

# Directives on support for the organisation of studies at EPFL

LEX 2.11.5

9 February 2021

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*The EPFL Direction,*

based on Art. 3 para. 1 let. a and b of the *Ordonnance du Conseil des EPF sur l'EPFZ et l'EPFL* of 13<sup>th</sup> November 2003 (414.110.37),

*hereby adopts the following:*

## **Article 1      Object**

The present directives lay out the general rules and regulations concerning points of support available to students for the organisation of their studies at EPFL.

## **Article 2      Points of support for the organisation of studies**

The Deputy to the Section Director (hereinafter: the Deputy of Section), the head of the field of study, the Mobility Delegate, the Master's Internship Coordinator and the accompanying person for study trips offer, in their respective roles, support to students in the organisation of their studies.

## **Article 3      Deputy of Section**

<sup>1</sup> Within the context of providing support for the organisation of studies, the Deputy of Section is notably responsible for the following:

- a. providing information and advice to students on the administration of studies in the Section (field of study, study plan, offer of general courses, etc.);
- b. assisting the Section Director and acting as an intermediary between the teaching staff and students or, where necessary, acting as their representatives;
- c. organising study trips;
- d. ensuring the smooth functioning of the elections for Class Representatives for their Section in collaboration with the student representation association, and ensuring that the representatives uphold their responsibilities thereafter;
- e. participating in encouraging young people to study at EPFL (visits to high schools, for example).

<sup>2</sup> The Deputy of Section receives his/her responsibilities from the School to which the Section is attached.

<sup>3</sup> The Deputy of Section informs the students about his/her role and the manner in which he/she can be contacted, and where necessary, the times at which he/she will be available for students. He/She takes part or is represented at the EPFL Welcome day.

**Article 4 Head of field of study**

<sup>1</sup> The head of field of study is notably responsible for informing and advising the students about the specialised courses offered by the Section (specialisations, minors, etc.) in a given field of study. He/She also helps the Section to develop a study plan.

<sup>2</sup> The head of field of study is an experienced member of the Section's teaching staff. He/She receives his/her responsibilities from the Director of the Section to which he/she is attached.

<sup>3</sup> The head of field of study informs students of his/her role and the manner in which he/she can be contacted and, where necessary, the times at which he/she will be available for students.

**Article 5 Mobility Delegate**

<sup>1</sup> The Mobility Delegate is notably responsible for the following:

- a. presenting the Section's exchange programmes to the students of his/her Section, as well as the requirements to be met in order to participate in them, during an annual information session;
- b. taking decisions regarding applications for exchange programmes in terms of the requirements to be met in order to participate in them;
- c. validating the mobility study plan proposed by each student prior to their departure;
- d. advising mobility students on modifications to their study plans and validating these modifications;
- e. informing and advising exchange students at EPFL;
- f. validating the credits earned by EPFL students in an institute other than EPFL upon their return from an exchange;
- g. along with the Section and the Education Outreach Department, evaluating existing and potential exchange programme partnerships.

<sup>2</sup> The Mobility Delegate is a member of the teaching staff. He/She receives his/her responsibilities from the Director of the Section to which he/she is attached.

<sup>3</sup> The Mobility Delegate informs students of his/her role and the manner in which he/she can be contacted and, where necessary, the times at which he/she will be available for students.

**Article 6 Industrial Internship Coordinator**

<sup>1</sup> The Industrial Internship Coordinator is notably responsible for the following:

- a. supporting the students in his/her School or Section in their search for an internship;
- b. ensuring that the final internship report is submitted to the School for validation;
- c. advising companies on their internship offers and submitting these offers to the School for validation.

<sup>2</sup> The Industrial Internship Coordinator receives his/her responsibilities from the Director of the School or Section to which he/she is attached.

<sup>3</sup> The Industrial Internship Coordinator coordinates his/her actions via the Career Centre Unit.

**Article 7      Accompanying person for study trips**

<sup>1</sup> The accompanying person for study trips is notably responsible for helping and overseeing students from the Section in the organisation of a study trip during the third year. The accompanying person also participates in the trip.

<sup>2</sup> The accompanying person for study trips is a member of the Section's teaching staff. He/She receives his/her responsibilities from the Director of the Section to which he/she is attached.

**Article 8      Final provisions**

<sup>1</sup> The present directives enter into force on 9 February 2021.

<sup>2</sup> They cancel and replace all forms and versions of the *Guidelines for study advisers, exchange delegates, class delegates and coaches at EPFL* of 17<sup>th</sup> October 2005.

On behalf of the EPFL Direction:

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