

Service Now Guidelines

EXTENSION REQUEST FOR DOCTORAL
CANDIDATES

BEFORE REQUESTING FOR AN EXTENSION, YOU MUST HAVE AN AGREEMENT WITH YOUR SUPERVISOR REGARDING THE TYPE, FINANCING AND DURATION OF THE EXTENSION REQUEST.

To open a doctoral extension request form, you can click on the following link :

https://support.epfl.ch/epfl?id=epfl_sc_cat_item&sys_id=d261dc0d87bdc6500294c9170cbb3551&sparm_category=4192868a873956502e30c8090cbb35f2

You can also log in with your credentials on <https://support.epfl.ch/> and access the form by clicking on the following tabs:

Requests / Education / Doctoral candidate / Extension Requests for doctoral candidates

The image shows a sequence of three screenshots from the EPFL support portal, illustrating the navigation path to the Extension Request for doctoral candidates form. Red arrows highlight the specific elements being clicked at each step.


- Top Screenshot:** The main support page with the "Requests" tab highlighted by a red arrow. The "Requests" tab is labeled "All requests forms".
- Middle Screenshot:** The "Requests" page with the "Education" category highlighted by a red arrow. The "Education" category is labeled "All requests forms".
- Bottom Screenshot:** The "Education" page with the "Doctoral candidate" category highlighted by a red arrow. The "Doctoral candidate" category is labeled "All requests forms".

The bottom screenshot also shows the "Extension Request for doct..." form, which is highlighted by a red arrow. The form title is "Extension Request for doct..." and the description is "Process of the Doctoral Student's Office - Extension request for Oral Exam, Credits or Candidacy exam". The form is labeled "View Details".

Once the form is opened, your academic data will automatically be uploaded in the form:

Extension Request for doctoral candidates

Process of the Doctoral Student's Office - Extension request for Oral Exam, Credits or Candidacy exam



The form is completed by the candidate after discussion and agreement with the thesis supervisors on the type and duration of the extension.

This request will next be sent for approval to your thesis supervisor(s), then to the doctoral program and finally to the doctoral school.

Service académique
Bureau du doctorat

* Indicates required

*This request is for Accreditation

SCIPER

Doctoral candidate name Doctoral candidate email

Registration date Credits obtained

Doctoral program Thesis laboratory

Is external student?


Thesis director Thesis director email

* Extension request for

You will then be able to select the type of doctoral extension you are requesting:

* Extension request for

-
- Candidacy Exam
- Credits
- Oral Exam



1. CANDIDACY EXAM EXTENSION REQUEST

* Extension request for
Candidacy Exam

* Reason(s) for the extension request

* New deadline
YYYY-MM-DD

Deadline extension of

I have already been granted a Candidacy exam extension

Detailed calendar for the planification of the redaction

Please fill in the reasons for the extension and your new deadline.

The number of days requested for the extension will automatically add up.

If you have already been granted a Candidacy exam extension before completing this one, please tick the box.

You cannot submit the request if the compulsory fields are not completed.

Some fields are not indicated as compulsory but can be required by your doctoral program.

If your doctoral program requires a detailed calendar for the planification of the redaction, please fill in the last box.

If you wish to add attachments to your request, you can do so by clicking on "Add attachments"



You can then select a file to upload or directly drag it into the attachment box.

Once the request is filled, you can submit it by clicking on the submit button at the top right of the form:



This request will next be sent for approval to your thesis supervisor(s), then to the doctoral program and finally to the doctoral school.

If this request is accepted, you will receive a confirmation email with the details of the extension.


If this request is refused, you will be notified by email.

You may receive reminders if they don't approve the request straightaway. These reminders are informational and require no action from you.

2. CREDITS EXTENSION REQUEST

*Extension request for
Credits

*Reason(s) for the extension request

*New deadline  Deadline extension of

I have already been granted a Credit extension

*Registered courses in the study plan

Credit acquisition plan

Please fill in the reasons for the extension, your new deadline and the registered courses in your study plan.

The number of days requested for the extension will automatically add up.

If you have already been granted a Credit extension before completing this one, please tick the box. This only applies to Credit extension requests. You do not need to tick the box if you have been granted another extension.

Some fields are not indicated as compulsory but can be required by your doctoral program.

If your doctoral program requires a credit acquisition plan, please fill in the last box.

If you wish to add attachments to your request, you can do so by clicking on "Add attachments"



You can then select a file to upload or directly drag it into the attachment box.

Once the request is filled, you can submit it by clicking on the submit button at the top right of the form:



This request will next be sent for approval to your thesis supervisor(s), then to the doctoral program and finally to the doctoral school.

If this request is accepted, you will receive a confirmation email with the details of the extension.

If this request is refused, you will be notified by email.

You may receive reminders if they don't approve the request straightaway. These reminders are informational and require no action from you.

3. ORAL EXAM EXTENSION REQUEST

* Extension request for

* Reason(s) for the extension request

* New deadline

Deadline extension of

I have already been granted an Oral exam extension

Credit acquisition plan

Detailed calendar for the planification of the redaction

Please fill in the reasons for the extension and your new deadline.

The number of days requested for the extension will automatically add up.

If you have already been granted an Oral exam extension before completing this one, please tick the box. This only applies to Oral exam extension requests. You do not need to tick the box if you have been granted another extension (Credits or Candidacy Exam).

Some fields are not indicated as compulsory but can be required by your doctoral program.

If your doctoral program requires a credit acquisition plan and/or a detailed calendar for the planification of the redaction, please fill in the last box.

If you are requesting an extension after 5 years of study, you will be asked to provide additional information with your request (reasons, objectives, deadlines):

* Additional requirements for extension beyond 5 years

Please note that extension requests that are made 5 years after enrolment (= already 12 months of extension have been granted before):

- Should not be of a duration longer than 6 months
- Must explain clearly the reasons for the delay (e.g., if something happened, if there was a long internship, if something went wrong in the research work or was unexpected, a long illness, data collection took longer, etc.)
- Must include several intermediary objectives and deadlines, resulting in an oral exam before the end of the extension

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If you wish to add attachments to your request, you can do so by clicking on “Add attachments”



You can then select a file to upload or directly drag it into the attachment box.

Once the request is filled, you can submit it by clicking on the submit button at the top right of the form:



This request will next be sent for approval to your thesis supervisor(s), then to the doctoral program and finally to the doctoral school.

If this request is accepted, you will receive a confirmation email with the details of the extension.

If this request is refused, you will be notified by email.

You may receive reminders if they don't approve the request straightaway. These reminders are informational and require no action from you.

Please verify the information in the request. If you notice a field contains an error, you can notify us by writing a message in the comments section associated with the request:

A screenshot of a request comment thread. At the top is a text input field with the placeholder "Type your message here..." and a blue "Send" button. Below the input field is a vertical timeline of comments. A large red arrow points to the input field. The comments are: 1. A "Start" button (green circle). 2. A comment from "TEST STUDENT" (AR) dated 2025-02-18 10:59:12, 3m ago, with the text "RITM0468719 Created". 3. A comment from "System" (S) dated 2025-02-18 10:59:15, 3m ago, with the text "THESIS DIRECTOR has been asked for approval". 4. A comment from "TEST STUDENT" (AR) dated 2025-02-18 11:00:54, 1m ago, with the text "Hello, The number of credits seems to contain an error. My actual number of credits is 12 instead of 6. Can you please modify this information? Best, Test Student".

We will then be able to apply the modifications to the incorrect data if it is applicable.