

Instructions for the Management of Doctoral Students' Individual Study Plans

The Joint Faculties of Humanities and Theology (HT) have a specific IT system for individual study plans. This system is to be used to produce and review study plans for all doctoral students at the faculties.

Producing and establishing individual study plans

The faculties' Regulations for Third-Cycle Education, Section 5.3, regulate work on individual study plans:

An individual study plan is to be drawn up no later than two months after the starting date of the programme for each doctoral student, regardless of how their studies are funded. The faculties' online form is to be used for the purpose. The study plan is to contain a general plan for the entire programme. The content of the study plan is stipulated in the regulations for doctoral education of the university.

The individual study plan is established by the dean of third-cycle studies, after consultation with the doctoral student, the principal supervisor and the head of department (or equivalent).

The department is to submit a completed proposal for the plan to the HT Faculty Office no later than two months after the doctoral student has started the programme.

The doctoral student and supervisor jointly produce a proposal for the individual study plan directly in the IT system. The doctoral student and principal supervisor register in the IT system that they have participated in producing the study plan. The department's head of third-cycle studies then examines the study plan. If necessary, the head of third-cycle studies has the option to request the doctoral student and supervisor to change or supplement the plan. Once the study plan is ready, the head of third-cycle studies registers their participation in the IT system and informs the HT Faculty Office that the plan has been finalised.

The dean of third-cycle studies examines the study plan and, if necessary, may send it back to the department's head of third-cycle studies for revision. The HT Faculty

Office prints out the study plan and thereafter the dean of third-cycle studies establishes the study plan by signing the printed version. The established study plan is registered and archived by the HT Faculty Office.

If the planning of the doctoral student's programme changes considerably, the individual study plan is to be revised. The revision is to be conducted as soon as the changes become known. The revised plan is established in the same way as the original plan.

The individual study plan is always to be revised if one of the following changes:

- principal supervisor
- general syllabus
- type of thesis
- intended degree

Review of individual study plans

The review of the individual study plans is also regulated in the faculties' Regulations for Third-Cycle Education:

The study plan is to be reviewed at least once every year during a planning meeting, at which the doctoral student, the main supervisor and, if needed, the head of the department (or the equivalent) participate. If necessary, the individual study plan is to be updated, and re-established by the dean of third-cycle studies. (Section 5.3)

The individual study plan is to be reviewed no later than 1 October every year. The review is to include an examination of how the doctoral student has adhered to the individual study plan up to the day of the review. Any deviations are to be documented in the IT system.

The departments are responsible for reviewing doctoral students' study plans. The department may decide that the study plans of the department's doctoral students are to be reviewed more frequently than once a year. The participation of the doctoral student and principal supervisor is registered in the IT system before the department's head of third-cycle studies confirms that the review has been completed by registering this in the IT system. All reviews are accessible in the IT system until the doctoral student has obtained their degree, after which the reviews are deleted.

If the review shows that the doctoral student deviates considerably from the individual study plan, this is to be communicated to the faculty. Delays due to sick leave, parental leave, teaching or suchlike do not constitute a deviation from the individual study plan.

Planning by semester

The faculties provide a tool for more concrete planning, by semester, of an individual doctoral student's programme. The tool is included in the IT system for

individual study plans, but its use is optional. The departments have the option to decide that this part of the IT system is compulsory for all doctoral students.

Qualitative targets

The faculties' IT system includes a part for planning and follow-up of the qualitative targets that the doctoral students are to fulfil. This part is not compulsory, but rather provided as a tool for those who wish to use it. The departments have the option to decide that this part of the IT system is compulsory for all doctoral students.

Inactive doctoral student

When a doctoral student is completely absent from the third-cycle programme for an extensive period due, for example, to parental leave, no comprehensive review is to be carried out during the period of absence. However, the absence is to be registered in the IT system.

If a doctoral student resumes their education after having been inactive for several years, the individual studyplan is to be reviewed and revised if needed. If the doctoral student has not been active since 1 September 2024, a study plan is to be produced and established by the dean of third-cycle studies.

Transitional provisions

These instructions apply to all active doctoral students at the Joint Faculties of Humanities and Theology, including those who started a programme before 1 September 2024.