

## Rules and Guidelines for students

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 (École polytechnique fédérale de Lausanne, 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 and construction techniques.

### 2. Amount of financial support

A maximum amount of 4'000 Swiss francs may be requested for the realization of 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). 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 will be accompanied by a coach, whereby it should be under the responsibility of the student to seek after a coach, within the school he/she is immatriculated or his/her field of research. The students should first to get in contact with their coach before submitting their projects to the student incubator. Ideas can be exceptionally handed in without having a coach, in case, that a student is not able to find a coach himself/herself.

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

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](mailto:incubator@smartlivinglab.ch).

#### 4. Procedure after the project is submitted

In the following, the procedure of projects after being submitted is described through three stages.

##### 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 will evaluate the submitted projects. After a first review, the decision board will select the best projects, which must be presented in a separate pitching session.

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 the second case, the students still have the opportunity to modify and reformulate the basic idea of the project itself and submit it again.

##### 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 by the students 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. 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 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.