

# Regulations concerning the EPFL Section Directors' Conference

LEX 1.9.1

1<sup>st</sup> January 2005, status as at 25<sup>th</sup> January 2021

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*The Direction of the Ecole polytechnique fédérale de Lausanne, based on the Ordinance of 1 March 2004 on the organisation of the EPFL<sup>1</sup>, hereby adopts the following:*

## **Section 1 General provisions**

### **Article 1 Composition of the Section Directors' Conference<sup>2</sup>**

<sup>1</sup> The members of the Section Directors' Conference (hereinafter SDC) are as follows:

- the Associate Vice President for Education, who acts as Chairman;
- the Deputy to the Associate Vice President for Education, who acts as Deputy Chairman;
- the Section Directors;
- the Director of the Special Mathematics Course (CMS);
- the Director of the College of Humanities (CDH);
- the Director of the College of Sciences of the UNIL;
- two students, appointed by AGEPOLY;
- the Associate Vice President for Student Affairs and Outreach;
- the Academic Registrar, who is responsible for the secretariat;
- a Legal Counsel from the Vice Presidency for Education.

<sup>2</sup> Other persons are invited to participate in the SDC in accordance with the topics being dealt with.

### **Article 2 Meetings**

<sup>1</sup> The SDC meets 6 to 10 times per year according to a calendar circulated by the Chairman at the start of the academic year.

<sup>2</sup> The Chairman may however convene the SDC for a special meeting.

<sup>3</sup> The agenda for the meeting and the invitation to attend are published at least 5 days in advance.

<sup>4</sup> The minutes of the meetings are drawn up and made accessible to all those concerned at EPFL. They are submitted to the SDC for approval at the following meeting.

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<sup>1</sup> [http://polylex.epfl.ch/files/content/sites/polylex/files/recueil\\_pdf/1.1.1\\_o\\_organisation\\_EPFL\\_fr.pdf](http://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/1.1.1_o_organisation_EPFL_fr.pdf)

<sup>2</sup> The composition of the SDC was amended on 1<sup>st</sup> November 2012 (version 2.1) then later on 1<sup>st</sup> June 2015 (version 2.2).

**Article 3 Tasks**

<sup>1</sup> The SDC elaborates proposals for the improvement of teaching, for the information of the EPFL Direction.

<sup>2</sup> It gives its opinion on teaching matters and strategies at EPFL and states its position in consultation procedures, particularly those concerning study plans, knowledge assessment, teaching evaluation, internships and student exchanges. It proposes any measures it considers useful to ensure the coordination of the educational initiatives of the sections.

**Article 4 Bureau**

The SDC has a bureau composed of:

- the Deputy to the Associate Vice President for Education, who acts as Chairman;
- one Section Director per School;
- one student;
- one representative of the Deputy Section Directors;
- the Academic Registrar;
- and the Deputy Academic Registrar (minute taking).

**Article 5 Role of bureau**

<sup>1</sup> The bureau draws up, for the information of the Associate Vice President for Education, the draft agendas and prepares the meetings of the SDC.

<sup>2</sup> The Associate Vice President for Education or the SDC instructs the bureau to develop and present projects relating to the tasks it undertakes.

**Article 6 Appointments**

The members of the bodies referred to above in Articles 1 and 4, except for those who belong to them by virtue of the position they occupy, are designated by the group they represent. Their mandate lasts for a (renewable) period of two years.

**Article 7 Decisions<sup>3</sup>**

<sup>1</sup> Of those members listed under Art. 1 par. 1, only the Section Directors (CDH and CMS included) or their deputies, and the Students are entitled to vote.

<sup>2</sup> The decisions of the SDC are made by simple majority of members present.

<sup>3</sup> Only those decisions mentioned on the agenda may be made.

<sup>4</sup> The Chairman of the SDC may decide to submit a matter to a vote by email.

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<sup>3</sup> The definition of a member entitled to vote was revised on 1<sup>st</sup> June 2015 (version 2.2).

## **Section 1**    *Final provisions*

### **Article 8**    **Coming into force**

<sup>1</sup> The present regulations, adopted on 24<sup>th</sup> November 2004, came into force on 1<sup>st</sup> January 2005 and were revised on 25<sup>th</sup> January 2021 (version 2.4).

<sup>2</sup> The regulations of 17<sup>th</sup> May 2000 have been abrogated.

On behalf of the EPFL Direction:

President:  
Martin Vetterli

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