

Directives on the representation of the student body at EPFL

LEX 2.11.7

9 February 2021

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 13th November 2003 (414.110.37),

hereby adopts the following:

Article 1 Object

The present directives lay out the rules and regulations for the organisation and coordination of the representation of the student body at EPFL.

Article 2 Representation of students at EPFL

¹ The student body at EPFL is represented by student representatives in the School Assembly, the School Councils and the Teaching Committees (hereinafter: the representation body or representation bodies), and by Class Representatives and the General Student's Association of EPFL.

² The representatives and Class Representatives regularly meet with the students they represent. They express the majority opinion of the students, taking into account minority positions.

Article 3 Representatives within the representation bodies

¹ The student representatives within the representation bodies serve and exercise their powers in accordance with the operating rules and practices of the body in which they are participating.

² The School Assembly ensures that its organisation allows for an equitable representation of students depending on the various representation possibilities (direct representation, representation by Class Representatives and representation by the General Student's Association of EPFL).

³ The School Councils ensure that their organisation allows for the representation of students from each Section of their School.

Article 4 Class Representatives

Definition

¹ The Class Representative is a CMS, MÀN, Bachelor's or Master's student responsible for representing his/her class. The term "class" refers to all of the students in a given year for a particular level and field of study of a given Section.

Responsibilities

² The Class Representative is notably responsible for the following:

- a. speaking on behalf of the students in the class before the heads of the Section and within the context of the Section or School bodies on which he/she is called to serve, as well as at specific times before the Direction;
- b. informing the class of the actions of the Section, School and EPFL in general;
- c. making observations and suggestions for organisational measures and study measures (namely structure and content of study plans, form and quality of teaching);
- d. assisting the School in certain organisational tasks, notably the creation of a timetable for spoken exams for the class, encouraging students to participate in teaching evaluations and the organisation of study trips (second year of Bachelor's studies and first year of Master's).

³ The Class Representative is supported by the heads of his/her Section in the performance of these responsibilities.

Election

⁴ The Class Representative is appointed for an academic year (for the term beginning in the first year), by a vote amongst the students of the class. The role can be shared between two students.

⁵ The election is decided by relative majority. It is generally coordinated by the General Student's Association of EPFL.

Beginning and end of mandate

⁶ At the beginning of his/her mandate, the Class Representative completes the information session for Class Representatives.

⁷ At the end of his/her mandate, the Class Representative ensures the appropriate handover of files and information to his/her successor.

Article 5 Coordination of Class Representatives

¹ The Class Representatives meet regularly to coordinate their actions at a Section level. They elect one Representative from amongst themselves to represent the whole Section (Section Representative).

² The Section Representatives meet regularly to coordinate their actions at a School level. The meeting is generally organized by the General Student's Association of EPFL.

Article 6 Duty of confidentiality and official secrecy

The student representatives, including the Class Representatives, shall respect a duty of confidentiality and, where necessary, official secrecy, with regards to information of which they may become aware in the context of their role as a representative at EPFL. In case of doubt on the nature or degree of confidentiality of information that they handle, student representatives shall contact EPFL.

Article 7 Final provisions

The present directives enter into force on 9 February 2021.

On behalf of the EPFL Direction:

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