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## **EDMI Candidacy Examination** **Procedure and Regulations**

1. The candidacy examination of a PhD candidate must be held in principle 12 months after her/his admission date, upon agreement with the thesis advisor(s). The PhD candidate is required to obtain a minimum of 4 credits during her/his first year in the doctoral program (transferable skills course credits cannot be considered).
2. The candidacy examination is held as a closed (non-public) oral examination, in front of a jury that is composed of:
  - The thesis advisor and co-advisor, if applicable
  - One EDMI Program affiliated member, who is entitled to act as jury president (see list of "**EDMI Thesis Jury Presidents**" on the website)
  - One external (= from another EPFL lab) member, who is qualified to be thesis advisor or thesis co-advisor.
3. The PhD candidate, with the help of his/her thesis advisor(s), finds the appropriate jury members and determines the date, time and location.
4. Once finalized, the PhD candidate enters all related information in IS-Academia and generates the Jury Proposal that has to be signed by herself/himself and the Thesis Advisor(s). Once completed and signed, the Jury Proposal has to be submitted to the EDMI Office **at least 30 days before the candidacy examination**.
5. The PhD Candidate has to write a Research Plan that needs to be approved by the Thesis Advisor(s) and sent to the Jury members at least 10 days prior to the candidacy examination.
6. The examination consists of a 20 minutes presentation by the candidate on her/his thesis research topic, followed by 20 minutes of additional questions by the jury members. The entire examination procedure (including closed deliberation of the jury) shall not exceed 60 minutes. The student is expected to demonstrate mastery of key subjects and scientific knowledge, general understanding and ability to carry out research.
7. After deliberation, the jury can either pass or fail the candidate. The Jury President informs the Program Director about the examination outcome **within 3 days and to the candidate in writing and with reasons for failure (if applicable) within 7 days**.
8. In case of failure, the candidate is given a second chance within a maximum of 15 months after her/his enrolment date. A second failure leads to immediate dismissal from the doctoral program. The jury will define; the conditions to be fulfilled by the candidate in re-taking the exam and will fix the time schedule.
9. A written record of the examination process (including date, official verdict and signatures of jury members) is to be kept by the doctoral program secretariat.