Instructions 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 Third Cycle Education at Lund University concerning individual study plans, the faculty also issues the following instructions.

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 in order 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, approval, entry into LADOK and filing

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.

The department is to file all signed original documents of the individual study plan, and enter a copy in LADOK. Every 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 of their individual study plans are to be available in LADOK. When the individual study plan is locked in the system, select LADOKexport, then highlight and copy the registered plan, and paste it into LADOK.

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 dean 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 updating**

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, 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 are in agreement 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 in order 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.

**Content and instructions**

An individual study plan shall include the following.

- **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. In case the study plan was drawn up by someone other than the doctoral student, that person’s name is to be replaced by the name of the doctoral student once the student has been given a LUCAT ID. Change the name and click on ‘LUCAT ID’ and the LUCAT ID and names of doctoral students to choose from will appear. Select the doctoral student concerned.

- **Date of doctoral student meeting and those present at that meeting**

- **Research studies subject and programme code for the intended degree**

- **Information about the principal supervisor, assistant supervisor, department representative, director of studies, administrator, and head of department**
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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 studies, but could also be another appointed member of academic staff.

- Admission date
- Planned date (year/semester) of achieving a licentiate and/or doctoral degree
- Funding

Indicate 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 conclude 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.

- Planned and actual degree of activity in terms of studies and departmental duties

For every six months from the time of admission to third cycle studies, the proportion of full-time 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 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 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. Before a PhD or a doctorate in the fine, applied and performing arts has been awarded, however, duties of this kind 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.

- Outline of the thesis project

The 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 components. The total number of credits for the thesis is to be stated, as well as the form of publication. It is important to include a timetable that is to be followed up, and to indicate the state of progress of the work. The timetable for the work in the coming year is to be detailed.

- Information about completed, credited and planned courses

The individual study plan is to state what third cycle courses shall or may be included in the programme, together with the number of credits from the courses that may be included in the degree. 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
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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.

Specific details of planned courses for the coming year should be included, as well as any other compulsory components that are to be part of the programme.

- Description of completed and planned thesis work/publications
- Activities (performed or planned) in order to achieve the learning outcomes stated for a degree in the Higher Education Ordinance
- The studies/work are not proceeding according to plan
  If the studies and work are not proceeding according to the study plan, the reason for this and the measures taken are to be clearly described here.

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.

- 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.

- Departmental duties
  The content and scope of the departmental duties, and how they relate to the programme, shall be stated here.

Departmental duties refers to all work that is not directly relevant to the doctoral student’s studies, including training in higher education teaching and learning which is not part of the programme but required in order for the student to teach. Participation in LU and LTH bodies is also considered departmental duties.

- Participation in conferences

- 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.

- 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.

- Performed risk assessment
  This field is to be used when a risk assessment has been carried out and when there is a need to document such assessment, for instance in case of a review of the rules on handling chemicals or of any special circumstances surrounding the
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project that may affect its feasibility. Whether or not, and how, a risk assessment is to be performed, will depend on the project and research subject.