

Guidelines for Individual Study Plans at the Doctoral Level

1. General

A watchword in the proposal for a new policy for quality assurance at the University of Borås is uniformity. This means that all quality assurance procedures are laid out equally if there are no special reasons to do otherwise. However, this does not mean that the individual study plan (ISP) template must be absolutely identical within the different research areas. However, formalities regarding ISP management and follow-up processes should be shared. Uniformity should be the goal at the level of the process, but not at the level of the form. To confirm that the process is the same throughout the university, certain pieces of information have been identified as mandatory for all doctoral students' ISPs.

2. Compulsory information in the individual study plan

The elements that must be included in a template for the ISP are:

1. Date of preparation and ongoing revision of the ISP as well as the version of the general syllabus that is applicable.
2. Personal and doctoral education programmes details with information about ORCID number, planned degree level, funding, and planned study rate.
3. From the Research Education Committee/Artistic Research and Education Board, appointed examiner, supervisor, and assistant supervisor.
4. Information about the doctoral thesis with a short description of the research project. In cases where a compilation thesis is written, it must be stated which publications are to be included or not included in the thesis and whether they have been registered in DIVA.

For this point, the doctoral student also indicates those activities carried out in connection with thesis, e.g. data gathering, conference attendance, seminars, etc. A plan for the doctoral student's future thesis work should also be included.

5. Courses and course elements should be detailed, in which it is clear which courses are credited at the start of education, which courses are mandatory, and which courses and points-giving elements in addition to the mandatory courses have been completed by the doctoral student.
6. Supervision and follow-up where planned supervision time during the year is compared with the outcome. Important parameters to address are the form of supervision and frequency as well as which of the supervisors did what.
7. The goal achievement for doctoral education shall be systematically demonstrated. As a tool for the monitoring of goal achievement, it is recommended that a goal matrix, or equivalent tool that the board finds appropriate, be used to monitor compliance what goals are met and progression occurs.
8. Explanation of how time has been distributed when it comes to research, departmental duties, and leave during the year. Calculations of different percentages require good documentation and tools so that the outcomes can be calculated in a simple and correct manner. Departmental duties should be clarified and deviations from what was planned should be noted.
9. Types of leave shall be reported separately, but a reconciliation statement must be included or attached to the ISP. The reason for this procedure is that data on leave can be a sensitive matter that may be requested by future prospective employers.