

Informations for newcomers

Expected activities

1. Effectively **participate in research activities** as defined by the project description.
2. Participate to the association's events:
 - a. A **monthly internal meeting**, where the different DLAI project groups present their advances. Each group presents around once a semester. Attendance is expected even when the participant is not presenting.
 - b. One **external event** each semester to share our work with the EPFL community. The event can be a general presentation (Kick-off), poster presentation etc.
3. Submit **monthly updates** on the advances of the project and eventual issues.
4. **Communicate any changes** in the project status (changes in the group formation, credits, wet/dry lab activities, etc.) with the association.

Onboarding procedure

Anyone interested in starting or joining a project **is welcome** (any section and year of study at EPFL). **Reach out to a committee member** to discuss possible projects.

To start a new project:

1. Define a project:
 - a. **Research topic** or project title
 - b. **Group composition** : name, EPFL sections and current semester, credits for the project for **each member**, SCIPER, phone number.
 - c. **Supervisor**: lab, professor and/or assisting PhD student.
 - d. Expected activities : computational or/and dry lab, rough project plan
2. Validate the project with the supervisor and the DLAI committee.

To join an ongoing project:

1. Discuss with the current project members to **assign a role in the project** to the newcomer.
2. **Update the project status** with the new member information (name, EPFL section and semester, credits for the project) and any other changes.

For all newcomers

3. Complete the MAKE online training : [Trainings Directory - MAKE](#)
4. Complete additional lab training with DLAI (to be defined depending on the project).

Contact

Cris Darbellay - President: cris.darbellay@epfl.ch

Rémy Mühlethaler - Vice-president: remy.muhlethaler@epfl.ch

Alexia Möller - Head of Research: alexia.moller@epfl.ch