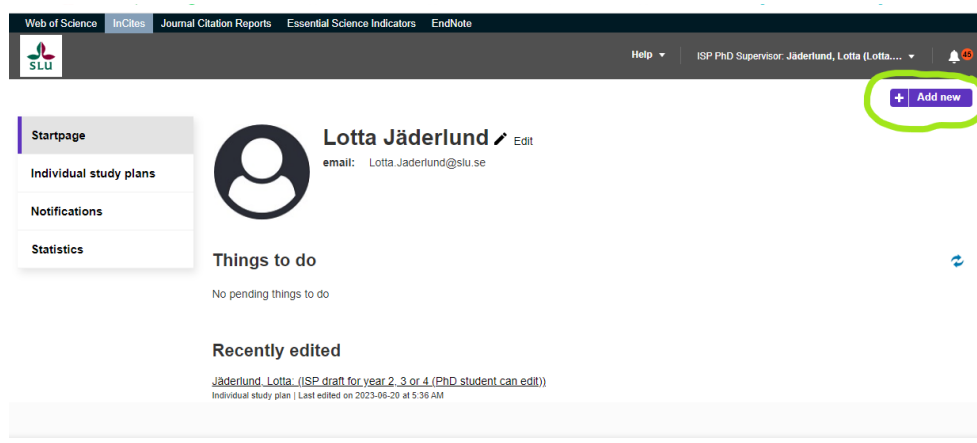


How to create a new preliminary ISP in the ISP portal

How can I create a new preliminary ISP?

Prior to the admission of a new doctoral student, the prospective main supervisor creates a draft of a preliminary ISP. A new preliminary ISP is created via the white cross on the blue button in the right corner "Add new" (marked in green below).



How can I add a doctoral student, or an assistant supervisor that is not employed by SLU?

All users of the ISP portal must have a SLU AD account. This is created at the department by the person who is responsible for the catalog ("katalogansvarig"). When prospective students, or external supervisors have been added in AD they can be added as a supervisor in the ISP portal.

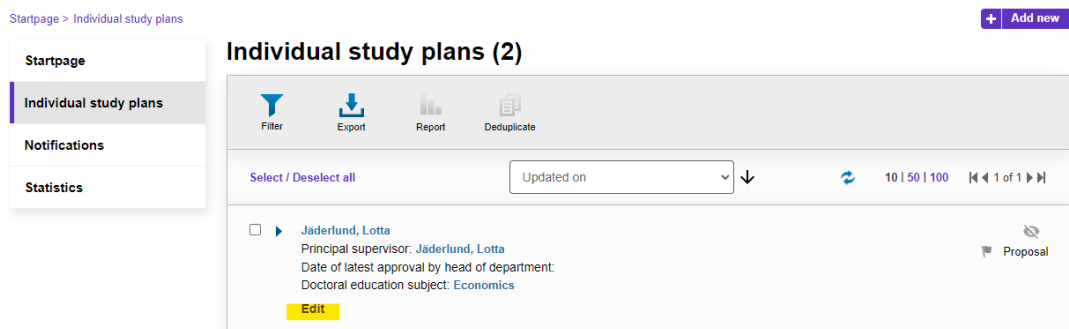
[At this webpage you can see who is "katalogansvarig" at your department.](#)

Who can edit the information in the ISP?

It is only the principal supervisor, or the PhD student after admission, that can edit the ISP.

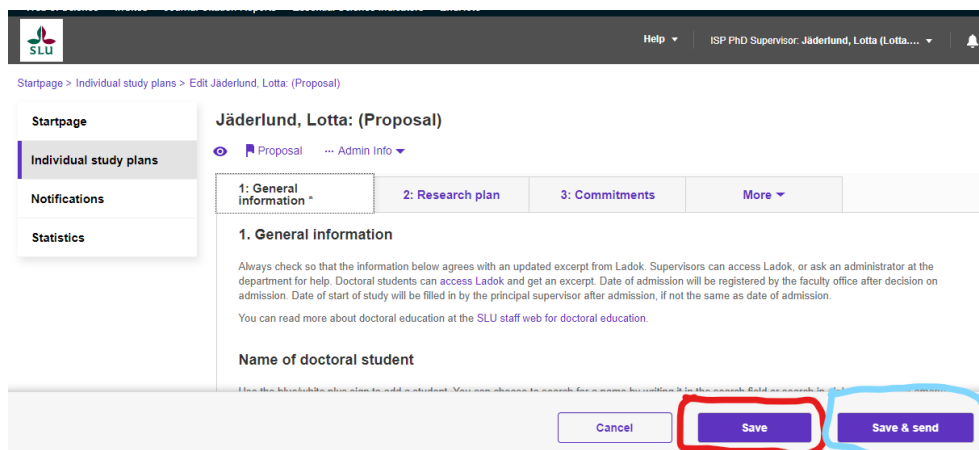
How can I edit an ISP?

Only the principal supervisor and the PhD student can edit an ISP. When you have logged into the ISP portal and click on "Individual study plans" in the left menu, you will automatically see the ISPs that you are authorized to see. For example, a head of department sees all ISPs in the department, a supervisor sees the ISPs belonging to the doctoral students for whom he is the supervisor, and a doctoral student only sees his own ISP. If you have permission to edit an ISP, you will see a purple text "Edit" (marked in yellow in the image below) - and if you click on "Edit" you can edit the ISP.



How are workflows used for review and approval of an ISP?

The ISP portal is based on a workflow for reviewing and approving the ISPs. Using the buttons at the bottom right, you can either save the ISP ("Save" - marked in red in the image below), or save and send it on in the flow for review by another role ("Save & send" - marked with light blue in the image below).



When you have to approve an ISP and pass it on in the system, it is important to know that this is done in two steps. First you press the "Save and send" button, and then a list of a few different options will appear. Note! The default option (greyed

out) only means that the ISP is saved, it will not be forwarded. You must therefore actively choose one of the other options - and then press "Save" to send the ISP on. Which different options are available to choose from depends on what role you have and what status the ISP is in.

