

FAQ First years of doctoral studies

From the enrolment as a doctoral student to the annual reports: questions you may have during the first years of your doctoral studies

Until when is the financing of my thesis guaranteed? ▲

The thesis director is responsible that the PhD candidate has a salary that is equal to the regular EPFL PhD salary for the full duration of the PhD studies (i.e. until the oral exam).

I have been admitted in a doctoral program; does that mean I'm automatically enroled as a doctoral student? ▲

Being admitted in a doctoral program doesn't mean you are enroled as a doctoral student.

Enrolment happens afterwards. The admin of your doctoral program will guide you through the steps and form to complete to be officially enroled. A confirmation of enrolment will be sent to you by the Doctoral Students' Office upon reception and verification of the enrolment form.

Are there any guidelines on doctoral supervision? ▲

Yes, there are. They are intended to assist new doctoral students and their thesis director(s) in laying the foundations for working together and are available on the [New doctoral student webpage](#).

The password I've been sent to access IS-Academia and/or housing database and language center is not working. What should I do? ▲

Please ask the Student Helpdesk to provide you with a new password: student.services@epfl.ch

I've been told my official transcript should be sent to the Doctoral Students' Office within 2 weeks from my enrolment, but it will probably take longer. What is it for, and should I be worried? ▲

No worries.

The Registrar's Office verifies the **authenticity of the educational or academic title** that led to your admission to EPFL.

You should ask your university to send your final transcript **upon receipt of the email confirming your enrolment**, *and if you are not a graduate of EPFL*.

Please follow detailed instructions provided in the email sent to you by the Doctoral Students' Office.

Note that

- the transcript must be sent directly from your university, in a sealed envelope, to the Doctoral Students' Office; **we cannot accept this document directly from you**
- you will be informed by email when we'll have received it from your university
- we must receive it at the latest during your admission for preparation of the thesis (end of first year of PhD). **We will be unable under any circumstances to continue your admission without this document.**

Any questions? Please contact us: sac-doctorants@epfl.ch

Why is the status on my CAMIPRO card staff instead of doctoral student? ▲

The reason might be that your enrolment as an EPFL PhD student is still being processed.

Once you are officially enrolled as a doctoral student at EPFL, that is, when you have received the confirmation of your enrolment from EPFL Doctoral Students' Office, you can update your CAMIPRO card from staff to doctoral student. You can do so at one of the terminals located on campus (Ecublens, Sion, Neuchâtel).

To be updated on your enrolment status, please contact the admin of your doctoral program or the Doctoral Students' Office.

To locate a terminal and learn about the many uses and benefits of your CAMIPRO card, please go on the [EPFL CAMIPRO webpage](#).

I have to renew my CAMIPRO student status but I'm not located on campus. How should I do? ▲

Renewal of your student status can only be done by passing the card in one of the terminals located on Ecublens, Sion or Neuchâtel campus. Therefore, we suggest you do it when you have the opportunity to come on campus, or you find someone willing to do it for you.

I have received an email from iThenticate with a login and password. Why and what is it for? ▲

You and your thesis directors are both provided with access to iThenticate, which is a tool that highlights any sentences and paragraphs in your documents (scientific reports, thesis) that are also found in other online documents.

In the future, all submitted theses will automatically be verified with this tool. It will be your responsibility to explain the outcome of this verification to your thesis director and the president of your thesis jury.

All doctoral students are encouraged to take some time to make themselves familiar with the iThenticate tool, and learn how to interpret its results. Given the importance of this issue, you should be cognizant of the tool and try it out on your documents and later in your thesis before it is submitted.

In order to make you aware of the different aspects of plagiarism, and to support you in learning how to reference correctly in your documents, an informative website – [Similarity Check](#) – has been put in place. Please check out this informative website, and don't hesitate to contact [the EPFL Library](#) in case you have any remaining questions on plagiarism or iThenticate.

How can I obtain an attestation confirming my enrolment as a doctoral student? ▲

Official enrolment certificate and other attestations that can be useful during your doctoral studies at EPFL are available to you anytime in your [IS-Academia student portal](#).

Should you have any questions about certificates and attestations, please contact us: sac-doctorants@epfl.ch

How many credits do I need to obtain and which courses should I take by the end of my first year? ▲

Doctoral programs have different rules. Please refer to [your doctoral program's own regulations](#).

Should you have any questions, please contact the admin of your doctoral program.

When will I be admitted for thesis preparation? ▲

You will be admitted for thesis preparation provided that you have

- passed the candidacy exam*
- obtained the agreement of a Thesis Director to supervise your doctoral studies
- drawn-up a research plan approved by your Thesis Director and ratified by the Program Director
- obtained the credits required by the doctoral study plan for the first year of doctoral studies
- fulfilled the specific conditions set by the doctoral program if applicable

within the 12 months following your enrolment.

*In case of failure of the candidacy exam: a pass must be obtained at the second attempt at latest 15 months after the date of enrolment.

Is there any guideline available to navigate through my IS-Academia PhD student portal? ▲

Yes, there are [several guidelines available](#).

Specific instructions by doctoral program regarding the end of the first year (credits, candidacy exam, research plan, etc.)

