

Annual report – steps to follow

“The EDMX Doctoral Committee requests that the EDMX PhD Student arranges the annual review meeting after year two by including the expert of the candidacy exam together with the thesis director and if applicable the co-director. From year three on, the EDMX program committee recommends the presence of the candidacy exam expert but it is no longer obligatory. The expert will receive the slides used for the annual review meeting five days before the meeting. After the annual review meeting, the slides of this presentation (with revision if required) will have to be sent to EDMX in a PDF version, will be registered on the relevant database GED and then be reviewed by the Program Director”.

Please find a summary of the steps to follow:

1. The PhD Student fills the annual report tool online
2. Co-Director fills the annual report tool online (If there is a co-director)
3. Thesis Director fills the annual report tool online
4. A collaborative review is organized by the PhD Student with the Thesis Director, the Co-Director and the candidacy exam expert after year 2 (the Jury President participates by invitation only, in case of problems related to the thesis). The Student, Thesis Director and the Co-Director will complete the annual meeting tool at this stage
5. The PhD Student sends the slides (PDF version) presented in step 4 (in a revised version if required) without delay to the EDMX Secretariat which will then be uploaded to GED
6. The Co-Director has to sign (if there is one) the annual report on the tool
7. The Thesis Director has to sign the annual report on the tool
8. The PhD Student has to sign the annual report on the tool
9. The PhD Student has to organize a meeting with his Mentor
10. The Mentor has to sign the confirmation of the meeting on the tool
11. The PhD Student has to sign the confirmation of the meeting with the Mentor on the tool

Please take note of the following information:

- It is the responsibility of the PhD Student to ensure that Thesis Directors, Co-directors and Mentors respond to the invitations sent out by the annual report tool. The above process must be finalized within one month.
- More information can be found on our website: <https://www.epfl.ch/education/phd/edmx-materials-science-and-engineering/edmx-annual-report/>