

How to fill in the individual study plan

The individual study plan (ISP) is meant to serve as a basis for discussions between the doctoral student and the supervisors and to provide an overview of how different activities (courses, the licentiate/doctoral thesis, conferences, seminars, funding or ethical review applications, teaching, etc.) can contribute to a well-rounded, high-quality third-cycle education with both breadth and depth.

According to *Regulations and guidelines for first-, second-, and third-cycle education at Jönköping University*, the main supervisor has the primary responsibility for filling in the ISP “in consultation with the doctoral student”. I would, however, like to emphasise that you, the doctoral student, should be the driving force behind the ISP, since the ISP is also a tool that you can use to track your own learning. The below reference guide provides guidance on how to fill in some of the details requested.

The ISP must be handed in once a year (according to a decision taken by the Research Board on 13 December 2016). The submission deadline is **15 November**. You will add to your ISP each year, so be sure to save a digital copy so that it will be easy for you to make additions. It is a good idea to add to the ISP throughout the year as you undertake different activities.

The ISP is reviewed at the individual follow-up talk with the associate dean of doctoral programmes in November or December. Thus, you will know if anything needs to be **revised before you have your employer and supervisors sign** the ISP and before you sign it yourself.

When it is time to hand in the ISP, please print it **single-sided, and do not use staples** (to facilitate registration). Sign the ISP and make sure that your supervisors and employer also sign the document. Place the original in my pigeonhole or email it to me (elisabet.sandblom@ju.se).

The ISP will then be reviewed by the associate dean of doctoral programmes, confirmed by the dean and registered. The ISP constitutes the basis for the assessment of qualitative target achievement at the end of the programme.

Yours sincerely,

Elisabet Sandblom, Associate Dean of Doctoral Programmes at the School of Education and Communication

Quick reference guide for individual study plan

1. Date of ISP revision

Date of ISP revision

Fill in the date on which you and your supervisors completed the revision.

Date of establishment of the first version of the ISP

If you are not certain, please contact the research coordinator.

3. Employer

Provide the name of the employer who has the main responsibility for managing your work. If you are employed at the School of Education and Communication, fill in the name of the head of your department. If you are employed elsewhere, fill in the name of your immediate manager in that organisation.

4. General information about the third-cycle education

Research environment / research group / research programme

Provide the name of the research environment and research group that you belong to, and state whether you are participating in a specific research project.

Date of establishment of the research plan

Fill in the date of your research plan seminar.

5. Resources and conditions for completion of the third-cycle education

As the form is used for widely different third-cycle subject areas, all examples are not relevant to all doctoral students.

6. Supervision

6.1-6.4

The supervisors' personal identity numbers are needed for identification purposes.

6.5

Provide an estimate of the distribution of **days**.

7. Overall planning and follow-up of activity and time

Fill in semester and year, e.g. autumn 2017, spring 2018.

Fill in your planned degree of activity. At the end of each semester, fill in your actual degree of activity. Specify any deviations and, in the top of the table, commitments that affect the planning and implementation of the education and that may account for any deviations. This is an important part of the follow-up.

Specify type of provision **only** for time spent on **doctoral studies**.

8. Achievement of the qualitative targets of the Qualifications Ordinance

Semester/year - specify semester autumn/spring + year.

In the qualitative targets column, fill in the numbers of the respective targets in section 8.2. **Keep in mind that each activity can contribute towards more than one qualitative target.**

8.1 B. Completed and planned thesis work

Parts of your thesis completed since the start of your third-cycle programme and Ongoing thesis work and thesis work planned for next year respectively:

Specify by filling in for example: chapter titles, parts of the doctoral/licentiate thesis, data collection, analyses, field work etc. Report on your progress by specifying completed thesis work in per cent. State whether you have submitted your work to a scientific journal and, if so, whether your work has been accepted for publication/published (authors, journal, year, etc.).

8.1 C. Seminars

List the mandatory seminars that are part of your third-cycle programme (see the ...). Include also participation as a PhD reviewer in other doctoral students' seminars.

8.1 D. Conferences or equivalent

Include occasions where the ... requires you to give a presentation in an external context.

8.1 E. Other activities expected to contribute towards achievement of the qualitative targets

Other activities may include for example applications for funding, ethical reviews and teaching.

8.2 Description and evaluation of qualitative target achievement

Make brief comments on your achievement of the respective qualitative targets. Your comments are meant to help determine whether the targets have been fully achieved and what you need to do if they have not. **Thus, your comments should also be forward-looking.**

11. Signature of the employer

This is to be clear with the employer about the agreed/planned distribution of different activities.