|  |  |
| --- | --- |
| Dnr. (*contact registrator@bth.se*) BTH- |  |

Individual Study Plan - Doctoral education

*Before filling in the individual study plan, the doctoral student and supervisor should take part of "Routines for annual follow-up and decision of individual study plan at doctoral level" as well as "Roles and division of responsibilities within doctoral education". The process of an individual study plan is described in general in the appendix to this document.*

# 1. Basic information

|  |  |
| --- | --- |
| Name: |  |
| Subject of doctoral education: |  |
| Department: |  |
|  |  |
| Date of meeting on the Study Plan: |  |
| Date of previous revision: |  |

# 2. Admission

*Specify which degree you are accepted towards and from* *what date*.

|  |  |  |
| --- | --- | --- |
| [ ]  | Admitted to licentiate degree, (at least 120 credits) |  |
| [ ]  | Admitted to doctoral degree, (240 credits) |  |
| [ ]  | Admitted towards later part dr. (after licentiate degree) |  |
| **General study plan:** |  |
| If applicable, date for transition to new general study plan |  |

# 3. Degree

*Enter the original planned date for the intended degree. For doctoral students admitted to doctoral degree, the planned date for a licentiate degree must also be stated. If the original date of the degree is changed, the new date shall be indicated when revising the Study Plan.*

|  |  |
| --- | --- |
| Revised date of licentiate seminar/mid-term seminar: |  |
| Original date of licentiate seminar/mid-term seminar: |  |
| Revised date of doctoral thesis defence: |  |
| Original date of doctoral thesis defence: |  |
| **Degree designation:***The degree designation that the doctoral student intends to apply for after completing the studies must be stated.* *For doctoral students who do not have a technical education from advanced level, a degree in philosophy is awarded.* |
|  | [ ]  | Technology | [ ]  | Philosophy |

# 4. Funding (specify only one option)

|  |  |  |
| --- | --- | --- |
| [ ]  | Industrial/corporate doctoral student |  |
| [ ]  | Scholarship |  |
| [ ]  | Employment as a lecturer |  |
| [ ]  | Employment as a doctoral student, enter the date: |  |
| [ ]  | Other funding, state which: |  |

# 5. Study activity

*Enter the calendar year and time distribution for the entire study time, both planned and outcome, as* ***a percentage*** *of full-time for different activities.*

* ***Research****: time for courses and scientific work.*
* ***Departmental duties****: for example, teaching.*
* ***Other****: leave, sick leave, parental leave, etc.*

***Please note*** *that the sum for each six months should be 100 percent.*

*Keep in mind that the study activity for research should correspond to four years of full-time studies*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Calendar year** | **Year** | **Research** | **Dept. duties** | **Other**  | **Total** |
| Y 1 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 2 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 3 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 4 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 5 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 6 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 7 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| Y 8 | 20XX | Spring |  |  |  |  |
| Fall |  |  |  |  |
| **Total** |  |  |  |   |

|  |
| --- |
| **Brief description of any deviation from the original timetable:***Description may form the basis for any future extension of employment.* |
|  |

# 6. Dissertation and course credits

*Specify the distribution between thesis and the course credits. The distribution between thesis and courses must comply with the requirements of the general syllabus. After each year, the outcome of the past year must be stated and checked with planned credits.*

*When crediting credits from previous admissions, this is stated under Y* *1.*

*Discuss whether the outcome of the thesis work corresponds to the work made during the year to ensure progress.*

*Please note that the doctoral student should not be expected to undertake work in, for example, research projects that do not concern the thesis or course work.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar year** | **Courses(hp)** | **Thesis (hp)** | **Total (hp)** |
| **Y 1** | 20XX |  |  |  |
| **Y 2** | 20XX |  |  |  |
| **Y 3** | 20XX |  |  |  |
| **Y 4** | 20XX |  |  |  |
| **Y 5** | 20XX |  |  |  |
| **Y 6** | 20XX |  |  |  |
| **Y 7** | 20XX |  |  |  |
| **Y 8** | 20XX |  |  |  |
| **Total** |  |  |  |

|  |  |
| --- | --- |
| [ ]  | The doctoral student and supervisors have agreed that the outcome calculated in higher education credits corresponds to the results achieved during the year. |

# 7. Departmental duties

# *Only filled in by employed doctoral students with teaching planned in the employment. Describe the departmental duties planned during the year and describe any changes in the previous year.*

|  |
| --- |
| **Brief description of the departmental duties** |
|  |

|  |  |
| --- | --- |
| [ ]  | The doctoral student and supervisors have agreed that the scope of departmental duties is reasonable in relation to the planned time. |

|  |
| --- |
| **Appointed teaching mentor***The Head of Education/Director of Studies is responsible for ensuring that the doctoral student involved in teaching is to be awarded a teaching mentor and receive support and advice for his/her teaching.* *Exceptions can be granted, for example, for graduate students employed as lecturers.* |
|  |

|  |
| --- |
| **Pedagogical education for doctoral students who are teaching***For doctoral students who are to participate in teaching, they must take an introductory course for new teachers (18 hours) before they start teaching*  |
| [ ]  Completed introductory course for new teachers (18 hours) |

# 8. Courses

*Enter planned, ongoing, and completed courses.*

*See which courses are compulsory in the current* *general study plan.*

*See which* courses *are registered* *in Ladok:*  [*https://www.student.ladok.se/student/app/studentwebb/*](https://www.student.ladok.se/student/app/studentwebb/)

*Completed courses are reported to* *fo.adm@bth.se*

*Initial course level is indicated according to undergraduate, advanced or doctoral level*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned courses** |  |  |  |  |
| *Course title* | *Hp* | *Initial course level*  | *School* | *Period* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ongoing courses** |  |  |  |  |
| *Course title* | *Hp* | *Initial course level* | *School* | *Period* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Completed courses** |  |  |  |  |
| *Course title* | *Hp* | *Initial course level* | *School* | *Examination date* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please note that the total number of credits shall be in line with the number specified below
6. Dissertation and course credits*

# 9. Scientific work

|  |
| --- |
| **Brief description of the main focus of the thesis work (max. 300 words)** |
|       |

|  |
| --- |
| **Brief description of the research work for the coming year (max. 300 words)** |
|       |

|  |
| --- |
| **Brief description of the research work of the past year** **(max. 300 words)** |
|       |

10. Publications

*Please provide a full reference for publications intended to be included in the thesis. Also enter preliminary reference information for publications that are planned to be included in the thesis. It is also possible to indicate other research production that is not planned to be included in the thesis*

*Enter index numbers and full reference for published conference articles, journal articles, book chapters, and technical reports according to: Author, Title, Conference/Journal/etcetera., (volume, number), pages, year.*

|  |
| --- |
| **Published by thesis contributions** |
|       |

|  |
| --- |
| **Unpublished thesis contributions** |
|       |

|  |
| --- |
| **Other research production not planned to be included in the thesis** |
|       |

|  |
| --- |
| **Publication of the dissertation***The doctoral student and supervisor are responsible for following the library's guidelines on publishing articles in connection with compilation theses.* *Describe the planning for the publication of the compilation thesis to ensure that the complete thesis is available well in advance of the intended public presentation of a licentiate or doctoral thesis.* |
|       |
| [ ]  | Doctoral student and supervisors has read and understood the library's guidelines for publishing the thesis |

# 11. Tutorial

*All supervisors of the graduate student as well as the examiner and the senior examiner selected by the doctoral student must be shown here.*

*A shorter description is made of the content of the supervision and how sufficient supervisor support is organized through the division of responsibilities within the supervisor group and the accessibility of the supervisors.*

|  |
| --- |
| **Examiner** |
|  |

|  |  |
| --- | --- |
| **Supervisor** | **Supervisor training** |
|  | [ ]  Yes No[ ]  |

|  |  |  |
| --- | --- | --- |
| **Supervisor** | **University if not BTH** | **Supervisor training** |
|  |  | [ ]  Yes No[ ]  |
|  |  | [ ]  Yes No[ ]  |
|  |  | [ ]  Yes No[ ]  |

|  |  |
| --- | --- |
| **Senior Reviewer** | **Supervisor training** |
|  | [ ]  Yes No[ ]  |

Briefly describe the division of work and responsibilities between the main supervisor and supervisor and any change in the division of tasks and responsibilities in the supervisor group.

Briefly describe the follow-up of supervision talks between the doctoral student and supervisor and the planned supervision for the coming year.

Availability of supervisors (hours/week).

|  |
| --- |
| **Career and work environment** *(Not needed in the first Study Plan)* |
| *It is recommended that questions about career opportunities and future work be held between a doctoral student and a supervisor.* |
| [ ]  | Conversations about career opportunities and future work have been conducted during the year |
|  |  |
| *It is recommended that questions about study situation and/or work environment be held between the doctoral student and the head of department or any person outside the supervisor group.* |
| [ ]  | Talks on study situation and/or work environment have been conducted during the year |

# 12. Goal achievement

*In each revision, the goal achievement shall support the doctoral student and supervisor to assess the education´s achievement and progression on the basis of the degree objectives of the Higher Education Ordinance.*

*Indicate whether the objective is considered fulfilled, partially fulfilled or not met, and write a brief justification for the assessment, and when the target is not met what is planned to meet it.*

*For doctoral students admitted to a licentiate degree, the objectives against licentiate degrees shall be taken into account. For doctoral students admitted to doctoral degree, the objectives against doctoral degrees must be taken into account, regardless of whether the licentiate degree is planned as an interim goal.*

*Goal achievement is not needed in the first Study Plan.*

**Goals licentiate degree**

(L1) Demonstrate knowledge and understanding in the field of research including current specialist knowledge in a limited area of this field as well as specialised knowledge of research methodology in general and the methods of the specific field of research in particular.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L2) Demonstrate the ability to identify and formulate issues with scholarly precision critically, autonomously and creatively, and to plan and use appropriate methods to undertake a limited piece of research and other qualified tasks within predetermined time frames in order to contribute to the formation of knowledge as well as to evaluate this work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L3) Demonstrate the ability in both national and international contexts to present and discuss research and research findings in speech and writing and in dialogue with the academic community and society in general

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L4) Demonstrate the skills required to participate autonomously in research and development work and to work autonomously in some other qualified capacity.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L5) Demonstrate the ability to make assessments of ethical aspects of his or her own research

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L6) Demonstrate insight into the possibilities and limitations of research, its role in society and the responsibility of the individual for how it is used

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(L7) Demonstrate the ability to identify the personal need for further knowledge and take responsibility for his or her ongoing learning.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

**Goals doctoral degree**

(D1) 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D2) Demonstrate familiarity with research methodology in general and the methods of the specific field of research in particular.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D3) 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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D4) 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 within predetermined time frames and to review and evaluate such work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D5) Demonstrate through a dissertation the ability to make a significant contribution to the formation of knowledge through his or her own research

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D6) 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 and society in general

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D7) Demonstrate the ability to identify the need for further knowledge

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D8) 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D9) Demonstrate intellectual autonomy and disciplinary rectitude as well as the ability to make assessments of research ethics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

(D10) 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [ ]  | Yes | [ ]  | No | [ ]  | Partly |

# 13. Signatures

*The individual study plan is an agreement between the doctoral student and the university. It is therefore important that everyone involved signs each time the syllabus is revised.*

*Commitments for all signatories according to "Roles and division of responsibilities in doctoral education".*

*The Study Plan is preferably digitally signed via* [*https://edusign.sunet.se/*](https://edusign.sunet.se/) *but name clarification should be stated below. After the syllabus is digitally signed, no changes can be made to the file.*

*The signed syllabus is sent to* *registrator@bth.se**.*

**Doctoral student**

|  |  |
| --- | --- |
| Doctoral student *name clarification* |  |

**Supervisor constellation and senior reviewer**

*The signature certifies that the above is correct and that follow-up talks on the individual study plan have been held with the doctoral student, main supervisor, all supervisors, examiner and senior reviewers.*

|  |  |  |
| --- | --- | --- |
| Examiner*name clarification* |  | Main supervisor*name clarification* |

|  |  |  |
| --- | --- | --- |
| Supervisor*name clarification* |  | Supervisor*name clarification* |

|  |  |  |
| --- | --- | --- |
| Senior Reviewer*name clarification* |  |  |

**Head of department**

*The head of department shall take part of the Study Plan as part of the responsibility for the ongoing systematic work environment work at the department*

|  |
| --- |
| Head of Department*name clarification* |

# Appendix - Process for individual study plan

**1. Register Study Plan**

Before the Study Plan can be signed and submitted for decision by the Dean, each Study Plan must be registered. The doctoral student should send an email to registrator@bth.se asking for a registration number. Enter your name, doctoral education subject and department. The registration number is written on the front page of the Study Plan and applies to this particular Study Plan.

### 2. Create or revise Study Plan

#### 2a. Upon admission

Upon admission, a Study Plan must be created by the graduate student together with the supervisor and examiner.

#### 2b. Annual revision

Study Plan shall be revised and updated annually by the doctoral student together with the examiner, supervisor and senior reviewer. Meetings for follow-up of the individual study plan must be completed no later than **15/2** annually.

#### 2c. Revision if necessary

Study Plan shall be revised and updated if necessary by the doctoral student together with the examiner, supervisor and the senior reviewer.

### 3. Submit ISP

#### 3a. Upon admission

No later than two months after the start of the doctoral studies, a completed Study Plan must be sent to the registrator@bth.se. This version of Study Plan is enough for the doctoral student and main supervisor to sign. Study Plan is reviewed by education and research administrators.

#### 3b. Annual revision

A revised Study Plan must be submitted to registrator@bth.se no later than **28/2.** This version of the Study Plan is enough for the doctoral student and main supervisors to sign. Study Plan is reviewed by education and research administrators.

**3c. Revision if necessary**

Study Plan shall be revised and updated if necessary by the doctoral student together with the supervisor and examiner and sent to the registrator@bth.se. This version of Study Plan is enough for the doctoral student and main supervisor to sign. Study Plan is reviewed by education and research administrators.

### 4. Sign Study Plan

After review, the Study Plan must be signed by all concerned. Study Plan is preferably digitally signed via <https://edusign.sunet.se/>. After Study Plan is digitally signed, no changes can be made to the document. The signed Study Plan is sent to registrator@bth.se.

**5. Decide Study Plan**

The dean responsible for the subject decides on the respective Study Plan. The Dean may decide to establish the ISP directly without amendment or decide to establish an amended if necessary.