HR Contract Management Process for Phd Students
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1. Introduction

Human Resources, in collaboration with the Doctoral School and the Vice-Presidency for Education, has defined a contract management process for PhD students. 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 VPE 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.

2. HR Contract Management Process for PhD Students

| 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 VPE and Human Resources.
| ■ | 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 tools M | ■ Hiring proposal Doctoral Assistant M
| ■ Model for determination of PhD student salary supplement M
| ■ Expiration of contract M

| Indicator | Objectives:
| --- | --- |
| ■ | 100 % application of new salary supplement model
| ■ | 100 % of PhD documentation saved in e-file (under C2)

| Date of implementation | 01.11.2019

| Periodic review | Human Resources will examine this process at least once a year in order to incorporate the lessons learned..
3. Process Overview

4. DETERMINE GROUP AND SEND HIRING PROPOSAL TO HR

   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 (GRANT OR SALARY) ≥ EPFL SALARY

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 AND 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
4. HR standard contract management process for PhD students at EPFL (SOP)

<table>
<thead>
<tr>
<th>Step</th>
<th>Who/Person Responsible</th>
<th>How</th>
<th>Mandatory Documents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>EDOC</td>
<td>- The Doctoral School does not support internships before enrolment in the Doctoral School in order to avoid inequalities in treatment of PhD students. &lt;br&gt; - A non-renewable internship to enhance the value of a Master is possible, in exceptional cases only, provided that it takes place within the 6 months following the obtaining of an academic qualification (MA or BA). For example: MA obtained 1 January 2019, internship possible until 30 June, regardless of the date of the start of employment. &lt;br&gt; - 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 they are hired as Doctoral Assistant. &lt;br&gt; - Hiring proposal to be sent to HR.</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Candidate</td>
<td>- The candidate completes the form online: EPFL Doctoral School Online Application</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Admissible candidate Thesis director</td>
<td>- 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.</td>
<td></td>
</tr>
</tbody>
</table>
## HR Contract Management
### Process for PhD Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Who/Person Responsible</th>
<th>How</th>
<th>Mandatory Documents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Thesis director</td>
<td></td>
<td>Hiring proposal</td>
</tr>
</tbody>
</table>

#### Determine group and send hiring proposal to HR

**Thesis Director determines group:**

- **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.

**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: 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).
<table>
<thead>
<tr>
<th>Step</th>
<th>Who/Person Responsible</th>
<th>How</th>
<th>Mandatory Documents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>HR</td>
<td></td>
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<tr>
<td></td>
<td><strong>Establish salary proposal or salary supplement</strong></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>For Group 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>Application of EPFL salary, i.e. a salary of CHF 52,400 as at 01.01.2020, the first year (category B1 code 1011-N1).</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Group 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR</td>
<td></td>
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</tr>
<tr>
<td></td>
<td><strong>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).</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Add to the contract under Observations: “The validity of the present contract is subject to the obtaining of the grant/external salary. The name of the funder or external employer must be specified.”</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Archive the documents provided by the funder or the attestation of the external employer plus the document determining the PhD student’s salary supplement in the PhD student’s file, under C2 (SAP).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Group 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>No salary supplement.</strong></td>
<td></td>
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<tr>
<td></td>
<td>■ Check whether external financing ≥ EPFL salary.</td>
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</tr>
<tr>
<td></td>
<td>■ Attestation of external employer or documents concerning allocation of grant to be scanned on the HR drive/HR scanner/Doctorants_Groups 3.</td>
<td></td>
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</tr>
<tr>
<td>6</td>
<td>Thesis director</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Obtain candidate’s approval and complete matriculation form</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For groups 1 and 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doctoral programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Inform the candidate of the salary/contract proposal and obtain their approval.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Inform the doctoral programme of the acceptance of the employment contract conditions and the anticipated starting date of the contract.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For groups 1, 2, and 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Doctoral programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Complete matriculation form.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>■ Have it signed by the candidate + Thesis Director + Doctoral Programme Director.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>■ Send it to the SAC.</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Send contract to candidate and proceed to matriculation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For groups 1 and 2</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>SAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Proceed to matriculation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Step</td>
<td>Who/Person Responsible</td>
<td>How</td>
<td>Mandatory Documents*</td>
</tr>
<tr>
<td>------</td>
<td>------------------------</td>
<td>-----</td>
<td>----------------------</td>
</tr>
</tbody>
</table>
| 8 Changes in situation | Thesis director | Confirm annual renewal of fixed-term contract  
- The contract is renewed for 12 months.  
- 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 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 V. | |
| | Thesis director | 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 IV).  
- See Step V. | |
| 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, on the 15th or 30th of the current month.  
- The doctoral degree is not awarded until after the public defence. | |
**PROPOSITION D’ENGAGEMENT – pour assistant.e-doctorant.e (salaire de base unique à 100%)**

transmettre aux Ressources Humaines

<table>
<thead>
<tr>
<th>Nom et prénom :</th>
<th>État civil :</th>
<th>Nombre d’enfants :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adresse complète :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date de naissance :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nationalité :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lieu de travail :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taux d’occupation :</td>
<td>100 %</td>
<td>Engagement du :</td>
</tr>
<tr>
<td>Financement :</td>
<td>- % Dotation n° 3029.012 - % Complément FN n° 6029.040</td>
<td></td>
</tr>
<tr>
<td>Centre financier :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taux d’occupation :</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si changement de groupe par exemple de groupe 3 à groupe 1 : ancien groupe → nouveau groupe</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUPE 1 : Assistante-doctorante sans financement externe, payée directement et uniquement par l’EPFL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Copie pièce identité</td>
<td></td>
</tr>
<tr>
<td>Cahier des charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissibilité au programme doctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUPE 2 : Assistante-doctorante avec financement externe &lt; salaire EPFL, l’EPFL octroie un complément salarial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Copie pièce identité</td>
<td></td>
</tr>
<tr>
<td>Cahier des charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissibilité au programme doctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si bourse : documents d’octroi de la bourse (durée et montant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si contrat externe : attestation de l’employeur externe confirmant la durée et le montant du salaire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GROUPE 3 : Assistante-doctorante avec financement externe + grand ou égal au salaire EPFL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CV</td>
<td>Copie pièce identité</td>
<td></td>
</tr>
<tr>
<td>Cahier des charges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissibilité au programme doctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si bourse : documents d’octroi de la bourse (durée et montant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Si contrat externe : attestation de l’employeur externe confirmant la durée et le montant du salaire (ou confirmant que le salaire est ≥ au salaire EPFL)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENTS À JOINDRE**

- CV
- Copie pièce identité
- Cahier des charges
- Copie permis de travail (si existant)
- Copie du dernier diplôme
- 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

**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 enfant.e s’accompagne(nt) : merci de joindre copie des passeports, acte de mariage, acte.s de naissance (indispensable pour Etats tiers).

**SIGNATURES**

- Nom et signature du de la professeur.e ou chef.fe de service :

- Timbre de l’unité :

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

<table>
<thead>
<tr>
<th>Sciper</th>
<th>Matricule</th>
</tr>
</thead>
</table>

**Code de fonction / EF**

<table>
<thead>
<tr>
<th>Filiation interne</th>
</tr>
</thead>
</table>

**Salaire annuel brut :**

<table>
<thead>
<tr>
<th>Impôts source :</th>
<th>oui</th>
<th>non</th>
</tr>
</thead>
</table>

**Date début doctorant.e FN :**

| Supérieur.e hiérarchique : |

**Centre financier**

<table>
<thead>
<tr>
<th>Taux %</th>
<th>N° fonds</th>
<th>N° poste</th>
</tr>
</thead>
</table>

**RH / 31102019**
6. Model for determination of PhD salary supplement – M

Download document

"Determination of PhD salary supplement " template

Positioning of VPE 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.

<table>
<thead>
<tr>
<th>Salaries (CHF) EPFL 01.01.2020 (1)</th>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
<th>4th year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD students 1011-N1, Status B1</td>
<td>52 400</td>
<td>53 400</td>
<td>54 400</td>
<td>55 400</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>PhD students with grant</th>
<th>PhD students with external salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family name, First name</td>
<td>Family name, First name</td>
</tr>
<tr>
<td>Matriculation No.</td>
<td>Matriculation No.</td>
</tr>
<tr>
<td>Date of entry</td>
<td>Date of entry</td>
</tr>
<tr>
<td>School abbreviation</td>
<td>School abbreviation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Code</td>
</tr>
<tr>
<td>Type of grant (Conf, SNSF…)</td>
<td>Name of external employer</td>
</tr>
<tr>
<td>Duration of grant</td>
<td>Duration of salary</td>
</tr>
<tr>
<td>Net amount of grant /year</td>
<td>Gross salary (2)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Determination of salary supplement</th>
<th>Determination of salary supplement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross salary (1)</td>
<td>EPFL gross salary (1)</td>
</tr>
<tr>
<td>Net grant (2)</td>
<td>Gross salary external employer (2)</td>
</tr>
<tr>
<td>Gross salary supplement (1) - (2)</td>
<td>Gross salary supplement (1) - (2)</td>
</tr>
</tbody>
</table>

Document to be saved in e-file under C2
Expiration of contract – M

ECHEANCE DE CONTRAT

Formulaire sans signature émis le 04.06.2019
par les Ressources Humaines
à qui il doit être retourné d'ici au

Monsieur le Professeur
EPFL
CH-1015 Lausanne

Immatriculation :
Admission définitive :
Examen oral :
Soutenance de thèse :
Exmatriculation :

Le contrat de la personne susmentionnée échoit le 00.00.2019. Sa situation actuelle est la suivante :

Le changement du financement (fonds) et/ou du taux d’activité s’effectue par workflow.

Plus d'info sur rh.epfl.ch/mutation_1

Chaque ligne du tableau ci-dessous correspond à une source de financement distincte (max. trois)

<table>
<thead>
<tr>
<th>N° poste</th>
<th>Situation au 00.00.2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Centre financier</td>
</tr>
<tr>
<td></td>
<td>60.00</td>
</tr>
</tbody>
</table>

Informations complémentaires

☐ Cochez si situation au 00.00.2019 est différente suite à un workflow saisi entre-temps

Veuillez svp prendre note de la modification suivante :

☐ pas de renouvellement
☐ renouvellement pour une période allant du __________ au __________

Commentaires éventuels :


Avec nos remerciements et nos salutations les meilleures.

Timbre de l'unité: Nom et signature du professeur ou du chef de service:

Lausanne, le: