



HÖGSKOLAN
I HALMSTAD

Rules for Planning and follow-up of the Doctoral Student's Education and Individual Study Plan

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Note! This is a translation of the document "Regler för planering och uppföljning av doktorandens utbildning och den individuella studieplanen." The Swedish version of the document is the officially approved text, and its wording takes precedence in cases of discrepancy



Purpose

The purpose of this document is to establish the rules concerning the planning and follow-up of the doctoral student's education and the individual study plan at Halmstad University.

The target group of this document includes all parties involved in the individual study plan process in doctoral education, particularly doctoral students, supervisors, directors of studies, and decision-makers.

Background

These rules are based on the Higher Education Ordinance (1993:100) and are supplemented by local regulations.

From Chapter 6, Section 29 of the Higher Education Ordinance: An individual study plan must be drawn up for each third-cycle student. This plan must include the obligations of the third-cycle student and the higher education institution and a timetable for the third-cycle student's study programme. The plan must be adopted after consultation between the third-cycle student and their supervisors.

The individual study plan must be reviewed regularly and amended by the higher education institution as necessary and after consultation with the third-cycle student and their supervisors. The period of study may only be extended if there are special grounds for doing so. Such grounds may comprise leave of absence because of illness, leave of absence for service in the Swedish defence forces or an elected position in a trade union or student organisation, or parental leave. Ordinance (2010:1064).

Rules for Planning and follow-up of the Doctoral Student's Education and Individual Study Plan

General Information on the Individual Study Plan

All doctoral students must have an individual study plan (ISP) that is updated at least once a year. The individual study plan should serve as a guiding instrument for the entire education, ensuring that studies are carried out and followed up effectively. The commitments in the individual study plan must be adhered to by all parties involved throughout the period. The planning should be realistic, and the follow-up should show how the studies progress and how each party meets their commitments. Documentation in the individual study plan is important from many perspectives, for example, to highlight any deviations. The study plan may also have legal significance, especially if the withdrawal of resources becomes a consideration. See the Guidelines for the Withdrawal of Resources for Doctoral Students (in Swedish: Riktlinjer för indragning av resurser för forskarstudier) for more information. All individual study plans must be created using the IT tool provided by the University.

Establishing, follow-up and updating the Individual Study Plan

The principal supervisor is responsible for ensuring that an individual study plan is in place for the doctoral student and that it is established no later than three months after the start of the student's studies. The principal supervisor is responsible, in collaboration with the doctoral student, for developing, working on, and quality-assuring the contents of the individual study plan.

The individual study plan must be prepared in consultation with the doctoral student and the principal supervisor and is approved by the head of the School.

The director of studies for each field with degree-awarding authority at the doctoral level is responsible for ensuring that annual follow-up meetings for individual doctoral students are held in connection with the update of the individual study plan. The director of studies, the doctoral student's principal supervisor, at least one second supervisor, and the doctoral student must participate in the annual study follow-up. The principal supervisor is responsible for updating the individual study plan.

Reporting Issues in the Individual Study Plan

If the doctoral student or supervisor signals issues within the doctoral education in the individual study plan, corrective actions must be documented in the individual study plan. The plan should clearly state what needs to be addressed within the doctoral education, when it should be addressed, and who is responsible for the different parts of the corrective actions. The director of studies may refer the individual study plan to the Committee for Doctoral Education at Halmstad University for discussion if needed.

A decision may be made for more frequent follow-up meetings for an individual doctoral student.

Process for the Individual Study Plan at the Schools

Each School offering doctoral education must have a description of how the process for the individual study plan is conducted at the School. This description should be presented to the

Committee for Doctoral Education. The School's process description should be based on these rules. This is part of the quality assurance for doctoral education at the University.

Contents of the Individual Study Plan

All individual study plans must be documented in accordance with the guidelines outlined in the Guide for Individual Study Plan (ISP).