

The ISP portal will be closed before the end of this year. Therefore, ISPs will in future be managed in Ladok, which involves some changes to routines and templates.

Background

Earlier this year, SLU decided that the system Converis (used for the publication database and the ISP portal) will no longer be used after the end of the year. Instead, we will use Ladok to manage ISPs. This change means that doctoral students' documentation will be gathered in one system, and courses will be automatically transferred. Ladok is already used for managing ISP at several other universities.

Consequences

From today (2025-10-10), the ISP portal should no longer be used when applying for admission of new doctoral students. The FUR has instead developed a new separate template for the *preliminary ISP*.

It is not possible to create an ISP in Ladok before the new doctoral student has been admitted. Therefore, *the preliminary ISP is now included as an appendix in the form "Recommendation for Admission of a new doctoral student"*, outside of Ladok (see below), and must be submitted to the faculty together with the other application documents.

- From 2025-10-10, use the new form "Recommendation for Admission" with the preliminary ISP template as an appendix: [rec_admission_prel_isp_v3.docx](#).

The application form for admission can also be found on the website: [Recruitment and admission | Medarbetarwebben](#), under the tab Step 3: Admission proposal from the department to the faculty

And

[Regulations and forms for doctoral education | Medarbetarwebben](#), under the tab Recruitment and admission of a new doctoral student.

Please note that you must always download the most recent version of the document from these websites. Encourage your main supervisors to download the latest version before each new admission.

- 1 November: The ISP portal will be closed for editing/updating of existing ISPs.
- Between 1st–15th November: Existing ISPs (the latest edited version and all approved versions as attachments) will be transferred to Ladok, except for students who are expected to complete their studies during 2026. The ISP support team and Lotta Jäderlund will handle this process per department and will contact you if needed.
- Doctoral students who will complete their studies in 2026 and are therefore not moved to Ladok will be able to download a PDF file. We will provide more details on this once we know how this can/will be done when we get the exact information.

- All information from the ISP portal and its underlying database will be saved. All ISPs will be exported as PDFs at the date for locking the system (1st November) and archived.
- 1st January: The ISP portal will be permanently closed.
- After the transfer to Ladok, doctoral students, supervisors, and directors of studies can contact ISP@slu.se or Ladok@slu.se for support.
- We have requested that workshops or meetings can be arranged at departmental level so that you can speak directly with the responsible for Ladok. We will return with more details on this later.
- We will get a SLU-specific instruction manual for ISP in Ladok, in addition to the general documentation ([Instructions – Ladokkonsortiet](#)). We will provide more details later.
- A webpage on the staff web for ISP Ladok ([Ladok ISP | Medarbetarwebben](#)) will be updated during the course of the work.

Procedures for Admission of New Doctoral Students

Applications for admission should be sent to the faculty as usual. The only change is that the preliminary ISP must now be included as an appendix in the form “Recommendation for Admission.” The workflow otherwise remains the same. If you have recently entered a preliminary ISP in the ISP portal and are about to submit an admission application to the faculty, please contact the faculty office (Charlotta Eriksson) for coordination.

Information about the admission process with ISP in Ladok:

- Email the application for admission to the faculty, including the recommendation for Admission form with the preliminary ISP, and all other required attachments. Please ensure the application is complete.
- Once the application has been reviewed at the faculty level and a decision on admission has been made, the decision will be communicated by the faculty to the relevant department representatives.
- After the decision for admission, the faculty’s administration officer will enter *the admission in Ladok and link an ISP to the doctoral student, main supervisor, and assistant supervisor*. After that the main supervisor is then responsible for initiating the ISP in Ladok. Thereafter, the doctoral student and supervisor can fill in and update the ISP within Ladok. Note that information about the project from the preliminary ISP must be copied manually into the ISP form in Ladok. Within three months, the Head of Department must approve (finalize) the ISP for Year 1, as usual.