

EDPY guidelines about the end of thesis process

The masculine gender used herein shall also apply to the female gender.

Thesis jury proposal

- ✎ The thesis advisor contacts the experts (1 internal & 2 external to the EPFL, holders of a PhD title) to schedule at least 2 dates. *The candidate will have beforehand obtained 12 credits.*
- ✎ He proposes the dates to the Doctoral Program in Physics (EDPY), who will look for a jury president and book a room.
- ✎ After confirmation of the availabilities by EDPY, the candidate completes [the jury proposal form](#) via his IS-Academia (ISA) portal. He submits it together with the **statement of results** duly signed by the thesis advisor(s) to EDPY for notice. EDPY then forwards them to the doctoral students' office (SAC) for approval. *The SAC shall receive the documents at least 8 weeks before the oral exam.*

iThenticate

- ✎ As a reminder, the tool [iThenticate](#) is available for the [similarity check](#).

Upload of the provisional thesis via ISA

- ✎ After approval by the thesis advisor(s), the candidate uploads a pdf version of his thesis via his ISA portal at least **6 weeks** before the date of the oral exam (**before 12:00**). The thesis advisor confirms it via his ISA portal. *If there are no issues, and if the decision of the jury president is positive further to the iThenticate's report, the thesis will be made available to the jury members.*

Thesis reports

- ✎ The experts receive from the SAC an email with a secure link to a website, from which they can download the pdf of the thesis and evaluate the research work (a report of 2-3 pages is required). These confidential reports shall be submitted to the jury president and EDPY **at least 10 days** before the oral exam.

Oral exam

- ✎ The candidate presents his work (approx. 30 to 45 minutes), followed by questions from the jury members. Total duration: approx. 2 hrs.

Final version of the thesis

- ✎ After approval by the thesis advisor(s), the candidate uploads a pdf version on his ISA portal. The thesis advisor confirms it via his ISA portal.
- ✎ A hardcopy version shall be handed in to the SAC **at the latest 1 month** after the acceptance without reserve but before the public defense.

Public defense

- ✎ It takes place **at least 4 weeks** and **no more than 6 months** after the oral exam.
- ✎ In agreement with the thesis advisor(s), the candidate indicates to EDPY the date of the public defense. If it takes place at EPFL, EDPY will book an auditorium. In Physics, it is usually scheduled on Thursday or Friday, in the late afternoon (from 17:15).
- ✎ The thesis advisor chairs the public defense.
- ✎ If it is held in the auditoriums CE1, CE3, CE4, CE6 and if the candidate needs some experimental demonstrations, he may contact the physics auditorium service (auditoires.sph@epfl.ch) to indicate his choices.