

Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne

LEX 1.1.1

Of 1st March 2004 (status as at 1st January 2021)

The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 3, para. 1, item a. of the Ordonnance sur l'EPFZ et l'EPFL of 13th November 2003¹, hereby adopts the following:

Section 1 General provisions

Article 1 Subject

This Ordinance defines the structure of the Ecole polytechnique fédérale de Lausanne (EPFL), and the organisation and decision-making powers of its Direction, Schools, Colleges and Central Services.

Article 2 Structure and headquarters

¹ EPFL is structured as a Direction, Schools, Colleges, an EPFL Assembly, a Council of EPFL teachers, Centers and Central Services.

² EPFL is based in Ecublens (Vaud).

Section 2 EPFL Direction

Chapter 1: Composition, organisation and competencies

Article 3 Composition and organisation

¹ The EPFL Direction is composed of the following members:

- a. President
- b. Vice-president for academic affairs (VPA)
- c. Vice-president for responsible transformation (VPT)
- d. Vice-president for Innovation (VPI)
- e. Vice-president for Finances (VPF)
- f. Vice-president for operations (VPO)

² In case of absence, the President is replaced by the Vice-president for academic affairs.

³ The Vice-president for academic affairs and the Vice-president for responsible transformation are both EPFL faculty members.

⁴ Annex 1 lists the services or activities linked to the members of the School Direction.

⁵ The EPFL Direction may appoint a Secretary General with a staff role. He or she participates in meetings of the EPFL Direction in an advisory capacity.

¹ [RS 414.110.37](#).

Article 4 Decision-making powers

¹ The EPFL Direction has the following tasks:

- a. it adopts School rules and regulations, particularly on proposal of the School Deans. Such proposals must be approved by the School Council;
- b. it approves, particularly on proposal of the School Dean(s) concerned, the creation or abolition of Institutes, Laboratories, Chairs and Centers;
- c. it approves, particularly on proposal of the School Dean(s) concerned, the creation and abolition of academic curricula;
- d. it makes decisions in its capacity as an employer on behalf of EPFL personnel;
- e. it ensures the participation of social partners within the units for all general matters relating to personnel;
- f. it appoints the other members of the School Direction in accordance with the procedure defined under Art. 16;
- g. it appoints associate Vice-president for academic affairs on proposal of the Vice-president for academic affairs;
- h. it appoints a scientific committee for each antenna, on proposal of the Vice-president for academic affairs, or a Director of Operations, on proposal of the Vice-president for operations;
- i. it appoints the Vice Deans, Section and Institute Directors on proposal of the Dean of the School concerned;
- j. it decides on the launch of transversal strategic projects;
- k. it is responsible for risk management and internal monitoring;
- l. it implements a quality assurance system;
- m. it may set up a Strategic Committee and a Scientific Council;
- n. it defines a set of organisational rules;
- o. it organises the EPFL Central Services according to proposals of the Vice-presidents concerned.

² It holds regular discussions with the EFPL Assembly and Council of EPFL teachers.

³ It delegates one of its members for discussions with the EFPL Assembly at each of its meetings and with the Council of EPFL teachers at regular intervals.

Chapter 2: The President

Article 5 General responsibility and strategy

The President has the following general responsibilities; he or she

¹ assumes overall responsibility for EPFL and is answerable to the ETH Board for its management.

² ensures the Presidency of the EPFL Direction. He or she directs the meetings of the Direction and coordinates its activities.

^{2bis} is the hierarchical supervisor of all members of the Direction.

³ determines the general strategy of EPFL, with the approval of the other members of the Direction and in alignment with the strategic planning of the ETH Domain.

⁴ may delegate the tasks assigned to him/her by the legislative framework.

Article 6 Budget and finance

Each year, the President attributes to the members of the EPFL Direction, the School Deans and the College Directors the amounts foreseen in the budgetary framework, after consultation with members of the Direction.

Article 7 Appointment and departure of professors

The President

¹ appoints the School Dean and the College Directors, in accordance with the procedure laid out in Article 17, after consultation of the Vice-president for academic affairs.

² prepares, with support from the Vice-president for academic affairs, the appointment of full, associate, tenure track assistant, assistant and adjunct professors.

³ appoints, in agreement with the Dean of the School concerned, the Senior Scientists and lecturers.

⁴ awards academic credentials to intermediary university staff.

⁵ He or she may delegate the competencies set out in paragraphs 2, 3, and 4 to the Vice-president for academic affairs.

Article 8 Additional competencies

¹ The President is also responsible for:

- a. Representing EPFL before other universities, authorities, political bodies and the public.
- b. Piloting the international policy of the school, including its international positioning and the implementation and management of international alliances.
- c. General communication for the School.
- d. Philanthropy.
- e. Respect of good scientific practice and ethics.

² The President is responsible for all matters which are not explicitly attributed to the Direction or to one of its members.

Chapter 3: Other members of the Direction

Article 9 Vice-president for academic affairs (VPA)

¹ The Vice-president for academic affairs coordinates all academic activity within EPFL and between the Schools, as well as all levels of training. He or she coordinates the recruitment and promotion of professors and directs inter-faculty academic activities, services for scientific information and research support, training and technology transfer. He or she has the corresponding decision-making powers.

² He or she is responsible for:

- a. Supporting research, teaching and technology transfer activities.
- b. Quality assurance in academic fields.
- c. The implementation of the School's academic strategy, as decided by the President.
- d. The funding of research through internal or third-party funds, particularly the approval of corresponding commitments (contracts, letters of support).
- e. Representation of EPFL with research policy or teaching bodies.
- f. The periodic evaluation of the Schools.

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- g. Negotiations with new professors concerning start-up funds and teaching contributions, in agreement with the Deans and the Vice-president for operations.
 - h. Scientific information and libraries.
 - i. The operational and academic management of internal transdisciplinary entities (Centers), inter-institutional entities and technological platforms for research.

³ He or she is also responsible for

- a. the implementation of transversal strategic projects relating to the responsibilities listed in paragraphs 2a-2i.
- b. The periodic evaluation of the professors, upon the Dean's recommendation.

⁴ He or she is the hierarchical supervisor of the School Deans and the School Directors.

⁵ He or she may propose the appointment of associate Vice-president for academic affairs to the Direction, including in particular an

- a. Associate Vice-president for education
- b. Associate Vice-president for doctoral school
- c. Associate Vice-president for research

⁶ The associate Vice-presidents are EPFL faculty members. The Vice-president for academic affairs can delegate the competencies described in paragraphs 2 and 3a to them.

⁷ He or she allocates resources within the scope of budgetary allocations.

Article 10 Vice-president for responsible transformation (VPT)

The Vice-president for responsible transformation develops transversal strategic actions in collaboration with the other Vice Presidencies, in order to ensure that life on campus and the three pillars of the institution (Teaching, Research and Innovation) grow in line with the values of EPFL, particularly those concerning inclusion and sustainability. He or she has the corresponding decision-making powers.

¹ He or she is responsible for:

- a. equal opportunities and diversity amongst the EPFL staff and students.
- b. sustainability in academic and operational activities on the EPFL campus.
- c. Strengthening campus cohesion.

² He or she develops other transversal strategic projects on campus, according to decisions from the Direction.

³ He or she allocates resources within the scope of budgetary allocations.

Article 11 Vice-president for Innovation (VPI)

The Vice-president for Innovation promotes and develops relations between research, the economy (including entrepreneurship) and society and support the creation of startups.

¹ He or she is in charge of the promotion and development of the EPFL Innovation Park and the association SIP WEST EPFL; he or she notably supervises the FEIP, SQIE, SQNE, Garage and Forge structures.

² He or she allocates resources within the scope of budgetary allocations.

³ He or she is responsible for the implementation of transversal strategic projects relating to the responsibilities listed in paragraphs 1 and 2.

Article 12 Vice-president for Finances (VPF)

The Vice-president for Finances manages and plans the resources allocated to teaching, research, innovation and services. He or she

¹ is responsible for financial management and bookkeeping in accordance with the rules issued by the ETH Board, as well for fiscal matters.

² is responsible for EPFL budgetary planning, for treasury and institutional data.

³ manages risks at an institutional level, insurances and internal controls.

⁴ attributes resources within the scope of budgetary allocations.

⁵ is responsible for the implementation of transversal strategic projects relating to the responsibilities listed in paragraphs 1 to 4.

Article 13 Vice-president for operations (VPO)

The Vice-president for operations ensures the smooth running of the various EPFL campuses. This notably includes supervision of human resources, security, infrastructures, information systems, restauration and purchases. He or she has the corresponding decision-making powers.

¹ He or she is responsible for:

- a. Human Resources.
- b. Health and Safety.
- c. Infrastructure, mobile and fixed assets.
- d. Information systems.
- e. Restauration.
- f. The purchase of goods and services.

² He or she is responsible for the implementation of transversal strategic projects relating to the responsibilities listed in paragraphs 1a to 1f.

³ He or she directs the operations of all of the EPFL campuses.

⁴ He or she allocates resources within the scope of budgetary allocations.

Section 3 Schools and Colleges

Article 14 Definition and tasks

¹ Schools are teaching and research units. They report to the EPFL Direction.

² They establish a strategy for research and valorisation.

³ They are responsible for education and supporting the Sections in the framework of the School's own teaching programmes. The Schools provide teaching in other programmes at all levels.

⁴ The Section is responsible for implementing the academic curricula leading to the Bachelor and Master degrees respectively.

⁵ The Schools encourage and support transdisciplinary initiatives in collaboration with other Schools and academic institutions.

⁶ They manage their human and financial resources.

Article 15 List of Schools

EPFL comprises the following Schools:

- a. Architecture, Civil and Environmental Engineering (ENAC);
- b. Computer and Communication Sciences (IC);
- c. Engineering (STI);
- d. Basic Sciences (SB);
- e. Life Sciences (SV).

Article 16 Organisation

¹ A School's organisation comprises the School Direction, School Council, Sections, Institutes, Centers and General Services.

² Institutes are composed of Chairs and Laboratories.

³ The School Council, comprising an equal number of representatives from each group, is chaired by the School Dean.

Article 17 Colleges

¹ EPFL comprises the College of Humanities, the College of Management of Technology and the EPFL Middle East College (EPFL ME). Provisions governing the Schools apply by analogy to Colleges, insofar as the latter are not governed by other specific legal provisions.

² The official language of EPFL ME is English.

Article 18 School Direction

¹ The School is headed by the School Dean.

² The other members of the School Direction are appointed by the EPFL Direction on proposal of the School Dean; this proposal must first be approved by the School Council.

³ In principle, the term of office of the Dean and other members of the School Direction is renewable once.

Article 19 Appointment of School Deans

The School Dean is appointed for a term of four years by the EPFL President, on the proposal of an appointments committee mandated by the EPFL President, in which each group is represented by a member designated by the School Council concerned.

Article 20 School members

The following persons are under the authority of the School to which they are attached:

- a. teaching staff;
- b. assistants, scientific staff and PhD candidates;
- c. students and auditors enrolled at EPFL;

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- d. administrative and technical staff.

Section 4 EPFL Assembly

Article 21 EPFL Assembly

¹ The EPFL Assembly is the highest participatory body.

² It ensures that all EPFL members have the opportunity to participate. It notably ensures the correct functioning of the School Councils and the smooth progress of consultations organised by the EPFL Direction.

³ It submits proposals to the EPFL Direction.

Section 5 Centers

Article 22 Definition

A Center is a transdisciplinary unit with a specific research, training and valorisation mission. It may possess a scientific and technological infrastructure for which governance is defined by the EPFL Direction. For Centers attached to a School, governance is defined in concertation between the EPFL Direction and the School Dean concerned.

Article 23 Organisation

¹ The Centers are attached to the following transdisciplinary units (ENT)²:

- a. Presidency Centers (ENT-P);
- b. Academic Centers (ENT-A);
- c. Other Centers (ENT-FI);

² A Center may be attached to an EPFL School if its main activity fits into the activities of a single School.

Article 24 Heads of Centers

¹ The Heads of Centers are:

- a. Presidency Centers (ENT-P): President;
- b. Academic Centers (ENT-A) : Vice-president for academic affairs
- c. Other Centers (ENT-FI): Vice-president for Finances;

² Centers attached to an EPFL School fall under the responsibility of the Dean of that School.

³ The Heads of Centers mentioned in paragraph 1 of the present Article are responsible for the staff attached to their Center for scientific and administrative matters and for matters regarding human resources management. They are not responsible for academic promotion, which is the responsibility of the Dean of the School to which the Center is closest.

² See Annex 2 "EPFL Structures 2017 – Regrouping of Centers"

Section 6 *Central Services*

Article 25 **Central Services**

Central Services carry out administrative and technical tasks, tasks related to the general running of the institution as well as teaching, research and valorisation support for the EPFL as a whole.

Section 7 *Final provision*

Article 26 **Abrogation and entry into force**

This Ordinance entered into force on 1st March 2004, status as at 1st January 2021, version 1.10.

On behalf of the EPFL Direction:

President
Martin Vetterli

Secretary General
Tristan Maillard