

UNIVERSITY OF GOTHENBURG

Faculty of Social Sciences

Drawn up (date):

Reviewed (date):

ACUMULATED INDIVIDUAL STUDY PLAN* FOR THIRD LEVEL STUDIES

IN _____ AT _____
 (Subject) (Departement)

Personal details			
Name			
Civic registration number			
Address:			
Work Phone		Home Phone	
E-mail address			
Admitted (date)			
Estimated time for defence (year/month) :			
Principal Supervisor:			
Assistant Supervisor:			
Working Title of the Dissertation			
Brief summary of the Thesis:			

* The individual study plan is stipulated in the Higher Education Ordinance and shall in reviewed/accumulated form be submitted to the Faculty Office of Social Science no later than on the 15th of November each year.

Accomplished departmental duties			
Year	Fall/Spring:	% of full time	Assignment*

Planned departmental duties (during the coming year)			
Year:	Fall/spring	% of full time	Assignment*

* For example, teaching, research and administration in accordance with the Higher Education Ordinance.

Accomplished commissions of trust/leave of absence		
Year	Fall/spring	Kind of commissions of trust/leave of absence*

Planned commissions of trust/leaves of absence (during the coming year)		
Year	Fall/spring	Kind of commissions of trust/leave of absence*

* Such as leave of absence for commisson of trust, sick leave, parental leave etc, in accordance with the Higher Education Ordinance.

Funding plan	Year :	Year :	Year :	Year :
Form/s of funding				
	Year :	Year :	Year :	Year :
Form/s of funding				

Comments on discrepancies that may occur in the funding plan

* If there is more than one for of study funding during one year note the allocation in per cent.

Please use the LADOK terms below for forms of study funding

DTJ Appointment to doctoral studentship at university/university college, regardless of who is funding the employment (e.g. direct government funding for research and third level programmes or funding from research council.)

UBB Doctoral grant.

STP Scholarship

AUH Employment outside the university implying that third level studies can be pursued within the employment, e.g. "industry-based doctoral student". (Including all kinds of employers outside the university/university college

HTJ Other forms of employment (than appointment to a doctoral studentship) within your own or another university/university college implying that third level studies can be pursued within the employment (E.g. what the University of Gothenburg refers to as a doctoral student/project assistant or employment as lecturer with prospects of participating in third level studies)

ÖVR Other (lack of maintenance/funding, etc).

Accomplished participation in conferences e t c			
Semester/year	Name of the conference	Participation with poster	Oral presentation

Planned participation in conferences (during the coming year)			
Semester/year	Name of the Conference	Participation with Poster	Oral Presentation

Completed dissertation work	
Semester/year	Contents*

* For example disseration PM, data collecting, written chapters, sections etc.

Planned dissertation work (during the coming year)**	
Semester/year	Contents*

** For example review of chapter on methodology, planning of field investigation.

Summary of completed study programme	Year:	Year:	Year:	Year:	Year:	Year:	Year:	Year:
Completed course credits in per cent of total amount of course credits								
Completed dissertation work in per cent of total dissertation work								
Total completed studies in per cent of the whole study programme								
Degree of activity in per cent								
Comments concerning discrepancies that may occur between completed time in third level studies and completed programme (courses and dissertation work)								

Supervision

	Year :		Year :		Year :		Year :	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Approx. number of hours*								
	Year:		Year :		Year:		Year :	
	Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Approx. number of hours*								
Comments concerning completed supervision during the last year and notes of discussions regarding planning of future career.**								
Planned meetings with supervisor – approximate extent during the coming year:								

* By hours is meant time for meetings with supervisor, supervisor’s time for preparation in the form of reading the doctoral student’s texts and so on. According to the Board of the Faculty of Social Sciences regulations for third level studies the doctoral student is entitled to supervision corresponding to a minimum of 300 hours during his/her active study period.

** According to the Higher Education Ordinance the doctoral student shall be offered career guidance

The above data and planned activities are hereby confirmed:

.....
Place/date

.....
Doctoral student

.....
Place/date

.....
Principal supervisor

.....
Place/date

.....
Head of Departement

Assistant supervisor/s has/have taken part of and accepted the contents of the study plan

Yes

The obligations of the Department are:

- to organise third level studies in accordance with the general study programme for third level studies that has been ratified by the Board of the Faculty of Social Sciences
- to fulfil the commitments that have been made regarding study funding, supplying the student with office, computer as well as other working material necessary for carrying out the study programme.
- to, without unnecessary delay, follow up discrepancies that may occur in the agreed individual curriculum.

The obligations of the doctoral student are:

- to pursue the study programme according to normal rate of study and the agreed funding plan
- to announce required leave from studies or non-completion in accordance with the regulations in the Higher Education Ordinance.
- to, if notabale stated, fulfil the obligations made regarding study funding