The **EPFLinnovators** programme aims to attract excellent PhD candidates with an interest in entrepreneurship to EPFL and (i) increase their awareness – from the very beginning of their PhD studies - of the possibility to initiate a start-up, (ii) increase the number of PhD candidates who create a start-up and become an entrepreneur/innovator, and (iii) to increase the success of their start-ups once these have been created. To this end the **EPFLinnovators** programme will bring to excellent PhD candidates the appropriate training, experience, and guidance, to successfully start and develop their own company. A rich and comprehensive training programme is offered in combination with a long stay, of at least 6 months and up to 24 months, in the non-academic sector. The programme will result in a new type of “Industry-oriented PhD” at EPFL.

The young researchers - to be trained in an academic as well as non-academic setting - will become true innovators, enforced with a broad set of scientific, transferable, and business skills.

There will be 2 calls, each aimed at selecting 18 excellent PhD candidates, scheduled as follows:

**Call 1:** Opening on **1 November 2017** and the **deadline** for the submission of applications is **Monday 15 January 2018** (17:00 hr CET).

**Call 2:** Opening on **1 February 2018** and the **deadline** for the submission of applications is **Monday 16 April 2018** (17:00 hr CET).

Applications must be submitted via the online application platform (The online application form will be available upon opening of the call on November 1st 2017). Selected candidates must start their PhD at the latest on **1 September 2018**.

**EPFLinnovators** PhD studies may be held in any of the 20 doctoral programmes within the EPFL.

The EPFLinnovator’s remuneration follows the EPFL guidelines for [Doctoral student’s salary](#). The EU contribution to the salary of the doctoral candidate must therefore be completed by the thesis director.

The duration of an **EPFLinnovators** scholarships is 48 months (4 years) and cannot be prolonged. Employment after the initially granted time must be financed from other sources.

**EPFLinnovators** supports gender equality. The Programme strongly encourages females to apply.
1. Eligibility criteria

Applicants must fulfill the following eligibility criteria

In agreement with the Horizon 2020: 2016-2017 Work Programme for Marie Skłodowska-Curie Actions, applicants to EPFLinnovators must be **Early Stage Researchers** (ESR): “ESR shall, at the date of the deadline of the co-funded programme's call, be in the first four years (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree”.

**The following eligibility criteria must be fulfilled:**

1. Citizens of any nationality may apply. There are no restrictions concerning age, gender, religion, ethnicity, sexual orientation, political views, language or nationality of the candidates.

2. Applicants must hold a Master's degree (or equivalent)

3. Applicants must fulfil the transnational mobility rules:

The applicant must not have resided or carried out her/his main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals. Exceptions to these rules are possible, for women (e.g. in case of maternity leave) or refugees, to ensure equal opportunities are provided to students whose scientific careers have been interrupted. The mobility rules mentioned above are adapted as follows for refugees: the applicant must not have resided or carried out her/his main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals, unless as part of a procedure for obtaining refugee status under the Geneva Convention (This is regardless of whether s/he was active in research at that time).

2. Submitting an application

Applications Checklist

**Pre-award documents**

Diplomas

- Official transcripts of diplomas and grades from all academic institutions of higher education you list in your application (after and not including high-school)
- Certified translations of diplomas and grades into English if not originally in French, German, Italian or English

**Statement of objectives**

The document (1-2 pages) should clearly explain your motivation for the EPFLinnovators’ programme.
Passport

A copy of your passport or official identity document showing your name in full.

References

Every applicant is requested to provide the contact details of three referees who can supply a recommendation. These recommendations are confidential and will only be accepted if they are received through the electronic application process.

Each recommendation consists of two elements:

- A form to be filled out by the referee
- An additional letter with the referee's comments

Your referees' recommendations are a required part of your application file and, as such, are also due by the chosen deadline. Messages will automatically be sent to referees when you submit your application in the system; they will then be invited to complete their recommendation online. Therefore, submit your application early enough in order to leave your referees enough time to complete this task before the deadline. Please be aware that it is not possible to change your referee details once you have submitted your application.

As a courtesy, you should ask your referees ahead of time if they are willing to supply a recommendation letter to support your application. Doing so will also give your referees time to consider what they wish to say and, if they wish, to discuss your plans with you.

You will be notified by email when each referee has provided her/his recommendation to the doctoral program. The system allows you to send one reminder per referee.

Annexes

You have the possibility to attach other documents relevant to the application in PDF format (e.g. reprints, additional information etc.).

Post Award Documents

Annual reports

EPFLinnovators should provide each year an annual report on the progress of their work to their thesis director, according to the regulations of their doctoral programme to which they are affiliated, as well as to the Office of the programme. Templates for the annual report can be obtained from the doctoral programme’s administration.

3. Preparing an Application

Applications for EPFLinnovators should be submitted via the online submission platform

https://isa.epfl.ch/imoniteur_ISAP/farforms.htm?x=edoc
The on-line submission platform will open on 1 November 2017. The deadline for the submission of applications is (1st call) **15 January 2018** (17:00 hr CET) and (2nd call) **16 April 2018** (17:00 hr CET).

For authentication, use your EPFL computer account if you have one, or otherwise you can create a temporary account. This authentication allows you to return to the form to complete it or to observe the status of your candidacy. The electronic submission form makes it possible to enter the data necessary for the application and to upload the required documents.

**The following information should be submitted :**

- **a)** Indication of application to EPFLinnovators programme by ticking the dedicated box on the online platform
- **b)** Personal details and academic background (curriculum vitae)
- **c)** Selection of the doctoral program you wish to apply to
- **d)** Three (3) reference letters (submitted online by the referees)
- **e)** A pdf version of the following documents:
  - Official transcripts of diplomas and grades from all academic institutions of higher education listed in the application (after and not including high-school)
  - Certified translations of diplomas and grades into English if not originally in French, German, Italian or English.
  - Statement of objectives of maximum 2 pages which clearly explains the candidate’s motivation for the EPFLinnovators programme
  - A copy of passport or official identity document showing full name

Once you have uploaded all these documents and confirmed all the details you have provided, you will be asked to complete and submit your application by validating it. Applications cannot be updated after the submission.

**4. Evaluation and Selection**

After the deadline, the doctoral programme committees (to which the candidates applied) verify the eligibility criteria, evaluate the applicant's level of excellence and decide, based on a scoring system, on the admissibility of the candidate to their respective doctoral programme. The 40 highest ranked applicants from all doctoral programmes are then proposed to EPFL laboratories for the candidate-project matching phase.

Thesis directors interested in supervising an EPFLinnovators fellow contact the candidate and conduct an interview with her/him, with the potential co-director from the non-academic sector.

All successful candidate-project matches are then submitted to the Intersectoral Excellence committee (IEC). The IEC makes a final ranking and, with the approval of the President of the IEC, prepares the final selection of the 23 (18 selected + 5 on waiting list) best candidates for each call.

The Office of the programme informs the candidates on the outcome of their application in May 2018 (call 1) and August 2018 (call 2).
Evaluation criteria

Applications will be assessed against criteria addressing the candidate’s ability and commitment to research, the quality of the project proposal, the quality and the degree of involvement of the non-academic partner, as well as the synergy between the research proposed and the profile of the candidate. Each candidate’s merits will be judged quantitatively as well as qualitatively. Detailed information on the evaluation criteria is also given in the document ‘Rules and Regulations for EPFLinnovators’.

Both the doctoral programme committees and individual reviewers, members of the Intersectoral Excellence Committee (IEC) are asked to peer review the applications - within the guidelines of integrity of peer review, described in the ‘Directive concerning research integrity and good scientific practice at EPFL’ and to score the candidates measured by the following selection criteria:

<table>
<thead>
<tr>
<th>EXCELLENCE</th>
<th>Phase 1 – weight 0.7 / Phase 2 – weight 0.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic results</td>
<td>Grades, GPAs, awards, Master project, publications</td>
</tr>
<tr>
<td>Reference letters</td>
<td>Degree, duration, and nature of the collaboration between referees and candidate</td>
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<tr>
<td></td>
<td>Elements (positive/negative) brought forward</td>
</tr>
<tr>
<td></td>
<td>Level of enthusiasm/appreciation</td>
</tr>
<tr>
<td>Statement of objectives</td>
<td>Independence/originality in research ideas, quality, enthusiasm/motivation for the EPFLinnovators programme</td>
</tr>
<tr>
<td>Additional achievements</td>
<td>Presidencies of committees, relevant work experience, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTREPRENEURSHIP MOTIVATION AND/OR EXPERIENCE</th>
<th>Phase 1 – weight 0.3 / Phase 2 – weight 0.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strong motivation for entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>Relevant experience</td>
<td></td>
</tr>
<tr>
<td>Any other proof that candidate is skilful as an entrepreneur</td>
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</tr>
<tr>
<td>Any other proof of independence and initiative taking</td>
<td></td>
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</tbody>
</table>

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<tr>
<th>CANDIDATE-PROJECT MATCH</th>
<th>Phase 2 – weight 0.3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Based on EPFLinnovators’ project proposal, EPFLinnovators’ interview report, Curriculum Vitae</td>
<td></td>
</tr>
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<td>Degree of matching of the project with the candidate’s background</td>
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<td></td>
</tr>
<tr>
<td>Scientific and societal relevance of the project</td>
<td></td>
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</tbody>
</table>

5. After the Decision

In May 2018 (call 1) and August 2018 (call 2), the Office of the programme informs the candidates on the outcome of their application. For more details, see the timeline.
The selected candidates can start immediately after they have received the decision letter and the formal requirements for their contract have been organized. EPFLinnovators should start at the latest on 1 September 2018.

EPFLinnovators should provide each year an annual report on the progress of their work to their thesis director, according to the regulations of their doctoral programme to which they are affiliated, as well as to the Office of the programme. Templates for the annual report can be obtained from the doctoral programme’s administration.

The EPFLinnovators fellowship consists of a monthly contribution of 1’855 Euro to the salary of the PhD candidate at EPFL. The remaining part of the salary is provided by the thesis director, in compliance with the EPFL general salary scale for doctoral students. See also the following link: Doctoral student’s salary.

The duration of an EPFLinnovators fellowship is 48 months and cannot be prolonged. Employment after the initially granted time must be financed from other sources.

Practical information about living in Switzerland can be found on the web-site ‘Just Joined EPFL’.

The EPFL is situated in the French-speaking part of Switzerland where French is the language of daily interaction and of most undergraduate teaching. EPFL is also a high-level international institution: a large proportion of our research and our Master and (post) PhD level courses are conducted in English. EPFL Fellows do not need to be able to speak French in order to begin a postdoctoral stay at EPFL, but for convenience and personal enrichment it is strongly encouraged to learn the language. A language center on the EPFL campus offer language courses in French. Courses are also offered to improve written and spoken English to the high standards required in international research. Courses in two of Switzerland’s other national languages, Italian and German, are also available.

Rebuttal period

All candidates have the right to a rebuttal procedure if they feel that there has been a shortcoming in the way their candidacy was evaluated and that this shortcoming affected the results of eligibility checks or the final decision. This procedure is not intended to call into question the scientific judgement of the external reviewers or the assessment by the IEC, but to address failings in the evaluation process.

A written request for rebuttal must be submitted within 30 days from the decision date to the Office of the programme. The rebuttal request will be reviewed by the Office of the programme to ensure that it concerns a procedural shortcoming rather than a judgement on the scientific evaluation conducted by the experts. If the rebuttal request is valid, it will be transferred to the IEC for further review and decision.

The candidate will be informed of the outcome of her/his rebuttal request within six weeks after the reception of his request by the Office of the programme. Only one request for rebuttal per proposal will be considered. All requests for rebuttal will be treated confidentially.
The Doctoral School of the École polytechnique fédérale de Lausanne, hereby adopts the following:

**Section 1 General provisions**

**Art. 1 Sphere of application**
1. The EPFL Doctoral School (herein after “EDOC”) of the École polytechnique fédérale de Lausanne (herein after “EPFL”) co-funds (with a fellowship) EPFL doctoral candidates.
2. The fellowships are for doctoral candidates only.
3. The fellowships may be requested in any scientific discipline in the areas of research covered by EPFL.

**Art. 2 Start and duration of the fellowship**
4. The fellowship consists of a monthly contribution to the salary of the doctoral candidate of EUR 1’855 and is granted for a period of forty-eight (48) months maximum.
5. Prolongation of the fellowship is not possible.
6. Fellowships cannot be granted retroactively.
7. Fellowships should start at the latest on 1 September 2018.

**Art. 3 Supervision**
8. The doctoral candidate must conduct the research under the supervision of an EPFL Professor or a Senior Scientist (“Maître d’enseignement et de recherche”). A co-supervision with an entitled person (holding a PhD) from the non-academic sector where the doctoral candidate will conduct part of her/his research is strongly encouraged.

**Art. 4 Management of the programme**
9. The programme is managed by an office (herein after “Office of the programme”) composed of members of EDOC and the Research Office. This office is responsible for the communication, management and coordination of the EPFLinnovators programme. The Office of the programme also serves as an interface with the European Commission.
10. The Office of the programme is not responsible for the management of the fellows’ individual project.

**Art. 5 Selection committees**
11. The nineteen (19) EPFL doctoral programme committees are each composed of the doctoral programme director, a doctoral student representative, and up to ten (10) EPFL scientists (see in “Directive concerning doctoral studies at the Ecole polytechnique fédérale de Lausanne”). The doctoral programme committee verifies the eligibility criteria and evaluates the applicant’s level of excellence and admissibility to the doctoral programme (phase 1).
12. Fellowships are then awarded through an independent, international, peer-review process designed to ensure excellence. The Intersectoral Excellence Committee (IEC) is responsible for this final ranking and granting of the fellowships according to the present regulations.

13. The IEC is made up of thirteen (13) members: it is presided by EPFL’s Vice President for Education or the deputy for the Doctoral School (1), and is composed of five (5) representatives from the non-academic sector, three (3) from the academic sector outside Switzerland, the chair of EPFL’s Research Commission (1), two (2) PhD student representatives, and one (1) representative from the Technology Transfer Office (TTO). The IEC members provide written assessments of the applications (phase 2) and make recommendations about which applications to fund (scoring).

14. The IEC is composed of experts representing a diversified palette of expertise in the areas of research covered by EPFL. The selection/nomination of the members of the IEC is performed by the Office of the programme on the basis of criteria such as track record in the field, peer-reviewed publications and research funding awards in areas of research, and taking into account the "Code of Conduct for the Recruitment of Researchers" described in the European Charter for Researchers, which has been signed by the EPFL on 16 September 2005.

15. The Office of the programme allocates proposals to individual reviewers (members of the IEC, three (3) for each application) taking into consideration the field of expertise of the reviewer, and avoiding conflicts of interest. Reviewers will be asked to confirm that they have no conflict of interest – according to the directives at EPFL – for each application that they are asked to evaluate.

16. The Office of the programme prepares a ranked list of the most meritorious applicants based on the recommendations of the experts following the scoring system.

17. The IEC attributes the fellowships based on the ranked list and taking into account the weight of the different evaluation criteria.

18. The granted applications are checked by the Ethics Affairs of the EPFL Research Office for all ethical issues, e.g. are the necessary authorizations/notifications joined to the application.

19. The candidates are informed of the decision at the latest four (4) months after the submission deadline.

Section 2 Formal Requirements

Art. 6 Eligibility

20. In agreement with the Horizon 2020: 2016-2017 Work Programme for Marie Skłodowska-Curie Actions, applicants to EPFLinnovators must be Early Stage Researchers (ESR): “ESR shall, at the date of the deadline of the co-funded programme’s call, be in the first four years (full-time equivalent research experience) of their research careers and have not been awarded a doctoral degree “.1

21. The following eligibility criteria must be fulfilled:
   a) Citizens of any nationality may apply. There are no restrictions concerning age, gender, religion, ethnicity, sexual orientation, political views, language or nationality of the candidates.
   b) Applicants must hold a Master's degree (or equivalent).
   c) Applicants must fulfil the transnational mobility rule: the applicant must not have resided or carried out her/his main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals. Exceptions to these rules are possible, for women (e.g. in case of maternity leave) or refugees, to ensure equal opportunities are provided to students whose scientific careers have been interrupted.

The mobility rules mentioned above are adapted as follows for refugees: the applicant must not have resided or carried out his/her main activity (work, studies, etc.) in Switzerland for more than 12 months in the 3 years immediately prior to the deadline for the submission of proposals, unless as part of a procedure for obtaining refugee status under the Geneva Convention (regardless of whether s/he was active in research at that time).

**Art. 7 Application**

22. The application to the EPFLinnovators programme is divided in two distinctive phases:

- **Phase 1**: An application submitted by the doctoral candidate on the EPFL Doctoral School (EDOC) online application form. Candidates to the EPFLinnovators must provide some specific information in addition to the usual information requested by EDOC (see below).
- **Phase 2**: An application submitted by the EPFLinnovators’ thesis director following the candidate-project matching phase to be submitted by email to the Office of the programme (research.office@epfl.ch).

23. The requirements for each phase are as follows:

<table>
<thead>
<tr>
<th>Phase 1 – Application by doctoral candidate</th>
<th>Applicants submit their proposal to the EPFL Doctoral school online application form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>On or before the call deadlines:</td>
<td>The following information should be submitted by the doctoral candidate:</td>
</tr>
<tr>
<td><strong>Call 1</strong>: 15 January 2018, until 17.00 hr. CET</td>
<td>a) Indication of application to EPFLinnovators programme</td>
</tr>
<tr>
<td><strong>Call 2</strong>: 16 April 2018, until 17.00 hr. CET</td>
<td>b) Personal details and academic background (Curriculum Vitae)</td>
</tr>
<tr>
<td></td>
<td>c) Selection of the doctoral programme(s) the candidates wants to apply to</td>
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<tr>
<td></td>
<td>d) Three (3) reference letters (submitted online by the referees)</td>
</tr>
<tr>
<td></td>
<td>e) A pdf version of the following documents:</td>
</tr>
<tr>
<td></td>
<td>- Official transcripts of diplomas and grades from all academic institutions of higher education listed in the application (after and not including high-school)</td>
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<td>- Certified translations of diplomas and grades into English if not originally in French, German, Italian or English.</td>
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<td></td>
<td>- Statement of objectives of maximum 2 pages which clearly explains the candidate’s motivation for the EPFLinnovators programme</td>
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<tr>
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<td>- A copy of passport or official identity document showing full name</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Phase 2 – Application by thesis director</th>
<th>Following the selection by the doctoral programmes committees, EPFL professors interested in supervising an EPFLinnovators thesis conduct interviews with candidates selected during phase 1.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within forty-five (45) days after the call deadline and at the latest:</td>
<td>At the end of the candidate-project matching phase, the following documents should be submitted by email (<a href="mailto:research.office@epfl.ch">research.office@epfl.ch</a>) by the EPFLinnovators’ thesis director to the Office of the programme:</td>
</tr>
<tr>
<td><strong>Call 1</strong>: 31 March 2018, until 17.00 hr. CET</td>
<td>a) EPFLinnovators’ project proposal prepared by the thesis director (maximum 2 pages), structured as follows:</td>
</tr>
<tr>
<td><strong>Call 2</strong>: 30 June 2018, until 17.00 hr. CET</td>
<td>- Detailed description of the research work</td>
</tr>
<tr>
<td></td>
<td>- Introduction of the partner in the non-academic sector and duration of the secondment phase</td>
</tr>
<tr>
<td></td>
<td>- Added-value of the stay in the non-academic sector</td>
</tr>
<tr>
<td></td>
<td>b) EPFLinnovators’ interview report prepared by the thesis director</td>
</tr>
</tbody>
</table>

24. All application documents and queries should be formulated in English.
Section 3 Evaluation and selection process

Art. 8 Evaluation criteria

25. Both the doctoral programme committees and individual reviewers, members of the IEC, are asked to peer review the applications - within the guidelines of integrity of peer review, described in “Directive concerning research integrity and good scientific practice at EPFL” (Lex 3.3.2.) and to score the candidates measured by the following selection criteria:

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</thead>
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<td><strong>Phase 1</strong> – weight 0.3 / <strong>Phase 2</strong> – weight 0.4</td>
</tr>
<tr>
<td>Academic results</td>
<td>Based on statement of objectives, Curriculum Vitae, reference letters</td>
</tr>
<tr>
<td>Reference letters</td>
<td>Strong motivation for entrepreneurship</td>
</tr>
<tr>
<td>Statement of objectives</td>
<td>Relevant experience</td>
</tr>
<tr>
<td>Additional achievements</td>
<td>Any other proof that candidate is skilful as an entrepreneur</td>
</tr>
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<tr>
<td><strong>CANDIDATE-PROJECT MATCH</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phase 2</strong> – weight 0.3</td>
<td>Based on EPFLinnovators’ project proposal, EPFLinnovators’ interview report, Curriculum Vitae</td>
</tr>
<tr>
<td>Degree of matching of the project with the candidate’s background</td>
<td></td>
</tr>
<tr>
<td>Educational potential of the project for the candidate</td>
<td></td>
</tr>
<tr>
<td>Duration/relevance of stay of the candidate in the non-academic sector</td>
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</tr>
<tr>
<td>Scientific and societal relevance of the project</td>
<td></td>
</tr>
</tbody>
</table>

26. Evaluation scores are given for each one of the criteria. Each criterion will be scored out of 5. Scores are given with a resolution of one decimal place.

27. To ensure fair treatment of the applications and to keep grades as coherent as possible, evaluators will be requested to interpret the following scale of marks rigorously and avoid grade inflation.

28. Rating Scale: 0.0 – 5.0 (including decimal points)

5.0 outstanding: All relevant aspects of the criteria under evaluation are successfully addressed.
4.0 excellent: All relevant aspects of the criteria are successfully addressed, and shortcomings are minor.
3.0 very good: The criteria are very well addressed, although some improvements are possible.
2.0 good: The criteria under evaluation are well addressed, although some improvements are necessary.
1.0 fair: The criteria under evaluation are broadly addressed, significant weaknesses are detected.
0.0 poor: The criteria are not addressed, or parts of the application are so poorly described that it is impossible to evaluate, or the proposal is incomplete.

Art. 9 Selection process

29. The full selection process is as follows:
PHASE 1

Step 1 - On or before the deadlines (15 January 2018, until 17.00 hr. CET and 16 April 2018, until 17.00 hr. CET), applicants submit their application to the EPFL Doctoral school online application form.

Step 2 - Within forty-five (45) days after the submission deadline, the doctoral programme committees submit the complete files, with scoring, of all admissible EPFLinnovators candidates to the EDOC, who transfers at the beginning of March 2018 (call 1) and beginning of June 2018 (call 2), the 40 highest ranked applicants to all EPFL laboratories for the candidate-project matching.

PHASE 2

Step 3 - In the one (1) month following, EPFL professors interested in supervising the thesis of an EPFLinnovators’ fellow conduct interviews with the candidates selected in phase 1. Interview reports and project proposals are then sent back to the Office of the programme at the end of March 2018 (call 1) and at the end of June 2018 (call 2). At that time, all candidate-project matches are submitted to the members of the IEC for evaluation.

Step 4 - Within one (1) month after receiving the candidacies, the IEC scores the candidates, based on the following documents:

a) Personal details and academic background (submitted for phase 1)
b) Candidate’s statement of objectives (submitted for phase 1)
c) Three reference letters (submitted for phase 1)
d) EPFLinnovators’ project proposal (submitted for phase 2)
e) EPFLinnovators’ interview report (submitted for phase 2)

The IEC makes a final ranking and, with the approval of the President of the IEC, prepares the final selection of the 23 (18 selected + 5 on waiting list) best candidates for each call. By the end of April 2018 (call 1) and end of July 2018 (call 2), the President of the IEC submits the results to the Office of the programme for the attribution of the fellowships.

Step 5 - in May 2018 (call 1) and August 2018 (call 2), the Office of the programme informs the candidates on the outcome of their application.

Art. 10 Rebuttal period

30. All candidates have the right to a rebuttal procedure if they feel that there has been a shortcoming in the way their candidacy was evaluated and that this shortcoming affected the results of eligibility checks or the final decision. This procedure is not intended to call into question the scientific judgement of the external reviewers or the assessment by the IEC, but to address failings in the evaluation process.

31. A written request for rebuttal must be submitted within 30 days from the decision date to the Office of the programme. The rebuttal request will be reviewed by the Office of the programme to ensure that it concerns a procedural shortcoming rather than a judgement on the scientific evaluation conducted by the experts. If the rebuttal request is valid, it will be transferred to the IEC for further review and decision.

32. The candidate will be informed of the outcome of her/his rebuttal request within six weeks after the reception of his request by the Office of the programme. Only one request for rebuttal per proposal will be considered. All requests for rebuttal will be treated confidentially.
Section 4 Administrative Regulations

Art. 11 Terms of the fellowship
33. Successful applicants will be granted a fixed term employment contract at the EPFL, for four (4) years (renewable annually) of doctoral studies.
34. All granted candidates must:
   - Follow the regulations governing doctoral candidates at EPFL, described in “Ordinance on the doctorate conferred by the Ecole polytechnique fédérale de Lausanne”, in “Directive concerning doctoral studies at the Ecole polytechnique fédérale de Lausanne”, and in the doctoral programme regulations, and in the programme description (see section 5 “Academic requirements”).
   - Comply with the policies outlined in the “Directive concerning research integrity and good scientific practice at EPFL”.

Section 5 Academic requirements

Art. 12 Training programme
35. The dedicated EPFLinnovators’ mandatory training programme consists of:
   a) The study plan of the doctoral programme to which the PhD candidate is affiliated (at least 8 ECTS of scientific/technical courses)
   b) Transferable skills training (9 ECTS):
      - Technology transfer (2 ECTS) or Business concept (4 ECTS)
      - Science and engineering teaching and learning (2 ECTS) or Presentation skills (2 ECTS)
      - Technology and public policy (2 ECTS)
      - My thesis in 180 seconds (1 ECTS)
      - Market Opportunity Identification & Evaluation for Technologies (2 ECTS)
   Note that in some doctoral programmes (see regulations, [http://phd.epfl.ch/Regulations](http://phd.epfl.ch/Regulations)) several of these courses can be chosen to also fulfil the doctoral programme’s study plan requirements. The Technology and public policy course is not mandatory if the candidate chose the 4 ECTS Business concept course.
   c) An integrated 6-month to 2-year secondment at a partner from the non-academic sector
   d) At least 1 (one) industry round table discussion per year
   e) Workshop on Ethics, Social issues and Responsible Research and Innovation (RRI)
   f) Information session on career development, by the EPFL Career center ([http://carriere.epfl.ch/](http://carriere.epfl.ch/)).
   g) Organization of a summer school together with doctoral candidates in Switzerland and abroad (optional).
36. The courses are listed in more details in the document “EPFLinnovators Transferable skills training”.
37. Failing to complete this training programme could result in the expulsion of the EPFLinnovators programme and a reimbursement request of the fellowship.

Section 6 Duties of the Fellowship holder and the Thesis director

Art. 13 Intellectual property rights issues
38. Intellectual Property (IP) of research performed by the PhD students during their employment at EPFL is subject to EPFL’s regulations.
39. The Technology Transfer Office of EPFL (EPFL-TTO) manages the intellectual property resulting from the research performed by EPFL PhD students, evaluates new inventions, negotiates and approves research contracts with industrial partners, licenses technology and supports early developments of new technologies and inventions.

40. In case a PhD student estimates that s/he has contributed to new, inventive and attractive results, publications and dissemination activities shall be slightly delayed to allow the evaluation and possible filing of a patent application.

41. Foreground IP will be protected by EPFL-TTO as appropriate and according to EPFL regulations and policies. In close collaboration with the PhD student and the hosting EPFL laboratory, the EPFL-TTO will be responsible for the licensing of foreground IP to either a start-up company, possibly (co)founded by the PhD student, or to an existing company willing to further develop the project after the PhD was finalized.

42. As needed, in collaboration with the hosting EPFL laboratory, EPFL-TTO will also negotiate and conclude appropriate Intellectual Property Agreements with hosting companies where the PhD students may also have R&D activities.

**Art. 14 Reporting and Acknowledgment**

43. Fellowship holders should submit an annual report to their EPFL thesis director, according to the regulations of their doctoral programme to which they are affiliated, as well as to the Office of the programme (research.office@epfl.ch).

**Art. 15 Research Integrity and Good Laboratory Practice**

44. The Principal Investigator of the host laboratory shall fully inform the candidate of the “Directive concerning research integrity and good scientific practice at EPFL” and will ascertain the candidate’s acknowledgement to accept those guidelines.