

Lausanne, July 17, 2019

## Role of the PhD student representative

Each doctoral program must have at least one PhD student representative (elected by the PhD students of the doctoral program).

The mandate lasts until the earlier of:

1. The date of her/his private defense;
2. The date of her/his resignation if at least one representative remains;
3. The date at which results of the subsequent election have been approved by the Doctoral School.

Contributions of the PhD student representative are the following:

### a) Participation in the meetings of the doctoral program committee

The *Ordinance on the doctorate* (Art. 3, al. 2) states that a committee is in charge of each doctoral program. It is composed of the program Director, who presides, at least two other EPFL professors, and a **representative of the doctoral candidates**. The latter therefore is a **full member of the committee** and has a right to vote. The committee determines the study plan, number of ECTS credits, program regulations, conditions of the candidacy exam, etc. The only discussion to which the student representative is not invited is the one dedicated to the evaluation of their peers.

### b) Participation in the Doctoral Commission meetings (Cdoct)

Up to six PhD student representatives (according to the *Directive concerning doctoral studies*) can **attend the Doctoral Commission meetings** (Cdoct), which take place approximately every two months. Cdoct meetings are directed by the Vice-President for Education, and **composed of all doctoral program directors** (21 in total) and a few members of the administration involved in the functioning of the Doctoral School. The PhD students' body has one vote. Participation in those meetings work on a voluntary basis and it is expected to have a turnover between all programs over the year.

### c) Participation in the biannual meeting with the Direction of the Doctoral School

Once per semester you are invited to meet the Vice-President for Education to **discuss various topics related to your studies**. Discussions are brought by both the Doctoral School and the PhD student representatives.

### d) Liaison person

The PhD student representative **represents her/his colleagues** towards the doctoral program committee and the Doctoral School. S/he is expected to present any request from the PhD students to the program committee or the Doctoral School and in return all discussions that are held or **important information** that are communicated during those meetings **must be summarized** to her/his colleagues.

**e) Organization of events**

With the help of her/his colleagues, the PhD student representative is encouraged to organize **social & scientific events** within her/his doctoral program. Some funding is available from the doctoral programs for such activities.

**f) Course suggestion**

The PhD student representative is welcome to submit any suggestions, on behalf of her/his colleagues, to the program committee for the **organization of a doctoral course** (subject, speakers, etc.).