**Följande information skickas ut i Doktorandnytt 26/1-2021 och i KI-nytt 28/1-2021:**

**Digital individuell studieplan (ISP) lanseras på KI 1 februari**

Institutionerna informerar sina doktorander och handledare hur systemet kommer att införas på institutionen.

• Samtliga institutioner ska börja använda digital ISP för doktorander antagna från 1 februari 2021.

• Övriga doktorander för över sin ISP från papper till det digitala systemet i samband med nästkommande årliga uppföljning eller halvtidskontroll, dock senast i december 2021.

• Doktorander som räknar med att disputera senast vårterminen 2022 kan välja själva om de vill använda ISP-systemet eller ej.

Information om ISP, manualer och övrig support på [medarbetarportalen](https://medarbetare.ki.se/isp-individuell-studieplan)

**Digital Individual Study Plan (ISP) is launched at KI 1st February**

Departments will inform their doctoral students and supervisors how the implementation of the system will be conducted within their department.

• All doctoral students admitted from February 2021 must use the ISP-system.

• Doctoral students with study plans on paper must transfer the content to the ISP system during 2021.

• Doctoral students who expect to defend their thesis at the latest during spring semester 2022 can use the ISP system or keep their paper version if they so choose.

Information about the ISP, user manuals and other support functions at the [staff portal](https://staff.ki.se/isp-individual-study-plan)

Ni på institutioner kan uppdatera eller fylla på med information efter sina egna önskemål:

1. E-mail about ISP for newly admitted doctoral students:

**ISP – Individual Study Plan**

Dear *doctoral student* and *principal supervisor*,

As you have now been registered as a doctoral student within the Department of XXX, you have been granted access to the ISP-system. The principal supervisor should create and save a new digital ISP. Thereafter, you can write the ISP together. The ISP must be submitted in the ISP-system within 1 month after admission.

**Note:** A principal supervisor can only create an ISP if the doctoral student has an activated KI-ID.

For login, guides and information about the ISP, visit the ISP webpage: [*https://staff.ki.se/isp-individual-study-plan*](https://staff.ki.se/isp-individual-study-plan-0)

**ISP - Individuell studieplan**

Hej *doktorand* och *huvudhandledare*,

Du har nyligen registrerats som doktorand vid Institutionen för XXX och har fått behörighet till ISP-systemet. Huvudhandledare behöver skapa och spara en digital individuell studieplan (ISP). Därefter ska ni skriva ISP tillsammans. ISP måste skickas in i systemet senast en månad efter antagning.

**Notera:** huvudhandledare kan endast skapa en ny ISP om doktorand har aktiverat sitt KI-ID.

Inloggning, instruktioner och information om ISP:[*https://medarbetare.ki.se/isp-individuell-studieplan*](https://medarbetare.ki.se/isp-individuell-studieplan)

1. E-mail for all currently registered doctoral students and principal supervisors at your department - send after 1st of February 2021:

**ISP - Individual Study Plan**

Dear all (doctoral students and principal supervisors),

In February 2021 the digital ISP is launched at all KI departments. All doctoral students admitted from February 2021 must use the ISP-system directly after their admission. All current doctoral students must start using the ISP-system at the time of their next annual follow-up or half-time review, but **no later than December 2021**.

You need to contact your departmental Study Administrator approximately 1 month before your next planned annual follow-up or half-time review. The Study Administrator will grant access to the ISP-system in order for your principal supervisor to be able to create a digital ISP. Thereafter, the doctoral student and the principal supervisor should write the ISP together. The ISP must be submitted in the ISP-system within 1 month after the ISP is created.

Doctoral students who plan to defend their thesis during Spring 2022 can choose if they want to use the ISP-system or not.

For login, manuals and information about the ISP, visit the ISP webpage: [*https://staff.ki.se/isp-individual-study-plan*](https://staff.ki.se/isp-individual-study-plan-0)