Annex B – Detailed Procedures

Article 1 – Aim of Annex B

This annex describes the detailed procedure of the IST-EPFL Initiative

Article 2 – Call

a) A web page will be set up for student applications. This page will give the list of the Focus Areas, the involved professors at both institutions and the way to contact them.

b) The first call will be launched during the second half of 2008.

c) Thesis projects will be chosen among the Focus Areas. The number of Focus Areas may be restricted for a call, or enlarged, in agreement between both institutions.

Article 3 – Student selection

a) The selection committee is composed of the Initiative Directors and Focus Area Coordinators of both institutions (or their delegates). Both institutions may appoint an additional member for the selection committee.

b) The selection committee will establish the criteria and procedure for ranking the candidates.

c) In order to be enrolled in the Initiative, candidates must be admitted to both IST and EPFL doctoral schools according to the local rules.

d) Candidates will be part of the Initiative only if a scholarship is granted.

Article 4 – Joint advisors

a) The initiative requires that throughout his/her studies, a student has two joint thesis advisors (the co-advisors), one at IST and the other at EPFL. Both co-advisors have the same rights and obligations in regard to the Initiative.

b) Conflicts between the two co-advisors should be resolved by the Initiative Directors. Conflicts between the co-advisors and the student should be resolved by the two doctoral program directors.

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1 As per the general agreement, the Initiative Directors are appointed by each institution.
Article 5 – Study Plan

a) For each candidate, a study plan shall be agreed upon at the outset of the collaboration, i.e. when the candidate is enrolled in the Initiative.

b) The study plan will be jointly established between the selected student and both his/her co-advisors.

c) The study plan describes the general field of research, the names of both co-advisors, the doctoral program to be enrolled in and the number of ECTS credits required prior to the final thesis examination and where they should be acquired, the periods of stay at each institution, the required intermediate exams and the expected site for the final thesis examination process.

d) Before the final thesis examination, students must obtain between 20 and 30 ECTS credits. Among those credits, at least one third must be taken at each site.

e) All courses taken at IST or at EPFL are formally recognized by the other institution.

f) If required, and with the acceptance by the selected student and both his/her co-advisors, the study plan may be adapted or modified during the course of the studies.

Article 6 – Teaching

a) As part of his/her doctoral education, each student may be asked to participate up to 10% of his/her time in teaching activities.

Article 7 – Thesis defense

a) The institution where the final thesis examination process takes place will be responsible for their organisation, in compliance with the rules of the local institution and the IST-EPFL agreements. Notably, the institution will invite the jury, award the joint PhD degree, publish the thesis in extenso and communicate efficiently during the whole process with the other institution.

b) Each institution will ensure that an official record is made of the jury’s deliberations at the final thesis examination in the form of detailed Minutes with a record of the decision and any relevant outcomes, the names of the jury members, and the signature of the jury chair. The institution where the final thesis examination takes place will hold the original Minutes and will provide an attested copy to the other institution for their records.

c) The composition of the jury should comply with rules of both institutions.

d) The presence of both co-advisors in person is required for the final thesis examination process.

e) The jointly bestowed title is the one of Doctor of Philosophy (PhD)

Article 8 – Publication and Intellectual Property

a) All the publications written in the framework of the Initiative, including publication of the thesis, shall mention their authors according to international academic rules. Moreover, all such publications shall mention the
names of both institutions and co-advisors, and give acknowledgement to the financial support of the FCT.

b) Intellectual property: Rules regarding the Intellectual property are defined in Annex C.

**Article 9 – Contribution of the institutions**

a) Both IST and EPFL contribute to the success of this Initiative by allowing the selected students to study in their respective laboratories, according to the set rules linked to this Initiative. Supplies, including normally available software and scientific equipment will be at the free disposal of the students. While staying at each institution, these students have the same rights and obligations of conduct as other students at the same institution.

b) When in Switzerland, students will receive a small financial contribution from the EPFL to adapt the amount of their grant to the regular salary of a normally enrolled EPFL doctoral student, in consideration of their particular status as étudiant boursier.

**Article 10 – Amendments and Modifications**

a) The Initiative Directors may agree to amend or modify the above operational regulations in order to resolve an unforeseen contradiction or other difficulty during the course of this Initiative.

Signed at IST, Lisbon on June 20th 2008

For the Instituto Superior Técnico  
For the École Polytechnique Fédérale de Lausanne,

The President,  
The President,  
Prof. Carlos Renato Matos Ferreira  
Prof. Patrick Aebischer