

Rules and regulations concerning the organisation of EPFL associated Campuses

Of 15th February 2021

The Direction of the Ecole polytechnique fédérale de Lausanne
based on Art. 3, para. 1, letter a of the *Ordonnance du Conseil des EPF sur les Ecoles polytechniques fédérales de Zürich et de Lausanne*,
based on Art. 4, para. 1, letters l and m of the Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne,
hereby adopts the following:

Section 1 General

Article 1 Subject and sphere of application

¹ These rules and regulations define the structure and organisation of the EPFL associated Campuses attached, for administrative purposes, to the Vice Presidency for Operations, and govern the duties and responsibilities of their management bodies.

² As of the effective date and within the meaning of these rules and regulations, the following sites are considered as associated Campuses, by alphabetic order:

- EPFL Fribourg
- EPFL Geneva
- EPFL Middle East
- EPFL Neuchâtel
- EPFL Valais Wallis

³ In these rules and regulations, the term “Campus” refers generically to an EPFL associated Campus.

⁴ The Campuses are similar in nature to EPFL central services within the meaning of Art. 25 of the Ordinance on the Organisation of EPFL.

⁵ The management bodies of the Campuses carry out their duties and responsibilities in full accordance with the law and general EPFL policy.

Article 2 Purpose of an associated Campus

¹ The purpose of an associated Campus is within its area of responsibility, to contribute to EPFL’s three missions: education, research and innovation, by operating and developing a campus at a site other than Ecublens.

² An associated Campus is operated and developed in close collaboration with the cantonal, governmental and institutional partners with which EPFL has signed agreements, and in accordance with EPFL’s administrative rules.

Section 2 Organisation

Article 3 Management bodies

The management bodies of EPFL Associated Campuses are as follows:

- Steering Committee
- Campus Committee
- Operations Division

Article 4 Composition, organisation and functioning of the Steering Committee

¹ All associated Campuses are overseen by a Steering Committee comprising the Vice President for Academic Affairs, who serves as the Chair of the committee, the Vice President for Operations and the Vice President for Innovation, who notably ensures the interface with Innovation Park Western Switzerland, as well as the Deans of the EPFL schools. The Development and Construction Director of the Vice Presidency for Operations serves as the Secretary of the Steering Committee.

² The Steering Committee meets regularly (at least three (3) times a year) when convened by the Chair or at the request of three (3) of its members.

³ Decisions of the Steering Committee are taken by majority vote, with the Chair having the deciding vote in the event of a tie. The President ensures that the voting procedures guarantee a balanced and relevant consideration of the existing needs of a Campus, while preserving opportunities for future development. The Secretary of the Steering Committee attends meetings in an advisory capacity. The Steering Committee may take decisions by circular letter, provided that none of its members object.

⁴ Campus Committee Chairs, Campus Operational Directors and Associate Vice Presidents for Academic Affairs may be invited to attend Steering Committee meetings as required.

⁵ The Chair of the Steering Committee may invite any other person to attend as relevant to the subjects under discussion.

Article 5 Duties and responsibilities of the Steering Committee

¹ The primary duty of the Steering Committee, acting under the responsibility of its Chair, is to establish the overall aims and objectives of the associated Campuses, to monitor and steer the general development of the associated Campuses, and to allocate the necessary resources for this purpose. To this end, the Steering Committee proposes to the Direction of EPFL:

- the contractual arrangements for the operation and development of the associated Campuses;
- the overall strategy of the associated Campuses and their specific service mandates;
- the general multi-year financial plan for the associated Campuses.

² The Steering Committee ensures that the associated Campuses fulfill their performance mandates in accordance with the agreed financial plans, working closely with each Campus Committee and the Operations Division of each associated Campus.

³ The Chair of the Steering Committee ensures effective coordination between the associated Campuses and their respective partners. To this end, Steering Committee members represent EPFL on *ad hoc* bodies established under agreements between the School and its local partners, including Governments and Institutions.

Article 6 Composition, organisation and functioning of the Campus Committee

¹ Each associated Campus has a Campus Committee comprising between four and ten members appointed by the Direction of EPFL at the proposal of the Vice President for Academic Affairs and following consultation with the Deans of the relevant schools.

² The Campus Committee, acting under the responsibility of a Chair, reports to the Chair of the Steering Committee and works closely with the Campus Operational Director.

³ The members of the Campus Committee are in principle laboratory directors (Professors or MER). Entities using the associated Campus and laboratories housed within its premises enjoy equitable representation on the Campus Committee. Additional EPFL laboratory directors may be appointed as members, with the aim of planning future developments within the associated Campus.

⁴ Where relevant, the Campus Committee may include up to two additional members representing partner institutions and organisations (other research institutes, national and international programs, etc.). Their appointment follows the rule of Art. 5, paragraph 1.

⁵ The Chair of the Campus Committee serves for a term of four (4) years, in principle renewable once.

⁶ Members of the Campus Committee serve for a term of four (4) years, in principle renewable once.

⁷ The Campus Committee meets regularly (at least three (3) times a year) when convened by the Chair or at the request of one-third of its members.

⁸ The associated Campus Operational Director and the Development and Construction Director of the Vice Presidency for Operations are entitled to attend Campus Committee meetings as permanent invited guests.

⁹ The Chair of the Campus Committee may invite any other person to attend as relevant to the subjects under discussion.

Article 7 Duties and responsibilities of the Campus Committee

¹ The primary duty of the Campus Committee is to represent the operational needs of the entities comprising the associated Campus and those of its users. It contributes its experience and expertise to the associated Campus. It advises the Operational Director on development and management matters of the associated Campus, taking into account the needs of user entities, developments affecting facilities, technologies and services, and available resources. More specifically, the Campus Committee:

- reports to the Steering Committee on the operational needs of user entities, advises on strengths and weaknesses in associated Campus operations, and identifies development-related opportunities and threats;
- assists the Operational Director in the preparation and annual review of the multi-year investment plan, incorporating key facility, technology and service requirements, for subsequent approval by the Steering Committee;
- assists the Operational Director in preparing the associated Campus' annual report.

² The academic strategy, research directions, the planning of chairs, and the direction of research and teaching activities remain the sole competence of the concerned Schools, which are represented on the Steering Committee by their Deans.

Article 8 Organisation and functioning of the Operations Division

The EPFL Direction, via its Vice Presidencies and their associated Central Services, assists the Operational Director in matters relating to financial management, development and construction, safety, security and operations, human resources, information systems and procurement.

¹ Each associated Campus has an Operational Director, appointed by the EPFL Direction at the proposal of the Vice President for Operations.

² The Operational Director reports hierarchically to the Development and Construction Director of the Vice Presidency for Operations.

³ The Operational Director reports functionally to the Chair of the Steering Committee.

⁴ The Operational Director is supported by administrative and technical staff who report hierarchically to him/her. Among these staff members, specialists from the central services or who have regular business interactions justifying such a position, have a functional relationship with the corresponding EPFL directors and heads of services.

Article 9 Duties and responsibilities of the Operations Division

¹ The Operational Director manages and oversees the delivery of services by the associated Campus as per its mandate.

² The Operational Director carries out routine management and oversight of the associated Campus, including on matters relating to human resources, finances (including billing arrangements with internal and external partners), organisation, procedures and investments..

³ The Operational Director represents the associated Campus on a day-to-day basis in its public relations. He/she coordinates communications and scientific promotion efforts with the general public, with stakeholders in the economy, and with government entities. He/she also coordinates the development of partnerships and collaborations.

⁴ Working with the Campus Committee, the Operational Director prepares and annually reviews the multi-year investment plan, incorporating key facility, technology and service requirements, for subsequent review and approval by the Steering Committee.

⁵ Working with the Campus Committee, the Operational Director prepares the annual report of the associated Campus.

⁶ Working with the Chair of the Campus Committee and with the Development and Construction Director of the Vice Presidency for Operations, the Operational Director implements the strategy and improvement measures periodically agreed upon with the Campus Committee and approved by the Steering Committee.

⁷ Working with the Steering Committee, the Operational Director liaises between EPFL and cantonal partners.

Section 3 *Final provisions*

Article 10 Entry into force

These rules and regulations enter into force on 15th February 2021 (version 1.0).

On behalf of the EPFL Direction:

President:
Martin Vetterli

Director of Legal Affairs:
Françoise Chardonnens