

Directive concerning the organisation of study trips at EPFL

LEX 2.11.6

Of 25th November 2004, status as at 15th March 2021

The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

To facilitate the organisation, smooth running and payment of study trips, the following provisions apply.

Article 1 Principles

¹ Study trips must have an educational objective.

² A teaching staff member from the section is present at all times during the trip.

³ The organisation of study trips is not obligatory.

⁴ The « study trip » budget allocated specifically for this activity cannot be used for other purposes or carried over to the following year. The unused amount must therefore be reimbursed by the section.

⁵ The Registrar's Office defines the budget by section in accordance with the number of students enrolled.

⁶ Study trips must take place outside of course periods and their maximum duration is one week.

⁷ They are organised by the study advisor (organiser) together with the students.

⁸ Study trips take place during the 3rd year of the Bachelor².

⁹ They must fulfil the following criteria established by the section:

- minimum number of students participating;
- educational purpose of the trip.

¹⁰ The section directors ensure that the principles stated above are respected and are responsible for refusing any study trip that fails to comply with them. They must, in particular, approve the programme and the final cost statement.

Article 2 Financing

¹ The "section study trips" budget subsidises the official study trips of the section.

² The sections can also cover a part of the costs of the latter.

³ The Section Directors and organisers are responsible for the management of the budgets made available to them.

Article 3 Beneficiaries and amounts of subsidies

¹ The cost of a study trip must be calculated in such a way that all students are able to take part in it. The organiser is therefore at liberty to adjust the subsidy granted to students in accordance with the personal financial situation of the latter.

² *Cantonal and EPFL grant holders*: the organiser must inform students that holders of an EPFL or a cantonal grant can acquire an additional amount of CHF 150.-. In order to obtain this, beneficiaries must go to the Registrar's Office, after the study trip, with a document certifying their participation, a document certifying their status of grant holder and details concerning their bank account (IBAN).²

³ *Organiser*: chargeable to the operating budget allocated to the section: reimbursement of 100% of the expenses, providing that this amount lies within the limit of the budget allocated and does not exceed the average cost per participant (total cost of trip / number of participants).

⁴ *Accompanying persons*: chargeable to the section: reimbursement of 50% maximum of the cost of the trip. Amount defined by the section.

⁵ All invoices must be paid by the organiser.

Article 4 Procedure

¹ Before the trip, the organiser:

- takes out an advance at the cashier's desk.

² After the trip, the organiser:

- draws up the final cost statement for the trip;
- draws up the report concerning the study trip comprising a list of names mentioning the organiser, students, accompanying persons, purpose, destination of the trip, educational aspect and comments;
- submits these documents before 30 June for approval to the Section Director who forwards the file for information to the services of the Associate Vice Presidency for Student Affairs and Outreach.

Article 5 Allocation of subsidies

		<u>Chargeable to</u>	<u>Budget</u>
Organiser	Art. 3, par. 3 page 2 - 100%	Study trip	Section-Study trips
Students	Art. 2, par. 1 page 1	Study trip	Section-Study trips
	Art. 2, par. 2 page 1	Section	Section
Accompanying persons	Art. 3, par. 4 page 2	Section	Section

Article 6 Miscellaneous

¹ All participants must be insured against illness and accidents.

² As a general rule, public transport will be used whenever possible.

³ The sponsoring of study trips must first be approved by the services of the Associate Vice Presidency for Student Affairs and Outreach.

⁴ Students may organise events (ball, party, etc.) in order to raise funds, providing that all the profits are allocated to the approved study trip.

Article 7 One-day study trips¹

A specific date in the academic calendar (in March, one year on a Tuesday and one year on a Wednesday) is reserved for the 2nd years of the Bachelor and the 1st year of the Master of all sections on which a one-day study trip will take place.

¹ Amendment of 20th January 2014

Article 8 Entry into force

¹ The present directive entered into force on 25th November 2004 and was revised on 15h March 2021 (version 2.3).

On behalf of the EPFL Direction:

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