

Routine at the VH faculty for registering supervisors in Ladok

Clarification due to the introduction of new procedures in connection with the admission of new doctoral students as stated in the updated form - *Recommendation on admission of doctoral student, including template for preliminary ISP*

N.B.– important information! When this form is submitted to the Faculty Office, the prospective supervisors that will be added to Ladok ISP must have been assigned:

- an AD account and the appropriate role in Idis/Omada (principal supervisor or assistant supervisor),
- the appropriate access rights in Ladok.

It is the responsibility of the prospective principal supervisor to contact the department's administrator (directory administrator and Ladok administrator) for assistance with this.

For a person to be added as a supervisor for a PhD student in Ladok, they need to be listed in Idis/Omada with the role of supervisor or main supervisor;

Step 1, the department administrator checks that the person has the supervisor or main supervisor role in Idis/Omada.

Step 2, inform Fun-VH@slu.se once this is done, who then asks central Ladok support (Ladok@slu.se) to add them into the system.

Step 3, the faculty administrator for doctoral studies (Fun-VH) registers the supervisors both under actors and as ISP supervisors in Ladok when/if the decision to admit the PhD student has been made.

For **external supervisors** who don't have an Idis at SLU, the supervisor group can decide if they should be registered as supervisors in the ISP (see Fur decision below). If they are to be included, Steps 1 and 2 need to be done. Currently, the routine is that external supervisors (who don't have Idis) are noted as supervisors in the PhD student's Notes in Ladok (not under actors as registered supervisors) so they are counted as supervisors when the student apply for their degree.

Utdrag från Minutes från Fur, 2026-03-12

§ 14 External assistant supervisors in Ladok ISP

The item in brief

Since autumn 2025, SLU has used Ladok to manage doctoral students' individual study plans (ISPs). To ensure that the correct supervisors are linked to the ISP, all supervisors must be assigned an SLU account and registered as "supervisors" in SLU's identity management system (Idis/Omada).

Some faculties also include external assistant supervisors in this process, while others do not. With administrative burden in mind, the question of how individuals external to SLU should be handled in Ladok/Ladok ISP has been raised.

Decision

Fur decides that each faculty is responsible for determining how external assistant supervisors are managed within Ladok and the Ladok ISP system.