



Guidelines for individual study plans for doctoral (third-cycle) studies

1. General information

Under Chapter 6, Section 29 of the Swedish Higher Education Ordinance (1993:100), an individual study plan must be drawn up for each doctoral student. The plan must include the obligations of the doctoral student and the university and a timetable for the doctoral student's study programme. The plan must be adopted after consultation between the doctoral student and their supervisor, as well as regularly reviewed and revised by the university when necessary.

In addition to the above, the following guidelines for individual study plans for doctoral studies apply at Södertörn University.

2. Establishing and adopting individual study plans

The principal supervisor is responsible for, in consultation with the doctoral student, establishing a proposed individual study plan as soon as possible after the doctoral student has started their programme. The proposal must be reviewed by the supervisory collegium, or the steering committee for the relevant research area, and then adopted by the steering committee.

The first study plan for a newly admitted doctoral student must be adopted by the relevant steering group no later than five months after the start of the programme.¹

When the plan is adopted, the steering committee must ensure that the requirements stated in the general syllabus can be fulfilled, e.g. planning time for courses and thesis work.

Each research area for doctoral studies is recommended to develop its own procedures to ensure that the management and review of individual study plans are quality assured and legally certain.

¹ Admission Regulations for Third-Cycle Education at Södertörn University, reg. no. 3945-2.2.1-2021

The individual study plan must be signed by the principal supervisor and the doctoral student once it has been adopted by the steering committee.

3. Reviewing and revising individual study plans

Individual study plans must be reviewed and revised at least once per year. This includes completed courses and other components, completed parts of work on the thesis, the time plan for the general programme planning and completed and planned supervision. How the doctoral student's completed components and learning activities link to the programme's qualitative targets must also be reviewed and documented.

This review must also be performed for doctoral students who are not active or employed, and for doctoral students who are active but who do not participate in the review or approve the proposal for the revised individual study plan. Doctoral students on sick leave, parental leave or on approved leave of absence have a retroactive review once their leave is over. If the doctoral student does not respond to the invitation to the review or has not approved the proposed individual study plan, the reasons for this must be investigated by the third-cycle subject area and then noted in the study plan. This note, like the overall study plan, is an important document for cases relating to the potential withdrawal of resources from a doctoral student.

If there are deviations from the individual study plan, the supervisory collegium or steering group must propose appropriate measures in consultation with the supervisor and doctoral student.

4. Submission to the Faculty Board

Once each year, the Faculty Board must receive a compiled list of the individual study plans that have been established and revised by the steering committees for each research area for doctoral studies.

5. Template for individual study plans

When establishing and revising an individual study plan, the *Template for individual study plans* must be used. The template is adopted by the Faculty Board (or the body to which the Faculty Board has delegated decision-making powers). The current version of the template can be downloaded from the employee web.

6. Entry into effect

These guidelines enter into effect on 19 October 2022.