

GUIDELINES FOR EDEY PHD STUDENTS 2021

ECTS

PHD STUDENTS	YEAR +1	REMAINING YEARS	TOTAL
Standard admission	+4 ECTS min	+8 ECTS min	= 12 ECTS min

OFFICIAL REGULATIONS

- ✓ EPFL ORDINANCE AND DIRECTIVES [LINK](#)
- ✓ EDEY RULES [LINK](#)

COURSES

COURSES	LINK	DEADLINE	PAPERWORK/AUTHORISATION
EDEY course book	LINK		Approval thesis director Self-registration in IS-Academia
EDEY course information	LINK		
Other doctoral program courses	LINK LINK		Approval thesis director Self-registration in IS-Academia (24h to unregister – after contact admin)
Master courses	LINK		Approval thesis director
Calendar Master course enrolment		Latest 2nd Friday after semester starts	
Calendar un-registration to Master course		Latest 10 weeks after semester starts	
External courses Form	LINK	See deadline on course web site. Register to the course with your lab secretary + travel + accommodation	To receive the credit(s): fill the form before the course for equivalence (see LINK) + send PDF of documentation & agenda to EDEY administrative assistant for Prof. Paolone's approval
Transferrable skills* *the ECTS can be recognized at the earliest after a successfully passed candidacy exam. However, you may already follow these courses during your 1 st year	LINK		

MENTOR

The role of the mentor is to mediate between the doctoral student and the PhD student's supervisor(s). You will be assigned a mentor with the obligation to meet with him/her from 6 months after you started your PhD until before your candidacy exam.

VARIOUS INFORMATION

- ✓ Your professional journey [LINK](#)
- ✓ EDEY 1st year PhD Students [LINK](#)
- ✓ CAMIPRO card [LINK](#)

REQUIREMENTS

WHAT	WHEN	HOW
Candidacy exam	+1 year after registration	<p>Please login to your ISA portal and follow instructions to prepare for your candidacy exam (once you have been immatriculated only). You have access to a form there to announce the members of your jury for the candidacy exam, generate it, add the signatures and send it to EDEY admin.</p> <p>The list of the jury as per EDEY rules:</p> <ul style="list-style-type: none">- 1 president (must be part of EDEY Committee),- your PhD advisor and co-PhD advisor (if applicable)- 1 expert external to your lab but still EPFL- Optional : 1 expert either EPFL or external to EPFL <p>The research plan must be sent to the members of your jury 7 days prior the date of your exam. The final version of your research plan must be sent to EDEY admin max. 7 days after the exam.</p>
Annual reports	+1 year after candidacy exam (yearly)	During his doctoral thesis work, the doctoral student has the obligation to submit an annual report every year starting one year after the candidacy exam and until submitting the oral exam jury proposal.

CONTACTS

WHAT	WHO	PERSON
All academic matters	EDEY	Cecile Taverney
	EDEY program director	Prof. Mario Paolone
Lab related matters Work contract Various administration	Thesis director's lab secretary	
*Only for :		
<ul style="list-style-type: none">• end of PhD for thesis transmission	Doctoral Student's office	*Mrs. Vanessa Maier