Each ISP must be followed up and updated at least once a year.

The gray boxes below describe the various steps for an ISP in the workflow during the annual follow-up. The points on the right (with check-boxes) show which statuses should be selected (under "*Save & send*") for the ISP to get to the correct function in the system.

<div align="center">

Process steps   **Status in the ISP portal**

</div>

An ISP for the upcoming year (X) is automatically created in the ISP portal	
Principal supervisor and doctoral student make revisions when necessary.	❑ **ISP editing stage (supervisor and PhD student can edit)**
	❑ **ISP for evaluation by the director of study at the department**
The ISP draft for year X is reviewed by the director of studies/equivalent function at the department.	
	❑ **ISP for approval by the head of department**
The head of department evaluates and approves the ISP.	
A copy of the ISP for year X is automatically archived – and a draft for the upcoming year becomes available to supervisor and PhD student.	