

Rules and Guidelines for coaches

The student incubator is an incubator programme of the smart living lab, whose establishment was supported by the future-orientated company the Baloise Group. More precisely, it is a funding programme that enables students to work on their own projects by supporting them in the development and realization of their own and new ideas. In addition to a financial support, the program also offers professional coaching in order to support the ideas on a content level.

1. General conditions for participation

The programme is available for all students (Bachelor, Master or PhD) studying at one of the smart living lab's partner institutions. The condition for participating as a student 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 and construction techniques. Potential coaches are employees of one of the smart living lab's partner institutions and have to be member of the smart living lab community.

2. Amount of financial support

A maximum amount of 4'000 Swiss francs may be requested from students for each project. Additionally, the students receive a discretionary grant of 1'000 Swiss francs (in case that more than one student are working on one project, the expense allowance of 1'000 Swiss francs has to be divided up by the group members). The coaches will not be compensated financially, as financial reasons should not be an incentive for participating. However, the once-only fund includes some budget for rewarding the effort of coaches with small gifts (chocolate, wine etc.). After projects have been supported in the amount of the once-only fund, no additional projects may be handed in.

3. Process of submitting projects

Each project is accompanied by a coach, whereby it is under the responsibility of the student to seek after a coach, within the school he/she is immatriculated or his/her field of research. Before submitting ideas, students are asked to get in contact with their coach. In a first discussion, it is the task of the coach to decide whether the student is ready to hand in the project or whether a pre-coaching support is necessary for sharpening the idea. In general, students can submit projects at any time. To do so, they have to fill out the template, which is available on the website of the smart living lab. The completed forms must be submitted electronically by e-mail to incubator@smartlivinglab.ch.

4. Procedure after the project is submitted

4.1. Decision process and pitching

Members of all partnering schools, key actors of the smart living lab as well as an ambassador of the Baloise Group compose the decision board, which evaluates all handed-in projects. After a first review, the decision board will select the best projects, which must be presented in a separate pitching session. The coach may in this stage offer early-stage support by preparing the student for his/her pitch.

After this final stage of the decision process, the students will be informed if their project is accepted or whether the project does not meet the conditions, which are necessary in order to be accepted. In case that a project is rejected, the students still have the opportunity to modify and reformulate the basic idea of the project itself and submit it again, whereby it is the task of the coach to support the students, so that the project meets the conditions, which are necessary in order to be accepted.

4.2. Realization of projects

After a successful pitching of the project, the students are ready to realize their 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. The smart living lab is offering two workspaces, which can be used for working on their ideas.

4.3. Presentations and reporting

If 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. It is the task of a coach to inform the supported students, when the final presentation of project results takes place. The last step in order to finalise the projects is a short written report by the student, which should give an overview on what the student has done and which results were achieved.

Additionally, a financial report has to be handed in and signed by the coach, proving how the requested financial resources were used.