



Institut der beim Europäischen Patentamt zugelassenen Vertreter
Institute of Professional Representatives before the European Patent Office
Institut des mandataires agréés près l'Office européen des brevets

Zulassungsausschuss für epi Studenten (SAC)
epi Studentship Admissions Committee (SAC)
Comité d'admission des étudiants de l'epi (SAC)

Key information

for

Studentship Admissions
Committee (SAC)

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Student Admissions Committee (SAC)

The purpose of the SAC is to determine whether persons applying to become **epi** Students have the necessary qualifications to meet the requirements set out in the Rules governing **epi** Studentship.

This document provides guidance to the [Terms of Reference](#), the structure and the roles and functions within the SAC.

The document also reflects some relevant articles of the **epi** By-Laws relating to the other Committees.

The work of the SAC is supported by the **epi** Secretariat with its Legal Advisors.

I Terms of Reference of the SAC

SAC is tasked with verifying that applicants to become **epi** Students satisfy the Rules governing **epi** Studentship at the time of application. There are seven members elected by Council, they must not be in the Disciplinary Board of Appeal but may be members of the Supervisory Board and Examination Board, save for the Chair.

Committee members review documents provided by the applicants and uploaded to a forum by the **epi** Secretariat. Committee members vote on whether the applicant satisfies the requirements and the Secretariat informs them of the decision. Committee members are bound by confidentiality with regard to the information that they are dealing with as part of this work.

II Roles and Functions within the SAC

II.A Members

Committee Members – full members and associate members (if appointed) – are expected to actively and constructively engage in the work of the Committee. The members should be familiar with the Rules governing **epi** Studentship, the REE and IPREE and have a general interest in training and education.

Members are expected to promptly review applicant documents and vote on whether they should be admitted as **epi** Students. The committee holds relatively few ad-hoc meetings, typically online.

Full members of Committee shall:

- actively contribute to the work of the Committee and in particular take part in Committee meetings and have the full right to file motions concerning subject matter relevant to the Committee;
- arrange for substitution in case they are unable to actively participate;



- take part in votes and elections in the Committee;
- be eligible for election as Chair or as other officer in the Committee.

(By-Laws, Art. 18B.4)

Associate members of Committee shall:

- receive the same documents as the full members;
- have the right to submit relevant proposals and remarks to the Committee. However, they shall not have the right to attend the Committee meetings even at their own cost, except if invited according to Art. 18B.3b).

(By-Laws, Art.18B.6)

II.B Committee Officers

The Committee has a Chair, a Vice Chair and a Secretary. The latter two roles have been recently held by the same person. This Officers Group assists the Secretariat with difficult or borderline cases, helps with email formulation if needed, provides reports on the activities of SAC and ensures smooth operation of the Committee.

The outgoing Chair of Committee shall organize an online meeting of their Committee to elect the officers of the Committee, said meeting shall take place as soon as possible after the validation of the election of the Committee by the Council during the Autumn Council meeting of the election year.

At least two weeks before said meeting the Secretariat shall issue to the elected Committee members a call for candidates for the officers of the Committee.

At said meeting, each Committee shall elect its Chair and may elect or appoint additional officers, such as a Vice-Chair, a Secretary and deputies, from among its members.

Committee shall inform the Secretary General of the names of the members elected or appointed as officers.

No member of the Institute shall be the Chair of the same Committee for more than a total of three consecutive terms, unless at said meeting there is no candidate to become the Chair. If this is the case the outgoing Chair continues as Chair of the Committee until the next meeting of Council. The outgoing Chair shall inform the Secretary General of this fact. At the next meeting of Council, the Board shall present a proposal for electing a Chair of the Committee, which may be to allow the outgoing Chair to be the Chair of the Committee for the remainder of the term of the Committee.

(By-Laws Art. 18.3 and Art. 18.4)



The latest report and presentation templates, **epi** background for Videoconference meetings and PowerPoint template for presentations (**to be used while representing the Committee**), are available on the **epi** website within the [Officers Area](#).

II.B.1 Chair

The Chair has the overall responsibility of the Committee and its work. Furthermore, the Chair:

- represent the Committee in the Institute;
- Chair the Committee's meetings; attend any Council meeting when invited;
- call meetings of the Committee;
- draw up the provisional agenda for each meeting and ensure that the necessary documents are made available to all members of the Committee;
- ensure that reports of the activity of the Committee are submitted regularly to Council (at least twice a year) and to all members of the Institute (via the website and in particular **epi** Information and the annual report);
- propose delegates from among the members of the Committee for nomination by the President to represent the Institute at meetings where questions related to the Committee terms of reference are expected to be discussed;
- may delegate their competences in the interest of the Institute and the Committee to a member of the Committee, and shall ensure that such a delegation is in place in the event of being unable to carry out their duties.

(By-Laws, Art.18.6)

Further the Chair shall

- decide on the number of associate members within the Committee. They shall inform the Secretary General of their decision;
- invite associates or third parties to meetings of the Committee, without the invitee having a vote. In this case, the Chair shall contact the Treasurer and seek reimbursement of expenses when they deem it necessary to ensure the attendance of substitutes, associates or third parties which he believes useful for the work of the Committee;
- ensure that the proposals and re-marks submitted by the associate Committee members are taken into account by the Committee;

(By-Laws, Art.18B.3)



Additionally, the Chair provides the Treasurer with the following information:

- the estimated number of meetings in the next accounting year;
- the date, duration and place of intended meetings;
- the names of the meeting attendees and the duration of their attendance at the meetings.

(By-Laws, Art.18.1)

II.B.2 Vice-Chair

The Vice-Chair supports the Chair in their tasks and steps in for the Chair when needed or when the latter is unavailable.

II.B.3 Secretary

The Secretary supports the Chair and the Vice-Chair. Further, the Secretary prepares meeting agendas in cooperation with the Chair and Vice-Chair. The Secretary is also responsible for

- taking minutes, recording action and decision items of meetings, and
- managing Committee internal communications and scheduling,
- due to the size of the committee, the SAC was previously led solely by the Chair and Vice-Chair.

II.B.4 Communication Coordinator

SAC is a fairly small Committee, so the role of the Communication Coordinator has been performed by the Chair and the Vice-Chair.

The Communication Coordinator is the Committee's contact person for communication purposes with the **epi** Secretariat. Responsibilities include (but are not limited to) receiving reminders from **epi** Secretariat and coordinating Committee's contribution to the Newsflash and the biweekly **epi** Newsletter especially when significant topics related to the Committee's work need to be promptly and efficiently communicated to **epi** members.

Additionally, the Coordinator oversees the preparation and delivery to the **epi** Secretariat of reports for the quarterly **epi** Information and annual contribution to the **epi** Annual Report, which provides a yearly overview of the Committee's activities.

While content creation is not the direct responsibility of the Communication Coordinator, they are required to coordinate submissions and ensure that all contributions are approved by the Committee Chair.

Furthermore, the Communication Coordinator is tasked to actively raise the awareness of the Committee's work via channels available on the various platforms, via e.g. the biweekly **epi** Podcast



or **epi** Newsletter, and **epi** Information. The publication of content provided by the Communication Coordinators is managed by the members of the **epi** Secretariat.

II.B.5. Annual overview of the Committee's communication activities

An up-to-date overview of Committee-relevant deadlines for communication and information purposes is available on the [epi website](#).

II.C Meetings

SAC holds ad-hoc meetings that typically take place online.

Committee normally has one in-person meeting per year (as foreseen in the budget). In addition to an in-person meeting, the Committees arranges one or more virtual meetings depending on the needs.

Full members have the right to participate at in-person Committee meetings with costs reimbursed as outlined in **epi** Guidelines for Reimbursement.

As mentioned above, associate members do not have the right to attend meetings, even at their own costs, except if invited by the Chair.

Further detailed information on reimbursement may be found in **epi** Guidelines for Reimbursement available in the Council Decisions (CoD) 5.4.1 and 5.4.3. In case of questions or doubts please contact **epi** Secretariat prior incurring the expenses.

Committees are encouraged to hold in-person meetings in the **epi** Secretariat premise, considering the room's capacity of approximately 30 people.

II.D Legal advisors

The Legal Advisors at the **epi** Secretariat (contact: legaladvisor@patentepi.org) provide legal advice to the Committee, conduct legal research on matters related to the Committee's remit, and inform the Committee of relevant developments in patent law and related regulations as appropriate. In addition, Legal Advisors support the Committee by ensuring legal consistency and coherence of draft documents, reports and proposals, and by identifying potential legal implications arising from the Committee's activities.

Legal Advisors may also provide assistance in the preparation of reports and other written outputs, such as position papers and amicus curiae briefs, including by advising on structure, legal references and alignment with existing **epi** positions, but do not influence substantive decisions or views.



II.E Committees Support

The **epi** Committees Support (committees-support@patentepi.org) provides comprehensive administrative assistance to the Committees.

The **epi** Committees Support take care of meeting organisation (e.g. doodle polls, invitations, registration, accommodation, reimbursement forms, Zoom-meetings, support during meetings, etc.).

Communications, including email distribution to external recipients, are conducted through the Committees Support in accordance with the applicable data protection policies.

epi Committees Support also set up and administrate any **epi** website Forum channels both within a committee and across committees in case the cross Committees cooperation is desired.

Important information for Committee members, are available on the [welcome page](#) which summarises helpful information about features and benefits of the Institute and provides guidance how to use the tools on **epi** website.

To facilitate the work of the Committees Support, Committee members are strongly encouraged that deadlines be maintained, e.g. including registration for meetings, submission of claims for reimbursement after meetings, and follow-up on actions assigned to the members. **Cooperation and timely information are highly appreciated.**

With regard to the SAC, the Committee's support primarily involves assisting prospective Students with their applications and acting as an interface between the SAC and the applicant or **epi** Student who has already been admitted.

The Committee Support team remains available to provide further assistance upon request.

III Nomination and Elections

Any **epi** member can nominate themselves to be elected for other **epi** Committee under the conditions outlined in the Rules for Committee elections (CoD 3.3.4) and respective Terms of Reference.

Elections of Committees according to Art. 18B By-Laws at the end of the term of such Committees (General Committee elections) are carried out by an internet-based election procedure and are subject to validation by the Council at the autumn Council meeting of each election year.

Nominations for General elections and By-elections are also carried out by an internet-based nomination procedure via the **epi** website.

Further information concerning the nomination and elections can be found in the Collection of Decision (CoD 3.3.4).

The **epi** Council elects the members of Committees for a three-year term.



By-elections for vacant seats are conducted at every other Council meeting during a running term. The nomination phase is open at the latest six weeks before the Council meeting.

IV Cooperation with other epi Committees

SAC would generally collaborate with the PEC on educational matters as needed. At the end of 2025, the PCC insisted on amendments to the regulations governing the **epi** Studentship, which entered into force on 1 January 2026.

V epi online appearance

The **epi website** contains a wealth of relevant information as well as useful features for collaboration and communication with the membership and the various bodies of the Institute.

As a member of our organisation – the Institute of Professional Representatives before the European Patent Office, **epi** offers you many advantages.

A summary of helpful features can be found on the [welcome guide](#) website.

The [forum](#) on the **epi** website offers the possibility to communicate in a restricted area for the **epi** members.

Individual channels for specific groups (within the Committee) can be created upon request of the Chair. Members of assigned channels get automatic notifications which guarantee smooth communication. An overview of all current subscriptions can be found under [My Account](#) after login. These notifications can be deactivated at any time.

This section shows in addition all personal information such as the member data as stored in our system, the overview of all events in which the member has taken part and all invoices for the annual subscription which have been issued to the member.

The [library](#) provides a range of documents relevant to the respective committee, which can only be accessed via the website in accordance with the assigned access rights.

In addition, members can send [private messages](#) via the **epi** website after login to contact other **epi** members directly by using the name search feature without knowing their personal contact details such as email addresses or phone numbers.

epi publishes a quarterly journal "[epi Information](#)". Its primary objective is to inform members of **epi**'s current activities. Reports of Council meetings and major reports from Committees are included. In addition, the journal encourages members to use its pages for an exchange of information and professional experience. The electronic version of the journal is available in a designated section of the website. In addition to the online version, a pdf version for download is available.



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The [epi learning platform](#) provides **epi** members and **epi** students with access to online training courses, educational resources, and selected materials from **epi** events.

In case you have any questions or need support please do not hesitate to contact **epi** Secretariat via info@patentepi.org we will be happy to help you.

VI Commitment to confidentiality and data protection

In the performance of their duties during their term of office, a Committee member shall not process personal data in an unauthorised or unlawful manner, nor intentionally or unintentionally breach the security of processing in a way that results in the destruction, loss, alteration, unauthorised disclosure of, or unauthorised access to, such data.

A Committee member shall take all necessary care to protect personal data within the scope of the tasks assigned.