

| Chronological order of events | Commentary | Timeline | OK? | |
|-------------------------------|---|--|--|---|
| 1. | <u>Step 1/3 of the end of thesis process:</u> Jury proposal | via IS-Academia Portal |  Handing in 8 weeks before the oral exam to the program doctoral administration | <input type="checkbox"/> |
| 2. | <u>Step 2/3 of the end of thesis process:</u> The doctoral student uploads the draft of the thesis, enters abstract and keywords for infoscience and validates the step 2/3 | via IS-Academia Portal | 35 days before the oral exam before 12 noon | <input type="checkbox"/> |
| 3. | Electronic Invoice for administration fee [1,500 CHF] | Available on the IS-Academia Portal > "Personal data" Tab | To be paid by the doctoral student 10 days before the oral exam at the latest | <input type="checkbox"/> |
| 4. | ORAL EXAM | | | <input type="checkbox"/> |
| 5. * | Document " Data Verification " for doctoral diploma and cover page received by email before the oral exam | Please read carefully Any corrections are to be made directly on the document To be signed by the doctoral student and the thesis director(s) |  To be returned to the doctoral students' Office as soon as after the oral exam (if more convenient, can be sent by mail or email) | <input type="checkbox"/> |
| 6. | <u>Step 3/3 of the end of thesis process:</u> The doctoral student uploads the final version of his/her thesis and validates the step 3/3 The Thesis director accepts the final version of the thesis via IS-Academia Portal | via IS-Academia Portal The Repro prepares the final thesis release form if the thesis has been accepted by the thesis director via IS-Academia portal. The Repro requests a 2-week delay to have the release form ready. | Max. 1 month after the exam is passed without reserve or 2 weeks before the public defense when it is schedule exactly 1 month after the oral exam | <input type="checkbox"/> |
| 7. | The public defense is scheduled: date, starting time and room The doctoral student books a room and informs the doctoral students' Office by email | Booking a room via the online form: www.epfl.ch/education/teaching/administration-of-studies/occasional-booking-of-rooms/ | As soon as the date is known but at least 2 weeks before the public defense | <input type="checkbox"/> |
| 8. | DIPLOMA | Once the release form has been signed at the Repro, please collect your Doctoral diploma from the doctoral students' Office | During the week prior to the Public Defense | <input type="checkbox"/> |
| 9. | PUBLIC DEFENSE | Min. 1 month – max. 6 months after the oral exam is passed without reserve | |  |

*Point 5: doctoral students who are not on the EPFL campus may send the Data Verification document by email and the paper copy of the final version by mail, within the required deadline.