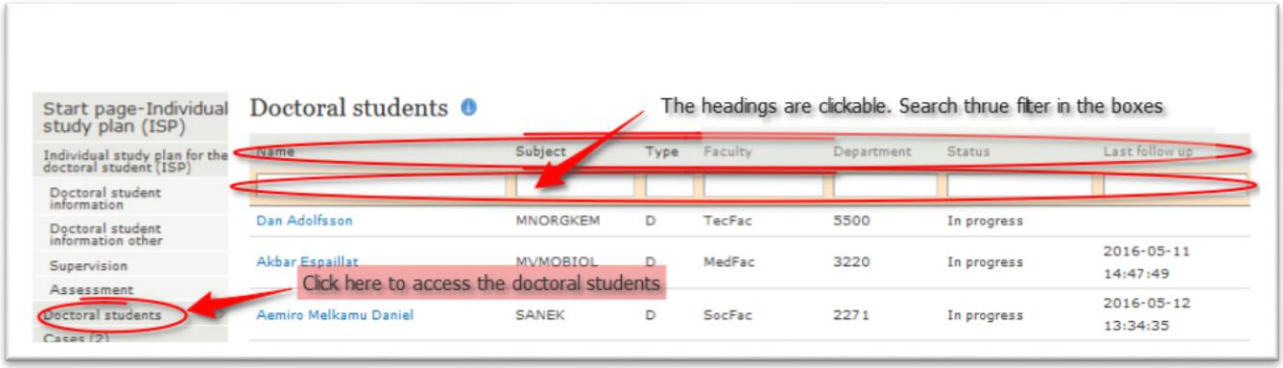
Choose thru radio buttons if you wish to ”Decline” or ”Accept” the inquiry for a Principal supervisor. You confirm your choice by clicking on the “Save”-button. This generates an e-mail to the Doctoral student with information if you’ve declined or accepted. If you write something in the message box it will be added to the e-mail the system sends to the Doctoral student.

If you Click on “Abort” you close the case without any action taken.

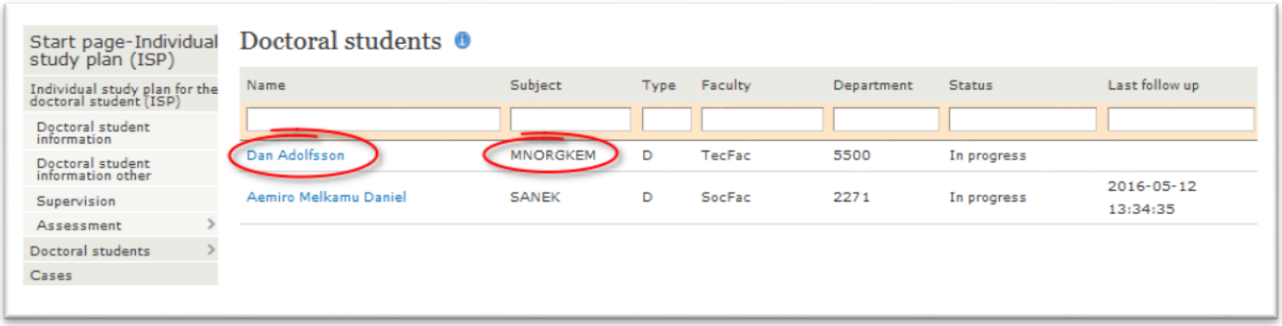


7.2 Search information about Doctoral students ISP

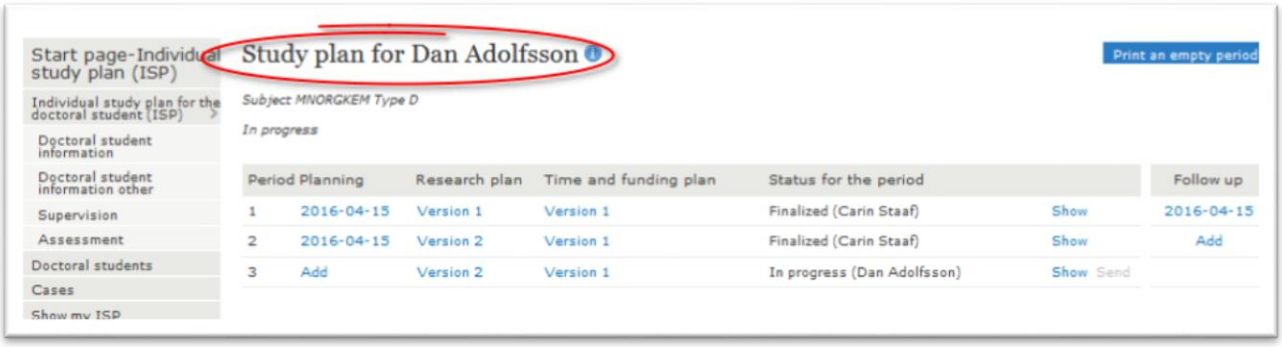
What Doctoral students you have access to via your role in the ISP is shown under the menu ”Doctoral students”. The list of Doctoral students shown in the menu can be sorted in the column headings and thru the filter functions as well if a search for a specific Doctoral student is needed. You choose the Doctoral student by clicking on the name in the list.



When you click on a name in the list you’ll get the view ”Individual study plan for the doctoral student” for the Doctoral student and subject. Click on the Doctoral student and the ISP for the Doctoral student and current subject is shown.



The menu ”Individual study plan for the doctoral student (ISP)” and it submenues now shows the chosen doctoral students information.



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7.4 Menu ”Show my ISP”

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