

Candidacy exam guideline

The EDMX rules on the candidacy exam (CE) and the detailed procedure are available on our webpage [EDMX PhD students](#).

Please proceed as follows:

1- **2 months before the date of the candidacy exam**

Your thesis director is asked to suggest the additional examiner, who must be an EPFL- Thesis Director.

If you have a co-director, she/he must also be present.

Please complete the jury proposal on your portal IS-Academia and add dashes under the name of the president before submitting that document as the system will not allow you to submit it otherwise.

Note that you do not need to collect the signatures for this form at that stage.

Once we will have received the automatic copy of the jury proposal, EDMX will looking for the president of the jury.

Please be sure that the time allocated to the examination is of 2 hours.

2- **3 weeks before the CE**

Submit your thesis proposal (research plan) to your Thesis Director for feedback and appropriately and timely incorporate this feedback. The outline of the thesis proposal is given in part 2.b of the “Program Regulations for the Candidacy Examination “.

3- **15 days before the CE**

Send to EDMX your thesis proposal by email. Note that proposals exceeding 15 pages (not including references) PRL style will be rejected by EDMX.

Complete the cover page with the abstract of your research plan under IS-Academia and submit that text. You do not need to collect the signatures for this form, the President of the candidacy will collect it at the end of the exam.

4- **Before the CE at the latest**

Send to EDMX the signed attendance list to the seminar series.

Reminder: The thesis proposal must present a research plan covering the full period of 4 years.

Kind regards,
EDMX Secretariat