

*The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art.12 of the Ordinance on the organisation of the EPFL of 1 March 2004, hereby adopts the following:*

## **Section 1    General Provisions**

### **Article 1    General**

In accordance with Art. 13, § 1 of the Ordinance on the organisation of the Ecole polytechnique fédérale de Lausanne of 1 March 2004, this Directive shall apply mutatis mutandis to EPFL Schools as well as Colleges.

### **Article 2    Composition of School Councils**

<sup>1</sup> School Councils are made up of the School Dean and elected members representing the four bodies of ETH members equally (3 to 6 representatives per body).

<sup>2</sup> All members serve in their personal capacity.

### **Article 3    Composition of EPFL bodies for participation purposes**

<sup>1</sup> Teaching staff:

- full professors;
- associate professors;
- "tenure-track" assistant professors;
- assistant professors;
- senior scientists (MER);
- adjunct professors;
- private docents;
- professorial fellows;
- external lecturers.

<sup>2</sup> Scientific staff - <sup>1</sup> with or without teaching duties:

- research and teaching associates;
- scientists;
- assistants;
- PhD candidates.

<sup>3</sup> Administrative and technical staff - <sup>1</sup> with or without teaching duties.

<sup>4</sup> Students:

- students;
- unregistered students (auditors).

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<sup>1</sup> For joint participatory bodies (School Councils and EPFL Assembly) no representative may be a member of two bodies. For the sake of representativeness, internal lecturers come under either "scientific staff" or "administrative and technical staff"; for all other participatory bodies (Teaching Staff Conference, Teaching Committees, ad hoc working parties, etc.) they come under "teaching staff".

## Article 4 Powers of the Council

<sup>1</sup> The School Council is the body exercising participation rights in the sense of Art. 32 of the FIT Act. It provides comprehensive information to and ensures the participation of School members' groups.

<sup>2</sup> It expresses its opinion on strategic proposals regarding the School's Bachelor and Master education, PhD studies, research and planning:

- teaching (creation and abolition of qualifications, definition of teaching assessment modes);
- research (annual report, general research policy);
- planning (strategic planning, creation or abolition of institutes or centres);
- School Rules and Regulations;
- approval of appointments put forward according to Rules and Regulations Concerning the Organisation of EPFL Schools<sup>2</sup>.

<sup>3</sup> The Council is the School's body in charge of hearing proposals from School members (right to submit motions).

<sup>4</sup> The Council appoints each body's representative within the Dean's Appointment Committee.

<sup>5</sup> The President of the School Council (the Dean) or a member delegated by the former holds a dialogue with the EPFL Assembly.

## Section 2 Elections - Structures

### Article 5 Election procedure – Appeal

<sup>1</sup> Elections to the School Council shall be supervised by the EPFL Assembly, with the cooperation and under the control of the associations in charge of ensuring adequate representativeness of the various bodies, i.e.:

- teaching staff: APEL;
- scientific staff: ACIDE;
- administrative and technical staff: APC;
- students: AGEPOLY.

<sup>2</sup> The lists of those entitled to vote at 31 March shall serve as a reference. They shall be provided by the Registrar's Office for students and by Human Resources for the other bodies.

<sup>3</sup> Elections shall be held every two years by end of June. For the students, elections shall take place each year.

<sup>4</sup> The EPFL Assembly is in charge of issuing the relevant information.

<sup>5</sup> Call for applications:

1. this Directive and the election schedule shall be mentioned in the information issued;
2. a minimum response time of 10 days shall be given to stand for election.

<sup>6</sup> Candidates shall be announced 10 days before the election.

<sup>7</sup> Election results and the appointment of any replacements further to withdrawal of office holders shall be published on the [EPFL Assembly](#) website.

<sup>8</sup> Each member of the groups of persons mentioned in Art. 3 is entitled to appeal. Duly reasoned appeals shall be submitted to the EPFL Direction within 5 days following publication of the election results, with copy to the School Dean and EPFL Assembly.

<sup>9</sup> Upon withdrawal, members shall be replaced with the next eligible person. If no such person is available, the association representing the outgoing member's body shall appoint a replacement.

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<sup>2</sup> [LEX 1.2.9 Rules and Regulations Concerning the Organisation of EPFL Schools](#)

**Article 6 Term of office**

Representatives are elected for a term of two years, respectively one year for the student body. The term of office starts on **1 September** and ends on **31 August**.

**Article 7 Council Structures**

<sup>1</sup> The Council is composed of:

- the Dean;
- elected members;
- the Secretary.

<sup>2</sup> Guests may be invited to attend all or part of a session on a permanent or ad hoc basis.

<sup>3</sup> The Council may decide to establish an executive Board, working parties and committees and set their composition and assignments on a case-by-case basis.

**Article 8 Deans' powers as Council President**

The Dean shall:

- represent the Council vis-à-vis EPFL bodies and third parties;
- issue appropriate information regarding the Council's activities;
- chair Council (and Board, if applicable) meetings;
- draw up the agenda for Council meetings, in coordination with the Board (where applicable);
- issue notice of Council (and Board, if applicable) meetings to the participants;
- in case of vacancy, notify the association representing the outgoing member's body as mentioned in Art. 5 § 1;
- draw up the annual report and submit it to the Council.

**Article 9 Powers of the Information Officer**

<sup>1</sup> The Council may appoint from its membership an Information Officer to relieve and assist the Dean in this task.

<sup>2</sup> In the absence of an Information Officer, the Council may entrust information-related tasks to a guest.

**Section 3 Council Meetings****Article 10 Meetings**

<sup>1</sup> The Council shall meet in ordinary sessions at least four times a year.

<sup>2</sup> On the first meeting of the year, the Council shall set the provisional schedule of meetings for the next twelve months.

<sup>3</sup> Participation in Council activities shall be considered as working time.

**Article 11 Votes**

<sup>1</sup> The following rules shall apply to voting:

1. guests and the secretary have no voting rights;
2. the Dean has no voting right; however, in the event of an equal vote, the Dean has the casting vote;
3. each elected member has one vote;
4. the Council may only make decisions provided the quorum is met;
5. the quorum is met when over half of elected members are present;
6. voting takes place by show of hands except if at least three members request a vote by secret ballot.

<sup>2</sup> Furthermore, the following rules shall apply to voting:

1. abstentions are not counted;
2. the Council makes decisions by a relative majority;
3. decisions regarding items not on the agenda may be made if the members present so decide.

<sup>3</sup> If necessary, the Dean may decide to submit an item to approval by circular vote. For such votes the quorum must be met.

## **Article 12 Professional secrecy**

Except with the express consent of the person concerned, any statements or standpoints shall be kept confidential.

## **Article 13 Information about and notice of meetings**

<sup>1</sup> Information shall primarily be issued via the School's website.

<sup>2</sup> Notice and reports of meetings shall be issued on the School's website.

## **Section 4 Final Provision**

### **Article 14 Entry into force**

This Ordinance enters into force on 28 March 2005, current status (as a Directive) as at 1 January 2017, version 1.3.

On behalf of the EPFL Direction:

Patrick Aebischer  
President

Susan Killias  
General Counsel

Comment: this Directive has been reviewed as part of the 2017 reorganisation. No modifications were made to this directive as a result of the review.