**Information for PhD students**

Contracts are established for one year, and are renewed yearly if satisfactory progress is achieved.

The salary is approximately CHF 50’000.- for the first year, CHF 52’000.- for the 2nd, CHf 54’000.- for the 3rd year and CHF 56’000.- for the 4th year. With updates every year.

Part of the salary can be funded by the Swiss National Science Foundation (SNF), or any other funding institute. You will have to mention the funding source on any official document and publication. For the SNF, you will have to prepare an annual report on the advancement of the research.

12 months after enrollment in the doctoral school, the student must submit a thesis plan and take a [candidacy exam](http://lcav.epfl.ch/files/content/sites/lcav/files/intranet/info/candidacy-presentation.pdf).

A yearly report on the progress of the work will have to be prepared (deadline October 31) In the middle of your thesis research (2 and a half years) you will have to pass a qualifying ([LCAV PhD Thesis Proposal](http://lcav.epfl.ch/files/content/sites/lcav/files/intranet/info/LCAV%20PhD%20Proposal%20Requirements.pdf)) exam.

**General tasks all year long**

• Attend the LCAV meetings and seminars (TAM)  
• Offer a semester, diploma, doctoral school project every semester  
• Attend the midterm semester project presentations of your student  
• Attend the final semester project presentations of all students  
• Attend the I&C and other EPFL seminars when appropriate  
• Prepare a poster for the Research Day and present it to the visitors  
• Continuous update of your webpage  
• Update the Infosciences database with the published paper.  
• Present your work to visitors (professional and/or gymansiens,etc.)  
• Send papers to Jacqueline (when submitted and final version when accepted)  
• Do the LCAV assigned tasks.

**Publications**

It is expected that a PhD student will submit a journal paper approximately one year and a half to two years after the beginning of his or her arrival.  
When submitting a paper (to a conference or to a journal), please give a paper copy to the secretariat, who also needs the final accepted version.  
Publications are listed on the LCAV webpage, and you need to update as soon as possible the Infosciences database.

**Individual Webpage**

Everyone's webpage should contain at least a c.v., a research description, a list of publications and has to be regularly updated.

**Travels**

As much as possible, PhD students have the opportunity to present their work at one international conference per year. The cost of such travels must be kept as low as possible; of course the participation at a conference is submitted to the thesis director's approval. Please inform Jacqueline as soon as possible so she can prepare a budget request.  
It is mandatory o become a student member of the organizing society (IEEE, IS&T, ACM, SPIE, etc.) before registering to a conference organized by them.  
Use the train whenever possible. Jacqueline can procure tickets through the internet.

**Presence**

The rule is to work in the lab, not at home. Exceptionally this may happen, in which case please inform the secretariat. Presence of everyone is expected at least between 9 a.m. and 5 p.m.

**Vacations**

EPFL grants 5 weeks per year.  
Vacations cannot be taken during the semester. All requests for vacations must be submitted to the approval of the thesis director at least 2 weeks in advance. If for an imperative reason, an absence is requested during the semester, the director must be asked at least one month in advance. Please fill in the absence chart on the intranet of the LCAV.

**Sick**

Inform the thesis director and Jacqueline if you are sick and post it on the intranet absence chart. You need to bring a medical certificate after 3 days of absence.

**Library**

Everyone in the lab can borrow books in our library. We will help you with the procedure on how to scan your name and enter into the database.  
You are most welcome to use the coffee machine, the microwave, the sink, but please keep it tidy and clean.

**Miscellaneous**

For all other questions, ask your fellow students, Jacqueline or your thesis director.