

Smart Living Lab Student Incubator

Rules and Guidelines for Students

The Student Incubator is a project incubation programme of the Smart Living Lab, whose establishment was supported by the future-orientated company the Baloise Group. The funding programme enables students to work on their own creative projects by supporting them in the development and realization of original and new ideas. In addition to a financial support, the programme also offers professional coaching in order to support the ideas on a content level.

1. General conditions for participation

The programme is available to all students (Bachelor, Master or PhD) studying at one of the Smart Living Lab's partner institutions (EPFL, School of Engineering and Architecture of Fribourg and University of Fribourg).

The main condition for participation in the programme is that the proposed project relates to at least one of the Smart Living Lab's research areas: well-being and behaviours, interaction and design processes, energy systems or construction technologies.

2. Amount of financial support

A maximum amount of CHF 4'000 may be requested by students for each project. Additionally, the students receive a discretionary grant of CHF 1'000 (in case that more than one student are working on one project, the grant of CHF 1'000 has to be divided up by the group members).

3. Process of submitting projects

Each project will be accompanied by a coach, whereby it should be under the responsibility of the student to seek after a coach. Coaches are members of the Smart Living Lab scientific community ([see Smart Living Lab staff](#)). External industry partners may act as additional coaches if the project is industry related.

The students should first to get in contact with their coach before submitting their projects to the student incubator.

Ideas can be exceptionally submitted without having a coach, should the students be unable to find a coach themselves.

After a first discussion, the coach will determine whether the student is ready to submit the project or whether a pre-coaching support is necessary for sharpening the concrete idea of the student.

Submission forms and deadlines are available on the website

www.smartlivinglab.ch/incubator

The completed forms must be submitted by e-mail to incubator@smartlivinglab.ch.

An information session is organised in order to answer all upcoming questions from the students. For the date of the next event, refer to www.smartlivinglab.ch/incubator.

4. Procedure after the project is submitted

4.1. Decision process and pitching

After a first review, the decision board will select the best projects, which are to be presented in a separate pitching session.

In this pitching session, students have 5 minutes time to present their idea or project. One week prior to the pitching session, students will be informed in detail about the procedure and timing of the pitching session.

After pitching session, the students will be informed of the final decision whether their project is accepted. In case that a project is rejected, the students have the opportunity to modify and reformulate the basic idea and to submit it again, with advice of the coach.

4.2. Realization of projects

The students are provided with the financial resources and the coaches are available for all questions and support in order to realize the projects successfully (an initial, a mid-term and a final meeting between the coach and the student is recommended). The Smart Living Lab offers a workspace, which can be used by the students for working on the projects. The realization of the project should not take longer than 12 months.

4.3. Presentations and reporting

Whether and how many interim presentations are necessary for a project depends on the decisions of the coaches, as well as the question of in front of whom has to be presented. For some projects, it may be reasonable to keep the presentation on a small scale, however for others it might be of interest to present the results during a Smart Living Lunch.

The final presentation of project results is organized as a special event. The students will be informed and prepared for this event by their coaches. The last step in order to finalise the projects is a short written report, which should give an overview of the work performed and the results achieved. Additionally, a financial report has to be handed in and signed by the coach, documenting how the requested financial resources were used.

5. Additional remarks

5.1. Intellectual property and confidentiality

All intellectual property (IP) rights resulting from the projects supported by the Smart Living Lab Student Incubator remain property of the student. As Baloise is a sponsoring partner of the Incubator Programme, Baloise has the right to review all ideas and projects which are submitted. During project selection and realization, students may be in direct contact with representatives of Baloise. Confidential information that is exchanged between the participating students and Baloise will be kept confidential by the receiving party, provided that the confidential nature of such information is communicated explicitly in writing.

5.2. Communication

As part of its communication activities, the Smart Living Lab promotes the Student Incubator Programme and has the right to communicate about the supported projects. Communication activities are done via website, social media as well as printed documents. Projects which are financially supported by the Incubator may be showcased as projects of the Smart Living Lab Student Incubator Programme.



I agree with the above mentioned remarks and information

Name of the student: _____

Signature: _____

Date: _____