

# Process for appointing Directors of doctoral programmes

## Reference texts

### **Ordinance on the doctorate at EPFL (LEX 2.4.0.1), Art. 3 (2):**

<sup>2</sup> A committee shall direct each programme. The committee shall be composed *of the Programme Director*, who shall chair it, and at least **two other EPFL professors**, as well as a representative of the doctoral students. Its members shall be appointed by the Vice President for Education [in fact : Associate Vice President for Postgraduate Education, the ordinance at the federal level has not yet been modified].

### **Directive on doctoral education at EPFL (LEX 2.4.1), Art. 2 (1) and (2) (1) and (3):**

<sup>1</sup> Upon the recommendation of the Associate Vice President for Postgraduate Education, who shall previously consult within the doctoral programme, the Direction of EPFL shall appoint the Director of the doctoral programme for a four-year term, renewable.

<sup>3</sup> The members of the Doctoral Programme Committee (hereinafter the Programme Committee) shall be appointed by the Associate Vice President for Postgraduate Education upon the recommendation of the Programme Director, who shall previously consult within the doctoral programme.

<sup>3bis</sup> The Programme Committee shall be composed of three to twelve members, at least half of whom are professors or MER at EPFL. Except for persons representing doctoral candidates, the other members must hold a doctorate. The Programme Director may request exceptions from the latter condition on a case-by-case basis from the Associate Vice President for Postgraduate Education.

## Process

The following process shall be conducted by the Associate Vice President for Postgraduate Education with the support of the administration of the relevant doctoral programme. It specifies the bodies and persons to be consulted in connection with the appointment and reappointment of Directors of doctoral programmes. It shall, of course, be supplemented by phases of consultation between those involved.

No later than six months before the end of the term of office of the current Director of the doctoral programme,

1. The Associate Vice President for Postgraduate Education shall request in writing candidacies from the PO, PA and PT Professors of the respective doctoral programme, including the incumbent Director who may be reappointed.
2. Based on the responses received, the Associate Vice President for Postgraduate Education shall, if necessary, meet individually with all the declared candidates.
3. The Associate Vice President for Postgraduate Education shall consult with the relevant School Deans and College Directors regarding the candidacies received.
4. Based on the results of this consultation, the Associate Vice President for Postgraduate Education shall, in collaboration with the doctoral programme in question, submit an advisory vote to the thesis directors affiliated with the doctoral programme and shall communicate the results to them.
5. After these consultations and the vote, the Associate Vice President for Postgraduate Education proposes the selected candidacy to the EPFL Direction for approval.
6. The EPFL Direction appoints the Director of the doctoral programme. It may request from the Associate Vice President for Postgraduate Education details of the process (including names of the candidates as well as the opinions of the persons and bodies consulted) up until the submission of the selected candidacy.
7. If the professor appointed by the EPFL Direction as Director of a doctoral programme does not correspond to the candidate proposed by the Associate Vice President for Postgraduate Education, the EPFL Direction shall provide written reasons for its decision.