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| **PhD Program in “Digital Humanities”** |

**Directives for the composition of the candidacy exam committee**

**Usual composition (at least 4 members):**

**1) President:** The program director or an actual member of the EDDH [program committee](http://phd.epfl.ch/EDDH/members) (tenured EPFL professor) must act as president.

**2) Thesis director (co-director if applicable):** EPFL-accredited professor or MER (Ordinance Art.10)

**3) One internal expert from within EPFL/ETHZ**

**4) External expert:** must be from outside of EPFL/ETHZ

**5) Eventual additional external expert:** if wanted and if available, must be from

outside EPFL/ETHZ

**The candidacy exam committee must be composed by experts who are not members of the same family. If an expert is post-doc, she/he must be a post-doc since min. 5 years.**

**Only needed if the thesis director is not an EPFL-accredited professor:**

**Co-director:** must be anEPFL-accredited professor

**Other requirements/information:**

* President must be impartial and not involved in project.
* EPFL-accredited professors include assistant professors.
* EPFL PhD program representative (mentor) may act simultaneously as president and co-director but should not be involved in thesis project.
* PhD program representative (mentor) typically may act as ‘internal expert’ if he is not nominated as president.
* All members of the committee should be entitled to direct a thesis.
* At least two committee members should not be scientific collaborators on the thesis project.
* Maximally two experts from outside EPFL are allowed (exceptions can be requested in case of interdisciplinary projects).
* Note that the size of the committee is limited to five people (Ordonnance Art. 14), except if a co-director is present!As a consequence the PhD program representative and/or the expert within EPFL/ETHZ typically take on several functions.