Individual study plan
in Ladok

2024

THE PROCESS FOR INDIVIDUAL STUDY PLANS

START

CONTINUOUS WORK THROUGHOUT THE YEAR

YEARLY ESTABLISHMENT OF THE ISP

Handled by the research administrator

Start version
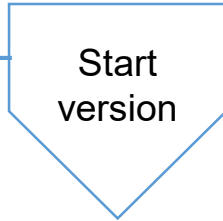
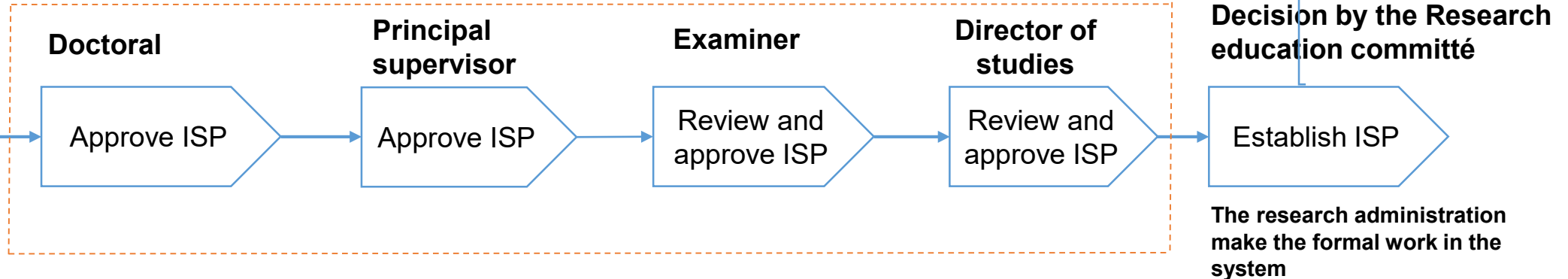Co-supervisors and Head of Department have reading access – no active role in the system

Handled jointly by the doctoral student and his/her principal supervisor

Update ISP

Taking place at the formal ISP-meeting

Decision by the Research education committé

Doctoral

Approve ISP

Principal supervisor

Approve ISP

Examiner

Review and approve ISP

Director of studies

Review and approve ISP

Establish ISP

The research administration make the formal work in the system

How to log in to Ladok

- Web based system

- Browsers – Chrome, Firefox, Edge and also Safari for Mac. Ladok does not work in Explorer

- You need to have security AL2 to access the system.

- https://www.start.ladok.se or via UB:s webpage

- Choose university – log in with your normal UB-log in details.

The work on the ISP takes place in different *tabs.*

These tabs, in turn, contain various *panels.*

- Workflows

- Basic information

- Supervisor conversation

- Supervisor and decision maker (responsibility of principal supervisor)

- Thesis work

- Courses and conferences

- Learning outcomes

- Timeplan

Other Ladok Terminology

Term	Meaning
(Process)actors	The different individuals/roles involved in establishing the ISP
Version	Each time an ISP is reviewed and approved, a new version of the ISP should be created. A doctoral student with a five-year study period (80/20) should therefore have at least 6 versions of the ISP upon graduation.
Reviewer	The university has chosen to have two reviewing roles: director of studies and examiner.
Decision maker	The function responsible for approving the ISP. According to the university's regulations, it is the Research education committees that has this role.

HÖGSKOLAN I BORÅS

Guides and video tutorial

www.ladokkonsortiet.se

Guides for individual study plans is found under: Instructions -> choose filter individual study plan.

Video instructions:

https://ladokkonsortiet.se/in-english/instructions?term-type=video

Please be aware that the video instructions might differ somewhat in how the different panels are to be used. For the UB way of working please follow this local guide and the instructions provided in the system.

Support and Error report

- For support, please contact the research administrators at your department or Hanna Kantola, Educational Support.

- The system will also change since it is under development. Hence upcoming versions of the ISP might differ slightly from the first version.
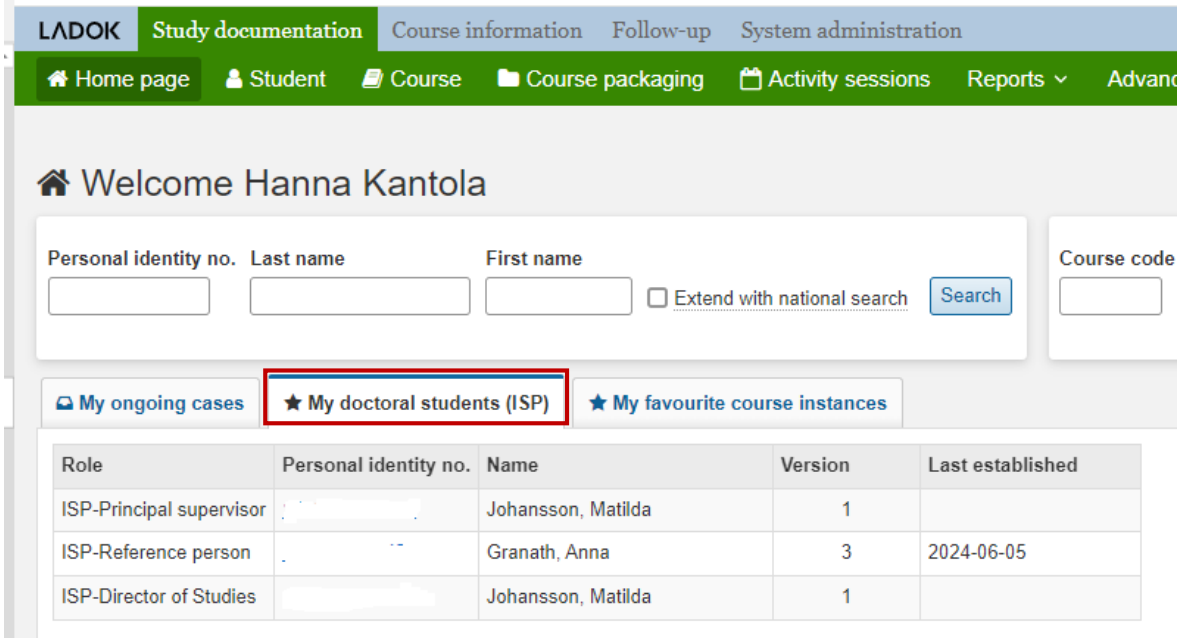
Review of purpose and task in panel by panel

UB's local guide

Under each panel in the system you have a short instruction on what the purpose of the panel is and what you are to write.
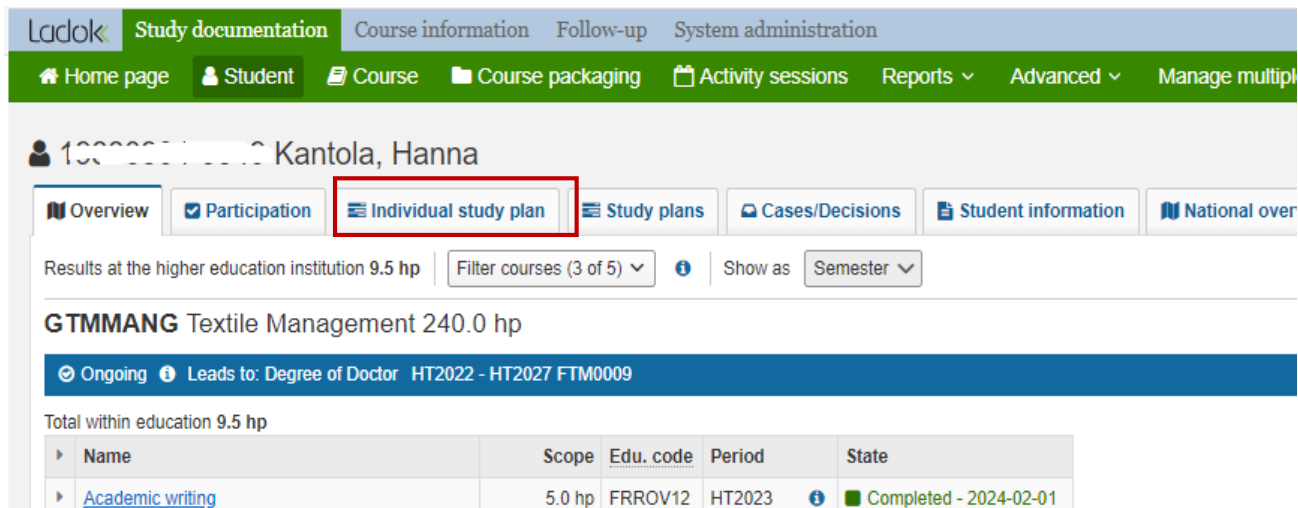
How to find your doctoral students ISP

Under the LADOK start page you search for the doctoral student that are connected to you.

You can also search for them using the search function.

For the doctoral student of interest there is a tab called *Individual study plan*. Click on the tab to get to the ISP.

Under the tab **Workflow**

Individual study plan `Ongoing` | Version: 3 `Not established`

Workflow

- Workflow
- Basic information
- Supervisor and decision-maker
- Supervisor conversation
- Thesis work
- Courses and conferences
- Learning outcomes
- Timeplan

Version 3 (Not established) ▼

Version in progress 3 | Reference number: -

[Download PDF] [More functions ▼]

▼ Completed work tasks

	Work task in the flow	Decision	Message	Decision by
▶	1. Start version	Start version		
▶	2. Update version	Approve	I have made all the suggested additions to the I…	Kantola, Hanna
▶	3. Principal supervisor reviews…	Send back	You forgot to fill in the planned manadatory cou…	Kantola, Hanna
▶	2. Update version	Approve		Kantola, Hanna

▼ Current work task: 3. Principal supervisor reviews version

[Approve] [Send back] **ISP-Principal supervisor**

Description of work task
During the ISP meeting, the prinicipal supervisor approves the ISP.

▼ Upcoming work tasks

	Work task in the flow	Role
▶	4. Examiner reviews version	ISP-Examiner
▶	5. Director of Studies reviews version	ISP-Director of Studies
▶	6. Research Education Committee approves version	ISP-Administrator

Established versions

Version	Established date	Reference number	PDF-link
Version 1	2024-06-27		Download PDF
Version 2	2024-08-20		Download PDF

Under **completed work task**, it shows what has happened in the work chain. When the ISP is to be forwarded to the next actor in the validation chain, one can write a message, for example, to describe why the ISP is being sent back and what the doctoral student/supervisor needs to complement/revise. Such comments are shown here.

Under **current work tasks** you can see the current responsible actor. When the ISP has the status **Update version**, both the doctoral student and principal supervisor can simultaneously work on the ISP. This can be done until the doctoral student approve the version. Approval of the ISP takes place during or after the ISP meeting.

It is also possible to download a PDF of the current version you are working on.
- A PDF is provided to external assistant supervisors who do not have reading access in the system.
- A PDF is also generated by research administrators and used as a basis for decision-making before approval by the doctoral education committee.

Don't press the approve buttom until during the ISP-meeting when all have agreed upon the content of the ISP. Or alternatively afterwards if major revisions needs to be done after the discussions during the ISP-meeting.

Under the panel Upcoming work tasks you find the steps remaining in the current version of the ISP before it is approved.

At the bottom of this tab you can also find already established versions of the ISP which you can download.

Under tab **Basic information**

Admitted to

Third-cycle subject	GTMMANG Textile Management 240.0 hp
Leads to	Degree of Doctor
Later part	No
Subject instance, start date	2022-09-01
Subject instance, end date	2027-09-01
Qualification in the fine, applied and performing arts	No
Note	

Change information

General study plan

Version of general study plan	Allmän studieplan textilt management
Reference number	876-45
Attached file	Allmän studieplan textilt management 20181220.pdf ⓘ
Link to general study plan	-
Course requirements in total (hp)	60.0
Other requirements	Doctoral studies in Textile Management culminating in a Degree of Doctor cover 240 ECTS, equivalent to four years of full-time study. The programme consists of a course component of 60 ECTS and a thesis of 180 ECTS....
	Show all text
Note	

Change information

These two panels are filled in by *research administrators* when the ISP starts for the first time.

The information is based on data regarding your admission and education.

Artistic Degree: Selected if the studies lead to an artistic degree or not. The choice affects which learning objectives are displayed under the Learning Outcome tab.

The text entered under **Other Requirements** in the **General Study Plan panel** should be the same for all doctoral students associated with the same ASP.

These fields will be locked for actors other than the director of doctoral studies and research administrators in the future.

The University of Borås does not link to the general study plan but attaches the current ASP version instead.

Cont. **Basic information**

Milestones in third-cycle studies

New milestone

Calendar half year *	Milestones in third-cycle studies *	Date	Status *	Operation
2026V	Half-time seminar		Planned	Select ∨
2024H	Planning seminar		Completed	Select ∨

Study activity and funding (SCB)

Planned study activity and funding

New planned study activity and funding

Calendar half year *	Study activity *	Study funding *	Operation
2024V	80%	100% DTJ Doctoral studentship	Select ∨

Reported study activity and funding

Calendar half year *	Study activity *	Study funding *
No data		

Departmental duty (Last edited 2024-08-21 14:05 by Hanna Kantola)

New activity

Calendar half year *	Scope *	Description *	Status *	Operation
2025H	0%	No departemental duties are planned for this semester due to mobility at partner university.	Planned	Select ∨
2025V	20%	Macroeconomics 2	Planned	Select ∨
2024H	20%	math labs and lectures in Macroeconomics 1	Planned	Select ∨

Other documentation

New other documentation

Attached file *	Description
No data	

Here, the planning for when the various milestones in the doctoral studies will take place is set.
Different doctoral programs may have different requirements for which milestones are required before the dissertation. This is regulated by the ASP.

Update status and dates later during the studies by:
Selecting → Edit in the row for a sub-goal.

Instead of the form previously used to report planned study activity and funding for each doctoral student, this panel can now be used to communicate what is planned for the upcoming semester. The information is only used within the individual study plan.

Study Activity: up to a maximum of 100% for full-time studies without absence. If you have departmental duties, at 20%, the maximum study activity totals 80%.

Study Funding: Specify the type of funding for the study activity. If multiple sources for funding are selected, they must together total 100%. The details can be edited or removed.

Reported Study Activity and Funding: The data is retrieved from other parts of Ladok. Currently, it is not possible to automatically change study activity from planned to reported. Reporting is thus a separate process managed by research administrators twice a year.

The departmental duties of the doctoral student can be planned and here. The planning is done in free text form.

You can also attach other documents of relevance for the doctoral studies.

Under tab **Supervisor and decision maker**

The ***Supervisor and Decision Makers*** tab contains information about the supervisors, reviewers (examiner & study director), and decision makers associated with the doctoral student.

The principal supervisor should fill in how the supervision is planned here – both regarding the principal supervisors role and the co-supervisors.

▼ ISP-Principal supervisor: Bengtsson, Magnus (2024-02-01 -- until further notice)

Name	Bengtsson, Magnus
Start date	2024-02-01
End date	-
Supervisor training	Yes
Note	

[Change information]

[New supervisor input]

Calendar half year *	Supervisor input and forms of supervision *	Version	Operation
2024H	40 h divided between me and X, I will focus on the first article while X will focus on the second. Physical meetings every month, weekly digital check-ups	1	Select ⌄

Under tab **Supervisor conversation**

Supervisor conversation

[New supervisor conversation]

▼ Annual ISP-meeting | 2024-08-22 | Version 2 (Last edited 2024-08-20 12:53 by Hanna Kantola)

Type of conversation *	Annual ISP-meeting
Date *	2024-08-22
Version	2
Participants *	Anita (prinicpal supervisor), Päivi (study director) and Tobias (examiner)
Note	Everything is working according to plan

[Change information]

▼ Career conversation | 2024-08-06 | Version 3 (Last edited 2024-08-20 12:53 by Hanna Kantola)

Type of conversation *	Career conversation
Date *	2024-08-06
Version	3
Participants *	Head of department
Note	Discussed my future career aspirations with me

[Change information]

For each annual (or when needed) ISP meeting, information about the follow-up meeting is filled in:

- Date of the meeting
- Participants
- Any points relevant to document related to the ISP meeting

The principal supervisor is responsible to make sure that the ISP-meeting is documented.

The Research Education committee should review, before approving the ISP, that an annual follow-up meeting is registered for the current version of the ISP.

The director of studies shall ensure that the doctoral student, have been informed about future career opportunities prior to the dissertation, either by the main supervisor, department head, or career counselor.

Before dissertation, the ISP should contain information that at least one such conversation has taken place.

Under tab **Thesis work**

Thesis work

Summary

Title *	Retail success - the impact of space and agglomeration
Type of thesis	Compilation thesis
Attached file	Datahanteringsplan.pdf ⓘ
Description	ORCID: XXXX-xxxx-xxxx-xxxx This thesis provides an economic analysis of the retail sector, focusing on the factors influencing sales and thus the retail performance of regions and shopping centers....

Show all text

[Change information]

Planning and follow-up

Note

[Change information]

[New activity]

	Calendar half year *	Type of activity *	Planning and follow-up	Version	Status	Operation
▸	2025H	Send script	Send i script for article 2	1	Planned	Select ⌄
▸	2024H	Data collection	Artikel 1 - datainsamling extern	1	Planned	Select ⌄
▸	2024H	Data collection	Data collection for article 3	1	Ongoing	Select ⌄

Provide basic information about the thesis. It is possible to attach a file (PDF), such as a data management plan or research plan.

The description should also include the ORCID number.

A note can be added to describe how planning and follow-up will be conducted.

Select "New activity" to add activities that are planned or carried out as part of the thesis work per calendar half-year. Here, there is a menu of various common activities within the framework of a thesis work, but you can also use free text fields to define other types of activities that are not listed.

However, this panel does not include the planning of activities such as courses and conferences; these are documented in a separate tab.

Activities can be modified over time. However, no activities should be removed once they have been finalized. If the activity is no longer relevant, this should instead be commented on in the activity's follow-up field.

Cont. **Thesis work**

Here, publications are entered.
It can be an article or conference contribution in the case of a compilation thesis.
For a monograph, it is usually chapters.

Here, there is the opportunity to plan and follow up on each publication individually, but HB instead uses the previous panel, *planning and follow-up*, for this purpose.

Option to enter information about ethical approvals.
Here, you can attach or retrieve an attachment (PDF).

There is also space to describe the status of ethical approval via the free text field.

Under tab **Courses and Conferences**

Unsorted certified results

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Sort
2024V	FBIRD01	Research data management for doctoral students	2.0 hp	Completed	2024-02-02	Petri Antero Granroth	Sort to heading: ⌄
2024V	FBIFE02	Research Ethics	2.5 hp	Completed	2024-02-02	Petri Antero Granroth	Sort to heading: ⌄
2024V	FRROV12	Academic writing	5.0 hp	Completed	2024-02-01	Petri Antero Granroth	Sort to heading: ⌄

▼ Mandatory courses

Planned

[New mandatory course]

Calendar half year *	Course code	Name *	Scope (hp)	Operation
2026H		research methods	4.0	Select ⌄
2025V		Vetenskapteori	5.0	Select ⌄
2024H		Theory of Science	5.0	Select ⌄

Completed

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Move to
2024V	FBIFE02	Research Ethics	2.5 hp	Completed	2024-02-02	Petri Antero Granroth	Unsorted
2024V	FBIRD01	Research data management for doctoral students	2.0 hp	Completed	2024-02-02	Petri Antero Granroth	Unsorted

▼ Elective courses

Planned

[New elective course]

Calendar half year *	Course code	Name *	Scope (hp)
No data			

Completed

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Move to
2024V	FRROV12	Academic writing	5.0 hp	Completed	2024-02-01	Petri Antero Granroth	Unsorted

At the top of the *Courses and Conferences* tab, courses and other credit-bearing activities that have been completed and attested are listed.

These should be sorted depending on whether they constitute a mandatory or elective course according to doctoral students ASP. Alternatively, the outcome could be a credit-bearing seminar or conference.

Once the sorting is done for completed course/credit-bearing activity, they will appear under the *Completed* section in subsequent panels.

Here, mandatory courses are planned.

If the doctoral student or supervisor is not aware of the course code, it is not necessary to fill in this information.

Here, elective courses are planned.

If the doctoral student or supervisor is not aware of the course code, it is not necessary to fill in this information.

Cont. **Courses and Conferences**

▼ Credit transfer / Credited education

Calendar half year	Course code	Name	Scope	Decision maker
No data				

Any credits transferred will automatically appear in this panel after they have been attested.

▼ Conferences

Planned

New conference

Calendar half year *	Name *	Scope (hp)	Operation
2024H	ERSA2024	0.0	Select ∨

Completed

Calendar half year	Name	Scope	Status	Ex. date
No data				

Here, **credit-bearing** conferences are planned.

If the conference is not credit-bearing, the last panel under this tab is used instead - *Non-credit-bearing activities*

▼ Seminars and other activities

Planned

New seminar

Calendar half year *	Name *	Scope (hp)	Operation
2025V	Communication workshop	2.0	Select ∨
2024H	Higher seminar	2.0	Select ∨

Completed

Calendar half year	Name	Scope	Status	Ex. date
No data				

Here, *credit-bearing seminars and other activities* are planned.

If the seminar/activity is not credit-bearing, the last panel under this tab is used instead - *Non-credit-bearing activities*

Cont. **Courses and Conferences**

▼ Courses taken at other universities and non-credit-bearing activities (Last edited 2024-08-20 13:30 by Hanna Kantola)					

New activity

Calendar half year *	Type of activity *	Description *	Date	Status	Operation
2024V	Elective course	Spatial regression modelling (Gothenburg university)	2024-06-01	Completed	Select ⌄
2024H	Mandatory course	Microeconomics 1 (Jönköping university)		Planned	Select ⌄
2024H	Summer school	ERSA Summer School Regional Growth Models: Advances in Theory, Methodology and Empirical Analysis	2024-08-12	Completed	Select ⌄
2024H	Conference	Uddevalla Symphosium		Planned	Select ⌄

Courses taken at other universities in Sweden are to be registered and followed up under the last panel of this tab.
The panel heading is **Courses taken at other universitites and non-credit-bearing activities.**

For courses use the free text option to state if the course is mandatory and elective, fill in the name of the course, where the course is taken and change the status when it has been completed.

You can also use this panel to register other activities such as non credit giving participation at conferences, seminars and summer schools.

Mobility is also supposed to be logged here. Document how long the mobility is, where it takes place and if any specific funding is use as means of finance (e.g EU-grants).

Under tab **Learning outcomes**

This part of the ISP replaces the separate learning outcomes matrix that HB has used so far.

The learning outcomes are based on the Higher Education Ordinance's learning outcomes for education at the research level.

In the case where the research education leads to an artistic degree, these learning outcomes are displayed. A prerequisite for this is that in the Basic Information tab, it is indicated that the degree leads to an artistic degree.

For each learning objective, it should be demonstrated how and through which activities or experiences the doctoral student achieves the learning outcomes.

The status of each learning objective will be indicated as *planned* or *ongoing* up to the final ISP-version. Only in the final version of the ISP before the dissertation all learning objectives have status **completed**, or alternatively planned and achieved through the act of dissertation to ensure that the learning outcomes for the program are met.

Learning outcomes

A. Knowledge and understanding

▼ A.1 Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field.

Learning outcomes	A.1 Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field.
Note *	
Status *	

Change information

▶ A.2 Demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

B. Competence and skills

▶ B.1 Demonstrate the capacity for scholarly analysis and synthesis as well as to review and assess new and complex phenomena, issues and situations autonomously and critically.

▶ B.2 Demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake research and other qualified tasks

▶ B.3 Demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research.

▶ B.4 Demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community an

▶ B.5 Demonstrate the ability to identify the need for further knowledge.

▶ B.6 Demonstrate the capacity to contribute to social development and support the learning of others both through research and education and in some other qualified professional capacity.

C. Judgement and approach

▶ C.1 Demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics.

▶ C.2 Demonstrate specialised insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used.

Under tab **Time plan**

The **_Time plan_** tab contains information from other parts of the ISP. It provides a summary of the doctoral student's completed or planned activities and results per calendar half-year.

Both the main supervisor and the doctoral student can add notes to the time plan. These notes are visible to everyone who can view the individual study plan. Notes are a part of the ISP and will be included in the finalized version of the ISP.

The examiner and the study director can comment on the time plan, for example, during review. Comments serve as a working tool when the time plan is being developed and are not included in the finalized version of the ISP.

Comments are visible to everyone who can view the individual study plan. When the version is finalized, all comments are automatically cleared.

Timeplan

▶ 2028V
▶ 2026H
▶ 2025H
▶ 2025V

▼ 2024H		
Study activity and funding	80% Study activity | 100% DTJ Doctoral studentship	Planned
Departmental duty	20% math labs and lectures in Macroeconomics 1	Planned
Supervisor conversation	Annual ISP-meeting (2024-08-22)	
	Career conversation (2024-08-06)	
Thesis work	(Data collection) Gathering data for first article	Planned
Mandatory courses	Research ethics 2.5 hp	Planned
Elective courses	Econometrics 7.5 hp	Planned
Conferences	ERSA 1.5 hp	Planned
Courses taken at other universities and non-credit-bearing activities	(Mandatory course) Microeconomics 1 (Jönköping university)	Planned
	(Summer school) ERSA Summer School Regional Growth Models: Advances in Theory, Methodology and Empirical Analysis (2024-08-12)	Completed
	(Conference) Uddevalla Symposium	Planned
Note		

Change information