



**COMMITTEE AND JURY
Recommendations for experts**

Minimum criteria for being an expert in a committee/jury

Experts must be active in research, MD or PhD holder and not collaborate significantly to the PhD student’s thesis project to a level which could likely influence their assessment/decision. As expert, if you feel you are too involved in a thesis, please recuse yourself and inform the thesis director and PhD student so that they can ask another expert to join the committee or jury.

When is the presence of the experts required?

All committee and jury members, including experts, must be present – ideally in person – at the mid-thesis exam taking place in the first two years and at the private exam, taking place when the student is ready to defend.

The external experts who take part in the mid-thesis exam and private exam can benefit from a reimbursement of some of their expenses. Upon request by the thesis director to the Doctoral school, the external experts receive after the exam an e-mail with a form to be filled out and to be sent to the thesis director’s department, with the receipts of their expenses. The Doctoral School is available for more information about reimbursement (phdthesis@unil.ch).

If one of the experts is unable to travel to Lausanne to participate in one of the exams, he/she can participate by videoconference. Ideally, remote participations should be limited as much as possible and to one member only.

For information, for the last exam which is the public defence, experts are welcome to participate and receive the email convocation, but their participation is not required.

Committee members receive from the student a short report summarizing the thesis subject, the thesis milestones/plan & the research progress by the end of the second semester for a first evaluation by the thesis committee, who can provide feedback on this report if it is relevant.

In some departments, internal exams take place before the end of the first year. Experts may be asked to participate and will be invited by the departments directly.

Experts can, in some cases, be asked to assess the student’s work at any time during the PhD.

What is expected from experts during the official exams?

Mid-thesis exam:

- Read the mid-thesis report sent by the student before the exam (in principle one month to two weeks before)
- Participate in the exam, ask questions to the student and, together with the other committee members, assess the advancement of the thesis, the good running of the thesis, its potential for publication and make recommendations to the student and the thesis director. As a reminder, at the mid-thesis exam, the PhD student and thesis director are heard separately by the committee members to identify issues, if any, and make suggestions for a smooth continuation of the thesis

Private exam:

- Read the thesis that is sent by the PhD student five weeks before the exam to jury members
 - o For PhD theses at our faculty, the publication of an article is not mandatory. Most of the PhD student have one or more article(s) posted, submitted, published when they defend, but some do a manuscript thesis (in agreement with their thesis director)
- Provide a report to the Doctoral school one week before the exam. A template is provided by the Doctoral school when sending the convocation.
- Participate in the exam, ask questions, and together with the other jury members, decide on the grades that will be given (on the research, the writing of the thesis and the performance of the student at the exam). If one of the grades is below the acceptance rate, jury members make recommendations to improve the situation and decide on the deadline by which the second assessment will take place.

