

*The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 3, par. 1, item a. of the Ordonnance du Conseil des EPF sur les écoles polytechniques fédérales de Zurich et de Lausanne<sup>1</sup>, hereby adopts the following:*

## Section 1 - General Provisions

### Article 1 Purpose

<sup>1</sup> These rules and regulations define the structure and organisation of EPFL Schools and Colleges (hereinafter “Schools”) and determine the competences and tasks of their bodies.

<sup>2</sup> The definition, organisation and composition of a School are stipulated in the Ordinance on the Organisation of the EPFL (LEX 1.1.1).

<sup>3</sup> The Schools’ bodies exercise their competences in compliance with the law and the general policy of the EPFL.

### Article 2 Missions of an EPFL School

<sup>1</sup> Each School is responsible for the Sections, Institutes, laboratories, Centers and Chairs attached to it<sup>2</sup>.

<sup>2</sup> A School’s mission is to provide high-quality education in those subjects for which it is responsible (Appendix 1: list of subjects by School) as well as in related cross-disciplinary activities. Some Schools are also in charge of teaching their subjects on behalf of the University of Lausanne, in accordance with applicable transfer agreements (*Conventions de transfert*), and of other institutions in the framework of agreements between the latter and EPFL.

<sup>3</sup> EPFL Schools develop a research and technology transfer strategy with the prime objective of generating core knowledge in those subjects for which they are responsible. Their mission is to develop research that both enriches student education and meets the needs and challenges of society. They also ensure the long-term outreach potential of their research.

<sup>4</sup> EPFL Schools encourage and support transdisciplinary initiatives.

<sup>5</sup> The EPFL Quality Office, in coordination with the Schools, is in charge of setting up an efficient quality assurance system to implement a culture of quality for the accomplishment of their missions.

### Article 3 School members

The members of each School are divided into four groups:

1. school teaching staff
2. assistants, scientific staff, PhD candidates
3. students and auditors enrolled in Sections attached to the School
4. administrative and technical staff.

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<sup>1</sup> RS 414.110.37

<sup>2</sup> See Annexe 2 “List of Schools, Sections, Institutes and Centers”

#### **Article 4 School composition**

<sup>1</sup> A School is composed of Sections, Institutes, laboratories, Chairs, Centers and administration (General Services) (Appendix 2: list of Schools, Sections, Institutes and Centers).

<sup>2</sup> A Section groups together teaching staff, students attached to it, and the Section's administration. It comprises one or several academic curricula leading to the EPFL Bachelor and Master degrees respectively. It is also responsible for the teaching of all subjects in its domain for the other Sections of the School, other EPFL Schools/Sections and, where applicable, the University of Lausanne and other institutions in accordance with Art. 2 par. 2.

<sup>3</sup> Doctoral education and continuing education are governed by separate regulations.

<sup>4</sup> Each Section determines its internal organisation independently. In particular, it shall appoint a Deputy with the necessary skills to ensure continuity in the operational organisation of the Section, and set up a Teaching Committee, an Academic Committee and an Advisory Committee.

<sup>5</sup> Each School professor must belong to at least one of its Sections. A person's membership of a Section is decided upon by the School direction, taking into account the wishes of both the person concerned and the Section Director.

<sup>6</sup> An Institute groups together teaching staff, students attached to it, and the Institute's administration. It comprises laboratories and/or Chairs. It is responsible for research and technology transfer in one of the School's scientific domains.

<sup>7</sup> A laboratory is a unit placed under the responsibility of a professor with a specific research mission. Each laboratory is attached to an Institute for functional purposes.

<sup>8</sup> A Chair refers to a professor and their staff. The wording "Chair" is also used for professors who do not operate a laboratory.

<sup>9</sup> Professors from different EPFL Schools and from other universities may belong to a Center.

<sup>10</sup> All School members may belong to one or several Institutes and/or Centers depending on their activities. A person's membership of one or several Institutes and/or Centers is decided upon by the School direction, taking into account the wishes of both the person concerned and the Institute or Center Director.

<sup>11</sup> Members of a School may also be affiliated to the Sections, Institutes and Centers of other EPFL Schools.

<sup>12</sup> General Services perform tasks relating to the administration, technical functions, operation and support of the School.

<sup>13</sup> A School may include guest units.

## Section 2 - School direction and School council

### Article 5 School bodies

The School bodies are the:

- School direction
- School council.

### Article 6 Composition of the School direction

The Direction of each School is made up of<sup>3</sup>:

- a) compulsorily:
  - the School Dean
  - two to six members of the School, two of whom at least are School professors
- b) optionally:
  - the School's Institute and Section Directors
  - the Chairperson of the Doctoral Programme Committee
  - the Administrator (invited in an advisory capacity)
  - the Deputy Dean (invited in an advisory capacity)
  - a staff member (invited in an advisory capacity)
- c) additionally:
  - members of the School or representatives of other Schools who may be invited by the School direction to attend its meetings in an advisory capacity.

### Article 7 Competences of the School Dean

School Deans<sup>4</sup>:

<sup>1</sup> bear the overall responsibility for the School to which they have been appointed. They answer to the EPFL Direction for their management

<sup>2</sup> are competent to deal with all internal School matters that are not the responsibility of another body, including rules for the management of the School and the organisation of the Institutes and Centers attached to it.

<sup>3</sup> represent the School in the outside world

<sup>4</sup> are the spokesperson for all matters concerning their School vis-à-vis the EPFL Direction and other EPFL Schools

<sup>5</sup> propose to the EPFL Direction, after approval by the School council, the appointment of Section Directors for a renewable period of 2 to 4 years

<sup>6</sup> propose to the EPFL Direction, after consultation with the professors attached to the Institute or Center concerned and approval by the School council, the nomination of Institute and Center Directors (attached to their School) for a renewable period of 2 to 4 years.

<sup>7</sup> chair the School direction, School council and School General Assembly

<sup>8</sup> propose the composition of professorial appointment committees to the EPFL Direction and chair such committees. Such chairmanship may be delegated to one of the School's full or associate professors

<sup>9</sup> appoint a Deputy from among members of the School direction.

<sup>10</sup> Regarding Human Resources, Deans are responsible for:

- a) drawing up proposals for the appointment of full, associate, assistant tenure-track, assistant and adjunct professors for the EPFL Direction, for submission to the ETH Board
- b) drawing up proposals for the appointment of senior scientists (MER) for the EPFL Direction
- c) drawing up proposals for the appointment of visiting professors.

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<sup>3</sup> The appointment of the School direction is governed by LEX 1.1.1, Art. 16

<sup>4</sup> The wording "Dean" also covers "College Directors".

- d) drawing up proposals for the appointment of lecturers<sup>5</sup> for the EPFL Direction
- e) assuming all competences defined in the document *Règlement du Domaine des Ressources Humaines*
- f) giving their opinion to the EPFL Academic Evaluation Committee, after consultation with the School Academic Evaluation Committee, concerning professorial appointments<sup>6, 7</sup>.

## Article 8 School direction competences, meetings, General Services

<sup>1</sup> The School direction is responsible for the School's strategy to accomplish its missions. It makes its decisions on a collegial basis; in case of disagreement, the Dean's vote prevails.

<sup>2</sup> It meets as necessary, convened by the School Dean.

<sup>3</sup> It may invite members of the School or representatives of other Schools or institutions to deal with specific items.

<sup>4</sup> Its competences lie particularly in the following domains:

- a) Education
  - 1. proposing study plans submitted by Section Directors to the EPFL Direction
  - 2. proposing the implementing regulations for study evaluation to the EPFL Direction
  - 3. allocating teaching duties on the proposal of Section Directors
  - 4. evaluating the participation of Institutes and/or laboratories in teaching activities
  - 5. proposing the creation or abolition of diplomas and PhD and continuing education curricula within the School to the EPFL Direction
- b) Research
  - 1. supporting research carried out by the School's Institutes, laboratories and Centers.
  - 2. promoting interdisciplinary initiatives
  - 3. evaluating the performance of Institutes, laboratories and School Centers
  - 4. ensuring research outreach
  - 5. liaison with industry
- c) Human Resources
  - 1. maintaining an environment ensuring School members' health and safety
  - 2. drawing up proposals to confer honorary doctorates for the EPFL Direction
- d) Planning
  - 1. drawing up the School's strategic plan for submission to the EPFL Direction
- e) Finance
  - 1. drawing up the School's budget for submission to the EPFL Direction
  - 2. assuming responsibility for all budgetary management and control
  - 3. assuming responsibility for the control of third-party funding
  - 4. allocating operating budgets and special financial resources to Section, Institute, laboratory, Center and General Services Directors
- f) Structures
  - 1. submitting proposals concerning the creation or abolition of Sections, Institutes, laboratories and Centers within the School to the EPFL Direction after approval by the School council
- g) Premises
  - 1. in accordance with its strategic plan, establishing the School's requirements concerning premises and submitting appropriate requests to the EPFL Direction
  - 2. allocating premises and infrastructure to Section, Institute, laboratory and Center Directors

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<sup>5</sup> Lecturers are internal or external staff members entrusted with a teaching assignment through an employment contract (Art. 17 a of the FIT Act).

<sup>6</sup> An appointment is a decision by the ETH Board whereby the candidate is authorised to bear the title of Professor (PATT, PA or PO). A promotion is the effect on wages produced by an appointment.

<sup>7</sup> See Rules & Regulations Concerning EPFL Tenure-Track Assistant Professors (LEX 4.2.1)

3. assessing the infrastructure and equipment needs of new professors in the recruitment phase.

h) Communication

1. Assuming responsibility for the communication and promotion of the School and its Sections.

2. Drawing up the School's annual report.

<sup>5</sup> General services are put at the School direction's disposal for the accomplishment of its tasks.

<sup>6</sup> The Dean, the Section, Institute, laboratory and Center Directors and those responsible for chairs must ensure information and participation at all levels of the School.

**Article 9 General**

**Services**

<sup>1</sup> The School's General Services comprise a minimum of five members, including the School's HR Manager.

<sup>2</sup> The responsibilities of General Services members include in particular: human resource management, IT services and technology platforms, technical infrastructure, financial management, administrative management and management of Faculty Affairs.

<sup>3</sup> The Dean heads the General Services.

**Article 10 HR**

**Manager**

<sup>1</sup> School HR Managers report to the EPFL Director of the department of Human Resources. For functional purposes, they are attached to the School Dean. They attend School direction meetings dealing with human resource matters in an advisory capacity.

<sup>2</sup> School HR Managers assist and advise the School direction in all matters relating to human resource management and planning such as: development and implementation of HR procedures, profile validation, recruitment, hiring, continuing education, advice and assistance to employees, termination of employment, analysis of requirements and their financial consequences (planning), etc.

<sup>3</sup> The decision-making and signatory powers of the Dean and HR Manager are defined in the document *Règlement de compétences Ressources Humaines*.

<sup>4</sup> School HR Managers are the prime contact person for School staff for all employment-related matters, especially advice, assistance and social insurance.

<sup>5</sup> School HR Managers are actively involved in ensuring the implementation of annual evaluation interviews for the School staff.

**Article 11 IT Security and Coordination**

<sup>1</sup> The IT Manager of each School is a member of the coordination network moderated by the Direction of the department of Information Systems of the VPO (operation of core services); one or more IT correspondents are appointed in each School (onsite support services).

<sup>2</sup> School IT Managers coordinate IT security and information system matters with, on the one hand, all School units and General Services and, on the other hand, the Direction of the department of Information Systems of the VPO.

<sup>3</sup> All employees are responsible for protecting the information system and heads of unit are required to ensure that their staff members are aware of applicable directives (including Lex 6.1.4 and 6.5.1) and enforce them.

<sup>4</sup> The Director of the department of Information Systems of the VPO participates in the School IT Manager's annual evaluation.

**Article 12 School council**

<sup>1</sup> School councils are governed by the Directive on School councils of 28th March 2005.

<sup>2</sup> They are made up of 12 to 20 persons depending on the number of members per group in each School.

## Section 3 - Competences of Directors

### Article 13 Competences of Section Directors

<sup>1</sup> Section Directors guarantee the consistency, quality and specificity of their Section's curriculum. They manage all academic matters related to their Section.

<sup>2</sup> They are responsible for:

- a) guiding and advising students
- b) appointing study advisors among the Section's teaching staff
- c) setting the objectives to be met for the Section's teaching missions in agreement with the School direction
- d) requesting the human, financial and logistical resources needed to ensure the quality of their Section's teaching activities from the School direction
- e) managing the Section's budget
- f) liaising with the various professional circles, including alumni
- g) promoting the Section within and outside EPFL in the framework of coordinated action with the School direction and EPFL
- h) submitting their Section's study plan and implementing regulations for study evaluation to the School direction for approval and submission to the EPFL Direction
- i) organising the Teaching Committee, the Academic Committee and the Advisory Board.

<sup>3</sup> They sit on the EPFL Section Directors' Conference.

### Article 14 Competences of Institute, laboratory and Center Directors

<sup>1</sup> They represent the Institute, laboratory or Center vis-à-vis the School, EPFL and the outside world.

<sup>2</sup> They are in responsible for:

- a) establishing, in close consultation with the heads of units subordinate to them, the research strategy for the Institute, laboratory or Center and ensuring that the School direction supports this
- b) requesting human, financial and logistical resources for the Institute, laboratory or Center from the School direction and ensuring their distribution between the units
- c) managing the budget of the Institute/Laboratory/Center
- d) collecting the necessary information to draw up the School's annual report.

<sup>3</sup> They assist the School direction in the preparation of evaluation files for tenure-track assistant and associate professors relating to their Institute or Center.

<sup>4</sup> They are responsible for scientific, administrative and human resource issues regarding personnel attached to their Institute, laboratory or Center.

## Section 4 - Committees and other conferences

### Article 15 Committees

<sup>1</sup> The Schools shall establish the following:

- a) Academic Evaluation Committee
- b) Professors' Conference or Faculty Meeting.

<sup>2</sup> The Schools may establish a:

- a) Research Committee.

<sup>3</sup> Other committees may be created by the School direction, School council, Sections, Institutes, laboratories and Centers as required.

<sup>4</sup> Any students sitting on a School Committee should be from one of the School's Sections.

### Article 16 Academic Evaluation Committee (CEA)

<sup>1</sup> The Academic Evaluation Committee is made up of between three and nine full professors

and advises the Dean on academic promotion proposals. It appoints an ad hoc Section Director.

<sup>2</sup> For Interschool Institutes, the CEA is composed in a representative manner by inviting up to 3 members of the other School concerned.

<sup>3</sup> Committee members are put forward by the School direction after consultation with Section, Institute, laboratory and Center Directors, and approved by the Vice President for Academic Affairs.

<sup>4</sup> The Committee meets as many times as necessary.

<sup>5</sup> It makes its decisions by a simple majority of members present.

### **Article 17 Professors' Conference or Faculty Meeting**

<sup>1</sup> The Professors' Conference includes all School professors (full professors, associate professors, tenure-track assistant professors and adjunct professors) and the School direction.

<sup>2</sup> The School Dean chairs the Professors' Conference.

<sup>3</sup> The Professors' Conference may invite members of the School or representatives of other Schools or institutions with which it is closely linked to deal with specific items.

<sup>4</sup> Along with the School direction, the Professors' Conference is the School's other strategic body. It meets periodically on the initiative of the School direction.

<sup>5</sup> The Professors' Conference advises the School direction at the latter's request.

### **Article 18 Teaching Committee Composition and Appointment Procedure**

<sup>1</sup> Each School Section has its Teaching Committee.

<sup>2</sup> Teaching Committees are made up of members of the corresponding Section, namely:

- a) the Section Director as the Committee's chairperson
- b) teaching staff representatives
- c) junior faculty representatives
- d) student representatives.

<sup>3</sup> With the exception of the Section Director, Teaching Committee members are appointed by the School direction on the proposal of the respective groups of persons and after approval by the School council. The term of office is two years, for students one year. These terms are renewable.

<sup>4</sup> The Committee may invite other persons in an advisory capacity.

### **Article 19 Teaching committee competences, convening and decisions**

<sup>1</sup> Teaching Committees propose, in accordance with the Directive on School councils and the directives of the Vice Presidency for Academic Affairs, the study plans and implementing regulations for study evaluation for their respective Section.

<sup>2</sup> They assess the implementation of study plans and study evaluation and propose improvements or adjustments.

<sup>3</sup> They coordinate their activities between themselves within the School, via their chairperson. They may create a coordination group.

<sup>4</sup> They deal with routine matters relating to studies.

<sup>5</sup> They give their opinion to the School direction on all teaching matters.

<sup>6</sup> They advise the Section Directors.

<sup>7</sup> They meet at least once every semester, as convened by their chairperson or at the request of three of their members.

<sup>8</sup> Notification to attend is sent at least 10 days prior to the meeting date, usually with the agenda.

<sup>9</sup> They make their decisions by a simple majority of members present.

<sup>10</sup> The minutes are published, for the information of all EPFL members, on the School website within 14 working days following the meeting.

## **Article 20 School General Assembly**

<sup>1</sup> The School General Assembly is made up of all School members.

<sup>2</sup> The General Assembly is an instrument of information, reflection and dialogue.

<sup>3</sup> The General Assembly meets at least once a year, convened by the School Dean or at the request of one tenth of its members.

## **Section 5 - Abrogation and entry into force**

### **Article 21 Abrogation**

The following regulations are hereby repealed:

- Rules and Regulations Concerning the Organisation of the SB School, status as at 1<sup>st</sup> January 2016, which entered into force on 1<sup>st</sup> January 2002;
- Rules and Regulations Concerning the Organisation of the SV School, status as at 6<sup>th</sup> July 2006, which entered into force on 15<sup>th</sup> March 2004;
- Rules and Regulations Concerning the Organisation of the STI School, status as at 17<sup>th</sup> July 2006, which entered into force on 16<sup>th</sup> August 2004;
- Rules and Regulations Concerning the Organisation of the ENAC School, status as at 1<sup>st</sup> September 2013, which entered into force on 15<sup>th</sup> March 2006;
- Rules and Regulations Concerning the Organisation of the IC School, status as at 8<sup>th</sup> February 2016, which entered into force on 12<sup>th</sup> December 2001;
- Rules and Regulations Concerning the Organisation of CDM, status as at 1<sup>st</sup> July 2010, which entered into force on 12<sup>th</sup> December 2001.

### **Article 22 Entry into force**

The present rules and regulations entered into force on 1<sup>st</sup> January 2017 (version 1.1) and were revised on 13<sup>th</sup> April 2018 (version 1.2) and on 15<sup>th</sup> March 2021 (version 1.3).

On behalf of the EPFL Direction:

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