Doctoral program in Energy
COURSE REGISTRATION PROCESS

How to register to a course?

1. Log to IS-Academia then choose “Enrolment to study plan”

2. Choose the block in which the course is given:
   - 1st block: EDEY core courses
   - 2nd block: Other doctoral courses (EDOC) recommended by EDEY (PhD Course book + block courses)
   - 3rd block: EPFL Master courses
   - 4th block: External courses
   - 5th block: Transferable skills

   If you choose the wrong block, you will not be registered to the course. In case of doubt, do not hesitate to ask one of your fellow PhD student in your lab or EDEY administrative assistant.

3. Check the box under “Enrolment to courses”. You are automatically registered for the course exam. You can choose to be an auditor to any course although we suggest that you do that once you have your 12 credits already.

4. You cannot register to an external course in ISA yourself. Thank you to fill the form and send it to me together with a PDF with a
maximum of information (i.e. agenda – course information – etc.) for EDEY director to approve it in order to receive credits. No credit confirmation will be sent on the base of an email.

**Block 1 - EDEY core courses facts**

- They are organized by the administrative assistant of the program.
- They are announced by email to EDEY PhD students as soon as the dates are known.
- No set deadline to register but do it as soon as you can. If not, it might be cancelled due to lack of participants.

**Block 2 - EPFL doctoral courses facts**

- They are organized by the program administrative assistant in which program they are given.
- You can contact the administrative assistant if you have questions about the course or a problem to register.
- No set deadline to register but do it as soon as you can. If not, it might be cancelled due to lack of participants.

**Block 3 - Master courses facts**

- The registration process starts at the opening of Master course book and closes on the 2\textsuperscript{nd} Friday after the beginning of the semester.
- After that, the registration is, in certain definite cases, still possible but the students’ service will assess your case. If they accept, you will need the lecturer’s agreement and pay a fine. If not, you will have to wait next time it is organized.
- For the PhD students who are not immatriculated before the registration closes, thank you to contact EDEY administrative assistant as soon as possible.
Should you fail the exam, you can re-take the exam at the same time 1 year after (no exception).

**Block 4 - External courses facts**

- Only the administrative assistant can register you in IS-Academia.
- You will receive an equivalence. The title of the course won’t appear on your final grade sheet so keep it for future reference.
- In order to know if you will receive credits for the external course, **the form must be filled**, signed by your thesis director and send with the information to EDEY administrative assistant. **No credit confirmation will be sent on the base of an email.**
- **Full procedure description:**
  - Fill the form that can be found here under
    - Courses
    - EDEY equivalence form
  - Have your thesis director sign it.
  - Send it by email to EDEY administrative assistant. Add a PDF with a maximum of information – agenda – description of the course including the schedule if possible (no link please). **The original is not needed and can be kept in your files.**
  - EDEY administrative assistant will hand it to EDEY director who will assess it and decide if you can get the credit(s) (EPFL rule is 14 hours = 1 credit). If the answer is no, you are still allowed to follow the course but cannot claim credits for this course.
  - Once the form is signed by the EDEY director, the administrative assistant will send it back to you by email.
  - Once you finished the course, your thesis director has to **evaluate you and fill the bottom of the form. This is the only way you can get the credits. Certificates delivered by the course have no value to EPFL and will not be taken into account.** Send the now complete form back to EDEY administrative assistant to claim your credit(s).
Block 5 – Transferable skills facts

- List of transferable skills courses which will give you credits (EDOC approved).
- The credits acquired during your first year (prior your candidacy exam) do not count in the 4 mandatory credits you must obtain to validate your candidacy exam. The credits received by transferable skills courses will only appear in your results after the candidacy has been validated.

How do I recognize if it is an internal or external course?

- If the course is in **EDEY course book** or in other doctoral programs course book
  - Look for hints as in the example below
  - Beware: a mention of “EE” in the acronym doesn’t mean it is organized by EDEE but is about Electricity.

**Course Book**

**Transient and dynamic analysis of electric power systems**

- **EE-003** Course starting by 6 or 7

**Course Book**

**Language:** English

**Frequency** Every 2 years

**Remark** Next time: September 18th to December 11th, 2019

**Summary** The learning outcome is to increase the knowledge of simulation methods and the role of computers in the management and the operation of electric power systems.
• **If it is a Master course**
  - Look for hints as in the example below
  - You will receive the same credits as Master students

• If you can’t find it in any EPFL course book = **external**
  It means that you will receive an equivalence. The courses usually take the form of:
  - **Summer or winter schools**
  - **Workshops**
  - **ETHZ courses** (except for the Master course “Decommissioning of nuclear power plants” which is in IS-Academia).

You and your lab secretary will do the necessary to register to the course through their website and organize travel and accommodation.
General information on courses

- **If you are not based in Lausanne campus**, you might be interested to check the block courses page (given on 1 or 2 weeks and not “on the semester”). Have a look at the information below “reference week”: sometimes the course already took place.

- EPFL course books run each year **from July 1st to June 30th of the next year**. Beware if you register in spring for a course in fall, you will be registered to the course that took place the previous fall.

- On the final grade sheet which comes with your PhD diploma, **only the courses you have passed will appear** (no mention of grades – only “passed”). There will be no mention of the exams you failed or didn’t attend.