# The ISP portal: How to review an ISP as the director of study (or similar function) at the department

1. You will receive an email from the ISP portal when it is time for you to review an ISP. When you log in to the portal, you will also receive a summary of the ISP (s) you are to review, see the image below. Both in the list below and in the email, it says whether it is a preliminary ISP before admission, evaluation of an ISP for year 1 or an annual follow-up of an ISP that you have received for review.

***NOTE!** Remember that you should not review or approve an ISP where you yourself are, for example, a supervisor or otherwise disqualified. Instead, hand it over to another person according to the procedures in place at your department. If this person does not have the right role in the ISP portal, you can send an email to ISP@slu.se and we will arrange it.*
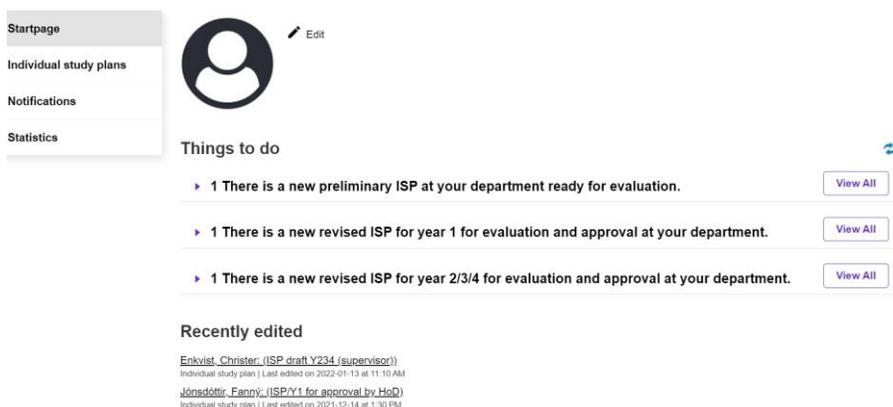

2. You can click on the blue arrow on the left under "Things to do" in the list above, and then you will get a link that will take you to the right ISP. Carry out the evaluation according to the routines available at your department.

3. When you have finished the review, press "**Save and send**". You will then have two different options (see below). The alternatives that emerge depend on whether it is a preliminary ISP that is to be approved BEFORE admission **(A)**, a draft for an ISP for year 1 to be approved AFTER admission **(B)** or an annual follow-up of the ISP for an already admitted doctoral student **(C).**

A. A preliminary ISP for evaluation BEFORE admission of the student:

- If you want to send the ISP back to the principal supervisor for revision, select **"Preliminary ISP draft"** (pink marked below), and click **"Save".** The ISP is then sent back to the principal supervisor.

- If you think the ISP contains the necessary information, and you want to approve it, select **"Preliminary ISP draft - for evaluation by the head of department"** (highlighted in orange below), and press **"Save".** Then the ISP will be available for review by the head of department.
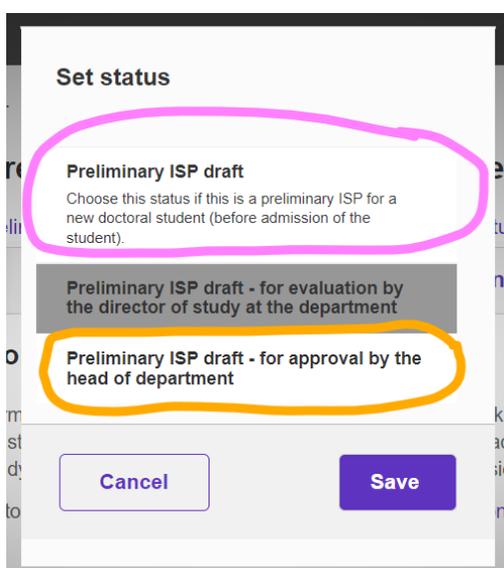
B. An ISP draft for year 1 should be evaluated by the head of department AFTER admission of the student:

- If you want to send the ISP back to the principal supervisor and doctoral student for revisions, select **"ISP draft for first year"** (pink marked below), and click **"Save".** The ISP is then sent back to the principal supervisor.

- If you think the ISP contains the information needed, and you want to send it on to the head of department, select **"ISP draft for first year - for approval by the head of department"** (highlighted in orange below), and press **"Save"** . This will forward the ISP to the head of department.
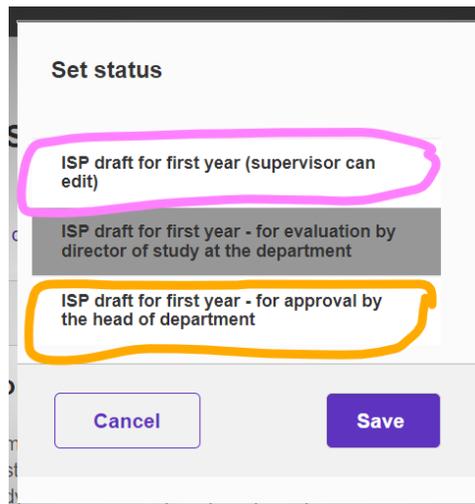
Set status

ISP draft for first year (supervisor can edit)

ISP draft for first year - for evaluation by director of study at the department

ISP draft for first year - for approval by the head of department

Cancel   Save

C. An ISP draft for year 2, 3 or 4 for annual revision:

- If you want to send the ISP back to the principal supervisor and doctoral student for revisions, select **"ISP draft for year 2, 3 or 4"** (highlighted in pink below), and click **"Save".** The ISP is then sent back to the principal supervisor.

- If you think the ISP contains the necessary information, and you want to approve it, instead select "**ISP draft for year 2, 3 or 4 - for approval by the head of department**" (orange marked below), and press "**Save** ". This means that a copy of the ISP is automatically sent to the archive. A new version for the coming years will be available at the same time for the main supervisor and doctoral student in the ISP portal.
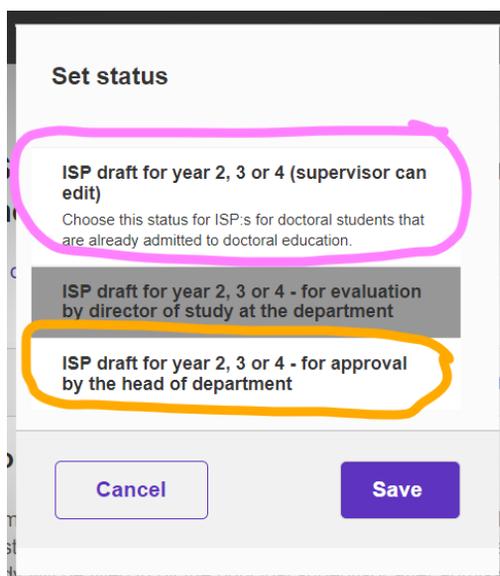
Set status

ISP draft for year 2, 3 or 4 (supervisor can edit)
Choose this status for ISP:s for doctoral students that are already admitted to doctoral education.

ISP draft for year 2, 3 or 4 - for evaluation by director of study at the department

ISP draft for year 2, 3 or 4 - for approval by the head of department

Cancel   Save