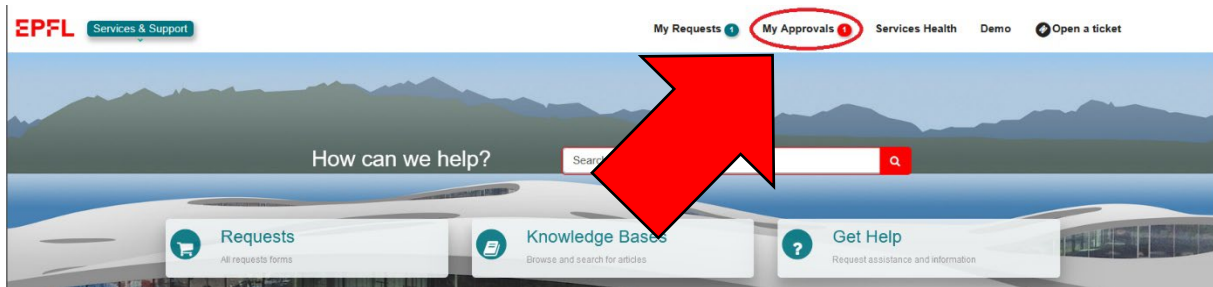


Service Now Guidelines

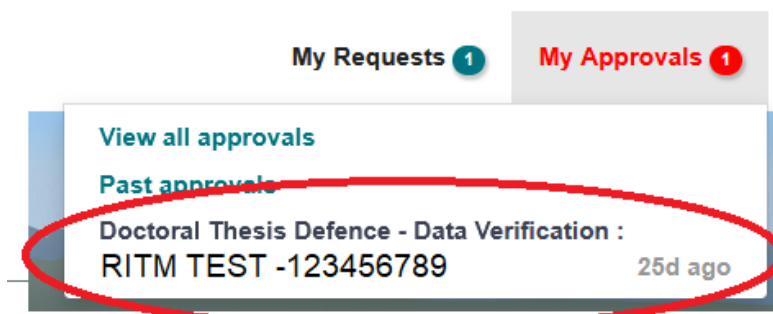
DATA VERIFICATION ON SERVICE NOW

To consult the Data Verification request, you have to log in with your credentials on <https://support.epfl.ch/>

You will then be able to consult your request approval by clicking on the “My Approvals” tab:



And then selecting the request called “Doctoral Thesis Defense – Data Verification”:

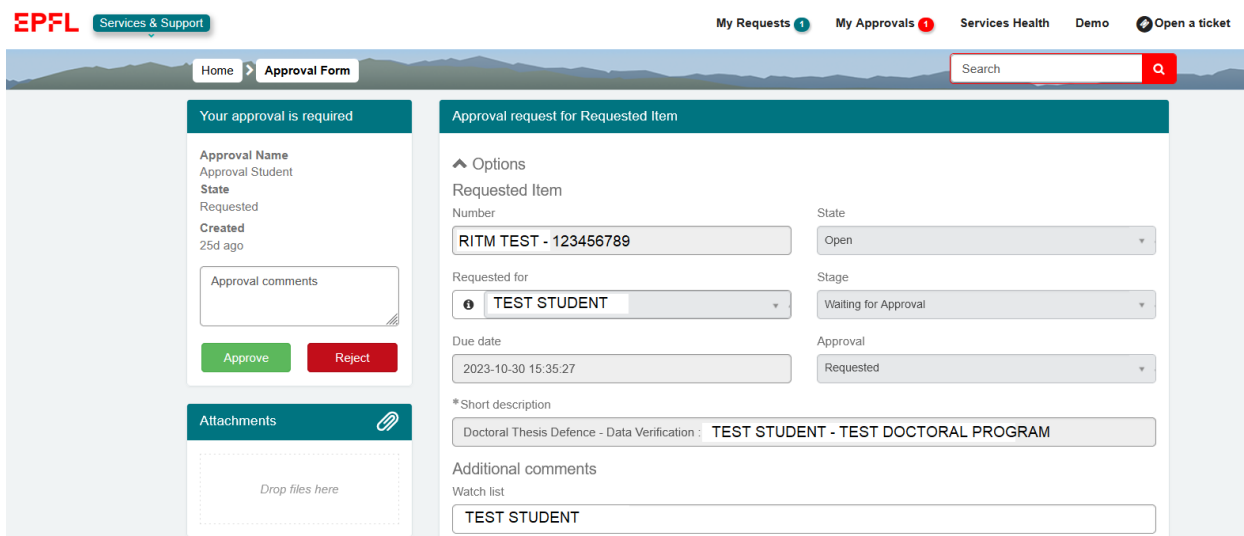


The request is composed of three parts:

- 1) Requested Item
- 2) Student and thesis information
- 3) Thesis accepted on the proposal of the jury

In the **first part**, you will find the number and current status of the request.

This part is not important to you and there is no special action required by you here.



In the **second part**, you will find your personal data and the title of your thesis.

Please verify that the information is correct.

EPFL Services & Support My Requests 1 My Approvals 1 Services Health Demo Open a ticket

Home > Approval Form Search

Request details

Student and thesis information

SCIPER of the doctoral student for IS-Academia request ?
XXXX

Doctoral student name (Requested for) Doctoral student email
TEST STUDENT TEST@TEST.TEST

Doctoral student's date of birth Thesis number
XXXX-XX-XX XXXXX

Date of the oral exam Result of the oral exam
XXXX-XX-XX Réussi

Thesis title ?
To the doctoral student: If your thesis title is different and includes special characters not displayed (italic, formulas, etc.), please indicate the exact title in the approval comments (above the green and red buttons), then click on the green approve button. If necessary, you can attach a file.

TEST THESIS TITLE π

Thesis faculty
Faculté informatique et communications (IC)

Thesis laboratory
TEST THESIS LAB

Doctoral program
Informatique et communications (edoc)

If changes are required (like in the example above, where the thesis title is missing the Pi symbol), please indicate them in the comments section provided for this purpose, next to the validation button.

You can also notify us if you have a special character in your name or surname.

Your approval is required

Approval Name
Approval Student
State
Requested
Created
25d ago

Approval comments

Approve Reject

Attachments

Drop files here

It is also possible to attach a file to your form to be more specific on the changes that are required.

The image shows a user interface for an approval process. At the top, a teal header reads "Your approval is required". Below this, the form displays the following information: "Approval Name" (Approval Student), "State" (Requested), and "Created" (25d ago). There is a text input field labeled "Approval comments". At the bottom of this section are two buttons: a green "Approve" button and a red "Reject" button. Below the main form is an "Attachments" section, also with a teal header and a paperclip icon. It contains a dashed-line box with the text "Drop files here". A large red arrow points from the right towards this dashed box, indicating where a file should be attached.

If an information is incorrect, **you do not need to refuse the request**. We will be able to make the changes in our system, which means that a comment is enough to request a modification.

If a request is refused, it will be necessary to restart the whole validation process.

In the **third part**, you will find data regarding the thesis jury.

Please verify that the information is correct.

The screenshot shows the 'Approval Form' for a thesis jury. The form is titled 'Thesis accepted on the proposal of the Jury'. It contains the following fields:

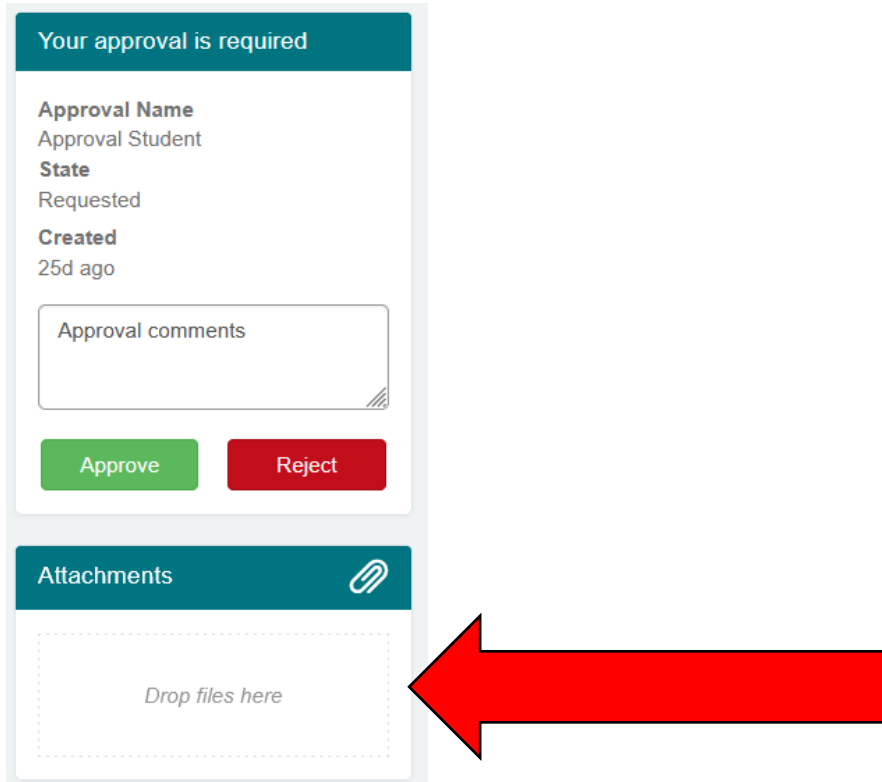
- Jury president title: Prof.
- Jury president: TEST
- Jury president email: TEST@TEST.TEST
- Thesis director title: Prof.
- Thesis director: TEST
- Thesis director email: TEST@TEST.TEST
- Thesis co-director title (if applicable):
- Co-director is external (Approval by email): -- Select --
- Thesis co-director (if applicable):
- Thesis co-director email (if applicable):
- Thesis co-director name as in ISA:
- Internal rapporteur: TEST
- Internal rapporteur email: TEST@TEST.TEST
- External rapporteur (1): TEST
- External rapporteur (1) email: TEST@TEST.TEST
- External rapporteur (2): TEST
- External rapporteur (2) email: TEST@TEST.TEXT (highlighted with a red circle)
- External rapporteur (3):
- External rapporteur (3) email:
- Comments:

If changes are required (like in the example above, where the email of the 2nd external expert is wrong), please indicate them in the comments section provided for this purpose, next to the validation button.

The screenshot shows the 'Your approval is required' modal. It contains the following information:

- Your approval is required**
- Approval Name:** Approval Student
- State:** Requested
- Created:** 25d ago
- Approval comments:** (Text area)
- Approve** (Green button)
- Reject** (Red button)
- Attachments:** (Section with a paperclip icon and a dashed box containing 'Drop files here')

It is also possible to attach a file to your form to be more specific on the changes that are required.



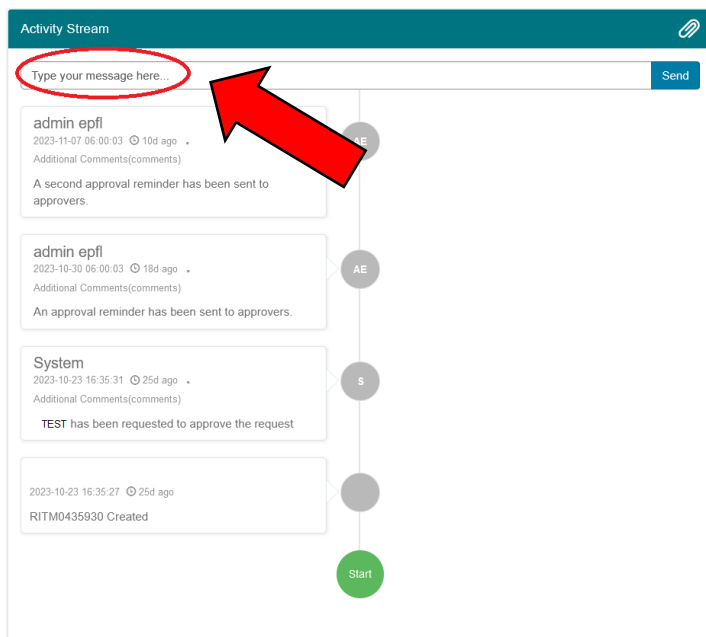
The screenshot shows a form titled "Your approval is required". It contains the following information:

- Approval Name:** Approval Student
- State:** Requested
- Created:** 25d ago
- Approval comments:** A text input field.
- Buttons:** "Approve" (green) and "Reject" (red).
- Attachments:** A section with a paperclip icon and a dashed box containing the text "Drop files here". A large red arrow points to this section from the right.

If an information is incorrect, **you do not need to refuse the request**. We will be able to make the changes in our system, which means that a comment is enough to request a modification.

If a request is refused, it will be necessary to restart the whole validation process.

If you have any question and/or wish to verify something with us before approving the request, you can directly write to us by using the "Activity Stream" section. All the messages related with this request will be saved here. Your thesis director(s) will also be able to see those messages.



The screenshot shows the "Activity Stream" section of the interface. It features a text input field at the top with the placeholder "Type your message here..." and a "Send" button. Below the input field, there is a vertical timeline of activity items:

- admin epfl** (2023-11-07 06:00:03, 10d ago): Additional Comments(comments). A second approval reminder has been sent to approvers.
- admin epfl** (2023-10-30 06:00:03, 18d ago): Additional Comments(comments). An approval reminder has been sent to approvers.
- System** (2023-10-23 16:35:31, 25d ago): Additional Comments(comments). TEST has been requested to approve the request.
- 2023-10-23 16:35:27, 25d ago:** RITM0435930 Created.

A red circle highlights the "Type your message here..." input field, and a red arrow points to it from the left.

Once everything is verified and that you have written your comments (if necessary), you can approve the request by clicking on the green button.

Your approval is required

Approval Name
Approval Student
State
Requested
Created
25d ago

There is a special character in my Thesis title. It should be : TEST THESIS TITLE π. Also, the email address of the 2nd expert should be TEST@TEST.TEST

Approve **Reject**

Attachments

Drop files here

Please note that **you will not be able to modify your thesis data after the Data Verification.**

Once you approved the request, no further action should be required from you for the Data Verification.

The request will then be sent for approval to your co-director (if applicable) and to your thesis director.

You may receive reminders if your thesis directors don't approve the request straightaway.