



HÖGSKOLAN  
I BORÅS

# Individual study plan in Ladok

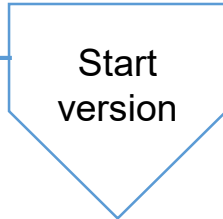
*Doctoral students*

2024

# THE PROCESS FOR INDIVIDUAL STUDY PLANS

**START**

Handled by the research administrator



Co-supervisors and Head of Department have reading access – no active role in the system

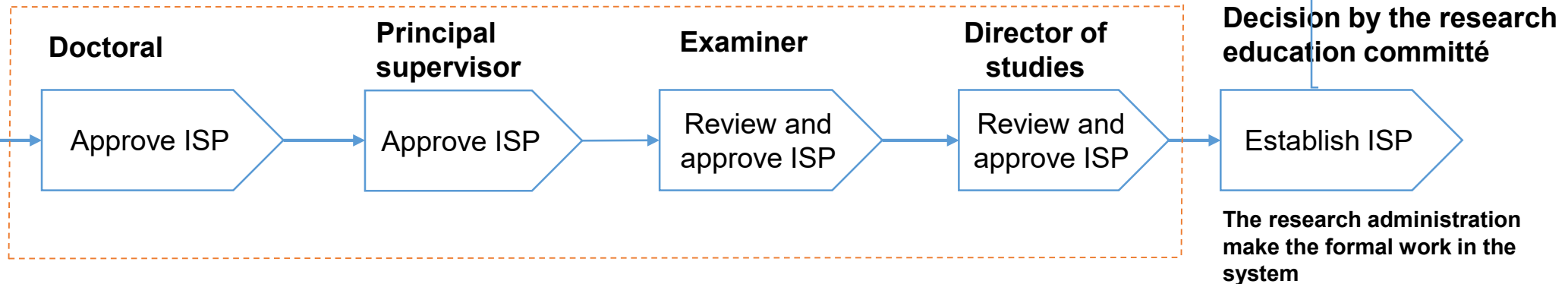
**CONTINUOUS WORK THROUGHOUT THE YEAR**

Handled jointly by the doctoral student and his/her principal supervisor



**YEARLY ESTABLISHMENT OF THE ISP**

**Taking place at the formal ISP-meeting**





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# How to log in to Ladok

- Web based system
- Browsers – Chrome, Firefox, Edge and also Safari for Mac. Ladok does not work in Explorer
- You need to have security AL2 to access the system.
- <https://www.student.ladok.se> or via UB:s webpage
- Choose university – log in with your normal UB-log in details.



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The work on the ISP  
takes place in different  
*tabs.*

These tabs, in turn,  
contain various  
*panels.*

- Workflow
- Basic information
- Supervisor and decision maker
- Supervisor conversation
- Thesis work
- Courses and conferences
- Learning outcomes
- Timeplan



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# Other Ladok Terminology

<b>Term</b>	<b>Meaning</b>
(Process)actors	The different individuals/roles involved in establishing the ISP
Version	Each time an ISP is reviewed and approved, a new version of the ISP should be created. A doctoral student with a five-year study period (80/20) should therefore have at least 6 versions of the ISP upon graduation.
Reviewer	The university has chosen to have two reviewing roles: director of studies and examiner.
Decision maker	The function responsible for approving the ISP. According to the university's regulations, it is the doctoral education committees that has this role.



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# Guides and video tutorial

[www.ladokkonsortiet.se](http://www.ladokkonsortiet.se)

Guides for individual study plans is found under:  
Instructions -> choose filter individual study plan.

<https://ladokkonsortiet.se/in-english/instructions?term-type=video>

Please be aware that the video instructions might differ somewhat in how the different panels are to be used. For the UB way of working please follow this local guide and the instructions provided in the system.



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# Support and Error report

- For support, please contact the research administrators at your department or Hanna Kantola, Educational Support.
- The system will also change since it is under development. Hence upcoming versions of your ISP might differ slightly from the first version.

## Review of purpose and task in panel by panel

### *UB's local guide*

Under each panel in the system you have a short instruction on what the purpose of the panel is and what you are to write.



# Under the tab Workflow

Through this list, you select which tab you will work in.

Individual study plan **Ongoing**

Workflow

Version 3 **Not established**

Reference number: -

Download PDF

Completed work tasks

- 1. Start version

Current work task

2. Update version

Show more

Approve

Upcoming work tasks

- 3. Principal supervisor reviews version
- 4. Examiner reviews version
- 5. Director of Studies reviews version

Do not press this button until after your ISP meeting and all revisions have been made.

Under **completed work task**, it shows what has happened in the work chain. When the ISP is to be forwarded to the next actor in the validation chain, one can write a message, for example, to describe why the ISP is being sent back and what the doctoral student/supervisor needs to complement/revise. Such comments are shown here.

Under **current work tasks** you can see the current responsible actor. When the ISP has the status **Update version**, both the doctoral student and principal supervisor can simultaneously work on the ISP. This can be done until you, as the doctoral student, approve the version. Approval of the ISP takes place during or after the ISP meeting.

It is also possible to download a PDF of the current version you are working on.

- A PDF is provided to external assistant supervisors who do not have reading access in the system.
- A PDF is also generated by research administrators and used as a basis for decision-making before approval by the doctoral education committee.

Please note that you should not press the approve button until the ISP-meeting where all involved parties have agreed upon the content of the ISP. Or alternatively, after the ISP-meeting if major revisions need to be carried out.

Here are the steps remaining in the current version of the ISP before it is approved.

At the bottom of this tab you can also find already established versions of the ISP which you can download.

# Under tab **Basic information**

## Admitted to

Third-cycle subject	GTMMANG Textile Management 240.0 hp
Leads to	Degree of Doctor
Later part	No
Subject instance, start date	2023-09-01
Subject instance, end date	2028-09-01
Qualification in the fine, applied and performing arts	No

### Note

[Change information](#)

## General study plan

Version of general study plan	
Reference number	
Attached file	-
Link to general study plan	-
Course requirements in total (hp)	

### Other requirements

### Note

[Change information](#)

These two panels are filled in by **research administrators** when the ISP starts for the first time.

The information is based on data regarding your admission and education.

Artistic Degree: Selected if the studies lead to an artistic degree or not. The choice affects which learning objectives are displayed under the Learning Outcome tab.

The text entered under **Other Requirements** in the **General Study Plan panel** should be the same for all doctoral students associated with the same ASP.

These fields will be locked for actors other than the director of doctoral studies and research administrators in the future.

The University of Borås does not link to the general study plan but attaches the current ASP version instead.

## Cont. Basic information

### Milestones in third-cycle studies

<a href="#">New milestone</a>		
▼ 2028H - Dissertation		Planned
▼ 2028V - Final seminar		Planned
▼ 2026V - Half-time seminar	2026-10-12	Planned
▼ 2024V - Planning seminar	2024-05-08	Planned

Here, the planning for when the various milestones in the doctoral studies will take place is set.

Different doctoral programs may have different requirements for which milestones are required before the dissertation. This is regulated by the ASP.

Update status and dates later during the studies by:  
Selecting → Edit in the row for a sub-goal.

### Study activity and funding (SCB)

#### Planned study activity and funding

<a href="#">New planned study activity and funding</a>		
▼ 2024H - 100% DTJ Doctoral studentship	80%	
▼ 2024V - 100% DTJ Doctoral studentship	100%	
▼ 2023H - 100% DTJ Doctoral studentship	80%	

Instead of the form previously used to report planned study activity and funding for each doctoral student, this panel can now be used to communicate what is planned for the upcoming semester. The information is only used within the individual study plan.

**Study Activity:** up to a maximum of 100% for full-time studies without absence. If you have departmental duties, at 20%, the maximum study activity totals 80%.

**Study Funding:** Specify the type of funding for the study activity. If multiple sources for fundings are selected, they must together total 100%. The details can be edited or removed.

#### Reported study activity and funding

There are no saved posts

**Reported Study Activity and Funding:** The data is retrieved from other parts of Ladok. Currently, it is not possible to automatically change study activity from planned to reported. Reporting is thus a separate process managed by research administrators twice a year.

## Cont. Basic information

### Departmental duty (Last edited 2024-08-20 13:34 by Hanna Kantola)

#### ▼ Instruction

New activity

▼ 2024H - 20% math labs and lectures in Macroeconomics 1

Planned

### Other documentation

#### ▼ Instruction

New other documentation

There are no saved posts

The final two panels under this tab is free text based.

First you can plan and register the departmental duties here.

There is also a possibility to add other documents related to the doctoral students studies here.

# Under tab Supervisor and decision maker

The **Supervisor and Decision Makers** tab contains information about the supervisors, reviewers (examiner & study director), and decision makers associated with the doctoral student.

The principal supervisor should fill in how the supervision is planned here – both regarding the principal supervisors role and the co-supervisors.

Supervisor and decision-maker

### ISP-Principal supervisor

Ekwall, Daniel

<b>Name</b>	Ekwall, Daniel
<b>Start date</b>	2024-01-30
<b>End date</b>	Shown when supervisors are changed
<b>Supervisor training</b>	Yes
<b>Note</b>	Vi har kommit överens om att försöka ha gemensamma avtämningensmöten 1 gång i månaden. Biträdande handledare X ansvarar för att bistå med frågor och handledning kopplat till X.  We have agreed to try to have joint follow-up meetings once a month. Assistant supervisor X is responsible for providing assistance with questions and guidance related to X.  <a href="#">Show less</a>

[Change information](#)

[New supervisor input](#)

2024V - 80 h in total - divided between me and the co-supervisors. Physical meeti... 1

# Under tab **Supervisor conversation**

## Instruction

New supervisor conversation

(Last edited 2024-08-20 12:53 by Hanna Kantola)

<b>Type of conversation</b>	Annual ISP-meeting
<b>Date</b>	2024-08-22
<b>Version</b>	2
<b>Participants</b>	Anita (principal supervisor), Päivi (study director) and Tobias (examiner)
<b>Note</b>	Everything is working according to plan

Change information

Remove conversation

For each annual (or when needed) ISP meeting, information about the follow-up meeting is filled in:

- Date of the meeting
- Participants
- Any points relevant to document related to the ISP meeting

The Research Education committee should review, before approving the ISP, that a follow-up meeting is registered for the current version of the ISP.

<b>Type of conversation</b>	Career conversation
<b>Date</b>	2023-09-12
<b>Version</b>	1
<b>Participants</b>	Hanna Kantola (doktorand) och studierektor
<b>Note</b>	Hanna planerar för en inomakademisk karriär. Uppföljningssamtal med prefekt ett år inför disputation sker för att stämma av möjliga karriärvägar inom HB.

Change information


Remove conversation

The director of studies shall ensure that you, as a doctoral student, have been informed about future career opportunities prior to the dissertation, either by the main supervisor, department head, or career counselor.

Before dissertation, the ISP should contain information that at least one such conversation has taken place.

# Under tab Thesis work

## Summary

<b>Title</b>	Retail success - the impact of space and agglomeration
<b>Type of thesis</b>	Compilation thesis
<b>Attached file</b>	 <a href="#">Datahanteringsplan.pdf</a>
<b>Description</b>	<p>This thesis provides an economic analysis of the retail sector, focusing on the factors influencing sales and thus the retail performance of regions and shopping centers. The two essays presented in this thesis can be read independently of each other, but both...</p> <p><a href="#">Show more</a></p>

Change information

Provide basic information about the thesis. It is possible to attach a file (PDF), such as a data management plan or research plan.




The description should also include the ORCID number.

## Planning and follow-up

### Note

Change information

New activity

	2025V - Mobilitet/utlandstudier - Åka på utbyte som gästdoktorand i tre månader	1	<span>Planned</span>
	2024H - Write script - Skriva klart manus till första artikeln	1	<span>Planned</span>
	2024V - Data collection - Insamling av data för första artikel.	1	<span>Ongoing</span>
	2023H - Planning - Planering av första artikel	1	<span>Completed</span>

A note can be added to describe how planning and follow-up will be conducted.

Select "New activity" to add activities that are planned or carried out as part of the thesis work per calendar half-year. Here, there is a menu of various common activities within the framework of a thesis work, but you can also use free text fields to define other types of activities that are not listed.

However, this panel does not include the planning of activities such as courses and conferences; these are documented in a separate tab.

Activities can be modified over time. However, no activities should be removed once they have been finalized. If the activity is no longer relevant, this should instead be commented on in the activity's follow-up field.

## Cont. Thesis work

### Part of thesis work

New part of thesis work

[Determinants of Regional Retail Performance](#)

[External versus internal shopping center characteristics](#)

### Ethical conditions

Attached file

-

Description

Change information

Here, publications are entered.

It can be an article or conference contribution in the case of a compilation thesis.

For a monograph, it is usually chapters.

Here, there is the opportunity to plan and follow up on each publication individually, but HB instead uses the previous panel, **planning and follow-up**, for this purpose.

Option to enter information about ethical approvals.

Here, you can attach or retrieve an attachment (PDF).

There is also space to describe the status of ethical approval via the free text field.






# Under tab **Courses and Conferences**

## Total within education

9.5 hp

## Unsorted certified results

 2024V - Research data management for doctoral students - 2.0 hp	2024-02-02	<b>Completed</b>
 2024V - Research Ethics - 2.5 hp	2024-02-02	<b>Completed</b>
 2024V - Academic writing - 5.0 hp	2024-02-01	<b>Completed</b>


At the top of the **Courses and Conferences** tab, courses and other credit-bearing activities that have been completed and attested are listed.

These should be sorted depending on whether they constitute a mandatory or elective course according to doctoral students ASP. Alternatively, the outcome could be a credit-bearing seminar or conference.

Once the sorting is done for completed course/credit-bearing activity, they will appear under the **Completed** section in subsequent panels.

## Planned

New mandatory course

-  2024H - Econometric - 7.5
-  2024V - Vetenskapsteori 1 - 5.0
-  2024V - Vetenskapsteori II - 2.5

Here, mandatory courses are planned.

If the doctoral student or supervisor is not aware of the course code, it is not necessary to fill in this information.



## Completed

There are no saved posts

## Elective courses

### Planned

New elective course

-  2026V - Economies of Agglomeration - 5.0
-  2025H - Spatial economic models - 5.0

Here, elective courses are planned.

If the doctoral student or supervisor is not aware of the course code, it is not necessary to fill in this information.

### Completed

There are no saved posts

## Cont. Courses and conferences

### Courses taken at other universities and non-credit-bearing activities

(Last edited 2024-08-20 13:30 by Hanna Kantola)

#### Instruction

New activity

2024V - Elective course (Spatial regression modelling (Gothenburg university))	2024-06-01	Completed
2024H - Mandatory course (Microeconomics 1 (Jönköping university))	-	Planned
2024H - Summer school (ERSA Summer School Regional Growth Models: Advanc...	2024-08-12	Completed
2024H - Conference (Uddevalla Symposium)	-	Planned

Courses taken at other universities in Sweden are to be registered and followed up under the last panel of this tab. The panel heading is **Courses taken at other universitites and non-credit-bearing activities**.

For courses use the free text option to state if the course is mandatory and elective, fill in the name of the course, where the course is taken and change the status when it has been completed.

You can also use this panel to register other activities such as non credit giving participation at conferences, seminars and summer schools.

Mobility is also supposed to be logged here. Document how long the mobility is, where it takes place and if any specific funding is use as means of finance (e.g EU-grants).

## Cont. Courses and conferences

### Credit transfer / Credited education

▼ Instruction

There are no saved posts

### Conferences (Last edited 2024-08-20 13:24 by Hanna Kantola)

▼ Instruction

#### Planned

New conference

▼ 2024H - ERSA - 1.5

#### Completed

There are no saved posts

### Seminars and other activities (Last edited 2024-08-20 13:24 by Hanna Kantola)

▼ Instruction

#### Planned

New seminar

▼ 2025H - The higher seminar - 3.0

Any credits transferred will automatically appear in this panel after they have been attested.

Here, **credit-bearing conferences** are planned.

If the conference is not credit-bearing, the last panel under this tab is used instead - ***Non-credit-bearing activities***

Here, ***credit-bearing seminars and other activities*** are planned.

If the seminar/activity is not credit-bearing, the last panel under this tab is used instead - ***Non-credit-bearing activities***

# Under tab Learning outcomes

This part of the ISP replaces the separate learning outcomes matrix that HB has used so far.

The learning outcomes are based on the Higher Education Ordinance's learning outcomes for education at the research level.

In the case where the research education leads to an artistic degree, these learning outcomes are displayed. A prerequisite for this is that in the Basic Information tab, it is indicated that the degree leads to an artistic degree.

For each learning objective, it should be demonstrated how and through which activities or experiences the doctoral student achieves the learning outcomes.

The status of each learning objective will be indicated as **planned** or **ongoing** up to the final ISP-version. Only in the final version of the ISP before the dissertation all learning objectives have status **completed**, or alternatively planned and achieved through the act of dissertation to ensure that the learning outcomes for the program are met.

Learning outcomes ▼

## A. Knowledge and understanding

### A.1 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.

<b>Learning outcomes</b>	A.1 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.
<b>Note</b>	<ul style="list-style-type: none"><li>- Continuously staying updated on new knowledge within X (research area) by following the scientific literature.</li><li>- Taking a course in X for theoretical knowledge.</li><li>- Actively participating in lab meetings/research group meetings and research seminars organized within X (e.g., the research group, the unit).</li><li>- Actively participating in scientific conferences and symposia (specify).</li><li>- Teaching within the research area.</li><li>- Demonstrating broad knowledge and systematic understanding of research area X through the writing of the literature review for the mid-term seminar and the thesis, as well as during the dissertation.</li><li>- Demonstrating strong knowledge within the research focus areas when writing scientific articles and the thesis, as well as during the dissertation.</li></ul>
<b>Status</b>	Planned

[Show less](#)

[Change information](#)

# Under tab Time plan

The **Time plan** tab contains information from other parts of the ISP. It provides a summary of the doctoral student's completed or planned activities and results per calendar half-year.

Both the main supervisor and the doctoral student can add notes to the time plan. These notes are visible to everyone who can view the individual study plan. Notes are a part of the ISP and will be included in the finalized version of the ISP.

The examiner and the study director can comment on the time plan, for example, during review. Comments serve as a working tool when the time plan is being developed and are not included in the finalized version of the ISP.

Comments are visible to everyone who can view the individual study plan. When the version is finalized, all comments are automatically cleared.

Kurser och konferenser	
Lärandemål	
<b>Tidplan</b>	
Handledare och beslutsfattare	

▶ 2026H		
▶ 2026V		
▶ 2025H		
▶ 2025V		
▶ 2024H		
<b>▼ 2024V</b>		
<b>Delmål i forskarutbildning</b>	Planeringsseminarium	Planerad
<b>Studieaktivitet och finansiering</b>	80% Studieaktivitet   100% FTG Företagsdoktorand	Planerad
<b>Handledarsamtal</b>	Uppföljningssamtal (2024-01-17)	
<b>Avhandlingsarbete</b>	(Datainsamling) Insamling av data för första artikel (Planering) Planering av första artikel	Pågående Genomförd
<b>Del av avhandlingsarbete</b>	(Artikel) Determinants of Regional Retail Performance (Planering) Planning first activity	Pågående Planerad
<b>Obligatoriska kurser</b>	CDUETRS74 Forskningsetik 2,0 hp FBIVE01 Vetenskapsteori I 5,0 hp (2024-01-15)	Planerad Avklarad
<b>Valbara kurser</b>	FFFFHHH23 Spatial room models 2,0 hp FTMRS01 Relationer och strategier inom B2B 2,5 hp (2024-01-18)	Planerad Avklarad
<b>Tillgodoräknande</b>	-	
<b>Konferenser</b>	COARA 0,0 hp	Planerad
<b>Seminarier</b>	Det högre seminariet 0,0 hp	Planerad
<b>Anteckning</b>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Jag tycker att du ska lägga till fler kurser/din huvudhandledare</p></div> <p>64 / 1500 tecken</p> <p><span>Spara (Ctrl+S)</span> <span>Avbryt</span></p>	