

Guidelines for completion of the ISP

The ISP should be updated at least once a year, during the autumn term. All the supervisors, examiner and the PhD student should meet to discuss study progression over the past year and plans for the future.

PhD student

- In the box " PhD thesis work pursued within the Department of", "Faculty of Odontology" should be entered as there are no departments at our Faculty

Degree

- At the Faculty of Odontology, the only degree area offered is Odontology. We have no subspecialties.

Supervision

Supervisor

- Each PhD student must have *at least 2* supervisors
- The main supervisor must be at least "docent" and should be employed at the Faculty – don't forget to give their title and affiliation!
- Other supervisors must have at least a PhD - don't forget to give their title and affiliation!
- A full-time PhD student has the right to at least 80 hours supervision per year, i.e. 1-2 hours/week. This includes all the supervisors and all types of meeting, preparation and reading of material etc. The current period should be regarded as the coming year!
- A change or the addition of a supervisor must be approved by FUN (see the document "Doctoral education - change of supervisor")

Examiner

- All PhD students must have an examiner
- The examiner must be at least "docent" and should be employed by the Faculty, but not be affiliated to the same department as the student. A change or the addition of an examiner must be approved by FUN.

Short summary of the focus of the thesis

The summary should include a background and hypotheses, description of materials and methods, results obtained or expected and relevance for the whole project. This should be written as a continuous text which can be complemented with a description of the papers that are planned to be included in the thesis. If the text has not been changed since the previous year, paste in the text from the previous year and add a note to the effect that no changes have been made.

Format of thesis

- At the Faculty of Odontology, the form is almost always a compilation thesis.

Finance Plan

- Here the form of financing for the studies, *e.g.* a Faculty-financed PhD position, a PhD position financed by another party, a Stipend or bursary, financing through an employer other than the University, an industrial PhD position, etc should be stated. If the position is financed by an employer other than the University, this must be backed up by a contract (see contract – financing of external PhD students). It should be stated here that a contract exists and the registration number should be given.

Rate of study progress

- According to the Higher Education Ordinance, a PhD student cannot be employed for more than 8 years i.e the rate of study progress should not be lower than 50% (on average). This means that half-time PhD students do not have the possibility to teach or undertake other Departmental duties. Time out for parental leave, military service or involvement in Union activities can be credited over and above the 8 years. A plan for the whole PhD period should be given in this section!
- Fill in the actual year in the study progress box *i.e.*
(Year 1) 2014 50%
(Year 2) 2015 100%

Courses within the postgraduate research training programme

In line with the General Study Plan, the current requirements of the Faculty of Odontology are 40 ECTS divided as 15-20 ECTS generic (theory/method courses) plus at least 20 ECTS project- and subject-specific courses. In order to meet the goals for postgraduate research education, the following courses offered by Malmö University *or the equivalent* are obligatory

Academic information (3hp)

Research Methodology (5hp)

Science in Society (6hp)

Presenting research results for different groups (3hp)

Academic publishing (3hp)

The courses at Malmö University run regularly but are currently being revised.

The project and subject-specific courses should be chosen together with the examiner to support fulfillment of the goals for postgraduate research education.

As each course is completed, the PhD student should check that they have been entered in the Ladok system. Courses from other Universities may need to be credited by the examiner (see the document – accreditation of courses in doctoral research education).

Completed thesis work

It is important that PhD students and other researchers report their publications in MUEP. If articles are not entered in MUEP, they are not included in the basic

data used by the University for allocation of central research funds to the Faculty. For more information about how to use MUEP, please contact the person responsible for MUEP at the University's IT department BIT.

Past seminars

In this section there is a good opportunity to register all the elements that contribute to the goal "demonstrate the ability in both national and international contexts to present and discuss research and research findings authoritatively in speech and writing and in dialogue with the academic community and society in general".

Seminars planned for the coming year

At the Faculty of Odontology, the 50% seminar is the only milestone during doctoral research education (other Faculties at Malmö University have 20%, 75% och 90% seminars). Here the PhD student and supervisors can discuss and enter planned attendance at conferences.

Other relevant aspects

Other aspects relevant to progression of studies can be entered here.

Career planning

In this box, the PhD student and supervisors can record elements of importance for the student's future career. If the student intends to stay in academia for example, elements such as teaching, planning of courses, supervision of undergraduate projects, writing applications, and visits to other scientific establishments can be important. If the PhD student is working in clinical practice, an analysis of the expectations from doctoral research education is important.

Formats for supervision

This is a particularly important section since it documents the expectations that the PhD student and supervisors have of each other. Therefore they must discuss how their collaboration is expected to work. If problems should arise, it is important that both sides can show that they have lived up to the contract which is described here.

Overall evaluation (deviations from previous ISPs)

This box gives space for an analysis of progression since previous ISPs. Reasons for deviation e.g. in time should be described here.

Signatures

All the supervisors and the PhD student should sign the ISP before it is submitted. All the ISPs are discussed annually in the Supervisors Board and when everything is complete, they are signed by the Dean.

Finally, the ISP is registered and filed.