

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**

Please complete the jury proposal on your portal IS-Academia and add dashes under the name of the president before submitting that document.

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

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

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

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

Please assure 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 approval. The outline of the thesis proposal is given in part 2.b of the EDMX rules on the candidacy exam.

3- **15 days before the CE**

Send us your thesis proposal approved by the thesis director (and co-director if applicable) by email.

Complete the cover page with the abstract of your research plan under IS-Academia and submit that document. You do not need to collect the signatures for this form, they will be collected at the exam.

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

Send us 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