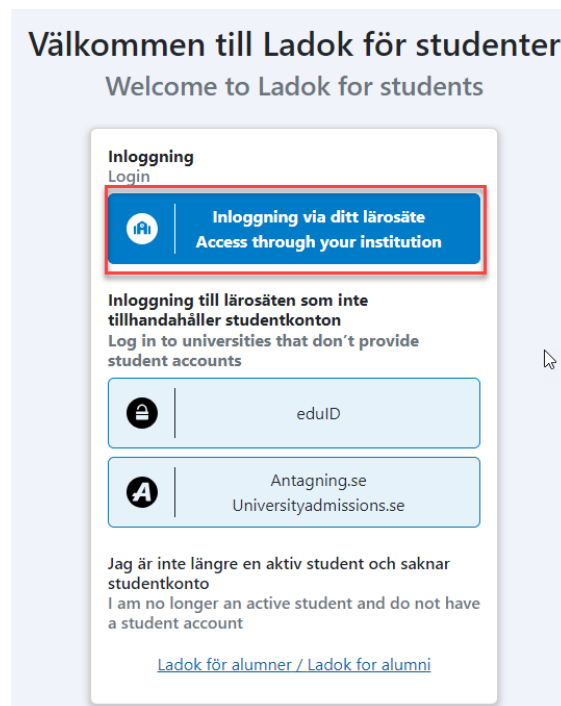UMEÅ UNIVERSITET

# Manual - ISP for the doctoral student

This manual describes how the doctoral student uses Ladok, in Ladok for students.

1. Go to www.student.ladok.se and access through Umeå University.

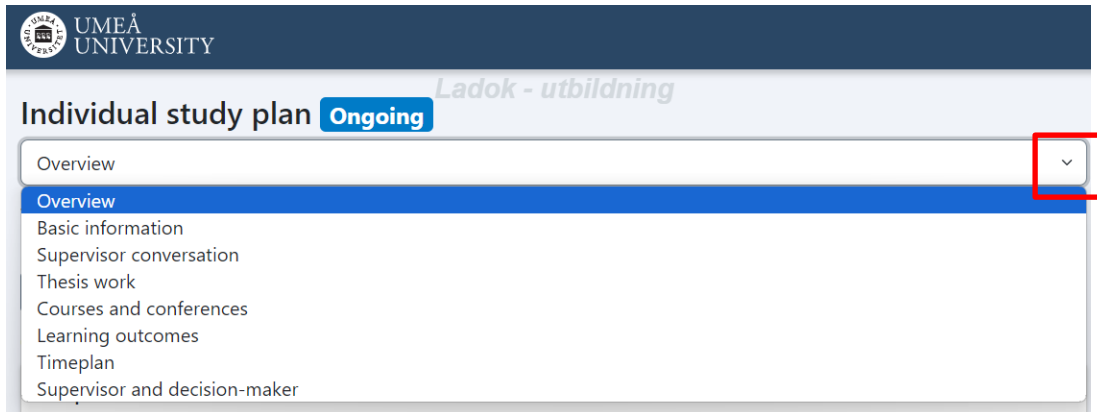1. When you are logged in, click on Individual study plan in the menu on the right.

    NOTE! To see the Individual Study Plan option, your main supervisor must have started the first version of ISP in Ladok for employees.
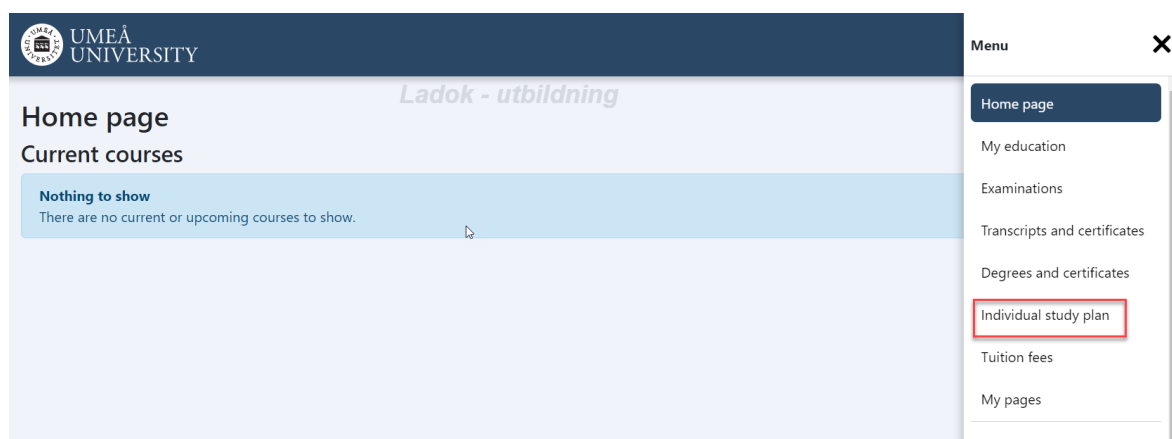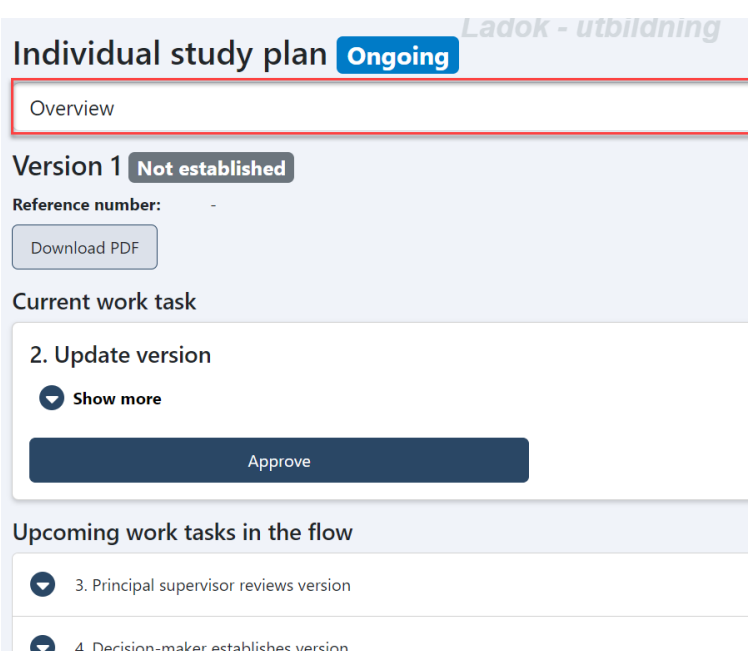
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2. The different tabs in Ladok ISP are described below. Click the arrow on the far right to open the drop-down menu.

- Overview – page 2
- Basic information – page 3
- Supervisor conversation – page 4
- Thesis work – page 4
- Courses and conference – page 5
- Learning outcomes – page 6
- Timeplan – page 7
- Supervisor and decisionmaker – page 8

Overview

In the Overview tab, you see which version of the ISP you are working in right now, as well as which task in the ISP is current.

If it says "Update version", it means that you as a doctoral student and your main supervisor must now work on filling in the ISP with information. After that, it is you as a doctoral student who approves the version and sends it for review.

In Overview, you also see upcoming tasks in the decision flow for the ISP and can download previously determined versions of the ISP as a PDF (if there are any).

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Basic information

The Basic information tab contains information about the third cycle studies, where some information is taken from other parts of Ladok and other information can be entered by you as a doctoral student or your principal supervisor.

All fields in the various menus are optional to use. It is therefore not mandatory to attach the general study plan or enter planned study activity and funding. Just use the fields that you and your supervisor agree on.

Milestones in the third-cycle studies can be used to enter a plan for when, for example, it is time for a half-term seminar or defence of your thesis.

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Supervisor conversation

Ladok - utbildning

Individual study plan Ongoing

Supervisor conversation

New supervisor conversation

Nothing saved
There are no saved posts

In the Supervisor conversation tab, you can document completed supervisor conversations by clicking on New supervisor conversation. Choose the type of conversation that suits you needs (or pick "Other" if you are unsure of which type to choose)

Please note that no sensitive information from the meetings should be entered here.

Thesis work

Ladok - utbildning

Individual study plan Ongoing

Thesis work

Summary

Title

Type of thesis   -

Attached file   -

Description

Change information

The Thesis work tab can be used to follow up and plan the thesis work and parts of the thesis work. It is possible, for example, to enter various activities that is going take place in the thesis work (datacollection, etc.). Fill out the fields that are relevant to you and your thesis work, in consultation with your main supervisor.

It's also possible to attach an ethical condition in this tab.

Planning and follow-up

Note

Change information

New activity

There are no saved posts

Part of thesis work

New part of thesis work

Nothing saved
There are no saved posts

Ethical conditions

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Courses and conferences

The Courses and conferences tab contains of certified results for mandatory and optional courses, seminars, conferences and credits transfers.

The results are automatically retrieved from other parts of Ladok and displayed "Unsorted results". The results then need to be sorted manually under the correct heading.

In order to plan future studies, it is possible to enter planned courses, conferences and seminars. These are only used within the individual study plan and are only input.

When you have participated in the course and received results, the planned course will not be cleared from the ISP automatically.

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Learning outcomes

Learning outcomes contains the learning outcomes according to the Higher Education Ordinance of 2007. For each learning outcome, you note the achievements and status.

You can add notes and update the status by expanding the row for a learning outcome. The entered status is displayed in the row for each learning objective to provide an overview when the panel is collapsed.

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Timeplan

Individual study plan Ongoing

Timeplan

Nothing saved
There are no saved posts

The tab Timeplan contains information from other parts of the individual study plan. It provides a summary of your 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
- Courses and conferences (Planned or completed mandatory courses, elective courses, credit transfer, conferences, and seminars. Unsorted certified results are not displayed.)

A note can be added to the timeline, for example, by the principal supervisor or the doctoral student. Notes are part of the individual study plan and will be included in the established version of the individual study plan.

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 timeline is created. They are not included in the established version of the individual study

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Supervisor and decision-maker

Individual study plan **Ongoing**   *Ladok - utbildning*

Supervisor and decision-maker

ISP-Principal supervisor
Lindgren, Mikael

Name	Lindgren, Mikael
Start date	2023-12-04
End date	Shown when supervisors are changed
Supervisor training	No

This page contains information about the principal supervisor, supervisor, and decision-makers associated with the doctoral student. Each role is displayed individually within an expandable panel.

It is possible to add a note in the text field to describe the supervisor's role or how the supervisor input should be documented.

You can also add information about the supervisor input, for example the forms of the supervision.