

Information to users about the usage of the ISP system for the KI-KTH joint PhD programme

1. The overall structure of our collaboration in the ISP system

For the joint doctoral students in the collaboration, the individual study plan is drawn up in KTH's ISP system, regardless of which higher education institution is the home university. This means that the supervisors, administrators, and directors of studies at KI will need access to KTH's ISP system, see Appendix 1.

The principal supervisor creates the study plan, see figure 1. After the creation of the study plan, the student and the principal supervisor cooperate to shape the study plan in the Created mode, where the study plan can be edited by both the doctoral student and the principal supervisor without having to be sent back and forth between the two.

After the study plan has been approved by the doctoral student, it continues downstream in the approval flow, see figure 1. The study plan has to be approved, in order, by the student, principal supervisor, director of studies at KI, the KTH administrator of third-cycle education, and lastly the establisher of the study plan at KTH for it to be established. If there is a comment on the study plan, it is passed back to the student for revision and the approval process is restarted.

KI-KTH joint doctoral students must have a study plan that is established by both KI and KTH. The establishment is done by the director of studies at KI and the person responsible for postgraduate education at KTH (or another appointed person).

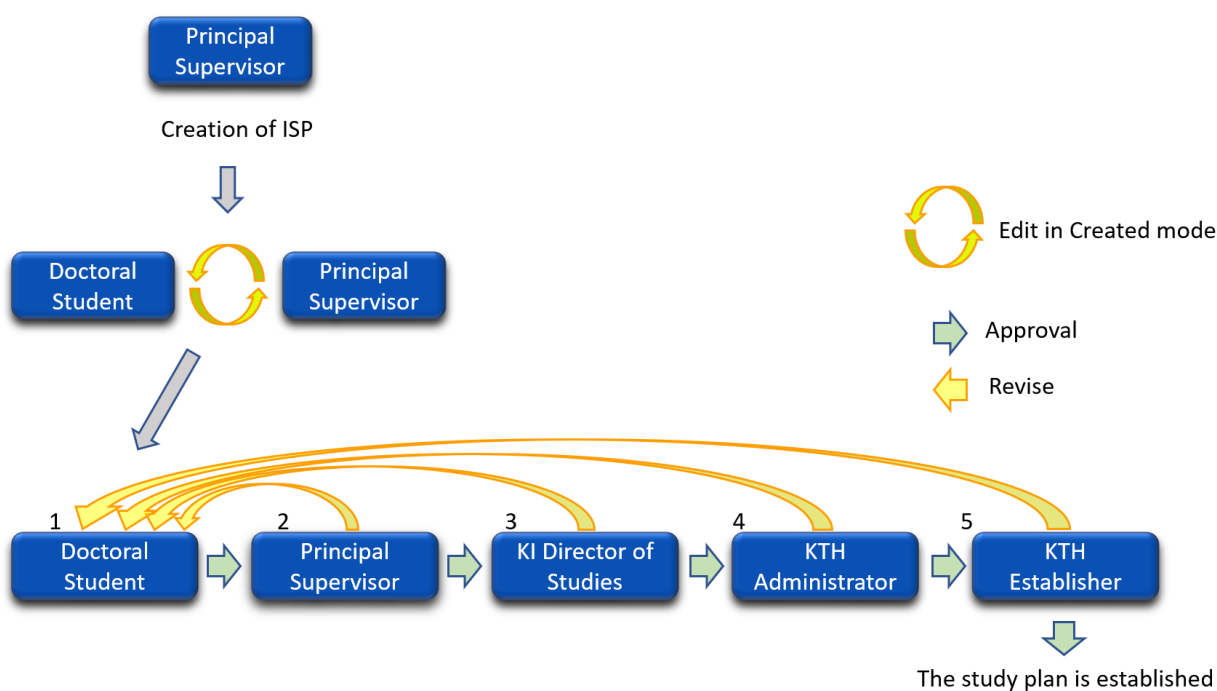


Figure 1. The approval flow is illustrated with the different roles 1-5. The principal supervisor may belong to either KI or KTH whereas role 3 is always the KI director of studies, and roles 4 and 5 are administered by KTH.

The roles in the approval flow of figure 1 are:

1. Doctoral student (admitted to both KI and KTH).
2. The principal supervisor, who always belongs to the home university and can therefore be either a resident of KI or KTH.
3. Director of studies at the doctoral student's department at KI. The director of studies' approval in the flow means that KI has participated in establishing the study plan.
4. Administrator of third-cycle education at the current school at KTH.
5. Establisher, the director of third-cycle education at the KTH CBH school. The establisher can also be any other person appointed by the CBH school.

Other roles not shown in figure 1:

- Assistant supervisors, who after being added to the study plan, can view the study plan.
- Administrators of third-cycle education at the doctoral student's department at KI are able to view the study plans after they have been added to the system.

Access to the KTH ISP system is obtained by requesting a login from the administrators at KTH by emailing phdadmin@cbh.kth.se. Appendix 1 provides a more detailed description of the routine for requesting an account. Appendix 2 includes a link to the manual for KTH's ISP system and the email address for the support.

General ISP rules and routines may differ between the two universities, but the same rules should apply to the study plans in the collaboration, for example, KI's rule that the study plan should be filled out 1 month after admission, and be established 3 months after admission are in effect regardless of the home university.

2. The study plan – documentation

Below is a guide on how to complete fields that require input specific to the KI-KTH programme. Note that the KI and KTH ISP systems are similar but sometimes headings and other text may differ, see Appendix 3.

1. Basic information

Organization

To be filled out by the principal supervisor:

1. Participating departments and/or divisions: Enter the KI department to which the doctoral student is admitted.
2. Other participating institutes of higher education and organizations: Write *Karolinska Institutet* and *Educational collaboration: MDTE01*.

Participating departments and/or divisions

Department of Clinical Science, Intervention and Technology at Karolinska Institutet.

Other participating institutes of higher education and organizations

Karolinska Institutet
Educational collaboration: MDTE01

Education: General study syllabus and subject

In the field *Information about the general study syllabus* the document number (dnr) of the collaboration agreement for the respective university as well as the document number for the KI Medical Science syllabus should be entered:

KI dnr: 5-58/2020 and 3-225/2017

KTH dnr: V-2020-0695

<https://www.kth.se/en/ki-kth-doktorand/dokument/blanketter-och-dokument>

Information about the general study syllabus

KI dnr: 5-58/2020 and 3-225/2017

KTH dnr: V-2020-0695

<https://www.kth.se/en/ki-kth-doktorand/dokument/blanketter-och-dokument>

2. Degree of activity and funding

KI and KTH split the activity in Ladok, so for full-time studies 50% is registered in KI's Ladok system, and 50% is registered in KTH's Ladok system.

In the ISP system, the field *Current rate of study* retrieves activity data only from KTH's Ladok system (50%), and therefore the principal supervisor should document in the free text that the doctoral student also has 50% activity with KI, eg. "The doctoral student has 50% activity at KI besides the 50% activity at KTH, so a total of 100%". Similarly, the aggregated field *Total current study period used* only retrieves data from KTH's Ladok, and so will show about half of the correct number, see below. This can be documented as "Total current study period used does not account for the entire study period since data from KI's Ladok is not included."

- Current rate of study (from Ladok) (14)

Year	Semester		Comment
2022	Autumn	50%	The doctoral student has 50% activity at KI beside the 50% activity at KTH, so a total of 100%

Total current study period used (%) - Ladok

6,25

Comment

"Total current study period used" does not account for the entire study period since data from KI's Ladok is not included

3. Courses and conferences

Courses that are registered as completed in KI's Ladok will not be retrieved by the KTH ISP. Therefore, the courses under *3.1 Planned Courses* will be left there when completed (instead of removed), and the principal supervisor need to write a free-text comment that the course has been completed at KI, for example, Course completed at KI in March 2021:

3.1 Planned courses [?]

Compulsory courses within third-cycle studies (3)

Course code ABC123	Course Test course		
HEC 7.5	Level Third Cycle	Year 2022	Semester Spring
Comment Course completed at KI in March 2021			

4. Supervision and examination

Responsible supervisor at the home university

Under *4.1 Principal supervisor* in the field *Forms of supervision/Plan for supervision* the text *Responsible supervisor at home university* should be entered.

4. Supervision and examination

4.1 Principal supervisor (to be filled in by the principal supervisor) [?]

Name

Title

School

CBH/School of CBH

Section, unit or equivalent

E-mail *

Docent (Reader)/equivalent

Yes No Not specified

Completed formal training in supervision/equivalent

Yes No Not specified

KTH does not use this field

Forms of supervision/Plan for supervision [?]

Responsible supervisor at home university

Responsible supervisor at the partner university

The responsible supervisor at the partner university is added as an assistant supervisor in the ISP system. The principal supervisor documents that the person has this assignment through commenting *Responsible supervisor at partner university* under *Forms of supervision/Plan for supervision*: in 4.2.

4.2 Assistant supervisor (to be filled in by the principal supervisor) (1) ?

Name [Redacted]	Title [Redacted]
School CBH/School of CBH	Section, unit or equivalent [Redacted]
E-mail [Redacted]	Docent (Reader)/equivalent <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not specified
Completed formal training in supervision/equivalent <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not specified	
Current position and employer [Redacted]	
Forms of supervision/Plan for supervision Responsible supervisor at partner university	

To find the right supervisor, first choose the school and then press *Filter*. A list with all the school's users with supervisor permission will appear below, and it is then possible to use the search function under *Full name* to find the correct user, and lastly press *Choose*. Note that the system lists KI staff under KTH's CBH School. If the supervisor is not to be found in the list, it may be because their ISP account has not yet been created.

Choose assistant supervisor

Search filter

Faculty
KTH Royal Institute of Technology

School
CBH/School of CBH

Users

Showing 1 - 10 of 425 (2447) << < 1 2 3 4 5 6 7 8 9 10 > >> 10

User name ↑	Full name ↑↓	Faculty	School	Type ↑↓	Action
[Redacted]	[Redacted]	KTH Royal Institute of Technology	CBH/School of CBH	External	<input type="button" value="Choose"/>
[Redacted]	[Redacted]	KTH Royal Institute of Technology	CBH/School of CBH	External	<input checked="" type="button" value="Choose"/>

4.3 Programme director/Director of studies

In the box 4.3 the KI director of studies responsible for the student should be chosen. Note that it is not the programme director at KTH that should be chosen but the director of studies at KI. This is important as it is the person in 4.3 that will have role 3 (KI director of studies) in the approval flow.

4.3 Programme director/Director of studies

-- value missing --

[+ Add programme director/director of studies](#)

To find the right director of studies, first, choose the CBH school and then press *Filter*. A list of all the school's users who have the director's permission will appear below. It is then possible to use the search function under *Full name* to find the correct user, and lastly press *Choose*. Note that the system lists KI staff under KTH's CBH School. If the director is not to be found on the list, it may be because their ISP account has not yet been created and they must be informed to request an account.

Choose programme director/director of studies

Search filter

Faculty
KTH Royal Institute of Technology

School
CBH/School of CBH

[Filter](#) [Clear](#)

Users

Showing 1 - 9 of 9 (77) << < 1 > >> 10 ▾

User name ↑	Full name ↑↓	Faculty	School	Type ↑↓	Action
		KTH Royal Institute of Technology	CBH/School of CBH	External	Choose
		KTH Royal Institute of Technology	CBH/School of CBH	External	Choose

Note that the information in the field *School* will display as *CBH/School of CBH* regardless of which institution the KI director of studies director belongs to. Coordinates for the KI director of studies can be entered in *Section, unit or equivalent*.

4.3 Programme director/Director of studies

Name Xxx Yyy	Title
School CBH/School of CBH	Section, unit or equivalent
E-mail	

Appendix 1: Access to the KI-KTH ISP system and routines to create accounts

Since the KI-KTH ISP system is a part of KTH's ISP system, new users from KI need an account in this system. To request login credentials for KTH's ISP system, contact the administrators of the third-cycle education at KTH's CHB school via phdadmin@cbh.kth.se. This request can be made when a doctoral student has been admitted. Supervisors should in their request state that they are supervisors and provide their name, email address, and the doctoral student's name. Directors of studies and administrators should include their name and role in the request.

External login to the KI-KTH electronic ISP system for KI employees is done via the following link: <https://eisp.sys.kth.se/isp/externalLogin>.

On the following page, there is a more detailed description of the process for creating ISP accounts, intended for administrators. Depending on the user's affiliation and previous access rights, either routine A or B should be followed."

Admission

The doctoral student is admitted to both universities

**A. The principal supervisor has a Ladok account at KTH**

If the principal supervisor already has a Ladok account at KTH, they will use this.

B. A special Ladok account is created for the principal supervisor at KTH

KTH documents all principal supervisors including external, in Ladok. A special Ladok account is therefore created for the principal supervisor in the KTH Ladok for documentation purposes only.

If the principal supervisor does not have a KTH Ladok account, the administrators at CBH must be notified about this at phdadmin@cbh.kth.se, and they then inform the Ladok group at ladok@kth.se who creates the account.

**A. The principal supervisor has an ISP account at KTH (role 2)**

If the principal supervisor already has an ISP account at KTH, they will use this.

B. An ISP account at KTH is created for the principal supervisor (role 2)

If the principal supervisor does not have a KTH ISP account, the administrators at CBH must be notified about this at phdadmin@cbh.kth.se, they then order an external ISP account via the ISP web page.

**ISP account for the assistant supervisor(s)**

The routine is the same as for the principal supervisor, meaning that if they do not have an ISP account at KTH, one must be created.

**A. The director of studies at KI has an ISP account at KTH (role 3)**

If the director of studies at KI already has an ISP account at KTH, they will use this.

B. An ISP account at KTH is created for the director of studies (role 3)

If the director of studies at KI does not have a KTH ISP account, the administrators at CBH must be notified about this at phdadmin@cbh.kth.se, they then order an external ISP account via the ISP web page.

An ISP account at KTH is created for the KI Administrator of third-cycle education (role 4)

The administrators at CBH must be notified about the need for an account with observer permission for the subject Medical Technology MEDICINT at phdadmin@cbh.kth.se, and they then order an external ISP account with observer permission via the ISP web page.

The ISP support creates the account with that permission and notifies the KI Administrator of third-cycle education and the administrators at CBH that this is done.

Appendix 2: Useful addresses and links

Questions concerning KTH's ISP system: e-isp@kth.se

Questions concerning administration of doctoral studies at KTH: phdadmin@cbh.kth.se

Links:

For questions regarding KI's doctoral education, email the director of studies or the administrative officers at the KI department:

<https://medarbetare.ki.se/kontakt-studierektorer-och-administratorer-for-forskarutbildning>

Manual for KTH's ISP-system:

<https://intra.kth.se/en/utbildning/systemstod/eisp/isp-individuella-studieplaner-for-doktorander>

Information about the KI-KTH:s joint PhD programme:

<https://www.kth.se/en/ki-kth-doktorand/gemensamt-forskarutbildningsprogram-inom-medicinsk-teknologi>

Appendix 3: Headings and texts that differ in the ISP systems of KI and KTH

"X" means that the field does not exist at that university

Comments are written in square brackets []

Fields that are filled in automatically after the study plan is established

KTH	KI
Individual study plan for postgraduate studies	Individual study plan for doctoral studies
Agreement doctoral student	Doctoral student
Agreement principal supervisor	Principal supervisor
Established by Director of third cycle education	Established by (study director)

Chapter 1. Basic information

KTH	KI
Faculty	University
School	Department
Specialisation	Division, section or unit
Doctoral programme [Comment: located under Education]	Doctoral Programme [Comment: located under Organisation]
Participating departments and/or divisions	X
Other participating institutes of higher education and organizations	Other participating universities or organizations, if any
X	Research school
Intending to obtain licentiate degree	Registered for Licentiate degree
Intending to obtain doctoral degree	Registered for Doctoral degree
Information about the general study syllabus	General syllabus (ref. no.)
The doctoral student has read the general study syllabus	The doctoral student has read the general syllabus and 'Rules for doctoral education'

Chapter 2

KTH	KI
Degree of activity and Funding	Time plan and financial support
Current rate of study (from Ladok)	Previous study activity
Work achieved so far in % of the requirements for the degree (filled in by the principal supervisor)	X
X	Date for ISP-seminar

X	Planned half-time review (semester) or date for completed half-time review (yy-mm-dd)
Total current study period used (%) - Ladok	Percentage of completed doctoral education.
X [Comment: If the user clicks "Yes" under "Intending to obtain licentiate degree" or "Intending to obtain doctoral degree" in the KTH system, menus are opened to fill out Year and Semester.]	Planned date for defending thesis
Planned degree of activity	Planned study activity
2.2 Funding	2.2 Financial support/Employment
Current funding (from Ladok)	Previous financial support
Planned funding (to be filled in by the principal supervisor)	Planned financial support/employment
2.3 Departmental duties: to date and planned	2.3 Departmental duties
2.4 Past and present leaves/assignments that constitute grounds for extensions/special reasons	2.4 Approved leave from studies
2.5 Available fixed resources	2.5 Available resources

Chapter 3

KTH	KI
Courses and conferences	Courses and other educational activities
Compulsory courses within third-cycle studies	Obligatory courses
Elective courses within third-cycle studies	Other courses
3.2 Completed courses	3.2 Completed courses and credit-bearing educational activities
3.2.2 Higher education qualification on research level exists	3.3 Previous doctoral exam
3.3 Planned and completed participation at conferences	3.4 Planned international conferences
3.4 Planned and completed activities, including international participation	3.5 International participation (after completion)
3.5 Planned and completed seminars	3.6 Planned participation in seminars and other credit-bearing activities

Chapter 4

KTH	KI
Supervision and examination	Supervisors and responsibilities
School	Department
[Comment: this field is normally not used by KTH, but can be used in this collaboration if so desired. The heading will however be the same as today, namely "KTH does not use this field."]	Current employer (if employed outside Karolinska Institutet)
Forms of supervision/Plan for supervision	Description of supervision and responsibilities
4.5 Allocation of supervisory contribution	% av handledarinsats (av totalt 100%)
[Comment: The allocation of the work of all the supervisors is collected in one place]	[Comment: There is one field for each of the supervisors]
Other planned commitments limiting the Principal supervisor's availability	X
4.2 Assistant supervisor (to be filled in by the principal supervisor)	4.2 Co-supervisors
School	Department
Docent (Reader)/equivalent	Docent, professor or equivalent
X	The co-supervisor has agreed on their responsibility and contribution to the doctoral education as described below.
Completed formal training in supervision/equivalent	X
Current position and employer	Current employer (if employed outside of Karolinska Institutet)
Forms of supervision/Plan for supervision	Description of planned supervision and responsibilities
Other planned commitments limiting the assistant supervisor's availability	X
4.3 Programme director/Director of studies	4.3 Director of doctoral education at the department
School	Department
4.4 Additional persons	4.4 Mentor
X	Is mentor appointed? (yes / no)
X	Year and semester when the mentor was appointed
X	Comment
X	Comment
Current employment and employer	Current employer
X	Has expectations regarding mentorship been discussed? (yes or no)
Name	X
Title	X
E-mail	X
Phone	X

Role and availability	X
X	4.5 Comment regarding supervision
[Comment: For "4.5 Allocation of supervisory contribution," see above]	

Chapter 5

KTH	KI
Thesis	Doctoral project
5.1 Title of the thesis or doctoral project	5.1 Title of doctoral project
5.2 Description of thesis or doctoral project	5.2 Brief description of the doctoral project
5.3 Planned form of thesis	5.3 Type of thesis
5.4 Research plan for the next 12-month period	X
5.5 Thesis work in progress	5.4 Planned and ongoing subprojects
5.6 Parts of the thesis/component papers completed	5.5 Completed subprojects
X	5.6 Accepted/published manuscripts
5.7 Deviations from previous study plan	5.7 Description of changes in the doctoral project

Chapter 6

KTH	KI
Meetings	Follow-up meetings
6.1 Progress meetings	6.1 Yearly follow-up meetings with principal supervisor
6.2 Supervisory meetings	6.2 Other follow-up meetings

Chapter 7. Comments

KTH	KI
7.1 Doctoral student comments	7.1 Doctoral student
7.2 Principal supervisor comments	7.2 Principal supervisor
7.3 Programme director/Director of studies comments	7.3 Study director

Chapter 8

KTH	KI
Approvals	Ethical permits
8.1 Permits required	Ethical permits required (yes / no)
Ethical trial required	Ethical permit will be applied for
Notification of processing of personal data (GDPR) required	Processing of personal data will be included
Indicate which approvals have been applied for and granted	8.1 Approved ethical permits

Chapter 9

KTH	KI
Degree objectives	Degree outcomes
<p>Scope: A Degree of Doctor is awarded after the third-cycle student has completed a study programme of 240 credits in a subject in which third-cycle teaching is offered.</p> <p>General Qualifications: Degree of Doctor, The Higher Education Ordinance, Annex 2, Qualifications Ordinance (2006:1053): The connection between the third-cycle studies and the objectives of the Higher Education Ordinance are documented here together with the particular activities planned and realized in order to fulfil each objective. See also the aims stated in the general study syllabus for the third-cycle subject. On each occasion for revision new realized activities should be entered.</p>	X
A. Knowledge and understanding – for the Degree of Doctor the third-cycle student shall	A. Knowledge and understanding
Activities realized in order to fulfil the objective	Completed activities
Activities planned in order to fulfil the objective	Planned activities
B. Competence and skills – for the Degree of Doctor the third-cycle student shall	B. Competence and skills
C. Judgement and approach – for the Degree of Doctor the third-cycle student shall	C. Judgement and approach
KTH sustainability goal	Local degree objectives
Demonstrate the ability to contribute to a sustainable societal development toward a	X

gender equal, inclusive and climate neutral society with knowledge and skills.	
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