

Guidelines

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International department
*This document is an informal
translation of the Swedish version*

Guidelines concerning individual study plans in third cycle studies at the Faculty of Engineering, Lund University

In addition to the Higher Education Ordinance (HEO) and the *Regulations for doctoral education at Lund University* concerning individual study plans, the faculty also issues the following guidelines.

An individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. The plan shall be adopted after consultation with the doctoral student and his or her supervisors (HEO Chapter 6 Section 29).

The study plan is to describe the research project, literature, courses, supervision, planned and conducted activities in relation to the learning outcomes of the programme and other resources required to complete the programme within the predetermined time.

The individual study plan is to clarify the rights, obligations and expectations that exist between the faculty, department, supervisors, and the individual doctoral student. The individual study plan is to serve as support for the doctoral student and the supervisor during the ongoing work.

Drafting and approval

The first individual study plan shall be approved in connection with admission and be attached to the admission decision. All individual study plans are to be drawn up and updated using the database for individual study plans accessed through fukurser.lth.se/isp.

Individual study plans (whether new or updated) are to be approved by the head of department if the doctoral student, principal supervisor, and department are in agreement. The task of approving individual study plans may not be sub-delegated within the department. If the head of department is the doctoral student's supervisor, the study plan is to be approved by the deputy head of department, if this person is not supervising the doctoral student. If agreement cannot be reached at department level, the plan is to be approved by the chair of the Research Programmes Board of LTH. The head of department is responsible for ensuring that all admitted doctoral students have an up-to-date individual study plan.

The supervisors and the doctoral students shall certify in writing that they have read the current individual study plan. The most convenient way to do this is for the doctoral student and the supervisors to sign the plan as well as the head of department.

Follow-up and update

The study plan shall be followed up and updated at least once a year. However, the first update shall be made six months after admission. If the circumstances of the studies change significantly, and/or the studies/work are not proceeding according to plan, the principal supervisor or the doctoral student shall take the initiative to update the study plan.

Updates to the individual study plan shall be preceded by an appraisal with the doctoral student, attended by all the supervisors and a representative of the department. The department is to be represented by the head of department or a member of academic staff appointed by the head of department, such as the director of third cycle studies.

The department may not be represented by one of the doctoral student's supervisors.

Some of the information that is to be included in the individual study plan (as detailed below) shall also be registered in another way in LADOK. This applies to information about the principal supervisor and the assistant supervisor, the actual degree of activity, the actual funding, passed third cycle courses and the proportion of the programme completed. It is important that all those concerned agree that the information registered in LADOK is correct.

Even the study plans of inactive doctoral students are to be annually updated. The plan is to indicate when the student intends to continue their studies, and what remains to be completed to achieve a doctoral degree. In other respects, the plan can be drawn up in a simplified form. The doctoral student is required to participate in the updating of the plan.

Record management and archiving

According to Lund university's records management plan all individual study plans are to be recorded in the document registration system W3D3 as one errand per doctoral student. Record management and archiving is done by the department. The registration number is generated in W3D3 when an errand is created. When an individual study plan is approved and signed it is stored as a scanned record in the errand drawn up for the doctoral student in W3D3 and the signed original is saved for archiving. When the doctoral student has completed his/her education, all individual study planes that have been drawn up for the student shall be stored as records in the W3D3 errand. When the errand is terminated in W3D3, the original signed plans are archived.

The database at fukurser.lth.se/isp has a function for entering the record number of a doctoral student's individual study plans. The functionality is only visible for department staff with specific administrative authority. The registration number is only stated initially in the database when it has been generated in W3D3. Then,

the registration number is automatically entered on all individual study plans with the doctoral student's name, when an individual study plan is created and a LUCAT connection is made for the doctoral student. Instructions for how the registration number is stated in the database is available at fukurser.lth.se/isp.

Export to Ladok

When an individual study plan has been approved, a copy is to be entered into LADOK. Each approved study plan is to be entered as a new study plan in LADOK, which means that the study plan already in the system is not to be changed. Accordingly, once the doctoral student has completed the programme, all their individual study plans are to be available in LADOK. When the individual study plan is locked in the system, select LADOKexport, then copy the study plan, and paste it into LADOK.

Content and instructions

An individual study plan at LTH includes the following content. The instructions are also available through the help function at fukurser.lth.se/isp.

Administrative information

The doctoral student's name, personal identity number, email address, and department

The doctoral student's name is to be connected to a LUCAT ID. Enter the name of the doctoral student and press "LUCAT ID". Then choose the current doctoral student from the list. In case the doctoral student has not yet been given a LUCAT ID, the connection can wait until the LUCAT ID has been established.

Information about the principal supervisor, assistant supervisor, department representative, director of studies, administrator, and head of department

These people will all be linked to the LUCAT ID of the doctoral student concerned and have access to the relevant study plan in order

make revisions. The department representative may be the director of studies, but it could also be another appointed member of academic staff.

Work planning meeting and those present at the meeting

Doctoral student meeting shall be held at least once a year. Fill in the date (YYYY-MM-DD) of the last meeting and the participants.

Third cycle programme

Examination requirements

240 credits if the third cycle studies are to be finished with a PhD-degree. 120 credits if the third cycle studies are to be finished with a licentiate degree.

Research subject

Select the research subject and programme code from the scroll list. This should only be changed if the doctoral student changes research subject.

Admission date

Date (YYYY-MM-DD) for admission to the third cycle programme. Admission date refers to the research subject, i.e. if the doctoral student changes research subject (interruption of the original research subject), this results in a new admission date.

Year/semester for planned half-time seminar

Year/semester for planned half-time seminar, if planned. Note that half-time seminar isn't the same as midway review (see tab "Research Education") or licentiate seminar (see below in the text). Halftime seminar refers to presentation of the research work at a seminar, halfway through to the PhD-degree, when there is also opportunity for response and discussion in some form.

Year/semester for planned licentiate degree

Year/semester for planned licentiate degree, if planned. If the studies are to be finished with a licentiate degree, this is the planned semester for completion of the third cycle studies.

Year/semester for planned PhD degree

Select year/semester for planned PhD degree (if the third cycle studies are to be finished with a PhD degree).

Financing

State how the third cycle studies will be financed for the whole of the remaining time of the programme until the student has achieved a degree. If the studies are financed in another way than through a doctoral studentship, a written statement of intent from the funder must be available at the time of admission. This shall make it possible to assume that the doctoral student can complete his or her studies for a doctoral degree within a maximum of 8 years. If the studies are to be finished with a licentiate, this shall be achievable within 4 years. If the third cycle studies are to be completed within the context of employment by a third party, this shall be clearly stated.

Collaboration agreement (if one exists)

State if the research studies are related to any collaboration agreement, for example double degree or other sources of financing. According to the *Admission rules for doctoral education at Lund University*, the written agreement between the University and the doctoral student's employer shall be appended to the individual study plan.

Supervision

The plan is to indicate the extent of the supervision and the manner in which it will be provided. Every doctoral student shall have a principal supervisor and at least one assistant supervisor and is entitled to at least four hours of supervision per month. If the supervision does not work out as planned, this as well as the measures shall be described in the field "The studies/work does not follow the plan".

Mutual ethical guidelines approved

Ethical guidelines for doctoral studies at LTH are described in Mutual ethical guidelines for the relationship between supervisors and doctoral students at LTH. LTH is to inform new doctoral students of the ethical guidelines and when signing the first version of the

individual study plan, the principal supervisor and doctoral student confirm that they understand the content and meaning of the guidelines.

Resources

Access to a workspace and other material resources needed, such as a sufficient computer connection, laboratories, chemicals, literature and funding for different kinds of expenses, shall be registered.

Career guidance

State if career guidance has taken place (how/when/by whom).

Risk assessment (yes/no)

This field is to indicate if a risk assessment has been carried out. Whether or not, and how, a risk assessment is to be performed will depend on the project and research subject. The assessment is to be described in relevant field/fields below (project, physical and/or ethical assessment).

Risk assessment, project

This field is to be used to document if a risk assessment has been carried out concerning special circumstances surrounding the project that may affect its feasibility, for example access to data or employment/organizational risks. The description may be in the form “Risk” and “Planned action”. If a risk affecting the project’s feasibility actually occurs, this and actions taken shall be stated in the field “The studies/work does not follow the plan”.

Risk assessment, physical

This field is to be used to document if a risk assessment concerning physical risks has been carried out, for example a review of the rules on handling chemicals.

Risk assessment, ethical

This field is to be used to document if a risk assessment concerning ethical risks has been carried out, for example an evaluation of ethical risks concerning the project or the need for ethical licensing.

Midway review

Documentation of when the midway review is planned/carried out. When the midway review is completed, the assessment and assessor shall be documented in the plan. The midway review concerns doctoral students who have been admitted as of 1 January 2019 and who are to complete their education with a doctoral degree (see *Guidelines for midway reviews of third-cycle studies at the Faculty of Engineering at Lund University*).

Percent of exam requirement finished

The sum is calculated automatically from the fields “Completed courses and other credit awarding activities” and “Completed thesis work”. For doctoral students with doctoral studentship, it is the doctoral student's own responsibility to ensure that applications for salary increase are submitted when the necessary credits have been earned. A salary increase can only be paid a maximum of 6 months retroactively.

Activity***Teaching/administration/other***

Only to be specified if a set fraction is account-coded for departmental duties. The fraction shall be stated as part of full-time workload.

Activity third cycle programme

The activity is calculated automatically (from full-time workload) based on fraction of “teaching/admin/other”. Planned/actual activity of postgraduate studies/departmental duties is assigned in the table below.

Planned and actual degree of activity in terms of studies and departmental duties/assignments

For every six months from the time of admission to third cycle studies, the proportion of fulltime hours *actually* used for the doctoral student's studies shall be stated. The details of the degree of activity shall be in agreement with those registered in LADOK and, when calculating the degree of activity, consideration shall be given to

performed departmental duties, performed duties within a student organisation or as a student representative (assignments), and to all types of leave of absence. In the same way, *planned* activity until the completion of the degree shall be stated.

For those employed on a doctoral studentship, *actual* and *planned* departmental duties and assignments are registered as a proportion of full-time hours in the same way as the degree of activity. These students are to dedicate most of their time to their own studies. They may, however, work to a limited extent with educational tasks, other research than that for the thesis, artistic development, and administration. However, before a PhD or a doctorate in the fine, applied and performing arts has been awarded, such departmental duties may not comprise more than 20 per cent of a full-time post (HEO Chapter 5 Section 2). The doctoral student's request to perform departmental duties shall as far as possible be granted. Assignments refer to an elected position in a student organisation or as a student representative that constitutes grounds for an extension of the total period of employment as a doctoral student (HEO Chapter 5 section 7), see *Guidelines on the extension of employment as a doctoral student due to duties within student organisations and as an elected student representative at LTH*.

The content and the planned/actual scope of the departmental duties and assignments, respectively, are described in separate fields below.

Remaining time for postgraduate support

Calculation of approximate remaining time of financing of the third cycle programme. Departmental duties and assignments are excluded. Calculations are based on transferred courses completed prior to admission and total actual third cycle activity as registered above.

Departmental duties

The content and scope of the departmental duties, and how they relate to the programme, shall be stated here. Departmental duties refer to educational tasks, research/artistic research outside the doctoral student's studies and administration (HEO Chapter 5 section 2). This

also includes training in higher education teaching and learning which is not part of the programme but is required for the student to teach.

Elected position in a student organisation or as a student representative (assignments)

Assignments that constitute grounds for an extension of the doctoral studentship (HEO Chapter 5 section 7), shall be stated here. State the assignment and planned and actual time (days) of the assignment. The documentation in the ISP, including supporting documents, will form the basis for any extension of the doctoral studentship, see *Guidelines on the extension of employment as a doctoral student due to duties within student organisations and as an elected student representative at LTH*.

Training in higher education teaching and learning

The plan is to describe any training in higher education teaching and learning, and whether the student will receive credits for this as part of the programme. If the training is credit-awarding, the credits shall also be documented in field “Completed courses and other credit-awarding components”.

Conference participation

This field is used to describe conference participation. State planned and completed participation in conferences (name of conference, point in time), describe type of presentation (oral, poster or none) and include information about funding of the participation. If the conference participation is credit-awarding, the credits shall also be documented in the field “Completed courses and other credit awarding components”. Activities that contribute to the learning outcomes of the third cycle studies shall also be documented in “Progression and learning outcomes”.

International activities

According to the *Regulations for doctoral education at Lund University*, the individual study plan shall include details of the doctoral student’s participation in international activities. This field should include a summary of the international activities performed

within the third cycle studies (this can also be activities that are not credit-awarding), for example conference participation, courses, workshops, networks, collaborations etc. Activities that are credit-awarding shall also be documented in “Completed courses and other credit-awarding components”. Activities that contribute to the learning outcomes of the third cycle studies shall also be documented in “Progression and learning outcomes”.

The studies/work are not proceeding according to plan

If the studies and work are not proceeding according to the study plan (for example activity, supervision, progression), the reason for this and the measures taken are to be clearly described here. The description shall include what part/s of the studies that are not proceeding according to plan, measures taken/planned, person/s responsible for the measures to be taken, time plan for measures, and how/when measures will be followed up. *If the documentation includes personal/sensitive information, the documentation shall be made outside the individual study plan and only make a reference to it here. If it concerns the student’s health status, this is to be documented in the Lund University rehabilitation system Adato. In other cases, the documentation can be made in an attachment to the individual study plan. The attachment is then to be recorded in W3D3 and archived together with the individual study plan.* The Higher Education Ordinance stipulates that if a doctoral student substantially neglects their undertakings in the individual study plan, the vice-chancellor (LU) shall decide that the doctoral student is no longer to be entitled to supervision and other study resources. Even if the doctoral student is no longer active, it is therefore important that the representatives of the department continue to update the individual study plan regularly.

Courses and other credit-awarding components

Course requirements

State the course credits required for the third cycle degree. The general syllabus of the research subject regulates the course requirements.

Mandatory courses or other activities eligible for credits

State the courses that are mandatory for the third cycle studies. Mandatory courses of a specific research subject are described in the general syllabus of the subject.

Completed courses and other credit-awarding components

Separate fields for documentation of credited courses attended prior to admission and credited courses/other credit-awarding components completed within the third cycle programme, respectively. The check-box “Registered in Ladok” is to be marked when the course/credit-awarding component has been credited in Ladok within the third cycle programme at Lund University. The number of credits allocated for the course may differ from that in the syllabus or in LADOK if there are valid reasons, for example if the course overlaps with another course or is peripheral to the programme. Any deviation shall be entered in LADOK and in the individual study plan immediately after the course has been approved in LADOK. In what way the courses/credit-awarding components meet learning outcomes is to be stated in “Progression and learning outcomes”.

Planned courses and other credit-awarding components

For the coming year, the planned courses and other credit-awarding components should be detailed. In what way the courses/credit-awarding components meet learning outcomes is to be stated in “Progression and learning outcomes”.

Thesis work

Thesis requirements

State the credits for the thesis required for the third cycle degree. The general syllabus of the research subject regulates the requirements. If

the third cycle studies are to be finished with a licentiate, the required credits for the licentiate thesis shall be stated here.

Type of thesis

Select if the thesis will be in the form of a collection of articles or in the form of a monograph.

Language of thesis

The language of the thesis may be Swedish, Danish, Norwegian or English. If the thesis is written in another language than English it shall include a summary in English.

Overview of the planned thesis work

The individual study plan is to include an overall description of the doctoral/licentiate thesis project. This description is to indicate the background, objectives, any hypothesis, approaches and sub-projects. The overview should be general, without many details of any sub-projects. Detailed planning and documentation of individual sub-projects is to be documented below in “Evaluation and planning”.

Evaluation and planning of research

Examples of sub-project/manuscript may be a paper or a delimited part of a monograph or another delimited part of the thesis work, for example a literature study or a collection of empirics. Planning and performance of a sub-project/manuscript shall be described and documented here. The description/documentation should indicate how each sub-project/manuscript is delimited and how it progresses until it is completed. When checkboxes etc. are irrelevant for a specific sub-project/manuscript, these may be ignored in the documentation. Planning should be especially detailed for the coming 12 months. Planning and progression are to be followed up during subsequent work planning meeting and study plan updates.

Completed thesis work/publications

Calculation of completed thesis work/publications (in credits).

Remaining thesis work

The credits are calculated automatically based on “Thesis requirements” and “Completed thesis work/publications”.

Progression and Learning Outcomes

Activities (carried out or planned) to achieve the learning outcomes stated in the Higher Education Ordinance

Interpretation of the learning outcome

For each research subject, the department is to provide a description of how the meaning of each learning outcome is interpreted. An individual/project specific interpretation shall also be included (by PhD-student/supervisor). The individual/project specific interpretation may have to be revised during the progress of the third cycle studies. If the third cycle studies are to be finished with a licentiate, the interpretation is based on the learning outcomes of Degree of Licentiate (Higher Education Ordinance, annex 2).

Completed activities’ contribution to the learning outcome (documentation and reasoning)

Completed activities contributing to the fulfilment of the learning outcome are to be stated. Reasoning how activities meet the learning outcome shall also be included. Except for courses/other credit-awarding activities and thesis work, other activities completed within the frame of the third cycle programme and contributing to the learning outcome are to be documented, for example conference participation etc.

Planned activities contribution to the learning outcome (documentation and reasoning)

Analytical/arguing reasoning about what is missing for fulfilment of the learning outcome as well as planned activities leading to further fulfilment of learning outcome. This field may also be used for documentation of reflections and planning by supervisor/doctoral student following completed midway review.

