



## Procedure for the three-year scholarship selection (PostDocs)

Final (September 2008)

The possibility of promoting excellent PostDocs through a three-year scholarship is provided for in the C-15 request to SUK-CUS. It says:

*“The Swiss experimental and theoretical Particle Physics community proposes a Centre for Advanced Studies in Particle Physics to create scholarships of highest international reputation, which aim to attract the best young scientists worldwide to study in Switzerland. Outstanding doctoral students and post-doctoral researches interested in the program will be selected by a committee.”*

The procedure for applications is sketched also in the C-15 request and gives the following guidelines:

*“Applications for the three-year scholarships will be invited twice per year (deadline for applications 1 December and 1 May). An Admission committee (consisting of three professors, elected yearly by the [CHIPP] management board) is expected to select on average ten excellent PhD students per year. The starting time for the first group of PhD students is scheduled for early 2008. Four and five two-year to three-year PostDocs positions are foreseen to start in 2008 and 2009 respectively.”*

To facilitate the implementation it has been decided that the CHIPP Board should act as management board referred to above, whereas the CHIPP Executive Board should constitute the Admission committee mentioned above.

With this in mind, the following procedure has been set up, which was approved on 19 November 2007 by the CHIPP Executive Board EB (see minutes

[http://www.chipp.ch/documents/minutes\\_19Nov07.pdf](http://www.chipp.ch/documents/minutes_19Nov07.pdf); agenda item 6)

### 1. Vacancy note

The text of the vacancy note is agreed by the involved group leaders.

It is published in the following way:

- CERN Courier <http://cerncourier.com/cws/jobs>
- CHIPP website
- Collaborations (by email)

### 2. Deadline

The publication date is decided by the CHIPP EB; the deadline is approximately 6 weeks after the vacancy note has been published.

### 3. Applications

The applicants sent their applications to the email address mentioned in the vacancy note. This mailbox is checked regularly by the Secretary of the CHIPP EB, who forwards all applications received immediately to the members of the Admission Committee and the involved group leaders.

#### **4. Admission Committee**

The Admission Committee is composed of the CHIPP EB.

#### **5. Interviews**

The interviews are carried out by the Group Leaders (at the institutes); usually, one Member of the CHIPP EB is present.

#### **6. Proposals for selection**

The Group Leaders (at the institutes) have the right to propose one candidate to the CHIPP EB. They provide a written statement giving an assessment of the candidate's competences and explaining why the candidate should be selected (4 – 6 sentences).

#### **7. Decision**

The decision about the selection is taken by the CHIPP EB at the meeting following the reception of the proposal from the Group Leaders. The EB takes individual decisions on each candidate. In very exceptional cases, which have to be agreed unanimously by all EB members, a decision may be taken by email.

#### **8. Information of applicants**

The EB Chair informs the Group Leaders about the decision of the EB in written form.

#### **9. Finances**

- The sending University / ETH calculates the necessary resources for the salary incl. the social charges (but w.o. travel costs) for the remaining part of the calendar year and asks Mrs Roellin (University ZH) for the resulting amount. For VAT reasons, no invoices should be sent.
- The sending University / ETH then establishes a working contract with the selected PostDoc and is responsible for the correct application of all legal provision for such contracts. The selected PostDoc therefore remains employed by the sending University / ETH.
- Mrs. Roellin (University ZH) transfers the funds to the sending University / ETH, taking it from the SUK account or the ETH-Council's account (depending on the receiving institution).
- For the following years the sending institutions calculate in December and June of each year their financial needs for the following 6 months and ask Mrs. Roellin to transfer the money.
- At the latest end of January each year, the sending University / ETH submits to the CHIPP EB a short financial and scientific report. The financial report details the spending of the funds with the selected PostDoc and confirms the continuation of the employment for the year to come. The scientific report gives a 4 to 6 sentence summary about the scientific achievements and plans for future activities of the PostDoc(s) concerned. These reports serve also for the overall reporting from CHIPP to SUK/SER/ETH-Council. The scientific report will be made public on the CHIPP home page.