EPFL Ph.D. Hiring Process Description

George Popescu, Gil Regev, Aarthi Gopal, Gorica Tapandjieva and Alain Wegmann

LAMS - EPFL

22 November 2013

Table of Contents

EPFL Ph.D. Hiring Process

Purpose

This description was designed to facilitate a workshop where the participants were the heads of several organizational units at EPFL. The goal of this workshop was to understand the challenges of integrating the Ph.D. hiring business process with several IT systems.

EPFL Doctoral School Organizational Structure

Various schools at EPFL offer the Doctoral Programs for their discipline. There are 20 Doctoral Programs offered by 7 Schools. Every school has their own selection criteria, grants, etc. Though the programs offered have an independent structure, the Doctoral Schools have a common administration and employment regulations.

Actors

- Applicant (Tom): is interested in pursuing a Ph.D. at EPFL.
- Professor (Tim): hires Ph.D. applicants for his lab.
- Lab Admin (Michelle): takes care of the lab's administrative tasks. Communicates directly with the Doctoral School Assistant and HR.
- Director of Doctoral Program (Paul): a professor who ultimately validates Tom's application and decides on the admissibility.
- Doctoral School Assistant (Camille): takes care of the on-going communication with the applicant and offers administrative support.
- HR Responsible for Doctoral School (Jerry): takes care of the hiring of the applicant as a new EPFL employee, including the work contract, visa etc.
- Deputy Dean of Doctoral Schools (Jean): supervises the doctoral schools in EPFL.

IT systems

- IS-Academia application: manage Ph.D. application records.
- SAP application: manage employee records.

Key Documents

- Application record: submitted in IS-Academia contains all information necessary to evaluate the application.
- Email with list of admissible applicants: the Doctoral School Administrative Assistant informs the Professor of the availability of applicants.
- Email to admitted applicants: sent by email to the applicant to inform him that he was admitted (attachment).
- Admission letter: sent by regular postal mail to admitted applicants as an official confirmation (attachment).
- Contract proposal: sent by internal mail to inform the HR Responsible for the Doctoral School to prepare the contract (attachment).
- EPFL contract: sent by postal mail by the HR Responsible for Doctoral School to the applicants. Should be returned signed.
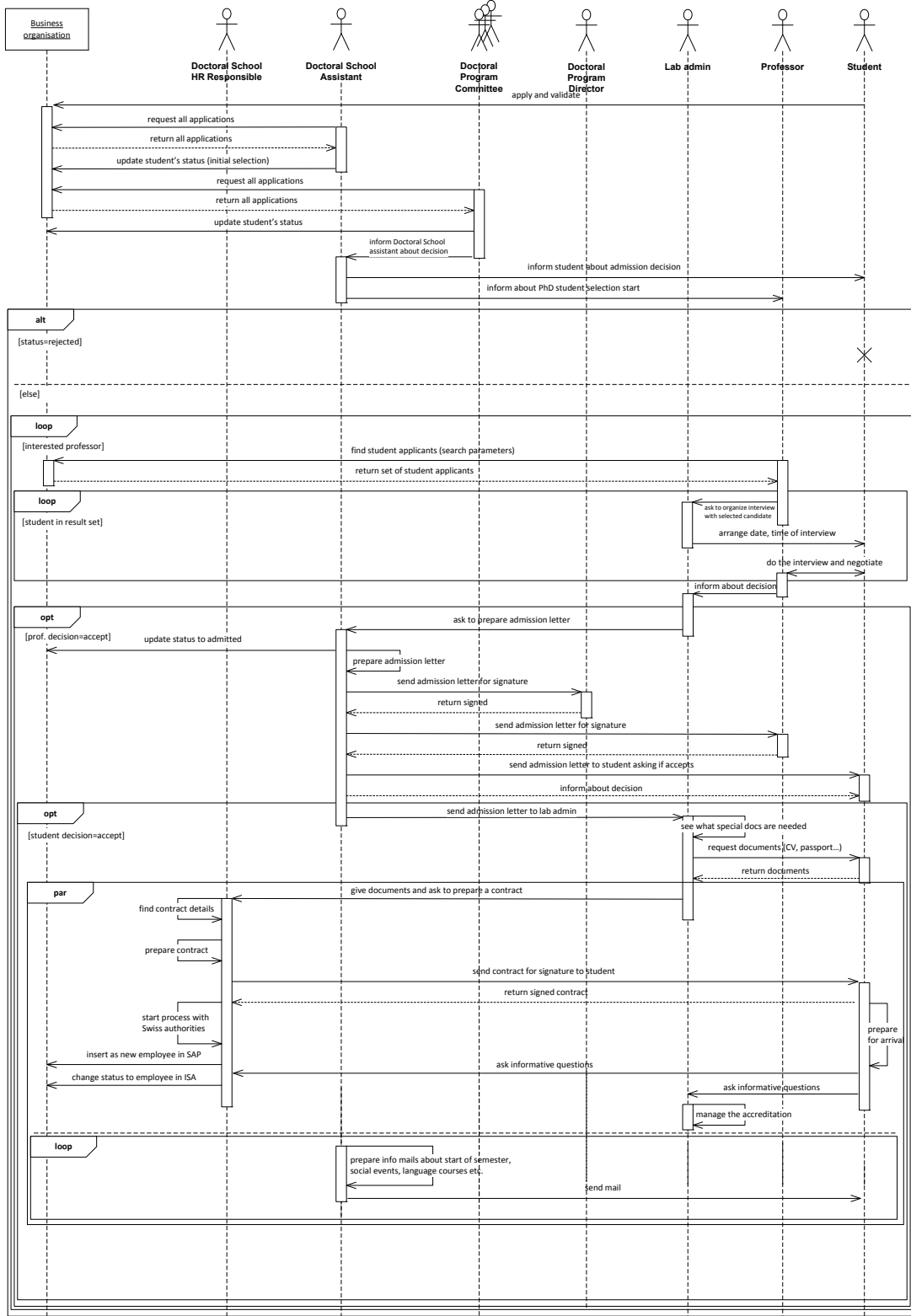
Process Description

Registration. The sub-process begins when an Applicant (Tom) uses the Registration service from the Academic Affairs to fill out his application record and upload his documents to IS-Academia. The Organization and Informatics Management of Education under the Academic Affairs implements the Registration service. The purpose of this sub-process is to decide who is admissible; we do not show how this decision is made. This sub-process ends with the Doctoral School Assistant (Camille) sending e-mail to Tom whether he is admissible or not (Appendix A.1).

Selection. On receiving the e-mail on admissibility, Tom prepares for his interview. The Professor (Tim) organizes interview with Tom. There is no existing IT application that supports the match between applicants and professors. The Professor and the Lab Admin (Michelle) use IS-Academia only to read Application Records and to insert some additional notes about Tom and other applicants they are interested in. The Professor selects Tom and informs the Lab Admin (e.g. by phone) about his choice. Then the Lab Admin informs the Doctoral School Assistant (e.g. by email) and requests the preparation of an Admission letter (Appendix A.2) confirming that the selected candidate (Tom) will be hired by the Professor's lab. This physical letter has to be signed by the Doctoral Program Director (Paul) and the Professor hiring the Applicant. This is a key document in the actual hiring. The Lab Admin asks the Applicant (now a future PhD student) for a scan of the documents required for the contract preparation (CV, passport copy, etc.). Some of these documents are the same as the ones uploaded in IS-Academia in the first part. Together with the Admission letter, the documents are sent to the HR responsible (Jerry).

Employment. The HR responsible prepares the contract (Appendix A.3) and arranges for any visa application needs. Once the contract is ready, it is sent for signature to the future PhD student (Tom). At this time a new record in SAP is created for him. From this point on, the employment record of the PhD student is in SAP, and his academic record is in IS- Academia. In the meantime, the Lab Admin takes care of the student's accreditation. The Doctoral School Assistant informs the Applicant about social events and language courses whereas the student prepares for his arrival in Switzerland: finds an apartment, registers for language courses, etc.

Sequence Diagram

Diagram actors (left to right): Business organisation, Doctoral School HR Responsible, Doctoral School Assistant, Doctoral Program Committee, Doctoral Program Director, Lab admin, Professor, Student

apply and validate

- request all applications
- return all applications
- update student's status (initial selection)
- request all applications
- return all applications
- update student's status
- inform Doctoral School assistant about decision
- inform student about admission decision
- inform about PhD student selection start

alt

[status=rejected]

✕

[else]

loop [interested professor]
- find student applicants (search parameters)
- return set of student applicants

loop [student in result set]
- ask to organize interview with selected candidate
- arrange date, time of interview
- do the interview and negotiate
- inform about decision

opt [prof. decision=accept]
- ask to prepare admission letter
- update status to admitted
- prepare admission letter
- send admission letter for signature
- return signed
- send admission letter for signature
- return signed
- send admission letter to student asking if accepts
- inform about decision

opt [student decision=accept]
- send admission letter to lab admin
- see what special docs are needed
- request documents (CV, passport...)
- return documents

par
- give documents and ask to prepare a contract
- find contract details
- prepare contract
- send contract for signature to student
- return signed contract
- start process with Swiss authorities
- prepare for arrival
- insert as new employee in SAP
- ask informative questions
- change status to employee in ISA
- ask informative questions
- manage the accreditation

loop
- prepare info mails about start of semester, social events, language courses etc.
- send mail

Appendix A

1. Letter confirming the candidate's admissibility

Your application to ████

Subject: Your application to ████
From: ████████████████████████████
Date: 15.02.2012 15:22
To: ████████████████████████████████

Dear ████████████

We thank you for your interest in the EPFL Doctoral Program in ████████████████████████████
We would like to inform you that your application has been accepted by the ████ Admission Committee and that you are admissible to the program.
The next step for being admitted to the program is to be hired in a lab and to have a Thesis Director.
Your application is now available to the professors. You may be contacted directly by a professor for further discussion or for an interview invitation.
Should a professor be interested in your file, he/she will most likely contact you within the next two months.

Yours sincerely,

Professor ████████████
Program Director
████

2. Admission letter sent to candidate

DOCTORAL PROGRAM IN ██████████

EPFL AA ████	Phone : ████████
████████	Fax : ████
	E-mail : ████
CH-1015 Lausanne	Web site : ████

EPFL
ÉCOLE POLYTECHNIQUE
FÉDÉRALE DE LAUSANNE

Lausanne, 12 April 2012

Dear M█ ████████

Congratulations! We are delighted to let you know that you have been accepted to the EPFL doctoral program in ██ You are also offered a research assistantship in the laboratory of Professor ████████ Your annual salary for the first year (12 months) will be ████████

If you accept this offer, your studies at EPFL will be governed by the rules of the ████ program http://phd.epfl.ch/████████. Your date of enrolment will be September 1, 2012. You can be hired in the lab at any time between now and September and the contract date is to be negotiated with Professor ████████.

Please inform us about your decision to join the ████ doctoral program. You can convey your decision or direct any questions regarding our program, to M█ ████████ ████████.

We hope you will join EPFL for your doctoral studies.

Yours sincerely,

Director of the Doctoral Program
████████

EPFL

EPFL

3. Contract

PROPOSITION D'ENGAGEMENT – personnel payé au mois

(à transmettre aux Ressources Humaines, qui définiront la fonction et le salaire)

EPFL
ÉCOLE POLYTECHNIQUE
FÉDÉRALE DE LAUSANNE

Centre financier ▨▨▨▨

Fonction ☒ **Scientifique**	**Support** ☐
Engagement du : 15.09.2012 au : 14.09.2013	Engagement du : au :
☒ Assistant-doctorant (salaire de base unique à 100%)	☐ Administratif ☐ Technique
☐ Collaborateur scientifique / Post-doctorant	☐ IT ☐ Conduite (état-major)
☐ Assistance scientifique	

☐ Durée indéterminée (CDI)   ☒ Durée déterminée (CDD)   (période d'essai de 3 mois)

Financement

- 100 % Dotation n° ▨▨▨   -   % Complément FN n° ▨▨▨   -   % Autres n° _____
-    % Mandat n° _____   -   % Postformation n° _____

Nom et prénom : ▨▨▨▨	NAVS : ▨▨▨▨
Adresse complète : ▨▨▨▨	
Date de naissance : ▨▨▨ Etat civil : **célibataire**	Nombre d'enfants : 0
Lieu ou pays d'origine : ▨▨▨ Profession : ▨▨▨ Date du diplôme : 09.2012	
Doctorat : ☒ oui ☐ non Date du doctorat :	

Taux d'occupation : ☒ 100 %   ☐ autre (préciser) :   %

Pour les étrangers : Permis de travail (joindre s.v.p. une copie) : ☒ B   ☐ C   ☐ aucun /
Travail de thèse probable ?   ☒ oui ☐ non   Considéré(e) comme post-doctorant(e) ? ☐ oui ☒ non

ATTENTION : Les collaborateurs, ainsi que leur famille, provenant d'un pays soumis à visa sont priés 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(s) l'accompagne(nt) : merci de joindre copie des passeports, acte de mariage, acte(s) de naissance (indispensable pour Etats tiers).

Observations : Sous réserve de l'obtention du diplôme et acceptation au programme doctoral.

Timbre de l'unité :	**Nom et signature du professeur ou du chef de service :** ▨▨▨
Lausanne, le : 23.03.2012	

Annexe(s) : ☒ CV   ☒ Copie pièce identité   ☐ Cahier des charges   ☒ Copie permis de travail   ☒ Copie carte AVS

Ne pas remplir cette partie réservée aux RH	Sciper					Matricule			
Code de fonction / EF				-		Fonction interne			

☐ A1 - NSS./13 ☐☐   exp. utile   ☐ A4-adm. + techn./13/CDD   ☐ S1/12 – A2
☐ N1 - B1/ass-doc   ☐ N2 – B3/ass-scient.   ☐ N3 – A3/post-doc   ☐ N4 – A3/scient. sen.

Salaire annuel brut :	Impôts source ☐ oui ☐ non

Date début doctorant FN :   Supérieur hiérarchique :

Centre financier	Taux %	N° fonds	N° poste	

RH / avril 2008