ADSV 2025/26

Do I need to change labs?

Maybe → Self-assessment: why do I feel the need to change labs? Have I attempted to resolve the issue with my current lab/PI?

Have I discussed my concerns with my PI, and does my current situation meet my needs?

- Yes → Awesome, keep going!
- No → Identify what is important for you to successfully complete your PhD, what do you expect from the supervision, how do you envision it to be?

Yes → Who do I contact?

- To get support
  - PhD student representatives
  - Trust point
  - Peer2Peer / Social counselling
  - Psychotherapeutic consultation
  - Respect compliance office
  - Human resources
- To start the procedure

Doctoral program administrative coordinator

Mentor

Do you have a good relationship with your current supervisor?

- No → Would they support & encourage you in your decision to change labs?
  - Yes → Let your current supervisor know
  - No → It is not mandatory to share your decision with them if you prefer not to
- Yes → Let your current supervisor know

Doctoral program director

Reach out to EDOC (Philip Mair) → Ask for their support when reaching out to other labs and positions

If applicable

Discuss a strategy plan with each of them

Keep in touch with them several times throughout the entire process

List potential labs & supervisors you would want to get an interview with

Prepare a CV and motivation letter

Send an email including your CV & motivation letter mentioning the following points:

1. a brief and honest explanation of why you are looking for a new lab/supervisor,
2. your interest in their field of research and for their contribution to the state of the current knowledge,
3. mention why you could be an asset to the lab,
4. indicate the support from your program director, from EDOC/HR/your previous supervisor (if applicable)

Is the new lab or supervisor from EPFL?

- Yes → Who sends the first email?
  - Doctoral program director
  - Me
- No → Me

Give your doctoral program director a list of the labs/supervisors to contact with a ranking indicating who to contact first and ask them to mention that you have their support throughout this process

Did you receive an answer to your email?

- No answer → Start over with another lab on your list
- The answer was negative → Start over with another lab on your list
- The answer was positive → Prepare for a one-on-one interview with the head of the new laboratory

The 1st interview did not go well → Start over with another lab on your list

The 1st interview went well: ask for an interview with the whole lab to meet them, introduce yourself, present your research and see if the research dynamic and work environment suits you

Suggestion: also meet one-on-one with a few lab members

How did the interview go?

- The 2nd interview did not go well → You got rejected
- The 2nd interview went well → Wait for an answer → You got rejected

You got accepted

Congratulations you got accepted! Make sure you obtain a written confirmation, then contact your doctoral program administrative coordinator, EDOC and program director to let them know. The new supervisor will then need to meet with the program director to agree on a new timeline for your PhD and all involved parties will then sign a transfer agreement