

Organization of the Oral Exam

Please follow these steps: Recommended to **start 3 months** before your exam!

1. Choose the Thesis Jury: The PhD student contacts [the EDNE administration](#) to obtain potential names of the President of the Jury. Then, he/she, together with the thesis director, contacts potential jury members. The jury is comprised of the President, the thesis supervisor(s), one EPFL member, and two independent external members. One Jury member must be a member of the EDNE Commission.

Experts must be truly independent. They:

- Cannot be a previous or current, official or de-facto, (co-)director of the thesis
- Must not have hierarchical relations to one another
- Must not have been in the same laboratory as the thesis director or the candidate
- Must not have a close personal or professional relationship with the candidate or thesis director.

2. 7 weeks before OE- Fill in the on-line "Thesis Jury Proposal" through the [IS-Academia portal](#), print it and have it signed by the thesis (and the co-) director.

Give this document to the Program Administrator with a signed printout of the ECTS account (12 credits) and the final Annual Progress Report.

3. 35 days before OE – Turn in your PhD Thesis to the SAC! Please study this site!
<http://phd.epfl.ch/thesisdeposit/en>

4. Provide the President of the Jury with the "Thesis Outline Form", signed by the thesis director.

5. Thesis Format –

- PhD theses may contain 3+ submitted or accepted publications if the student has made a significant contribution (usually as 1st or 2nd author) In this case, the candidate will provide an introduction about the background of the research field, will summarize his/her publications and link them to the research literature, and will prepare a general discussion and conclusions section that highlights their main contributions of the work and its relationship to other research in the field.

- In all other cases, the candidate should write a stand-alone thesis, in which her/his work is presented in detail.

In both cases, to ensure the appropriate attribution of authorship, the contributions of the student must be stated clearly.