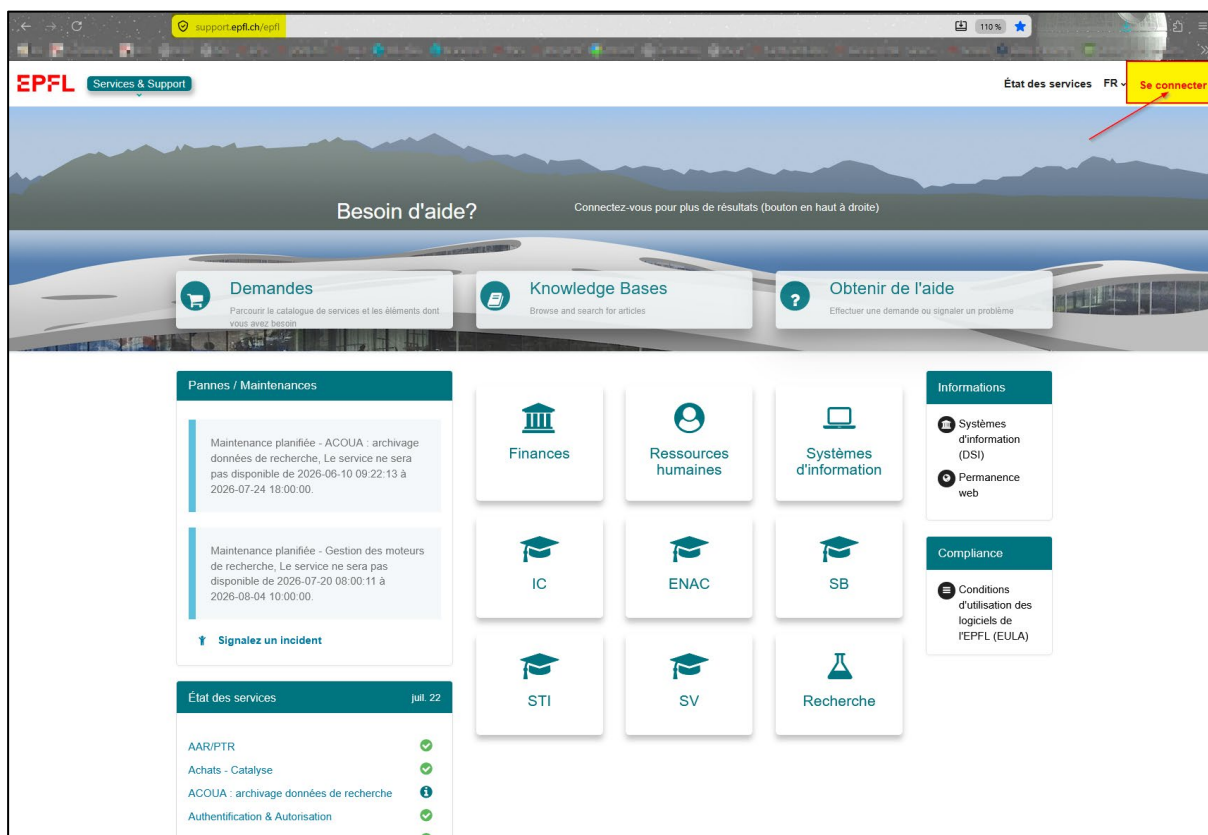


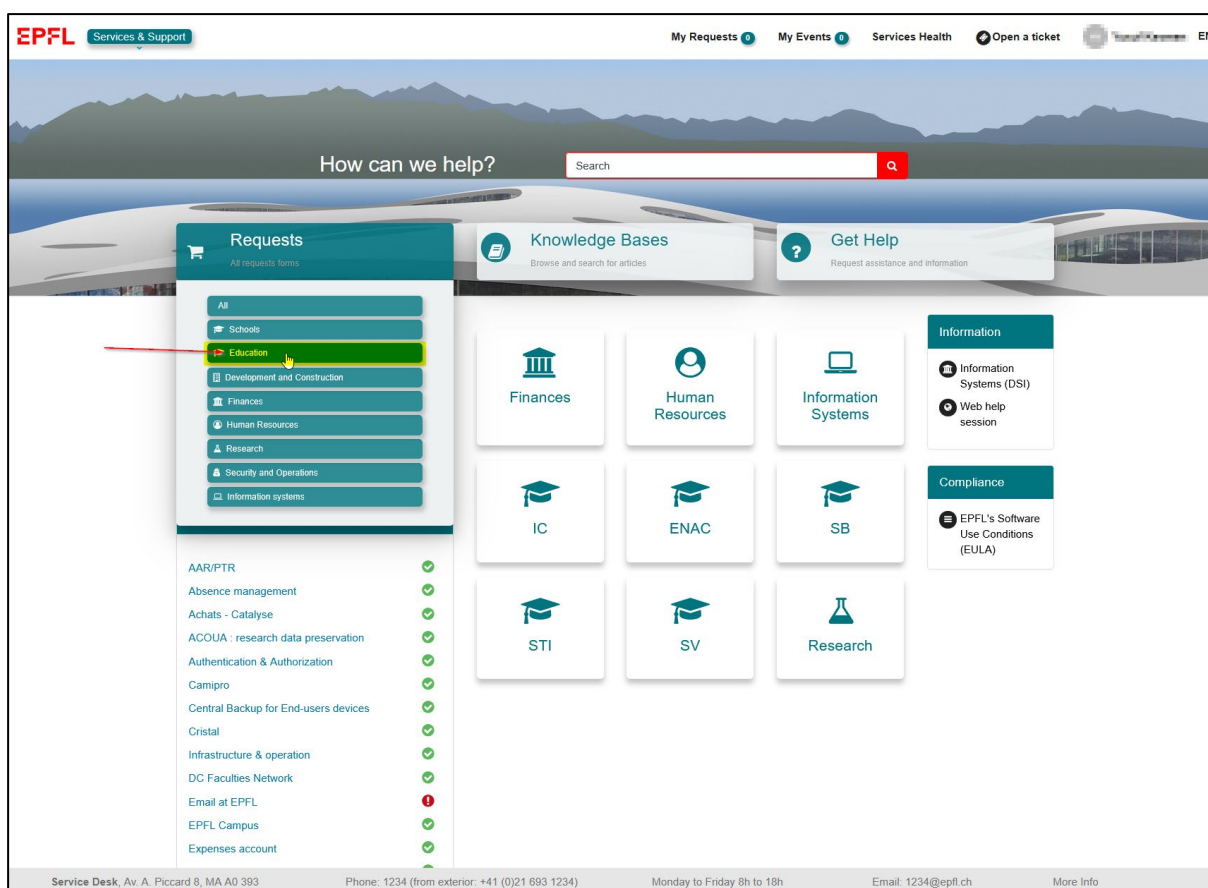
Equivalence EDOC for credits in ServiceNow – Doctoral students

Color code: **Doctoral students** **Thesis directors** **Doctoral program administrators**

1. Log in <https://support.epfl.ch/epfl>

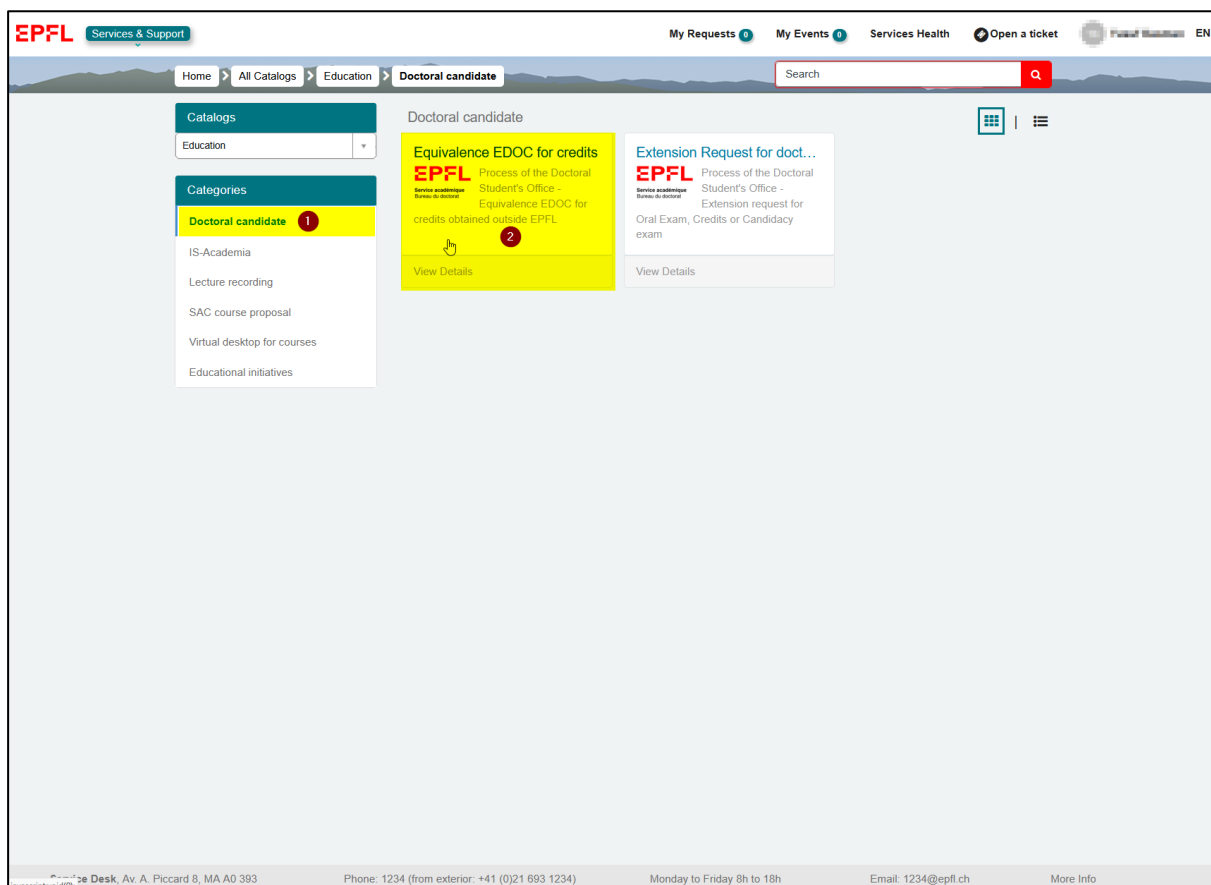


2. Doctoral student: in the “Request” menu, click on “Education”



Equivalence EDOC for credits in ServiceNow – Doctoral students

3. Doctoral student: In the “Categories” menu, click on “Doctoral candidate” and choose “Equivalence EDOC for credits”



4. Doctoral student: fill in the form. The fields in grey are pre-filled, the fields in blue are mandatory. Then click on “submit”

The screenshot shows the 'Equivalence EDOC for credits' form. The form contains various fields for requester information, accreditation, and course details. A red arrow points to the 'Submit' button. A callout box labeled 'Pre-filled fields in grey' points to the 'Accreditation' field.

Required information

- Title of the course
- Institution organising the course
- Teacher(s) / Lecturer(s) Name (s)
- Course level
- Course website link (with detailed program)

Equivalence EDOC for credits in ServiceNow – Doctoral students

EPFL Services & Support

My Requests 1 My Events 2 My Approvals 3 Services Health Open a ticket

Home All Catalogs Education Doctoral candidate Equivalence EDOC for credits

Search

* Title of the course

* Institution organising the course

* Teacher(s) / Lecturer(s) Name (s)

* Course level

* Course website link (with detailed program)

Short description of your background and why you chose this course (mandatory for EDNE)

* Date of the course from

* Date of the course to

* Course location

* Short description + you must upload the detailed program of the course

* Number of hours - Lecture (0=no hours)

* Number of hours - Exercises (0=no hours)

* Number of hours - Practical work (0=no hours)

* Number of hours - Project (0=no hours)

* Type of exam

The number of credits will be allocated by the doctoral programme

Save as Draft

Submit

Required information

Title of the course

Institution organising the course

Teacher(s) / Lecturer(s) Name (s)

Course level

Course website link (with detailed program)

Service Desk, Av. A. Piccard 8, MA AO 393 Phone: 1234 (from exterior: +41 (0)21 693 1234) Monday to Friday 8h to 18h Email: 1234@epfl.ch More Info

* The exam will be carried out by

-- Select --

Add attachments

Service Desk, Av. A. Piccard 8, MA AO 393 Phone: 1234 (from exterior: +41 (0)21 693 1234) Monday to Friday 8h to 18h Email: 1234@epfl.ch More Info

E-mail envoyé

Objet: Ouverture de la demande RITM

De: SAC Doctorat <sac-doctorants-snow@epfl.ch>

À: Doctoral student

Masquer les détails de l'e-mail

EPFL Services & Support

Bonjour

Nous vous confirmons que votre demande d'équivalence pour des crédits acquis hors EPFL RITM a été ouverte et transmise à votre directeur ou directrice de thèse pour approbation.

N'hésitez pas à nous contacter si vous avez des questions.

Avec nos meilleures salutations,

Dear

We confirm that your request for the equivalence of credits acquired outside EPFL RITM has been opened and forwarded to your thesis director for approval.

Do not hesitate to contact us should you have any questions.

Best regards,

EPFL

EPFL AVP-E SAC
Doctoral Student's Office
BP 1238 (Building BP)

Equivalence EDOC for credits in ServiceNow – Doctoral students

5. Your thesis director will receive an email to validate your request.
6. The Doctoral program administrator will receive an email to determine the number of credits of the course and validate your request on behalf of the doctoral program
7. Doctoral student: Wait until the course is completed to continue the process or disregard the email below if the course has already been completed.

 E-mail envoyé

Objet: Equivalence EDOC : [REDACTED]

De: SAC Doctorat <sac-doctorants-snow@epfl.ch>

À: **Doctoral student**
[Masquer les détails de l'e-mail](#)

EPFL

Services & Support

Merci d'ignorer cet email si vous avez déjà fini le cours

Bonjour [REDACTED]

Nous vous confirmons que votre demande d'équivalence pour des crédits acquis hors EPFL a été acceptée.

Vous recevrez un e mail une fois le cours terminé [REDACTED], qui vous permettra de poursuivre la procédure de validation pour l'attribution de ces crédits.

N'hésitez pas à nous contacter si vous avez des questions.

Avec nos meilleures salutations,

Please disregard this email if you have already completed the course

Dear [REDACTED]

We confirm that your request for the equivalence of credits acquired outside EPFL has been accepted.

You will receive an email once the course has been completed [REDACTED], which will allow you to continue the validation process for the attribution of these credits.

Do not hesitate to contact us should you have any questions.

Best regards,

EPFL

EPFL AVP-E SAC
Doctoral Student's Office
BP 1238 (Building BP)
1015 Lausanne, Switzerland

+41 (0)21 693 43 45
sac-doctorants@epfl.ch
<https://www.epfl.ch/education/phd>

Equivalence EDOC for credits in ServiceNow – Doctoral students

8. Doctoral student: click on the link in the email you received to approve the request

E-mail envoyé

Objet: Equivalence EDOC : [REDACTED]

De: SAC Doctorat <sac-doctorants-snow@epfl.ch>

À: **Doctoral student**

[Masquer les détails de l'e-mail](#)

EPFL

Services & Support

Bonjour [REDACTED]

Afin de poursuivre la procédure de validation pour l'attribution de ces crédits, vous devez procéder comme suit :

- Si l'examen a été organisé par l'organisateur du cours, merci de téléverser la preuve de réussite et d'approuver cette étape.
- Si l'examen est organisé par le directeur de thèse, merci d'approuver cette étape une fois le contrôle des connaissances effectué.

Lien d'approbation : [RITM \[REDACTED\]](#)

N'hésitez pas à nous contacter si vous avez des questions.

Avec nos meilleures salutations,

Dear [REDACTED]

In order to continue the validation procedure for the attribution of these credits, please proceed as follows:

- If the exam was organised by the course provider, please upload the proof of successful completion and approve this step.
- If the exam is organised by the thesis supervisor, please approve this step once the knowledge assessment has taken place.

Approval link : [RITM \[REDACTED\]](#)

Do not hesitate to contact us should you have any questions.

Best regards,

Or in ServiceNow, go in the “My Approvals” menu and click on the request you want to approve

The screenshot shows the EPFL ServiceNow portal. At the top, there are navigation tabs: 'My Requests' (2), 'My Events' (4), 'My Approvals' (1), 'Services Health', 'Open a ticket', and 'Request Manager'. The 'My Approvals' tab is selected, showing a list of approvals. The first approval is 'Equivalence EDOC : [REDACTED] - [REDACTED] - [REDACTED]' with a status of 'Approved' and a date of '30m ago'. Below this, there is a search bar and a 'How can we help?' section. The 'Requests' section shows a list of requests, including 'Outages / Maintenances' and 'Services Health'. The 'Knowledge Bases' section shows a list of knowledge bases, including 'Finances', 'Human Resources', 'Information Systems', 'IC', 'ENAC', 'SB', 'STI', 'SV', and 'Research'. The 'Get Help' section shows a list of help topics, including 'Information Systems (DSI)', 'Web help session', and 'EPFL's Software Use Conditions (EULA)'. The 'Services Health' section shows a list of services, including 'AAR/PTR', 'Absence management', 'Achats - Catalyse', 'ACOUA : research data preservation', 'Authentication & Authorization', 'Camipro', 'Central Backup for End-users devices', 'Cristal', 'Infrastructure & operation', 'DC Faculties Network', 'Email at EPFL', 'EPFL Campus', and 'Expenses account'. The 'Email at EPFL' service is marked with a red exclamation mark, indicating an issue.

Equivalence EDOC for credits in ServiceNow – Doctoral students

9. If the exam is carried out by the course organizer

*The exam will be carried out by

Course organizer

-- Select --

Course organizer

Thesis director

a. Doctoral student: Upload a certificate of completion of the course and approve

EPFL Services & Support

My Requests 2 My Events 1 My Approvals 1 Services Health Open a ticket

Home > Approval Form

Search

Your approval is required

Approval Name
Course exam: upload a certificate, approve. Thesis director exam: once the exam's completed, approve

State
Requested

Created
32m ago

Approval comments

Approve 2 Reject

Attachments 1

about an hour ago

2h

Approval request for Equivalence EDOC : EDOCA - EPFL - Requester Name: [Name]

Opened by Requester Name: [Name]

Options

Requested Item

Information about the requestor

*This request is for

Accreditation

SCIPER

Doctoral candidate name

Doctoral candidate email

Registration date

Doctoral program

Thesis laboratory

External student

Thesis director

Thesis director email

b. The Doctoral program administrator: will receive an email to validate that the credits can be validated

10. If the exam is organized by the thesis director

*The exam will be carried out by

Course organizer

-- Select --

Course organizer

Thesis director

a. Doctoral student: Approve once the knowledge assessment has been completed

EPFL Services & Support

My Requests 2 My Events 1 My Approvals 1 Services Health Open a ticket

Home > Approval Form

Search

Your approval is required

Approval Name
Course exam: upload a certificate, approve. Thesis director exam: once the exam's completed, approve

State
Requested

Created
32m ago

Approval comments

Approve 1 Reject

Attachments

about an hour ago

2h

Approval request for Equivalence EDOC : EDOCA - EPFL - Requester Name: [Name]

Opened by Requester Name: [Name]

Options

Requested Item

Information about the requestor

*This request is for

Accreditation

SCIPER

Doctoral candidate name

Doctoral candidate email

Registration date

Doctoral program

Thesis laboratory

External student

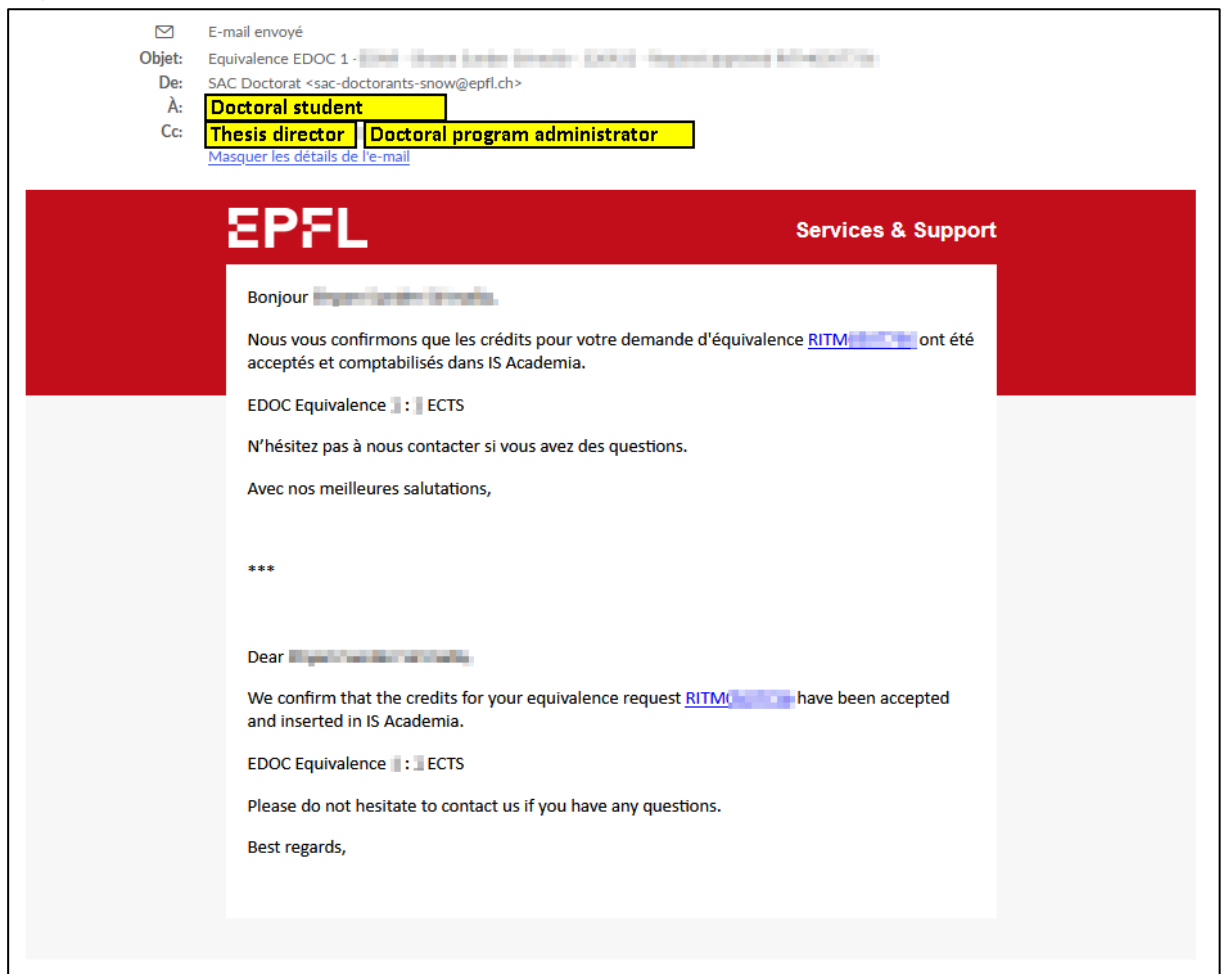
Thesis director

Thesis director email

Equivalence EDOC for credits in ServiceNow – Doctoral students

- b. The thesis director will receive an email to validate that the knowledge for the course has been assessed

11. A confirmation email will be sent once the Doctoral students' office has processed the request



Equivalence EDOC for credits in ServiceNow – Doctoral students

12. A PDF with all information regarding the equivalence EDOC will be available in the request

Equivalence EDOC 1 - [REDACTED] - [REDACTED] [REDACTED] [REDACTED] - [REDACTED]

Approval status: Approved

Approval History

Approver	Approved by	Date of approval
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

General information

Required information	Provided information
SCIPER	[REDACTED]
Doctoral candidate name	[REDACTED]
Doctoral candidate email	[REDACTED]
Doctoral program	[REDACTED]
Thesis director	[REDACTED]
Thesis co-director	[REDACTED]
Title of the course	[REDACTED]
Institution organising the course	[REDACTED]
Teacher(s) / Lecturer(s) Name (s)	[REDACTED]
Course level	[REDACTED]
Course website link (with detailed program)	[REDACTED]
Short description of your background and why you chose this course (mandatory for EDNE)	[REDACTED]
Date of the course from	[REDACTED]
Date of the course to	[REDACTED]
Course location	[REDACTED]
Short description + you must upload the detailed program of the course	[REDACTED]
Number of hours - Lecture (0=no hours)	[REDACTED]

Number of hours - Exercises (0=no hours)	[REDACTED]
Number of hours - Practical work (0=no hours)	[REDACTED]
Number of hours – Project (0=no hours)	[REDACTED]
ECTS credits	[REDACTED]