

IC Teach: Why - Who – When - How

WHY? Each semester, IC professors teach, approximately, sixty (60) courses with the help of teaching-assistants (TA). Also, IC students take classes in the Math and Physics departments, so we are also asked to provide TA for these courses.

The purpose of the IC Teach platform in IS Academia is to ensure that the TA load is fairly distributed among our PhD students and to create transparency in the matching process.

EPFL requires that all PhD students contribute to teaching.

WHO is part of “IC Teach”?

All the PhD students that are enrolled in the EDIC program.

WHEN will you serve as TA?

PhD students are required to assist courses, starting from their first day of employment until their defense date. If the PhD is not assigned by the thesis director, he/she will be part of the “*IC Teach Pool*” and will be assigned by the IC Teach Admin team.

During their thesis, PhD are exempted from TA on the:

- first semester of the thesis (1st semester)
- last semester of the 4th year (8th semester)
- *If the thesis is extended by one year, the PhD student will be exempted for one additional semester (10th semester or 12th semester)*

HOW does the IC Teach platform work?

Prior to each semester, the IC Teach Admin Team collects, from IS Academia, the list of all IC PhD students as well as the list of all courses.

Phase 1

Lecturers: They must login into IS Academia and indicate how many PhD assistants (TA) are needed for the forthcoming courses. Lecturers can select students from their own laboratory by checking the appropriate box. To choose specific students from other labs, they need to indicate their name in the “comments”. Also, lecturers may also indicate in the “comments” box the number of any **additional** students that they might need and specify the required profile.

Phase 2

PhD Students: PhD students must login into IS Academia and check their status (assigned vs not assigned). If the student has not been assigned to a particular course, he/she will see the list of courses for which TAs are still required and may indicate his/her preferences.

Phase 3

Matching: The IC Teach admin team finds a suitable match given the constraints. Professors as well as Students are notified of the assignments by email.

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