

Lausanne, March 7, 2022

## Role of the PhD student representative

Each doctoral program must have a PhD student representative or a team of PhD student representatives (elected by the PhD students of the doctoral program). The mandate lasts until the earlier of 2 years or the date of graduation.

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 Associate Vice-President for Postgraduate Education, and **composed of all doctoral program directors** (22 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 Associate Vice-President for Postgraduate 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 representatives **represent their colleagues** towards the doctoral program committee and the Doctoral School. They are 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 their colleagues.

**e) Organization of events**

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

**f) Course suggestion**

The PhD student representatives are welcome to submit any suggestions, on behalf of their colleagues, to the program committee for the **organization of a doctoral course** (subject, speakers, etc.).