	Chronological order of events	Commentary	Timeline	OK?
1.	Step 1/3 of the end of thesis process: Jury proposal	**via IS-Academia Portal**	⚠️ Handing in 8 weeks before the oral exam to the program doctoral administration	❑
2.	Step 2/3 of the end of thesis process: 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	❑
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	❑
4.		**ORAL EXAM**		❑
5.	**"Data Verification"** for doctoral diploma and cover page	**via Service Now**	⚠️ Verify and validate all the data about the thesis and wait until it is validated by your supervisors	❑
6. ⚠️	Step 3/3 of the end of thesis process: 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	❑
7.	The public defense is scheduled: date, starting time and room The doctoral student books a room and informs the doctoral students' Office through Service Now	Booking a room via the online form: **www.epfl.ch/education/teaching/administration-of-studies/occasional-booking-of-rooms/**	At least 2 weeks before the public defense and as soon as you receive the 2nd Service Now request	❑
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	❑
9.	**PUBLIC DEFENSE**	Min. 1 month – max. 6 months after the oral exam is passed without reserve		🎓