

Rules and Regulations concerning Polylex (legislative technique)

LEX 1.1.6

15th July 2011, status as at 15th May 2023

The Direction of the Ecole polytechnique fédérale de Lausanne,

based on the Ordinance on the organisation of the Ecole polytechnique fédérale de Lausanne (LEX 1.1.1);

based on the Directive on Consultation Procedures within EPFL (LEX 1.1.2);

hereby adopts the following:

Section 1 Sphere of application and responsibilities

Article 1 Sphere of application

¹ These rules and regulations specify the management standards applicable concerning the creation, amendment, publication and monitoring of ordinances, rules and regulations, directives and provisions approved by the Direction of the Ecole polytechnique fédérale de Lausanne (EPFL), hereinafter referred to as 'legal texts'.

² The sphere of application comprises the legal texts as well as the laws and ordinances of the Confederation and ordinances and directives of the ETH Board.

³ All legal texts approved by EPFL, the ETH Board and the Confederation are published on the polylex.epfl.ch¹ website.

⁴ Study and examination plans and regulations are published on the appropriate pages of the Vice Presidency for Academic Affairs and are approved by the Vice President for Academic Affairs.

Article 2 Roles and responsibilities

¹ The Director of Legal Affairs is responsible for the management of all processes relating to legal texts.

² The management of legal texts is handled by those responsible for the legal texts.

³ The tasks of the persons responsible for the legal texts are to keep the legal texts up to date and to verify the pertinence and accuracy of the content of their respective texts. They are appointed by the Director of Legal Affairs.

⁴ The management of the system and the polylex.epfl.ch site is the responsibility of the Polylex administrator. The Polylex administrator is appointed by the Director of Legal Affairs.

Article 3 Note

¹ For the sake of convenience, the masculine form is employed to designate persons of either gender.

² Any creation, amendment or abrogation of a legal text approved by EPFL is governed by the present rules and regulations.

¹ The procedure of the Federal Chancellery remains applicable.

Section 2 *Creation and amendment of a legal text approved by EPFL*

Article 4 Project organisation

¹ The creation or amendment of a legal text shall form the subject of a preliminary request submitted to the Director of Legal Affairs who shall approve it.

² In the case of the creation of a legal text or the general amendment of a legal text, this request shall contain the following information in particular:

1. the purpose of the creation or amendment of the legal text;
2. a detailed action plan, the name of the project manager, if other than the person responsible for the Polylex section, and of the members of the project team;
3. the project schedule;
4. the communication plan.

Article 5 Writing

¹ The person responsible for the legal text or the project manager plans the work in accordance with the project plan. He regularly informs the Director of Legal Affairs and the Polylex administrator concerning the state of progress of the project.

² The text is written in the “original model” legal text file supplied by the Polylex administrator.

³ For amendments of a legal text, the original text and the new text proposed must be published in two separate columns, in accordance with instructions and with the help of the model supplied by the Polylex administrator.

Article 6 Consultation

¹ The creation or amendment of a legal text may form the subject of limited or extended consultation².

² In the case of limited consultations, only the Vice-Presidencies and groups concerned are consulted. Extended consultations are carried out in accordance with the ‘Directive on Consultation Procedures within EPFL’ (LEX 1.1.2).

³ The Director of Legal Affairs manages, on behalf of the Direction, all consultation procedures in close collaboration with the person responsible for the legal text concerned.

⁴ The persons responsible for the legal text provide the Director of Legal Affairs with all the documents required for the consultation procedure, in accordance with instructions given by the Director of Legal Affairs.

Article 7 Approval by the Direction

¹ The legal text, in its final format, is sent to the administrator for rereading.

² The results of the consultation, and the legal text reread by the administrator, are forwarded by the Director of Legal Affairs to the Vice President concerned, who then submits them to the Direction for approval.

³ The legal text is approved by the EPFL Direction. The decision of the Direction serves as a signature.

⁴ The Polylex administrator has the legal text translated by the official translator.

² See the ‘Directive on Consultation Procedures within EPFL’ (LEX 1.1.2).

Article 8 Publication and archiving

¹ The Polylex administrator has the sole authority to publish a legal text on, or remove a legal text from, Polylex based on statements of decision of the EPFL Direction or at the request of the Director of Legal Affairs in the case of minor adjustments.

² All legal texts are archived in one central directory dedicated to Polylex. The version filed in this directory is the authentic version that will be used as the basis for subsequent updates.

Section 3 *Management of the Polylex site*

Article 9 General principles

¹ Legal texts are published on one single site: polylex.epfl.ch.

² The Polylex site is managed exclusively by the Polylex administrator.

Article 10 Publication of legal texts on the Polylex website

¹ Each legal text published on Polylex has its own identification number (LEX).

² All legal texts are published in French and, in principle, in English, the French text being the authentic version.

³ The information given on the Polylex website is as follows:

1. number and title of Polylex section;
2. number and title of legal text and hypertext link to file in pdf format;
3. date of creation and date of last amendment ("Status as at");
4. name of the person responsible for the legal text, i.e. the person who can provide additional information;
5. brief summary in French and English of the information contained in the legal text concerned.

Article 11 Graphic standards

¹ All legal texts must comply with the graphic standards defined by the Director of Legal Affairs. These standards can be obtained from the Polylex administrator.

Article 12 Numbering of legal texts and archives

¹ The Polylex administrator manages the coherence of the numbering of legal texts.

² Old versions of legal texts are archived in the central directory dedicated to Polylex.

Article 13 List of Polylex sections

¹ Legal texts are grouped and listed in the eight main sections of the Polylex site.

² Each section contains a certain number of legal texts. Each legal text is under the responsibility of a specific person considered responsible for that legal text.

³ The Polylex sections are as follows:

N°	Title of section
1	Governance
2	Education
3a	Research
3b	Technology Transfer
4	Human Resources
5a	Finance
5b	Purchases
6	Information Technology
7	Infrastructures
8	Miscellaneous

Article 14 Process documentation and key controls (ICS)

¹ New or amended draft legal texts are managed on the basis of a process integrated into the EPFL Internal Control System (ICS).

² The persons responsible for the sections can obtain the forms and checklists from the Polylex administrator.

Section 4 EPFL Compliance Guide

Article 15 Roles and responsibilities

¹ The Director of Legal Affairs is responsible for the management of all procedures relating to the Compliance Guide.

² The tasks of the persons responsible for each Compliance Guide chapter are to keep the content of their respective chapter up to date and to verify its accuracy. The Director of Legal Affairs is responsible for appointing the persons responsible for each chapter.

³ The persons in charge of legal texts shall inform the persons in charge of Compliance Guide chapters of any modification to legal frameworks.

⁴ The Compliance Guide system and website (complianceguide.epfl.ch) is managed by the Compliance Guide administrator. The Compliance Guide administrator is appointed by the Director of Legal Affairs.

⁵ The Risk Management Committee governs the creation or removal of a Compliance Guide chapter.

Article 16 Publication of the Compliance Guide

¹ Each time the Compliance Guide is modified, the Compliance Guide administrator is responsible for publishing it on the Compliance Guide website (complianceguide.epfl.ch). The Compliance Guide administrator shall also inform the Polylex administrator of this action.

Article 17 Graphic standards

¹ All chapters of the Compliance Guide must comply with the graphic standards defined by the Director of Legal Affairs. These standards can be obtained from the Compliance Guide administrator.

Section 5 *Entry into force*

Article 18 Entry into force

¹ The present rules and regulations entered into force on 15th July 2011, and were revised on 25th January 2021 (version 1.6) and on 15th May 2023 (version 1.7).

On behalf of the EPFL Direction:

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