



**Karolinska
Institutet**

Department of Clinical Neuroscience (CNS)

Digital Individual Study Plan (ISP) in Ladok

Step-by-Step Guide

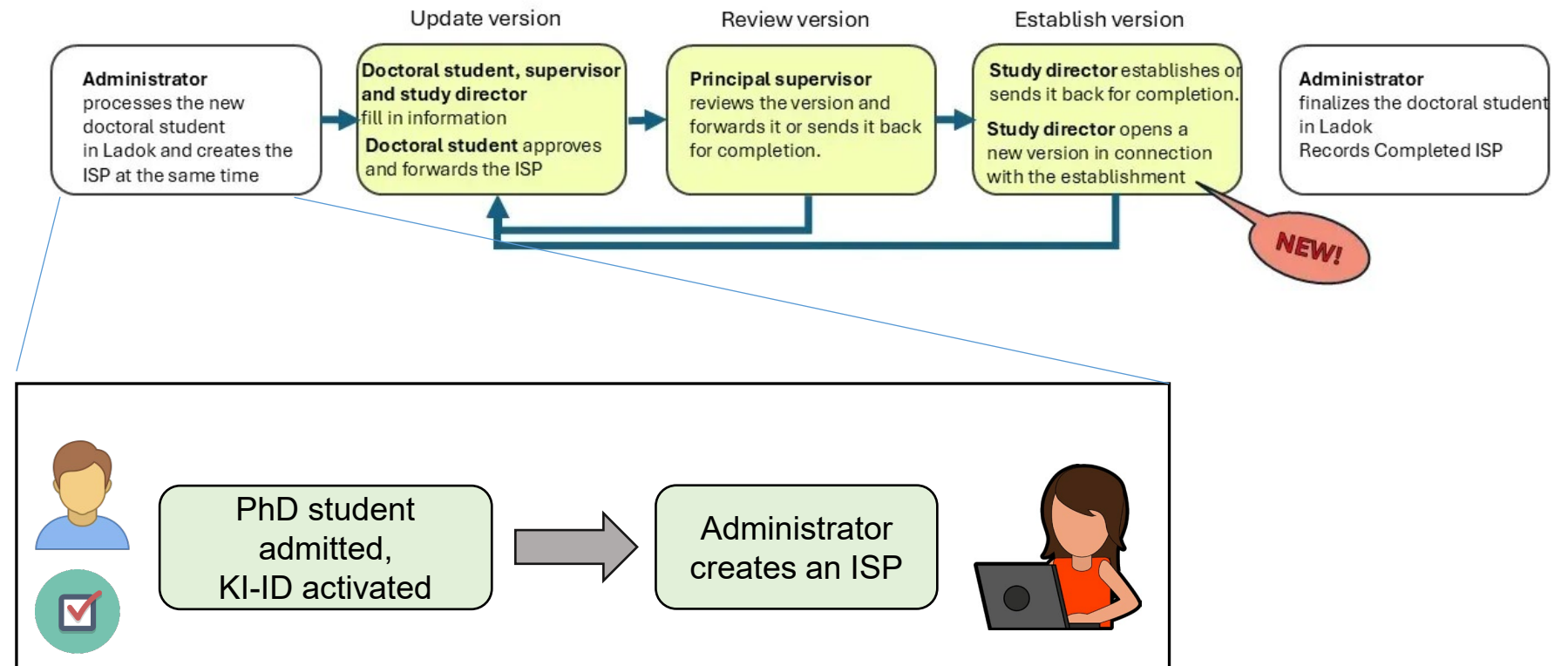
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The process in Ladok ISP - overview

The process for an ISP in Ladok at KI consists of three steps:

1. Update Version
2. Review Version
3. Establish Version

Note: each step can only have one responsible process person (called “agent” in Ladok) and only the agent can move the ISP to the next stage.



Manuals for Ladok ISP

- There are separate manuals for supervisors and students for the ISP system in Ladok as the interface looks different depending on your role in the system
- You find the manuals [here](#)
- Please check them but remember that at CNS we have some additional instructions which you find in this presentation
- Please also check the instructions in the system

Accessing the ISP

Students access ISP within Ladok for students

Supervisors and study directors access ISP through ladok for employees

Reminders are displayed two months before expected establishment

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View for supervisors

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LADOK Study documentation Course information Follow-up System administration

Home page Student Course Course packaging Activity sessions Reports Advanced Manage multiple

Welcome Eva Ringnell

Personal identity no. Last name First name E-mail ☐ Extend with national search Search

Course code Name

Certify My ongoing cases **My doctoral students (ISP)** My favourite course instances

Notifications

Andersson, Elisabeth 2026-02-12 17:02 X
Information: [Reminder: Establish individual study plan](#)

Andersson, Elisabeth 2026-02-11 08:42 X
Current work task: [Update version](#)

Högarth, Caroline 2026-02-09 14:20 X
Current work task: [Update version](#)

You are connected to the following doctoral students

Doctoral student		Not established					
Name	Personal identity no.	Role	Version	Current work task	Start date	Expected establis...	
Andersson, Elisabeth		ISP-Principal sup...	1	Update version	2026-01-12	2026-04-12	
Högarth, Caroline		ISP-Decision-maker	1	Update version	2026-02-09	2026-05-09	

- At the bottom, you see the doctoral students you are connected to and which process step their ISP is in
- Participants may update information simultaneously while the ISP remains in Update Version
- The Role column shows whether you are connected as Principal supervisor or Associate supervisor
- The expected establish date is also shown here

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Karolinska Institutet

Andersson, Elisabeth

Ladok - test

Home page

Current courses

[Research work - K6FOARB](#)

Registration opens in 119 days

Show more

Individual study plan

New notification can be found in your individual study plan

Received
2026-02-12 17:02

Information
[Reminder: Establish individual study plan](#)

New notification can be found in your individual study plan

Received
2026-02-11 08:42

Work task
[Update version](#)

Home page

My education

Examinations

Transcripts and certificates

Credit transfer

Degrees and certificates

Individual study plan

Tuition fees

Foreign merits

Two months before the expected establish date, a reminder will be displayed here. You can also access the ISP via this link.

Information is displayed here when something has been updated in the ISP

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Individual study plan Ongoing *Ladok - test*

Workflow

Version 1 **Not established**

Reference number: -

Start date: 2026-01-12

Expected establish date: 2026-04-12

This shows the version status.

Download PDF

Show more

Download PDF

Completed work tasks

There are no decisions in the current process

Current work task

1. Update version

Show more

Approve

Under each process step there is information and instructions on what to do in that particular step.

Upcoming work tasks

2. Principal supervisor reviews version

3. Decision-maker establishes version

You as a doctoral student are responsible for the Update version step. Therefore, the Approve button is displayed.

Established versions

You have no established versions

Description of workflow and work tasks

Description of all work tasks in this version

Here you will find the information and instructions collected for all three process steps.

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The ISP consists of **8 different parts**.

Choose here which part you want to work with.

Workflow

Basic information

Supervisor and decision-maker

Supervisor conversation

Thesis work

Courses and conferences

Learning outcomes

Timeplan

Overview and reflections

Home page

Student

Course

Course packaging

Activity ses

Andersson, Elisabeth

Overview

Participation

Individual study plan

Study plans

Individual study plan

Ongoing

Version: 1

Not established

Workflow

Version 1 (Not established)

Version in progress 1 | Reference number: - | Sta

Download PDF

More functions

Completed work tasks

Work task in the flow

Decision

No work tasks have been completed

Current work task: 1. Update version

Approve

ISP-Doctoral student

Description of work task

Doctoral student and principal supervisor can now both upda

You can both work simultaneously in the system and as soon

You should check and update the information on each tab

KI specific instructions
These are quite extensive and have useful links.
Please read them

General instructions

Basic information

The screenshot shows a web interface with a blue header bar. On the right side of the header, there is a green button labeled 'Page help' and a blue link labeled 'Instruction' with a question mark icon. Below the header, there is a table with the following data:

Third-cycle subject	K6MDV112 MEDICAL SCIENCE 240.0 hp
Leads to	Degree of Doctor
Later part	No
Subject instance, start date	2026-01-12
Subject instance, end date	2029-12-31

Below the table, there is a button labeled 'Change information'. A blue box highlights the 'Instruction' link in the header and contains the following text:

For each part of the ISP, instructions are included in the system.
NOTE: Click on the link and read through the instructions for each part before you start updating.

▼ General syllabus (Last edited 2026-08-18 11:15 by Ingrid Skelton Kockum)

Version of general syllabus

Reference number

Dnr 3-3225/2017

Attached file

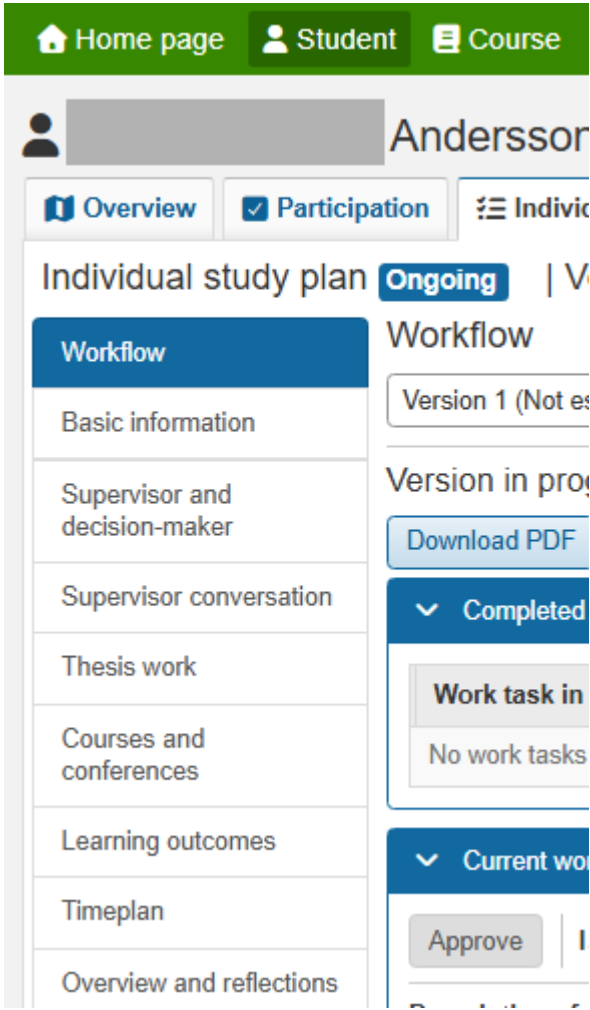
-



When someone last updated/changed information, it is displayed next to the title of the section where the change was made.

You cannot see exactly what was changed, only that somethings were changed, when and by whom.

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In this step, both the doctoral student, principal supervisor and study director can enter and update information and you can work simultaneously in the system.

The doctoral student is mainly responsible for writing the ISP

Go through all the tabs and fill in the information that is missing or needs to be updated. Each tab consists of one or more parts.

Instructions for the different parts of Ladok ISP are located within the system (See previous slide)

Remember to read the instructions in Ladok under each part before you start working.

Also pay attention to CNS specific instructions which are in this presentation, in purple, and not in the instructions in the system.

Tasks to be completed by student and supervisors that have had their ISP moved by the robot during the summer 2026 is stated in orange

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Milestones in third-cycle studies (Last edited 2026-07-07 11:19 by Bobben Robot ITA)

New milestone

Calendar half year *	Milestones in third-cycle studies *	Date	Status *	Operation
2029V	Defence of doctoral thesis		Planned	Select ▼
2027V	Half-time seminar		Planned	Select ▼
2025H	Planning seminar	2025-09-04	Planned	Select ▼

Fill in the semester for when each milestone?/ sub-goal? is planned

Enter milestones and which term you plan to reach them.

Milestones that should be entered include:

- ISP seminar (Planning seminar)
- **ISP meeting (Select “optional text” and enter “ISP meeting”) (only for new PhD students)**
- Half-time seminar
- Defense of doctoral thesis

Enter date when you completed the milestone once it has been reached and change status to completed (For students with ISP moved by robot you need to change status for your completed milestones)

You do not need to put introductory course here (despite the instructions) as it will be entered under courses anyway

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Planned study activity and funding

New planned study activity and funding

Calendar half year *	Study activity *	Study funding *	Operation
2028H	100%	100% DTJ Doctoral studentship	Select ▼
2028V	100%	100% DTJ Doctoral studentship	Select ▼
2027H	100%	100% DTJ Doctoral studentship	Select ▼
2027V	100%	100% DTJ Doctoral studentship	Select ▼
2026H	100%	100% DTJ Doctoral studentship	Select ▼
2026V	100%	100% DTJ Doctoral studentship	Select ▼

Reported study activity and funding

Calendar half year *	Study activity *	Study funding *
2026V	100%	100% Doctoral studentship
2025H	93%	93% Doctoral studentship, 7% Other higher education post
2025V	35%	100% Doctoral studentship

Fill in the planned study activity and source of income. If change of plans, revise.

After each semester, the doctoral student reports their actual activity and source of income. This is registered in Ladok and then retrieved to ‘Reported study activity and funding’.

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Departmental duties
Instruction

New activity

Calendar half year *	Scope *	Description *	Status *
There are no departmental duties entered			

Here you enter departmental duties that you may have OUTSIDE your doctoral studies. Examples are:

- Teaching (if not connected to your doctoral education)
- Doctoral representative duties
- Trade union duties

This may amount to a maximum of 20% of full-time and may form the basis for an extension of the doctoral employment.

For KI employed students also good if you declare secondary occupation (bisysslor) here – These do not give you the right to extend the doctoral employment. Secondary occupation should also be reported in PA webb.

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Other documentation (Last edited 2026-07-07 11:26 by Bobben Robot ITA)		
New other documentation		
Attached file *	Description	Operation
2025-03735-01_Ansokan_Godkand.pdf		Select ▼
COMBAT-MS(SWEEPMS)_approval.pdf		Select ▼

The following documents must be uploaded here:

- Record from the half-time review (both report and protocol)
- Documentation regarding collaboration including double or joint degree
- Pdf copy of the ISP created in the previous ISP system
- **Signed CNS Research education agreement**
- **CV of the doctoral student**

Move ethical permits and research and training plan to Thesis work tab

This tab can only be edited by the principal/main supervisor

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▼ ISP-Principal supervisor: Skelton Kockum, Ingrid (2025-04-29 -- until further notice) (Last edited 2026-07-07 11:21 by Bobben Robot ITA)	
Name	Skelton Kockum, Ingrid
Start date	2025-04-29
End date	-
Supervisor training	No
Note	The main supervisor is an epidemiological geneticist with focus on the interplay between genetics and environmental factors in the origins and progression of MS. IK's competence is crucial to the success of this project, including design of studies, best use of the cohorts, statistical analyses plan, integration of genetic data with environmental modifiers and biomarker analysis. She is also the KI PI for a joint project with Pfizer which is tightly linked to study 1,4 in this project. Ingrid will also be mainly responsible for supervision in the projects concerning molecular mimicry (study 1 and 3) which is a field of research she has several key publications in already. Practical issues and project's progress will be evaluated during weekly group meetings where two of the supervisors (IK and KS) participate. The student will also have scheduled supervisor meetings with the main supervisor weekly to discuss progress, current challenges/dilemmas and plan upcoming analyses. The full supervisor team and the student will have progress meetings every 3 months. The student and all of the supervisor will sit in neighboring offices and the main supervisor will be available for meetings at the request of the student. Main supervisor will guide the student in choosing appropriate courses given students' academic background. The main supervisor is responsible for annual follow-up meetings and reports as well as ensuring that activity reports are submitted on time as well as financial issues. % Handledarinsats: 40

Indicate for each supervisor if they have completed supervisor training or not

In the Notes section:

- Describe what responsibility each supervisor will take as supervisor for the PhD student
- How and how often will you communicate with each other
- What sort of environment (e.g. lab meetings, journal clubs) will you provide
- **State current employer of each supervisor (if employed outside of KI)**
- Also include share of supervision (% effort total 100% between all supervisors)

This tab can only be edited by the principal/main supervisor

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▼ ISP-Supervisor: Shchetysnky, Klementy (2025-04-29 – until further notice) (Last edited 2026-07-07 11:21 by Bobben Robot ITA)

Name	Shchetysnky, Klementy
Start date	2025-04-29
End date	-
Supervisor training	No
Note	Bihandledaren har godkänt sin handledarinsats och sitt ansvar i forskarutbildningen enligt beskrivningen nedan. Ja Beskrivning av planerad handledarinsats och ansvar Dr Shchetysnky have a central day-to-day role in supervising in technical aspects of the project. He has extensive experience of polygenic risk scores and also experience in using variational autoencoders. Klementys office is in the same corridor as the student making day to day interaction easy. He will also be part of weekly group meetings and supervisor meetings. The full supervisory team and the student will have progress meeting every 3 months. Fördelning (%) av handledarinsats (av totalt 100%). 40

Indicate for each supervisor if they have completed supervisor training or not

In the Notes section:

- Describe what responsibility each supervisor will take as supervisor for the PhD student
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Supervisor conversation

Instruction

In this tab, conversations between the doctoral student and main supervisor/supervisor can be documented. The PhD student and the supervisor decide which conversations should be documented this way. When a conversation is documented, a type must be selected. Select the conversation-type that fits best and select "Other" if no predefined type fits your needs. Remember that no sensitive information from the conversation should be documented in Ladok.

Type of conversation

Annual follow-up conversation

Date

2026-04-20

Version

2

Participants

Emmy Skelton Kockum, Angelica Nordin, Karin Forsberg, Per Zetterström, Peter Andersen, Pernilla Wikström

Note

Genomgång av tidsplan inklusive planerade kurser. Diskussion kring predoc utbyte och var detta skulle kunna ske förslagsvis Norge tillsammans med en samarbetsgrupp.

Genomgång av projekten, vad som är gjort samt pågående arbete och planerat arbete. Förändringarna i ...

(Last edited 2026-04-21 08:54 by Emmy Skelton Kockum)

Show more

Document follow-up meetings between supervisor(s) and PhD student

- Type of conversations: Annual follow-up /other
- Fill in planned and completed meetings between supervisor and doctoral student. In addition to the annual follow-ups, it is recommended that other types of discussions are also documented
- One year before the public defense, a discussion should be held regarding the thesis and publications in relation to the remaining time
- Give date when meeting took place, who participated, and summarise briefly what was concluded in the notes section

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Planning and follow-up (Last edited 2026-07-07 11:22 by Bobben Robot ITA)
? [Instruction](#)

Note

Change information

New activity

	Calendar half year *	Type of activity *	Planning and follow-up	Version	Status
>	2026V	Planning	Planerade och pågående delarbeten: Study1. Understanding the IgG antibody reactivity against EBV proteins and CNS proteins among MS patients and healthy controls: Year 1 finished... Show all text	1	

Here you give information of changes in your thesis work.
 If they are big you also need to attach and updated research and training plan

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Description	Etiska tillstånd krävs (ja / nej)
	Ja
	Djurförsök kommer att ingå
	Nej
	Humanförsök kommer att ingå
	Ja
	Etiskt tillstånd kommer att sökas
	Nej
	Hantering av personuppgifter kommer att ingå
	Ja
	8.1 Godkända etiska tillstånd
	EIMS: Dnr 04/252 1-4 & 2019-00639
	GEMS: Dnr 2008/1617-31/2
	IMSE: Dnr 2006/845-31-1
	IMSEII: Dnr 2011/641-31/4
	COMBAT-MS: Dnr 2017/32-31/4
	STOPMSII: 2020-0712
	Registrylinkage: 2017/1378-31
	Use of cohorts collected outside Sweden including imputation reference panel:2025/2508-31
	Reflektion av etiska aspekter
	-- värde saknas --

Enter DNR for available ethical approvals – state for which study they are relevant
If ethical approval is needed but does not exist, state that as well
Attach ethical approvals (not applications)

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Courses and conferences

Page help

Total within education11.5 hp (of which 3.0 hp credited)

Unsorted certified results

Instruction

Calendar half year	Course code	Name	Scope	Status	Ex. date	Certifier	Sort
2025H	K6F2618	Write Your Research Results and Get Them Published	3.0 hp	Completed	2025-12-23	Kristina Gemzell	Sort to heading:
2025H	C7F5302	Information Literacy, Philosophy of Science and Research Ethics	3.0 hp	Completed	2025-11-17	Gert Helgesson	Sort to heading:
2025H	K8F3200	Clinical and Experimental Neuroimmunology	1.5 hp	Completed	2025-10-24	Pernilla Strid	Sort to heading:
2025V	C7F5511	Compulsory Introduction for Doctoral Students	1.0 hp	Completed	2025-06-02	Tulay Lindberg	Sort to heading:

Doctoral students certified results will be loaded from other parts of Ladok
 You should sort these results into relevant headings: **Mandatory courses, Elective courses, Conferences and Seminars, and other activities** (This is mandatory at CNS as it helps you to keep track of what type of courses you need to complete to fulfill the requirements before applying to defend)

Please note that credit-bearing activities, other than courses, such as conferences and seminars, should be sorted under ‘seminars’.

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Conferences

Planned

New conference

Calendar half year *	Name *
No data	

Completed

Calendar half year	Name
No data	

Seminars and other activities

Planned

New seminar

Calendar half year *	Name *	Scope (hp)
No data		

Completed

Calendar half year	Name	Scope	Status	Ex
No data				

Conferences: enter planned participation in international conferences
 You need to present your research on at least one international conference

Seminars and other activities: enter planned attendance at seminar series, journal clubs, workshops and research visits at other universities.

You need at least 1.5 hp for attending seminars, journal clubs and workshops
 You can also get points for teaching in your research area and visiting another university.
 In total you need 4.5 hp of this type (3 hp for Lic).

Once an activity has been completed and registered in Ladok, sort completed activities from unsorted results yourself

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▼ A.1 Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowle... Ongoing

Learning outcomes

A.1 Demonstrate broad knowledge and systematic understanding of the research field as well as advanced and up-to-date specialised knowledge in a limited area of this field.

Note *

Planerade aktiviteter

Year 1-4: Keep up to date with the literature in MS, EBV, MS prediction, genetic epidemiology of MS, PRS in MS prediction, ML application in MS, PRS in diseases besides MS, HLA manipulation in MS and other diseases.

Year 1-4: Take active part in neuroimmunology unit meeting (every Thursday at 9 am in CMM lecture hall), Journal club (every Thursday at 10 am in CMM lecture hall and Thursday in last week every month at 1:30 pm at room innate immunity) on MS and EBV arranged by neuroimmunology unit and Kockum group, bioinformatic hub (every last Thursday at 11am in CMM lecture hall) arranged by bioinformatics researchers at CMM.

Year 1-4: Take active part in scientific conference like European committee for treatment and research in multiple sclerosis (ECTRIMS) in September 2025.

Year 1 October: Take the Course 'clinical and experimental neuroimmunology - 1.5 credits (K8F3200)' which gives an overview of clinical symptoms, signs, pathology, treatments and diagnostic criteria for the most important neuroimmunological diseases including multiple sclerosis, myasthenia gravis, and so on. This course offers an understanding of major neuroinflammatory diseases which helps with analysis and result interpretation.

In Notes:

Add a heading "**Planned activities**". Elaborate here on what the current goal means to you and which planned activities are related to this goal.

If you also have completed activities, add a heading "**Completed activities**" and then list them below.

Status = Indicate Planned as long as everything has not yet been completed.

During annual follow-up update both status of each activity and modify the activities in case your plans have changed.

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Timeplan

↑≡ Sort

2025V

Study activity and funding

35% Study activity | 100% Doctoral studentship

Reported

Note

Change information

Comment

Comment

2025H

Milestones in third-cycle studies

Planning seminar

Planned

Study activity and funding

93% Study activity | 93% Doctoral studentship, 7% Other higher education post

Reported

Credit transfer / Credited education

C7F3134 Basic Course in Medical Statistics 3.0 hp (2025-08-22)

Note

The information in this tab is automatically updated based on what has been entered in the ISP and is displayed and sorted by calendar half-year.

All actors can enter comments in the notes section for each semester, They will be included in the approved version of the ISP.

Please add in note for study activity and funding if you have been on parental or sick leave.

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Overview				
Calendar half year	Milestones	Study activity	Departmental duties	Courses and conferences
2029V	Defence of doctoral thesis			
2028H		(100%)		
2028V		(100%)		
2027H		(100%)		
2027V	Half-time seminar	(100%)		
2026H		(100%)		
2026V		100% (100%)		
2025H	Planning seminar	93%		10.5 hp
2025V		35%		1.0 hp
Summary		228% (600%)		11.5 hp

Here you get a simple overview of the doctoral students ISP.

Information is generated from other parts of the ISP

Values in parentheses = planned activities

Values without parentheses = completed activities

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Reflections

New reflection

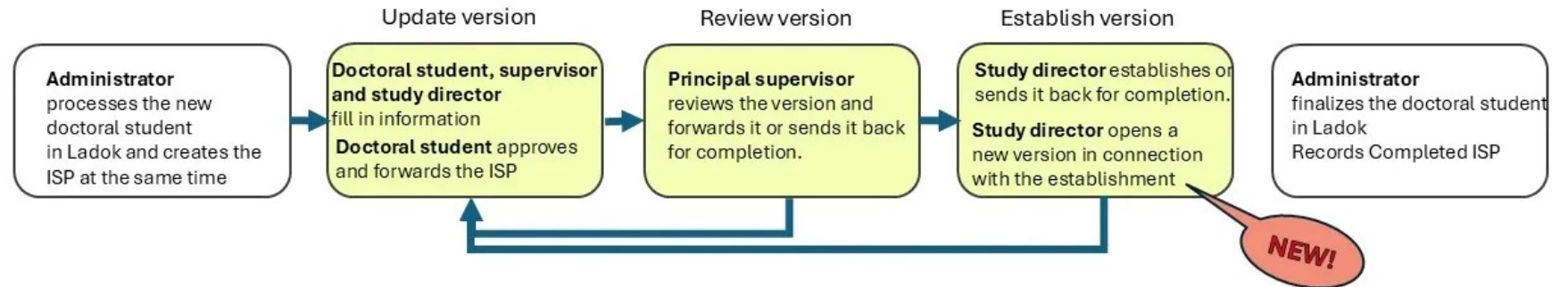
There are no reflections entered

Here you can write reflections on what you have learned and how.

- The purpose is to create a log of your development towards becoming an independent researcher
- This will help ensure that you achieve all the learning outcomes (see also the tab Learning outcomes)
- It will also serve as a basis when you are to write a summary account of your learning and development prior to your public defence
- Do not enter any sensitive personal information

Here you should also note when you have chosen a mentor

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1. When the student feels all information has been entered, they send the ISP to the supervisor, who moves the updated version to the review version.
2. The supervisor checks and approves the ISP. If the supervisor is not happy, they send it back to the student for modification.
3. Once both the doctoral student and supervisor are happy, they send the ISP to the decision maker (director of research education) for approval.
4. When the decision maker (study director) is happy with the ISP, it is approved and established.
5. Immediately after establishment, the decision maker opens a new version of the ISP. A reminder will be sent to the doctoral student after 10 months saying that it is time to update the ISP – time to have an annual follow-up.
6. When sending an ISP forward in the system, you can write a message. This message will not be part of the established ISP.

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Overview

Participation

Individual study plan

Study plans

Cases/Decisions

Student information

Individual study plan **Ongoing** | Version: 1 **Not established**

Workflow

Basic information

Supervisor and decision-maker

Supervisor conversation

Thesis work

Courses and conferences

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Workflow

Version 1 (Not established)

Version in progress 1 | Reference number: - | Start date:

Download PDF

More functions

Completed work tasks

Work task in the flow	Decision	Message	Decision by	Decision date
> 1. Update version	Approve	Har lagt in handledarsamtalet den 2 februari.	Andersson, Elisabeth	2026-02-20

Current work task: 2. Principal supervisor reviews version

Approve

Send back

ISP-Principal supervisor

Description of work task

Now it is time for the principal supervisor to review the ISP and approve or send it back to the doctoral student.

The principal supervisor checks that the following information is entered before approving the study plan:

- * Funding
- * Supervisor conversations are documented
- * Distribution of responsibilities for supervisors and hours for supervision
- * That the previous version has been followed up
- * That the thesis work has been updated
- * That there are no unsorted results
- * That there are learning outcomes for this version
- * That there are no irrelevant information in the comments

If the principal supervisor does not approve the content of the study plan, it must be sent back to the doctoral student. To send back, click on the Send back button.
(Once the doctoral student has updated the study plan and approved it, the doctoral student can forward the study plan to the principal supervisor for approval.)

When the principal supervisor approves the study plan, it is forwarded to a reviewer (e.g. study director) who will establish the study plan. To forward the ISP, click the Forward button.

Upcoming work tasks

Work task in the flow	Role
> 3. Decision-maker establishes version	ISP-Decision-maker

Under the heading **Completed work tasks**, step 1. Update version in now displayed.

The message if the doctoral student wrote one when he/she approved and forwarded the ISP is also displayed here.

Under **Current work task**

2. Review version, it is shown here that it is the Principal supervisor´s responsibility to approve and forward the ISP for confirmation. Therefore, the Approve button is now clickable.

Under **Description of work task**, you will find Information and instructions for this particular step in the process are also displayed here.

Established versions

Version	Established date	Reference number	Decision	PDF
There are no established versions				

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Establish version

- In this process step, the Study Director (Decision-maker) is responsible for reviewing and determining the ISP
- If the ISP needs to be supplemented before it can be confirmed, the same procedure applies as in step 2. Review version, i.e. the ISP must be sent back
- When the ISP returns to step 1. Update version, all fields are opened again in editing mode. Both the doctoral student, you as the principal supervisor and the Study Director can then supplement the ISP with information
- Once the completion is complete, it is the doctoral student´s responsibility to approve and resubmit the ISP to review