

Instructions - End of the thesis process

Thesis jury proposal

- ✎ The thesis advisor is responsible for reaching out to experts (*1 internal and 2 external to EPFL, all holding a PhD title – either both external, or one external and one internal – can participate via videoconference*) to schedule at least 2 dates. The candidate should have already acquired 12 credits before this stage.
- ✎ They propose the dates to the Doctoral Program in Physics (EDPY), which will appoint a jury president and book a suitable room. *Kindly try to avoid scheduling the oral exam during the summer vacation period (i.e., from 15.07 to 15.08).*
- ✎ Upon confirmation of availability by EDPY, the candidate fills out [the jury proposal form](#) through their IS-Academia (ISA) portal. The signed form, endorsed by the thesis advisor-s, is submitted to EDPY for review. EDPY then forwards it to the doctoral students' office (SAC) for approval. *The SAC must receive the document at least 7 weeks before the scheduled oral exam.*

iThenticate

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

Upload of the provisional thesis via ISA

- ✎ After obtaining approval from the thesis advisor-s, the candidate is required to upload a PDF version of their thesis through their ISA portal at least **5 weeks** before the scheduled oral exam (**prior to 12:00**).

Thesis reports

- ✎ The experts will receive an email from the SAC containing a secure link to a website. Through this link, they can download the PDF of the thesis and assess the research work, requiring a report of 2-3 pages. The confidential reports must reach both the jury president and EDPY **at least 10 days** before the oral exam.

Oral exam

- ✎ The candidate delivers a presentation of their work, lasting approximately 30 to 45 minutes (ideally 30'), followed by questions from the jury members. The total duration typically averages around 2 hours (*though please allocate 3 hours considering the involvement of the experts*).
Ensure the prompt return of the "Data verification" form to the SAC shortly after the oral exam, as it is essential for the issuance of the diploma. Additionally, the thesis cover page will be generated by the Repro-Print Center.

Final version of the thesis

- ✎ Upon approval by the thesis advisor-s, the candidate uploads a PDF version to their ISA portal. Subsequently, the thesis advisor-s confirm it through their own ISA portal.

Public defense

- ✎ It takes place **at least 4 weeks** and **no more than 6 months** after the oral exam.
- ✎ In coordination with the thesis advisor-s, **the candidate confirms the chosen date for the public defense to EDPY (in addition to completing the Service Now form)**. If the defense occurs at EPFL, EDPY can arrange for the booking of an auditorium.
- ✎ The public defense is chaired by the thesis advisor-s.
- ✎ If the candidate requires experimental demonstrations and if the defense is tentatively scheduled in auditoriums CE1, CE3, or CE4, they may contact the physics auditorium service (auds-sph@epfl.ch) to specify their preferences.