EPFL

HR contract management process for PhD students
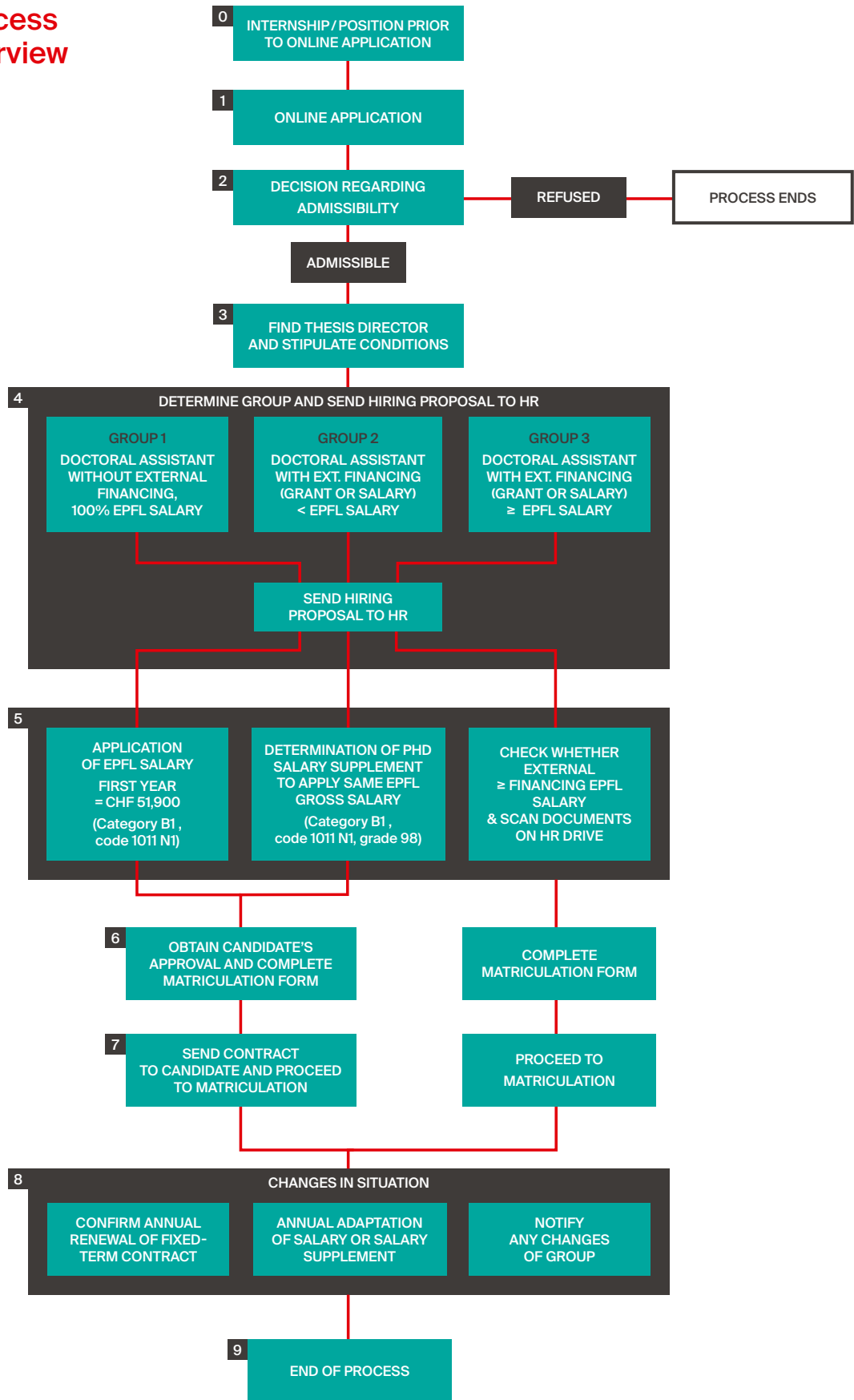
Contents

1.   # Introduction

Human Resources (HR), in collaboration with the Doctoral School and the Vice Presidency for Academic Affairs (VPA), defined a contract management process for PhD students in 2019. The project concerns solely PhD students doing an EPFL thesis, including PhD students who receive a grant or external salary. The project thus excludes PhD students who come from other universities who are not doing an EPFL thesis and do not have an EPFL employment contract.

In accordance with the position adopted by the VPA and Human Resources, this process guarantees the same salary for all EPFL PhD students.

The Human Resource managers are responsible for the application of the process.

The process and tools described below constitute HR management standard practice.

Objectives	The objectives of the standard contract management process for PhD students are to: ■ Standardise the contract management process for PhD students in accordance with the conditions stipulated by the VPA and HR. ■ Place responsibility with the units for verifying that the funder's conditions for the allocation of a grant are compatible with the conditions established by EPFL. ■ Define a single calculation method to determine a salary supplement to the allocation of grants or external salary.
Scope	The project concerns solely PhD students doing an EPFL thesis, including PhD students who receive a grant or external salary.
Mandatory M tools	■ Hiring proposal doctoral assistant – **M** ■ Model for determination of PhD student salary supplement – **M** ■ Expiration of contract (by Workflow) – **M**
Indicator	Objectives: ■ 100% application of new salary supplement model ■ 100% of documentation concerning PhD students' grants and salaries saved under C2 in e-file
Date of implementation	01.11.2019 Revision applicable as of 01.10.2023
Periodic review	Human Resources will examine this process at least once a year in order to incorporate the lessons learned.

2. **Process overview**

0 INTERNSHIP / POSITION PRIOR TO ONLINE APPLICATION

1 ONLINE APPLICATION

2 DECISION REGARDING ADMISSIBILITY — REFUSED — PROCESS ENDS

ADMISSIBLE

3 FIND THESIS DIRECTOR AND STIPULATE CONDITIONS

4 DETERMINE GROUP AND SEND HIRING PROPOSAL TO HR

GROUP 1
DOCTORAL ASSISTANT WITHOUT EXTERNAL FINANCING, 100% EPFL SALARY

GROUP 2
DOCTORAL ASSISTANT WITH EXT. FINANCING (GRANT OR SALARY) < EPFL SALARY

GROUP 3
DOCTORAL ASSISTANT WITH EXT. FINANCING (GRANT OR SALARY) ≥ EPFL SALARY

SEND HIRING PROPOSAL TO HR

5

APPLICATION OF EPFL SALARY
FIRST YEAR = CHF 51,900
(Category B1, code 1011 N1)

DETERMINATION OF PHD SALARY SUPPLEMENT TO APPLY SAME EPFL GROSS SALARY
(Category B1, code 1011 N1, grade 98)

CHECK WHETHER EXTERNAL ≥ FINANCING EPFL SALARY & SCAN DOCUMENTS ON HR DRIVE

6 OBTAIN CANDIDATE'S APPROVAL AND COMPLETE MATRICULATION FORM

COMPLETE MATRICULATION FORM

7 SEND CONTRACT TO CANDIDATE AND PROCEED TO MATRICULATION

PROCEED TO MATRICULATION

8 CHANGES IN SITUATION

CONFIRM ANNUAL RENEWAL OF FIXED-TERM CONTRACT

ANNUAL ADAPTATION OF SALARY OR SALARY SUPPLEMENT

NOTIFY ANY CHANGES OF GROUP

9 END OF PROCESS

Human
Resources

EPFL

3. ## HR standard contract management process for PhD students at EPFL (SOP)

Step	Who / person responsible	How	Mandatory documents M
0 Internship/ position prior to online application	EDOC	■ The Doctoral School does not support internships before enrolment in the Doctoral School in order to avoid inequalities in treatment of PhD students.	
	HR	■ A non-renewable internship to enhance the value of a Master is possible, in exceptional cases only, provided that it takes place within the six months following the obtaining of an academic qualification (MA or BA). This 6-month period excludes the time required for the obtaining of a visa and administrative formalities. ■ Upon completion of the internship, either the student leaves EPFL, or they are hired as scientific assistant (permit impossible for non-EU member states), or, in exceptional cases, they are hired as Doctoral Assistant. ■ Hiring proposal to be sent to HR.	
1 Online application	Candidate	■ The candidate completes the form online: EPFL Doctoral School Online Application.	
2 Decision regarding admissibility	Doctoral programme committee	■ Decision: refused → process ends. ■ Decision: admissible → process continues.	
3 Find a Thesis Director and stipulate conditions	Admissible candidate Thesis director	■ The candidate seeks financing for their thesis: either they find a thesis director who must supervise their research work and hire them as doctoral assistant or they find external financing (grant or external salary) and an EPFL thesis director to supervise their research work.	

Step	Who / person responsible	How		Mandatory documents M
4 Determine group and send hiring proposal to HR	Thesis director	**Thesis Director determines group:**		Hiring proposal doctoral assistant – **M**
		Group 1	Doctoral assistant, without external financing, 100% EPFL salary.	
		Group 2	Doctoral assistant, with external financing lower than EPFL salary (EPFL salary supplement).	
		Group 3	Doctoral assistant, with external financing equal to or higher than EPFL salary, regardless of the scale of occupation.	
		For group 1	**Send hiring proposal including:** ■ Copy of letter / email confirming admissibility. ■ Documents required for hiring of candidate: CV, copy of passport or other form of identification, diplomas, current permit.	
		For group 2	**Send hiring proposal including:** ■ Copy of letter / email confirming admissibility. ■ Documents required for hiring of candidate: CV, copy of passport or other form of identification, diplomas, current permit. ■ If salary: External employer's attestation confirming duration of contract and salary. ■ If grant: Documents concerning allocation of grant, specifying duration and amount of grant.	
		For group 3	**Send hiring proposal including:** ■ Copy of letter / email confirming admissibility. ■ Documents required for hiring of candidate: CV, copy of passport or other form of identification, diplomas, current permit. ■ If salary: External employer's attestation specifying duration of contract and confirming that salary is ≥ salary applicable at EPFL. ■ If grant: Documents concerning allocation of grant, specifying duration of grant and confirming that grant is ≥ salary applicable at EPFL.	
		IMPORTANT ■ The financing of the doctoral assistant is guaranteed at least until the oral examination. ■ In the case of an external grant, the funder's conditions are compatible with those of EPFL (particularly when a salary supplement is paid in order to attain the standard level of remuneration of a doctoral assistant at EPFL).		

Step	Who / person responsible	How		Mandatory documents **M**
5 Establish salary proposal or salary supplement	HR	For group 1	Application of EPFL salary; i.e. a salary of CHF 54 000 as at 01.01.2023, the first year (category B1 code 1011-N1).	Model for determination of PhD salary supplement – **M** Hiring proposal doctoral assistant – **M**
		For group 2	**The EPFL gross salary will be reduced by the amount of the net grant or external gross salary (category B1 code 1011-N1, grade 98).** ■ Archive the documents provided by the funder or the attestation of the external employer plus the document determining the PhD student's salary supplement under C2 in the PhD student's file (SAP).	
		For group 3	**No salary supplement.** ■ Check whether external financing ≥ EPFL salary. ■ Attestation of external employer or documents concerning allocation of grant to be scanned on the HR drive/HR scanner/Doctorants_ Groupe 3.	
6 Obtain candidate's approval and complete matriculation form	Thesis director	For groups 1 and 2	■ Inform the candidate of the salary / contract proposal and obtain their approval. ■ Inform the doctoral programme of the acceptance of the employment contract conditions and the anticipated starting date of the contract.	
	Doctoral programme	For all groups	■ Complete matriculation form. ■ Have it signed by the candidate + thesis director + doctoral programme director. ■ Send it to the SAC.	
7 Send contract to candidate and proceed to matriculation	HR	For groups 1 and 2	**Drawing-up of employment contract and sending to candidate with copy to Thesis Director.** Note the following under "special clauses" in the employment contract: ■ Subject to obtaining / validity / renewal of permit. ■ The validity of the present contract is subject to the obtaining of the grant / external salary (specify the name of the funder or external employer). ■ Any change in the PhD student's situation must be announced to HR.	
	SAC	For all groups	**Proceed to matriculation**	

Step	Who / person responsible	How	Mandatory documents M
8 Changes in situation	Thesis director	**Confirm annual renewal of fixed-term contract** ■ The contract is renewed for 12 months. For group 2, confirm that the PhD student still receives an external grant and/or salary. Attach grant documents or external salary conditions to workflow in the event of a change. ■ If the thesis director wishes to terminate the fixed-term contract before the oral examination, they must first comply with the academic obligations cited in the Ordinance on the Doctorate at EPFL.	Expiration of contract (by Workflow) – **M** Hiring proposal doctoral assistant – **M**
	HR	**Annual adaptation of salary or salary supplement** ■ HR adapts the salary or salary supplement in accordance with the EPFL salary grid and the conditions stipulated under step 5.	
	Thesis director HR	**Notify any changes of group** ■ In the event of changes concerning financing, the thesis director determines the new group and submits a new hiring proposal to HR at least one month in advance (see step 4). ■ See step 5.	
9 End of process	HR	■ The contract can be terminated at the earliest on the date of the oral examination and at the latest on the date of the public defence, i.e. six months at the latest after the oral examination for the 14th or last day of the current month. ■ The doctoral degree is not awarded until after the public defence.	

4.   Documentation

4.1   Hiring proposal doctoral assistant – M

Download document

EPFL

RH / 20200709

PROPOSITION D'ENGAGEMENT – pour assistant.e-doctorant.e (salaire de base unique à 100%)
à transmettre aux Ressources Humaines

COORDONNÉES

Nom et prénom :	
Adresse complète :	

Date de naissance :	**Etat civil :**	**Nombre d'enfants :**

Nationalité :

Permis de travail : ☐ sans   ☐ B   ☐ C   ☐ L   ☐ G   ☐ autre : | **Date du diplôme :**

Lieu de travail :   ☐ Lausanne   ☐ Fribourg   ☐ Genève   ☐ Neuchâtel   ☐ Valais   ☐ Villigen

FINANCEMENT

Centre financier				**Engagement du :**	**au :**	**Taux d'occupation : 100 %**

Financement : –   % **Dotation n° 3029.012**   –   % **Complément FN n° 6029.040**
   –   % **Autres n°**   –   % **Mandat n°**

Si changement de groupe (par exemple de groupe 3 à groupe 1) :   ancien groupe ....   → nouveau groupe ....

☐ **GROUPE 1 :** Assistant.e-doctorant.e sans financement externe, payé.e directement et uniquement par l'EPFL	☐ **GROUPE 2 :** ☐ **a.** Assistant.e-doctorant.e thèse EPFL avec financement externe < que salaire EPFL (*) ☐ **b.** Doctorant.e en échange > 12 mois (*) et/ou bourse > CHF 30'000/an (*) L'EPFL octroie un complément salarial	☐ **GROUPE 3 :** Assistant.e-doctorant.e avec financement externe plus grand ou égal que salaire EPFL

DOCUMENTS À JOINDRE

☐ CV ☐ Copie pièce identité ☐ Cahier des charges ☐ Copie permis de travail (si existant) ☐ Copie des diplômes ☐ Admissibilité au programme doctoral	☐ CV ☐ Copie pièce identité ☐ Cahier des charges ☐ Copie permis de travail (si existant) ☐ Copie des diplômes ☐ Admissibilité au programme doctoral (gr. 2a) ☐ Si bourse : documents d'octroi de la bourse (durée et montant) ☐ Si contrat externe : attestation de l'employeur externe confirmant la durée et le montant du salaire	☐ CV ☐ Copie pièce identité ☐ Copie permis de travail (si existant) ☐ Copie des diplômes ☐ Admissibilité au programme doctoral ☐ Si bourse : documents d'octroi de la bourse (durée et montant) ☐ Si contrat externe : attestation de l'employeur externe confirmant la durée et le montant du salaire (ou que le salaire est ≥ au salaire EPFL)

ATTENTION : Les collaborateurs.rices, ainsi que leur famille, provenant d'un pays soumis à visa sont prié.e.s de déposer une demande d'entrée en Suisse auprès de l'ambassade ou du consulat de Suisse le plus proche de leur domicile.

Si conjoint.e et/ou enfant.s l'accompagne.nt : merci de joindre copie des passeports, acte de mariage, acte.s de naissance (indispensable pour Etats tiers).

SIGNATURES

Par sa signature, le.la professeur.e confirme que :
- Le financement de l'assistant.e-doctorante est assuré au moins jusqu'à l'examen oral (excepté groupe 2b) ;
- En cas de bourse externe, les conditions du bailleur de fonds sont compatibles avec celles de l'EPFL, notamment en cas de paiement d'un complément salarial pour atteindre le niveau standard de rémunération d'un.e assistant.e-doctorant.e à l'EPFL ;
- Il.elle informera le.la Responsable RH au minimum 1 mois en avance en cas de changement de financement (bourse, contrat externe).

Observations :

Timbre de l'unité :	**Nom et signature du.de la professeur.e ou chef.fe de service :**
, le	

NE PAS REMPLIR, PARTIE RÉSERVÉE AUX RH	**Sciper**					**Matricule**				

Code de fonction / EF				–			**Fonction interne**			

Salaire annuel brut :	**Impôts source :** ☐ oui ☐ non

Date début doctorant.e FN :   Supérieur.e hiérarchique :

Centre financier	**Taux %**	**N° fonds**	**N° poste**	

4.2 Model for determination of PhD salary supplement – M

<u>Download document</u>

"Determination of PhD salary supplement " template

Positioning of VPA for students enrolled at EPFL doing an EPFL thesis

All PhD students receive the same salary. If a PhD student receives a grant (Swiss Government Excellence Scholarship, China Scholarship Council, or any other grant) it must be supplemented by a salary paid by the laboratory in order to apply the same EPFL gross salary.

HR positioning

A grant is not a salary. However the calculation method is favourable to the employee since it takes into account an EPFL gross salary reduced by the amount of the net grant.

	= to be completed			
Salaries in CHF EPFL 01.01.2023 (1)	**1st year**	**2nd year**	**3rd year**	**4th and following years**
PhD students 1011-N1, Status B1	54 000 CHF	55 000 CHF	56 000 CHF	57 000 CHF

Add conversion rate link (rate of day applicable): https://www.rates.bazg.admin.ch/home

PhD students with grant			**PhD students with external salary**	
Family name, First name			**Family name, First name**	
Matriculation No.			**Matriculation No.**	
Date of entry			**Date of entry**	
School abbreviation			**School abbreviation**	
Status			**Status**	
Code			**Code**	
Type of grant (Conf., SNSF, etc.)			**Name of external employer**	
Duration of grant			**Duration of salary**	
Net amount of grant /year			**Gross salary/year**	

Determination of salary supplement			**Determination of salary supplement**	
Gross salary (1)			**EPFL gross salary (1)**	
Net grant (2)			**Gross salary external employer (2)**	
Gross salary supplement (1) – (2)	0		**Gross salary supplement (1) – (2)**	0

4.3   Expiration of contract (by Workflow) – M

Matricule: 00000

Nom Prénom (matriculé)

Echéance de contrat N°: 00000

Créée le: 00.00.2021

Le contrat de Nom Prénom échoit le 00.00.2021.

Veuillez cliquer sur le bouton « Ouvrir tâche » afin de procéder à son renouvellement ou pour confirmer la fin de son activité.

Employé: Nom prénom (00000)

Matricule: 00000

Statut: XXX

Unité: XXXX- CC (0000)