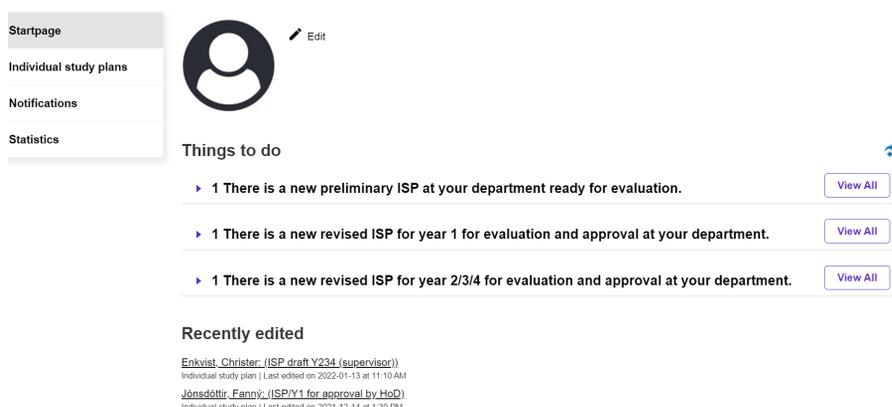


The ISP portal: How to review an ISP as the director of study (or similar function) at the department

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.



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 or an annual follow-up of the ISP for an already admitted doctoral student (**B**).

- If you want to send the ISP back to the principal supervisor (and doctoral student after admission) for revision, select **the top alternative in the box** (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 **the bottom alternative** instead (highlighted in orange below), and press "**Save**". Then the ISP will be available for review by the head of department.

