Instructions on how to work with online ISP - Individual study plan for doctoral students

1. During the period March-January the online ISP system should be regarded as the primary tool for planning the work of the doctoral students. The month February is dedicated to the review of the ISPs and the approval process. During the period March-January adjustments should only be saved (and not approved at this point). It is the doctoral students that make the revisions of the ISP in the online system. However, this should be done in communication with supervisors.

2. The review period in February will follow the steps:
   (a) The supervisors and the doctoral students have a meeting sometime during the first two weeks of February and discuss the updated version of the ISP.
   (b) The doctoral students make final adjustments after the supervision meeting mentioned above; and after that, they approve the adjusted version.
   (c) When the doctoral student has approved the ISP, it will be transferred to the main supervisor for review. If the main supervisor agrees the adjusted version of the ISP will be approved in the system. If further adjustments are needed, the ISP will be transferred back to the doctoral student by the supervisor.
   (d) When the main supervisor has approved, the ISP will be transferred to the Director of Research Studies for review and approval. If further adjustments are needed, the ISP will be transferred back to the doctoral student by the Director of Research Studies.
   (e) The steps above should be finalized in week three of February and all doctoral students' ISPs should by then have been approved by the doctoral students, the main supervisors and the Director of Research Studies.
   (f) In the last week of February, the Director of Research Studies will initiate a SoL Research Collegium meeting with the sole purpose of discussing the approved ISPs in relation to the previous years ISPs and actual progress. If problems are identified during the meeting, ISPs may be transferred back to the doctoral students, and the full chain of approvals will then have to be done again.
   (g) After the Research Collegium meeting, final adjustments and approvals the ISPs will be transferred to the head of the department for approval. If the head of the department identifies any problems, ISPs may be transferred back to the doctoral students, and the full chain of approvals will then have to be done again.
   (h) When the ISPs has been approved, before the end of February, by the head of the department, the main supervisor should open up a new ISP for doctoral students revisions (during the planning period March-January).