

Instructions about the end of thesis process

Thesis jury proposal

- ✎ The thesis advisor contacts the experts (1 internal and 2 external to EPFL, holders of a PhD title – both external, or one external and one internal – may join by videoconference) to schedule at least 2 dates. *The candidate will have beforehand obtained 12 credits.*
- ✎ He/She proposes the dates to the Doctoral Program in Physics (EDPY), who will look for a jury president and book a room. *Please try to avoid setting the oral exam during the summer vacation period (namely from 15.07 to 15.08).*
- ✎ After confirmation of the availabilities by EDPY, the candidate completes [the jury proposal form](#) via his/her IS-Academia (ISA) portal. He/She submits it duly signed by the thesis advisor-s to EDPY for notice. EDPY then forwards it to the doctoral students' office (SAC) for approval. *The SAC shall receive the document **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/her thesis via his/her ISA portal at least **6 weeks** before the date of the oral exam (**before 12:00**).
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 (in principle 5 weeks before the exam day).

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). The jury president and EDPY shall receive these confidential reports **at least 10 days** before the oral exam.

Oral exam

- ✎ The candidate presents his/her work (approx. 30 to 45 minutes), followed by questions from the jury members. Total duration: approx. 2 hrs on average (*but please schedule 3 hrs with the experts*).
Please make sure to return to the SAC the "Data verification" form shortly after the oral exam (necessary for the issue of the diploma, and the thesis cover page which be generated by the Repro-Print Center).

Final version of the thesis

- ✎ After approval by the thesis advisor-s, the candidate uploads a pdf version on his/her ISA portal. The thesis advisor confirms it via his/her ISA portal.

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/she may contact the physics auditorium service (auds-sph@epfl.ch) to indicate his/her choices.