Timeline for Candidacy Exam

Dates	Deadline	Action
	1 month before	Fill out and generate the Jury Proposal on your IS-Academia portal. (Thèse tab) This will also generate your list of classes and credits.
		Have the Jury Proposal and grade sheet signed by your thesis director(s). (No need for the Program Director to sign the Jury Proposal.)
		Fill out Research Plan information on IS-Acadmia portal. Generate the Research Plan cover page. Write Annual Report (form found on EDNE site) - See Mentor for Signature
	2 weeks before	Send Research Plan to Jury members.
	±1 week before	Alice sends Evalutation Report to Jury President and Candidate. (Candidate prints it.)
	Exam day	Candidate brings 1) Printed Evaluation Report
		2) Annual Report already signed by Mentor
		3) Research Plan Cover Page and Research Plan
		Candidate leaves exam with ALL documents signed
	1-3 days after	Candidate gives signed documents to Alice
	1 week after	Alice takes documents to Program Director, Michael Herzog, 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 and submits Annual Reports on anniversary of their matriculation, meeting with Mentor annually.