

## Guidelines for the ETH-EPFL Summer School Programme

Last revised: June 2023

### 1. Objectives

The ETH-EPFL Summer School Programme aims to foster exchange between doctoral (and Master students) of EPFL and ETH Zurich by financing summer schools organised by and targeting students from both universities.

### 2. Organisation committee

The summer school is organised by a committee of doctoral students from both ETH Zurich and EPFL, summing up to 2 to 5 persons.

The committee must include one main contact person at each of the two institutions. One of them will be responsible for the administration of the granted funds as well as the final reporting.

### 3. Participants

Doctoral or Master students of ETH Zurich and EPFL should be the main target group of the planned summer school. At least two thirds of the participants must be enrolled at either of them. The remaining participants may join from other Swiss or international institutions.

The target number for participants is 20 to 30.

### 4. Funding and finances

Up to CHF 20,000 may be funded. In case an existing summer school is accepted for funding, only the expenses of participants from institutions of the ETH Domain may be covered.

Funding will be administered either at ETH Zürich or EPFL. The main applicant of the respective university will be responsible for managing the funds.

With the exception of the organisation committee, each participant is required to pay a participation fee according to the table below.

	Doctoral students	Master students
Short event (2-4 days)	CHF 150	CHF 50
Long event (5-7 days)	CHF 250	CHF 100

The remuneration rate for external speakers may not exceed CHF 300.00 per lesson period and CHF 150.00 per exercise period/practical work/laboratory work. Speakers from within the ETH-domain may not be remunerated for their teaching.

### 5. Application documents

Applications must include the following documents:

- the project proposal describing the target group, contents, date of the summer school and possible speakers; see the latest template for details
- a detailed budget
- support letters by one EPFL and one ETH professor as well as (in the case of EPFL) by the director of the doctoral programme the summer school will be associated with. The natural candidates for supporting professors are doctoral supervisors associated with the organisation committee. Their

letters should state their appreciation of the quality and the programme of the proposed summer school. Supporting a summer school does not entail any financial commitments.

The organising committee is asked to consider the ["Organising a Conference?" checklist](#).

## 6. Credit points

Doctoral students participating in an ETH-EPFL Summer School should be awarded 1 or 2 credit points.

The precise number of credit points is decided on at the participating universities:

- ETH: Either the participants' doctoral supervisors or their department decide. The credit points to be awarded may be announced in the letter of support.
- EPFL: The committee of the participants' doctoral programme decides.

ECTS Credits for participation of Master students: At EPFL the organising committee must contact the relevant section to find out if credits count for EPFL Master studies; In order to include the summer school in the ETH course catalogue the study coordinator of the respective study programmes must be contacted as soon as possible.

## 7. Submission and evaluation

Proposals are to be submitted at the institution the main applicant is affiliated with:

- ETH: Rector's staff
- EPFL: Doctoral School Administration

See the ETH-EPFL Summer Schools webpage for current contacts.

Proposals will be evaluated by a committee composed of members of both ETH Zurich and EPFL.

The programme's focus is on sponsoring new summer schools. Proposals for schools that already took place in previous years may still be considered but do not take priority.

## 8. Timeline

The deadline for the next submission is 1 October. The summer school itself must take place between March and October and may last 2 to 7 days.

## 9. Following an award

Once funding has been awarded, the organisers are fully responsible for organising the summer school. This includes active promotion of the event within the ETH Domain.

After the event the organising committee must deliver a full financial account and a report on the event's success.

The financial account must cover both revenue and expenses. Any remaining funds have to be returned. Substantial deviations from the original budget must be justified.

The short report on the event's success must include information about the participants (number, affiliation) as well as an overview of the programme and outcomes of the event. This report should not be longer than 2 or 3 pages.