Individual Study Plan

Third-cycle studies

**Doctoral student:**

**Research subject:**

**Department:**

**Date:**

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# Routines for the yearly progress meeting

**Background**

From the Higher Education Ordinance Ch. 6, § 29: An individual study plan must be prepared for each doctoral student. The plan shall include the university's and doctoral student's commitments and a schedule for the doctoral student's education. The plan will be decided upon consultation with the doctoral student and his or her supervisor.

The individual study plan shall be followed up regularly and after consultation with the doctoral student and his or her supervisor, revised by the university to the extent necessary. Training time may be extended only if there are special reasons for it. Such reasons may be leave due to illness, leave for service within the total defence or for commissions of trust within Unions and student organizations or parental leave. Regulation (2010: 1064).

**Guidelines**

The yearly progress meetings of individual study plans should normally be completed by February 15. A revised and signed study plan must be submitted by the doctoral student to [registrator@bth.se](mailto:registrator@bth.se) no later than February 28. Instructions for filling in the Individual Study Plan can be found in section 12 below.

The study plan must be signed by the doctoral student and the supervisor group, ie: examiner, all supervisors and senior researcher/reviewer (preferably a lecturer qualified as a docent, active at BTH but outside of the doctoral student´s own department) and by the director of studies (if the doctoral student has teaching as part of the departmental duty). All of the supervisors should participate in the meeting with the doctoral student, including the external reviewer.

The Dean responsible for the research subject decides on respective study plan. The Dean may decide to establish the study plan according to the submitted proposal or decide to establish a revised study plan (in accordance with § 29 "Changed by the university to the extent necessary").

**Work process**

Individual study plans with no changes/additions will be established per subject in a first round. Study plans with changes/additions needed will be established per subject in a second round. Any changes/additions must be made by the doctoral student in dialogue with the supervisor and the supervisor group. An updated version of the individual study plan must be submitted within three weeks.

In connection with the annual progress meetings of individual study plans, a follow-up of all doctoral students' activity status is also carried out. Inactive doctoral students are contacted for information on whether they are active, wishing to apply for a study break for a calendar year at a time or to terminate their studies.

# Admission and revision

|  |  |  |
| --- | --- | --- |
| **Admission (select one of the following)** | | **Date** |
|  | Admitted to a licentiate degree, (least 120 credits) |  |
|  | Admitted to a doctors degree, (240 credits) |  |
|  | Admitted to later part (after licentiate degree) |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Title of qualification[[1]](#footnote-1) and designation:** Examensbenämning  **General study syllabus** | |  |
| Date for the transition to a new general study syllabus | |  |
| (if applicable) | |  |
| **Type of funding (select one of the following)** | |  |
|  | Industry/corporate doctoral student |  |
|  | Scholarship |  |
|  | Employment as a lecturer |  |
|  | Employment as a doctoral student |  |
| Date for employment as a doctoral student | |  |
|  |  |  |
| **Degree** | |  |
| Original date planned for licentiate degree/half way seminar | |  |
| Revised date for licentiate degree/half way seminar | |  |
|  |  |  |
| Original date planned for defence of doctoral thesis | |  |
| Revised date for defence of doctoral thesis | |  |
| **Individual study plan** | |  |
| Individual study plan established | |  |
| Revision 1 | |  |
| Revision 2 | |  |
| Revision 3 | |  |
| Revision 4 | |  |

*If necessary, add more lines.*

# Plan and outcome



**Planned prolongation of time due to specific reasons:**

# Courses

*Specify courses according to: Title of the course, number of credits, university, education level (first, second or third cycle level), course date*

**Planned courses**

**Ongoing courses**

**Concluded courses**

# Thesis work

**Short description of the main aim of the thesis work (max. 300 words)**

**Short description of the coming year´s research work (max. 300 words)**

**Short description of last year´s research work (max. 300 words)**

Publications  
*State index number and complete reference for published conference papers, journal articles, book chapters and technical reports according to: Author, Title, Conference/Journal etc. (volume, number), pages, year.*

**Published thesis contributions**

**Non-published thesis contributions**

**Other research production not planned to be included in the Thesis**

# Supervision

|  |  |  |
| --- | --- | --- |
| Main supervisor: Name Supervisors’ training | | |
|  | | Yes  No |
| Supervisor: Name, university/organisation (if not BTH) | Supervisors’ training | |
| 1. | | Yes  No |
| 2. | | Yes  No |
| 3. | | Yes  No |
| Examiner: Name | | |
|  | |  |

Plan for the coming year

**Division of work and responsibility between main supervisor and supervisors:**

**Briefly describe how supervision is planned for the coming year:**

**Supervisors’ availability (days/month):**

**Total time spent by all supervisors (hours/week):**

Follow-up of previous year

**Follow-up of dialog regarding supervision between doctoral student and supervisor:**

**Describe changes, if any, of work and responsibility division within the supervisor group:**

# Goal attainment of education

**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 |

# Plan of service

*Plan of service is only filled in by employed doctoral students with teaching planned as part of the employment.*

**Brief description of the service:**

**Appointed teaching mentor:**

**Pedagogic education for doctoral students who teach**

*Doctoral students who are to participate in teaching is required to take an introductory course for teaching and learning in higher education (3 credits) before they start teaching.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Completed introductory course for teaching and learning in higher education (3 credits) |  | Yes |  | No |

# Plan of funding

*Plan of funding is only to be filled in at admission of a doctoral student to third-cycle education or at changes in the type of funding during the education.*

**Type of funding:**

|  |  |  |
| --- | --- | --- |
| Employment as doctoral student at BTH |  | Yes |
| Other employment at or outside of BTH |  | Yes |
| Scholarship funding[[2]](#footnote-2) |  | Yes |

**Specification of the type of funding:**

*The specification is written by the head of department and shall contain a description of how the department ensures the funding for the doctoral student throughout the education.*

# Commitments

**Doctoral student**

Commitments according to: “*Role descriptions in third-cycle education*” D258/17 and unless another agreement is made, the doctoral student is expected to:

* participate in and contribute to the research environment that the student is part of,
* participate in research project meetings, if applicable,
* carry out regular meetings and follow-ups in accordance with the examiner’s and the supervisors’ requests,
* have regular contact with her/his supervisors
* answer emails, text messages, etc., from the examiner and the supervisors speedily,
* if the doctoral student is employed at BTH, the doctoral student is expected to, in addition to the above, participate in and contribute to a functioning work environment at the department. This includes the departmental duties that may occur, for example in the form of teaching, where the third-cycle student among other things is expected to be available for her/his students but also take part in department meetings.

**Examiner**

Commitments according to: “*Role descriptions in third-cycle education*” D258/17.

**Main supervisor**

Commitments according to: ”*Role descriptions in third-cycle education*” D258/17.

**Supervisor**

Commitments according to: “*Role descriptions in third-cycle education*” D258/17.

**Head of department**

Regarding costs, such as, expenses for offices, labs and expenses related to conference travel will as long as nothing else has been agreed upon be charged to account for which the head of department is responsible. The department where the supervisor works is responsible for expenses related to supervision.

**Education responsible/Director of studies for first- and second cycle education**

Each doctoral student who participates in teaching, is assigned a teaching mentor for support and advice in their teaching. Exceptions can be made if a doctoral student is also employed as a lecturer.

**Senior reviewer**

Commitments according to: ”*Role descriptions in third-cycle education*” D258/17.

# Signatures

*The individual study plan is an agreement between the doctoral student and the university via her/his supervisors and examiner. It is therefore important that every participant sign the plan after each revision.*

**Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Doctoral student  [name] |  | Examiner (if not same as main supervisor)  [name] |

|  |  |  |
| --- | --- | --- |
| Main supervisor  [name] |  | Supervisor  [name] |

|  |  |  |
| --- | --- | --- |
| Supervisor  [name] |  | Head of department  [name] |

|  |  |  |
| --- | --- | --- |
| Education responsible/Director of studies [name] |  | Senior reviewer  [name] |

# Instructions for filling in the study plan

**1. Routines for the yearly progress meeting and decision**

Routines for the yearly progress meeting and decision cites the determined guidelines for the individual study plan process.

**2. Admission and revision**

State what degree you are admitted to and from what date. State the title of qualification you aim to apply for after completed studies. BTH generally issues degrees at the third cycle level with the designation “*teknologie lientiatexamen*” or “*teknologie doktorsexamen*”. Compare with the general study syllabus in your subject.

Transfer to a new general study syllabus only apply to doctoral students admitted before 2016-07-01 who applied for a transfer to a new general study syllabus in the subject.

Type of funding is meant to give information about what type of funding should be reported to Statistics Sweden (SCB).

State the original date planned for intended degree. Doctoral students admitted to a doctoral degree shall state the date for planned licentiate degree as well as doctoral degree. At revision, state all changes of the original date, if any.

State the date of establishment of the first ISP and after that all revision dates.

**3. Time schedule**

State the actual outcome and the planning for the coming year.

The upper table states the activity in the programme. The planned activity is stated in percent and the actual outcome, i.e. the spent working hours is stated in hours.

Table two automatically calculates the planned working hours and the actual activity in the programme in percent.

The performance in the programme calculated in higher education credits (hp) is specified in the lower table.

Report annually. If you are admitted to later part towards doctoral degree and have a licentiate degree from BTH; also report the previous results from admission to a licentiate degree. If you are admitted to later part and have a licentiate degree from another university; report the approved credits for transfer from your previous education.

State the distribution of time for the entire time of study, in percent of full time for the various activities. *Research*: time for courses and thesis work. *Dep. duties*: teaching. *Absence*: leave, sick-leave, parental leave etc. ***Observe that the sum for each year should always be 100 percent.***

For a doctoral student with an employment at BTH the normal time planned for research is 80 percent and 20 percent is planned for teaching.

Annual working hours for full-time are 1756, 1732 or 1700 hours depending on your age.

* Up to and including the year you reach 29 years = 1756 h/year
* From the year you turn 30 years and until you turn 39 = 1732 h/year
* From the year you turn 40 years = 1700 h/year

Calculate the year’s working hours if you don’t work the entire year.

An example is stated below for a doctoral student, between the ages of 30-39, with an employment at BTH who fills in the second year as doctoral student. The person was accepted February 1st 2001 and the plan is for five years research studies with teaching at 20 percent. The result for the first year was more research and less teaching than originally planned. Observe that changes may be necessary for the plan for the coming years.



State the distribution between thesis credits and course credits. The distribution between thesis and courses should relate to the requirements in the general study syllabus. After every year the previous year’s outcome should be stated and checked against the plan. Observe that in the example above more course credits than planned have been accredited and a revision of the plan for the coming years may be necessary.

The period of study can only be extended due to specific reasons according to the higher education ordinance (6 kap. § 29): Such grounds may comprise leave of absence because of illness, parental leave, or an elected position in a student organization. If the date for planned licentiate degree or doctor degree are revised, the reasons for this shall be described under planned prolongation of time due to specific reasons.

**4. Courses**

The extent of the courses may vary and should be checked against the demands in the general study syllabus for the subject. Note that the number of credits shall correspond to the number stated under 3.

State the planned, ongoing and concluded courses. Also state the completed compulsory modules to be included in the research education. Any transfer of courses shall be clear by stating information about university and date.

**5. Scientific work**

A brief description of the thesis and a short description of the research work for the coming and past year shall be presented here.

State the complete reference for publications to be included in the thesis. Also state preliminary reference information for publications planned to be included in the thesis. You can also chose to state other research production not to be included in the thesis.

State information about completed or planned conferences.

**6. Supervision**

All supervisors who is or has been supervisor to the doctoral student and examiner should be stated here. For a new supervisor, state the starting date, and for previous supervisors state the starting date as well as end date.

The availability of the supervisors expressed in days per month shall be specified together with the time spent by all supervisors each week.

A brief description of the content of the supervision is made here, and how sufficient supervision support is organized through the division of responsibility within the supervisor team.

The main supervisor shall have undergone training for supervision in third-cycle education.

**7. Goal attainment**

At each revision the goal attainment should be a support for the doctoral student and supervisor to assess the attainment of goals and the progression of the education based on the objectives in the higher education ordinance. State if the goal can be considered to be attained or not and, if applicable, what is needed to fulfil it.

For doctoral students admitted to the degree of Licentiate, the goals towards a licentiate degree should be considered. For doctoral students admitted to the degree of Doctor, the goals towards a degree of Doctor should be considered, even if a licentiate is planned as a half way point.

Goal attainment does not need to be completed in connection to a new admission.

**8. Plan of service**

Describe the departmental duty planned during the year and account any changes made during the past year.

BTH’s program and action plan for quality work states that doctoral students who are expected to participate in teaching is required to, within 12 months of employment, undergo the first part (3 credits) of higher education pedagogy - introductory course (7.5 credits). Depending on the applicable general syllabus, the student may credit the higher education pedagogy course as coursework for the studies or count the course as in-service training.

BTH’s program and action plan for quality work states that doctoral students who are involved in teaching should be assigned a teaching mentor and thereby get support and advice for their teaching.

**9. Plan of funding**

The plan of funding is filled in only before admission of third-cycle studies as well as in case of any changes in the form of funding during the time of study.

The head of department shall specify how the department ensures the funding throughout the education.

**10. Undertakings**

This describes the undertakings of the signing parties.

**11. Signatures**

Signatures can be submitted in two different ways:

1. By signature with a pen.

2. By electronic signature in Word connected to Microsoft Office Signature Line or in Adobe Acrobat.

For all the above applies that date and name should be clearly stated.

1. *BTH generally issues degrees at the third cycle level with the designation ”teknologie”. Compare with your General Study Syllabus.* [↑](#footnote-ref-1)
2. Observe the guidelines at BTH regarding scholarship funding, ”Lägsta ekonomiska nivå för antagning av externt stipendiefinansierade forskarstudenter” [↑](#footnote-ref-2)