

# Timeline for Candidacy Exam

Dates	Deadline	Action
		<b>Fill out</b> and generate the Jury Proposal on your IS-Academia portal. (Thèse tab)
	±1 month before	<b>Thesis Director(s) signs</b> your Jury Proposal and grade sheet. Alice automatically receives a copy when you finalize your draft in your portal and will check it over with the program director. <b>Fill out Research Plan</b> information on IS-Academia portal. <b>Generate the Research Plan cover page.</b> <b>Make appointment with mentor to discuss your progress and general well-being.</b>
	2 weeks before	Send Research Plan to Jury members.
	±1 week before	Alice sends Evaluation Report to Jury President and Candidate. (Candidate prints it.)
	Exam day	Candidate brings 1) Printed Evaluation Report 2) Research Plan Cover Page and Research Plan
		Candidate leaves exam with ALL documents signed
	1-3 days after	Candidate gives signed Evaluation and Research Plan (Cover Page and Plan) to Alice
	1 week after	Alice takes documents to Program Director for signature
	2 weeks after	Alice sends documents to SAC -
	3 weeks after	Candidate receives a letter from SAC - definitively a PhD Candidate!
	Next 3 years	Candidate works hard, Year 2 - Scientific Discussion, Year 3 & 4 submits Annual Reports on anniversary of their matriculation, Meet with Mentor annually.
	<b>15 MONTHS!</b>	<b>Hard deadline! You must have passed your CE before 15 months from your matriculation date!</b>