```
Student is
expected for
graduation
        │
Retrieve date and place of          COINS-AMO
defence and dissertation
title
        │
Approach the local COINS            COINS-AMO
contact at student's
university
        │
Announce thesis defence             COINS-AMO
and send it to
students@coinsrs.no and
sc@coinsrs.no
        │
Invite up to one COINS              COINS-AMO
student from another
university to join defence
        │
Student defends
        │
Notify COINS-AMO about              Local COINS contact
student's defence
        │
Retrieve information                COINS-AMO
about defence, picture and
URL of thesis (approach
local COINS contact at
student's university for
details not available on
web)
        │
Update XLS file with                COINS-AMO
students list
        │
Remove from                         COINS-AMO
students@coinsrs.no
        │
Add to                              COINS-AMO
alumni@coinsrs.no,
ideally with private
email adress
        │
       (+)───────────────────────────────────────┐
        │                                         │
Send congratulation email   COINS-AMO    Send t-shirt/hoodie, cup (if   COINS-AMO
on behalf of Scientific                  desired) and COINS
Director                                 diploma to student
        │                                         │
       (+)────────────────────────────────────────┘
        │
Web updates are
necessary
        │
Set student status to               AMO-Web
graduated and not active
in database
        │
Set year of graduation in           AMO-Web
database
        │
Add link to dissertation in         AMO-Web
database
        │
Remove post                         COINS-AMO
category
"Students"for student
portrait on web
        │
Add post category                   COINS-AMO
"Almuni" for student
portrait on web
        │
Add news item on                    COINS-AMO
web about defence,
including link to
dissertation
        │
Web updates are
done
        │
Add student to list of              COINS-AMO
alumni to be invited
to COINS annual
seminar
        │
Add student to list of              COINS-AMO
alumni to be
proposed for thesis
prizes
        │
Student is an
alumnus/alumna
```