

Regulations on the coordination of workshops at EPFL

LEX 1.2.11

of 1 December 2021, status as at 1 January 2025

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 letter a of the *Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne,*

hereby adopts the following:

Chapter 1 General provisions

Article 1 Definitions and missions

¹ A workshop is a unit attached to a School according to that School's own organisation¹.

Regarded as a support service in accordance with the Ordinance on the Organisation of EPFL ([LEX 1.1.1](#), Art. 25), a workshop takes on technical tasks and support tasks in relation to teaching, research and innovation. Its main mission is to provide advisory services and services for the design and manufacture of parts in various materials as well as electrical components. It accompanies and advises users during the design phase for the parts, then manufactures them using internal infrastructures and resources.

² The governance of the workshop is defined by the School concerned in respect of the provisions laid out in the present regulations on the coordination of workshops at EPFL.

³ The pricing of the services provided by the workshops as well as the mutualisation of upkeep and acquisition of equipment is subject to coordination within EPFL according to the terms of the present regulations.

Article 2 Subject

¹ The present regulations define the structure of the coordination of workshops located both on the Lausanne campus and on the campuses of EPFL located outside the canton of Vaud.

² The competencies of the coordination body for workshops are exercised in respect of the legislation in force at EPFL.

Article 3 Objectives of the coordination of workshops

The implementation of a structure for the coordination of workshops has the following objectives:

- Ensure a cutting-edge level of competencies and instrumentation, enabling the needs of the Units to be met in terms of research, education, multidisciplinary projects and the evolution of their activities;
- Ensure the appropriateness of new acquisitions of equipment in relation to the overall needs of the Units concerned or which benefit;
- Coordinate the purchase requests for equipment and evaluate the benefit of potential mutualisation within the workshops;
- Anticipate future needs and technological evolutions;
- Mutualise the management and use of this equipment in order to optimally share resources and competencies between the workshops and to achieve the best return on investments;
- Standardise the tools for management and pricing for all of the EPFL workshops in order to be able to offer services to the whole EPFL community at fair prices on one hand, and on the other hand, to be able to produce eligible invoices for funders. For this purpose, cost analyses and a standard pricing system will be established by the EPFL Controlling Department (CDG-VPF);
- Valorise expertise and competencies acquired and developed in workshops in order to enable the whole EPFL community to benefit from them.

¹ The SKIL (Student Kreativity and Innovation Laboratory) and the DLL (Discovery Learning Labs) are not concerned by these regulations.

Article 4 General pricing principles

A standard system for pricing for all of the services provided by the EPFL workshops is implemented, taking into account namely:

- the nature of the services provided (manufacture, assembly, advice, etc.);
- the resources necessary for providing said services;
- the possibility of separating various small tasks from them and thereby simplifying administrative processes.

Chapter 2 Coordination bodies for workshops

The coordination bodies for workshops are:

- The interfaculty coordination committee
- The coordinator
- The general assembly of users

Section 1 The interfaculty coordination committee

Article 5 Composition, organisation and running

¹ The interfaculty coordination committee is composed of 10 to 14 people, as follows:

- A Chair, holding the position of professor appointed by the Associate Vice President for Centers and Platforms, who notably ensures the functional guidance along with the workshop Coordinator;
- 9 to 13 members, providing an equal representation of the user entities and the various workshop partners, namely:
 - A representative of the users for each School, appointed by the respective Deans;
 - A representative of the employees of the workshop for each School, appointed by the respective Deans;
 - A representative of the DLL, appointed by the Associate Vice President for Education;
 - A representative of the services of the Associate Vice Presidency for Centers and Platforms, appointed by its Associate Vice President;
 - A representative of the services of the Vice Presidency for Operations, appointed by its Vice President.

² Members of the interfaculty coordination committee have a four-year renewable mandate.

³ Within his/her role, the Chair of the interfaculty coordination committee reports to the Associate Vice President for Centers and Platforms and works closely with the Coordinator.

⁴ The interfaculty coordination committee meets regularly (at least 3 times per year) at the invitation of its Chair or at the request of 3 of its members.

⁵ The Chair of the interfaculty coordination committee may invite to the committee meetings any person who can bring his/her expertise to the subjects handled.

Article 6 Missions and competencies

¹ Under the responsibility of its Chair, the main mission of the interfaculty coordination committee is to guarantee the coordination of the different workshops with the aim of ensuring straightforward access and a high quality of service for all of their users.

² The committee defines a common strategy for workshops, taking into account the possibilities for mutualisation and the complementarity of competencies of each technical platform. If necessary, it will establish service mandates for each workshop and submit them for approval to the direction of the respective Schools. The strategy proposed by the interfaculty coordination committee is validated by the Associate Vice President for Centers and Platforms.

³ The interfaculty coordination committee drafts and updates, on a yearly basis and in collaboration with the workshops and their Schools and/or institutes, the five-year investment plan in terms of equipment acquisition needs, for all of the EPFL workshops. This plan will be integrated into the

EPFL general investment plan submitted to the School Direction for approval within the context of the yearly budgeting process;

⁴ The committee validates the investment requests from the workshops, coordinated and grouped by the Coordinator;

⁵ With the heads of the DLL, the committee guarantees the coordination of rules and procedures for the use of workshops by students.

⁶ The interfaculty coordination committee centralises the requests from users submitted by their representatives.

⁷ The interfaculty coordination committee may encourage opportunities for professional mobility within the EPFL workshops.

Section 2 *The Coordinator*

Article 7 Appointment, missions and competencies

¹ The Coordinator is appointed by the Associate Vice President for Centers and Platforms.

² From a hierarchical point of view, the Coordinator reports to the Head of the Equipment and Centers Management Office (ECO);

³ In collaboration with the interfaculty coordination committee on one hand, and the heads of workshops on the other, the Coordinator implements the strategy and the measures for improvement prepared with the committee and validated by the Associate Vice President for Centers and Platforms;

⁴ The Coordinator groups and coordinates the requests for investment submitted by the workshops, for validation by the interfaculty coordination committee.

⁵ The Coordinator coordinates the needs and purchase requests (> CHF 50k) of the workshops and, in collaboration with the Direction of Procurement (VPO DA), centralises negotiations with different providers of materials, tools and other supplies.

⁶ The Coordinator coordinates the application and implementation of the common pricing system put in place by the EPFL Controlling Department (CDG-VPF);

⁷ The Coordinator supervises the implementation of standard IT tools necessary for reservation and invoicing.

⁸ The Coordinator improves the visibility of the workshops within EPFL and in particular the visibility of the services provided by each one.

⁹ The Coordinator drafts, for the attention of the interfaculty coordination committee, the annual report of activities relating to the coordination of workshops.

Section 3 *The assembly of users*

Article 8 Definition, missions and competencies

¹ The assembly of users is a body for information, reflection and dialogue.

² It speaks on the subject of user needs in terms of objectives and means to implement within the workshops.

³ It speaks on the points that the interfaculty coordination committee submits to it for consultation, notably including the annual activity report.

⁴ The assembly of users is composed of all EPFL users of workshops recorded as such during the previous year, as well as the interfaculty coordination committee and the Coordinator.

⁵ It is chaired by the Chair of the interfaculty coordination committee.

⁶ The assembly of users meets once per year at the invitation of the Chair or upon the request of one tenth of its members.

Chapter 3 Final provisions

Article 9 Entry into force

The present regulations enter into force on 1 December (version 1.0), status as at 1 January 2025 (version 1.1)

On behalf of the EPFL Direction:

President:
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Annex 1: List of workshops

Unit	Specialisation	Main clients	Details
ENAC-PLTE	Mechanical workshop	ENAC	
STI-AFA	Additive manufacturing	STI	
STI-ACI	Workshop for the manufacture of printed circuit boards	STI	
STI-ATME	Mechanical workshop for the Institute of mechanical engineering	STI	Centre of expertise for the machining of 5-axis CNC and complex forms. Consultancy office, CNC turning and milling, three-dimensional measurements and reverse engineering. Catia V5 construction and Solidworks
STI-ATPR	Mechanical workshop for the Institute of microengineering	STI	Grouping of expertise in conventional and CNC laser cutting, milling, turning and piercing. Machining of small parts.
STI-ATMX	Mechanical workshop for the Institute of Materials	STI	Centre of expertise in sinking and wire EDM. CNC turning and milling. Machining of test tubes. Soldering. Solidworks construction.
SB-ISIC-EMEWP	Electronic and mechanical workshop for the Institute of Chemical Sciences and Engineering	FSB	
SB-IPHYS-AT-BSP	Mechanical workshop for the Institute of physics, building BSP	FSB	
SB-IPHYS-AT-PH	Electronic and mechanical workshop for the Institute of physics, building PH	FSB	