

INSTRUCTIONS FOR INDIVIDUAL STUDY PLANS WITHIN THIRD CYCLE EDUCATION

This document is a translation. In case of a discrepancy between the Swedish original and the English version, the Swedish version will prevail.

These instructions are in accordance with the Higher Education Ordinance chapter 6 section 29, and provide guidance for using the template for individual study plans within third cycle education that is used at GIH. General regulations about establishment and follow up of individual study plans are provided in *Guidelines for third cycle education* (GIH 2021/12).

General remarks about individual study plans

According to the Higher Education Ordinance, chapter 6 section 29, an individual study plan shall be drawn up for each doctoral student. This plan shall contain the undertakings made by the doctoral student and the higher education institution and a timetable for the doctoral student's study programme. According to the Higher Education Ordinance, the plan shall be adopted after consultation with the doctoral student and his or her supervisors and be reviewed regularly and amended by the higher education institution to the extent required after consultation with the doctoral student and his or her supervisors.

The individual study plan shall be based on the outcomes for the degree of doctor and the degree of licentiate in the Qualification ordinance in [the Higher Education Ordinance \(Annex 2\)](#) and the regulations in the [General study syllabus for the doctoral programme in Sport sciences](#) (reg. no. GIH 2020/219). The general study syllabus indicates the main content of the programme, e.g. the amount of credits for courses, compulsory courses, and compulsory parts of the programme. The outcomes for the degree of doctor and the degree of licentiate are listed in the individual study plan in order to support planning and follow up of the third cycle studies.

The study plan shall be drawn up in collaboration between the doctoral student and his or her supervisors. Since the individual study plan regulates the undertakings made by the doctoral student and the higher education institution, it is important that the study plan is completed as accurately as possible according to the instructions. GIHs template for individual study plans shall be used.

The individual study plan is a public document. The doctoral student and the supervisors shall therefore be observant on the use of personal details in the document. Personal details that are stated in the individual study plan are processed in accordance with [GIHs personal data policy \(in Swedish\)](#). Sensitive personal details shall not be stated in the individual study plan.

Instructions for completing the individual study plan

The instructions below provide guidance for drawing up and following up the individual study plan in accordance with GIHs template:

1. Third cycle/doctoral student

In this part of the document, name and Swedish personal identity number for the third cycle/ doctoral student shall be stated. The registration number for the doctoral student and information about the intended period for the study plan (semesters until the next review) shall also be stated.

2. General information about the third cycle studies

In this part of the document, the thesis subject/project title, and the date of admission and enrolment shall be stated. Details about funding shall be provided in the form of the following categories: doctoral studentship, externally employed third cycle student, other higher education post or scholarship. The department where the doctoral student is employed and the intended degree shall be stated.

The doctoral student shall also state his or her employment percentage, i.e. if the employment is a full-time or part-time post. A doctoral studentship shall normally be a full-time post. According to the Higher Education Ordinance, the appointment may be a part-time post but for no less than 50 per cent of a full-time post. Please note that employment percentage and study activity are not the same type of details. The employment percentage states whether the doctoral studentship is a full-time or part-time post in the employment agreement. The study activity, which is to be reported each semester, is the actual time that is spent on the third cycle studies during a semester, stated in percentage, after time for absence and departmental duties have been deducted.

Lastly, the type of thesis (complication thesis, monograph) and graduate school (if applicable) shall be stated.

3. Supervision

The appointed principal supervisor and the other supervisors, and the organisation of the supervision, shall be stated in this part of the individual study plan. Name and higher education institution shall be stated for each supervisor. Moreover, the plan shall provide information about the division of labour (percentage) between the supervisors, and also the extent, frequency and form of the supervision.

4. Time table and study activity

This part shall provide a plan for each semester of the entire period of study. The plan shall include all parts of the programme: courses and credit-bearing activities, the stages of the thesis project (data collection, analysis, writing etc.), compulsory parts (midway review and quality review) and estimated date for public defence of doctoral thesis/licentiate seminar.

The planned study activity (percentage) shall be stated for each semester. The study activity is the actual time that is spent on the third cycle studies during a semester, stated in percentage, after time for absence and departmental duties have been deducted. It is important that information about the study activity is stated as accurately as possible on the basis of planned and completed departmental duties or time for leave of absence. The total period of employment may be prolonged due to departmental duties, leave of absence because of illness, leave of absence for service in the defence forces or an elected position in a trade union or student organisation, or parental leave (Higher Education

Ordinance chapter 5 section 7). Information that regards personal details, such as information about leave of absence because of illness or parental leave, shall not be included in the individual study plan, but is stated in Agresso.

5. Publications in a compilation thesis

In this part, the doctoral student may follow up the publications in a compilation thesis. The name of the publication and status in the process, e.g. manuscript, submitted, review, published etc., shall be stated.

6. Courses and credit-bearing activities

This section shall provide a plan for courses and credit-bearing activities (e.g. participation in seminars and conferences, see the general study syllabus). The course part of the programme comprises 60 credits for the degree of doctor, where 30 credits include compulsory courses, and 30 credits for a licentiate degree, where 15 credits include compulsory courses (certain regulations may apply for graduate schools). The general study syllabus provides regulations about compulsory and elective courses. The planning of the courses shall be based on the outcomes for the degree of doctor and the degree of licentiate.

Courses may be taken at GIH or at other higher education institutions within or outside of Sweden.

Courses taken before admission to the doctoral programme may be included or be subject for credit transfer in the doctoral programme. The doctoral student and the supervisors may discuss if there are previous courses that may be included or reviewed for credit transfer. Please read about regulations for and more information about credit transfer in GIHs credit transfer regulation ("Tillgodoräknandeordning").

The individual study plan shall state information about course name, course code (if applicable), credits, higher education institution, semester for the course and its completion.

7. Departmental duties

In this part, planned and completed departmental duties shall be stated, such as teaching, participation in decision-making bodies or other administrative tasks that may prolong the period for student finance for the doctoral studies.

8. Internationalisation and mobility

This section shall describe planned and completed activities at other higher education institutions in Sweden or abroad, such as conferences, exchanges, courses, research cooperation or other forms of visit at other higher education institutions (national or international).

9. Yearly follow up of the individual study plan (to be completed only at the follow up)

The doctoral student and the supervisors write a summative review of the planned and completed activities for the year and the resources for the programme, e.g. laboratory resources, library, supervision etc. Please note that the summary shall focus on the education and not state personal details, such as details about parental leave, leave of absence because of illness or similar circumstances. The doctoral student and the supervisors shall also describe possible deviations from the study plan since the last follow up with regard to both courses and the thesis project.



10. Additional information

In this part of the document, it is possible to state additional information of relevance.

11. Outcomes

The outcomes for the degree of doctor and the degree of licentiate are listed in the end of the individual study plan in order to enable that the planning of the third cycle studies contributes to the fulfilment of the outcomes. The doctoral student and the supervisors shall on a yearly basis briefly describe how the activities in the individual study plan for the year contribute to the fulfilment of the outcomes for the degree of licentiate or the degree of doctor. The doctoral student and the supervisors list the completed activities that contribute to the fulfilment of the outcomes within the column “Activity” and note in the column “fulfilment” when the outcomes are considered to be fulfilled.

The outcomes for a degree of licentiate may serve as a guideline for a doctoral student that shall undergo halftime review.

12. Signatures

The doctoral student and the supervisors shall sign the individual study plan.

Consent to processing information in the individual study plan

The doctoral student may give his or her consent to processing information in the study plan for administrative purposes.

13. Decision (to be completed by the higher education institution)

The document is signed by the higher education institution at the time of establishment and the yearly review of the individual study plan.