

# Timeline for Candidacy Exam

Dates	Deadline	Action
	±1 month before	<b>Thesis Tab:</b> <b>Fill out and generate (OK button)</b> the Jury Proposal on your IS-Academia portal. <b>Thesis Director(s) signs</b> your Jury Proposal <b>Fill out Research Plan</b> information - abstract, <b>write research plan</b> <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.
	Exam day	Candidate brings 1) Electronic copy of Evaluation Report and 2) Research Plan Cover Page and Research Plan
	1-3 days after	<b>President fills out the evaluation, collects signatures and sends to Alice.</b> <b>Candidate sends signed Research Plan cover page and Research Plan to Alice</b>
	1 week after	Alice takes documents to Program Director for signature & sends to Doctoral School
	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.
	15 MONTHS!	Hard deadline! You must have passed your CE before 15 months from your matriculation date!