

## Annual report – steps to follow

The EDMX Doctoral Committee requests that the EDMX Doctoral Candidate arranges the annual review meeting as follow:

Year two: The EDMX Doctoral Committee requests you organize an annual review meeting with the expert of the candidacy exam and the Thesis Director and if applicable the Co-Director. 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”.

Year three: The EDMX Doctoral Committee requests you organize an annual review meeting with the Thesis Director and if applicable the Co-Director. The EDMX program committee recommends the presence of the candidacy exam expert, but it is no longer obligatory.

Please find a summary of the steps to follow:

1. [The Doctoral Candidate fills the annual report tool online](#)
2. The Co-Director fills the annual report tool online (If there is a Co-Director)
3. The Thesis Director fills the annual report tool online
4. [A collaborative review is organized by the Doctoral Candidate with the Thesis Director, the Co-Director and the candidacy exam expert the 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 Doctoral Candidate 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 Doctoral Candidate has to sign the annual report on the tool](#)
9. [The Doctoral Candidate has to organize a meeting with his Mentor](#)
10. The Mentor has to sign the confirmation of the meeting on the tool
11. [The Doctoral Candidate has to sign the confirmation of the meeting with the Mentor on the tool](#)

Information about the requested slides and the presentation:

- How long should be the meeting?
- The time to discuss the different topics completed on the online tool plus the presentation and discussion of the scientific progress in the project.
- How long the presentation should be?
- The presentation about the scientific progress and plan for the future research should be no longer than 15 min.

- The presentation is considered to be the report about the scientific part of the PhD thesis, i.e., the scientific progress during the last year and the research planned for the future.

Please take note of the following information:

- Doctoral Candidates who passed the candidacy exam before October 1<sup>st</sup> of the previous year and up to 6 months before the end of the thesis will receive a notification to write the report by the Program Administrative Assistant to submit their annual report by March 31, each year.
- It is the responsibility of the Doctoral Candidate 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 by March 31.
- More information can be found on our website: <https://www.epfl.ch/education/phd/edmx-materials-science-and-engineering/edmx-annual-report/>