

Everything you need to know about unit accreditation is summarised in the table below. However the **basic rule** remains that only a Dean or Vice-President is authorised, via their secretariat or assistants, to submit a request to the Legal Affairs (AJ) who, depending on the level of decision, will forward it to the EPFL Direction for validation.

<b>Action</b>	<b>Stage 1 - validation</b>	<b>Stage 2 - validation</b>	<b>Justification</b>
Nomination of Section Director	VPE for approval	EPFL DIR for decision	--
Nomination of Institute Director PO/PA/PATT/PASS	School Council for approval	Dean for decision	--
Nomination of Institute Director NON PO/PA/PATT/PASS	School Council for approval	EPFL DIR for decision	--
Nomination of Centre Director PO/PA/PATT/PASS	School Council for approval	Dean for decision	--
Nomination of Centre Director NON PO/PA/PATT/PASS	School Council for approval	EPFL DIR for decision	--
Nomination of Dean/Director of School/College	EPFL DIR for decision		--
Abolition of structural unit following departure or retirement announced by CEPF	AJ for initial implementation	EPFL DIR for decision	--
Abolition of financial unit	Dean for decision		--
Change of head of general services unit of School/College	Dean for decision		--
Change of attachment of structural unit	AJ for validation	EPFL DIR for decision	yes
Change of attachment of financial unit	Dean for decision		--
Change of acronym of structural unit	AJ for validation	EPFL DIR for decision	yes
Change of French and English names of structural unit	AJ for validation	EPFL DIR for decision	yes
Creation of structural unit (acronym, French and English names, attachment, head) for PO/PA/PATT/PASS after appointment by CEPF	AJ for validation	EPFL DIR for decision	--
Creation of financial unit for SNSF-funded P (according to current rule = Group + name of head)	Dean for decision		--
Creation of financial unit for adjunct professor or senior scientist in Scientists Group (according to current rule = Group + Faculty's acronym + initials of scientist) placed under responsibility of Dean of School, Director of College/Institute or adjunct professor/senior scientist	Dean for decision		
Creation of financial unit not corresponding to criteria mentioned in above point and requested by Dean/Director of School/College	AJ for validation	EPFL DIR for decision	yes
Continuation of existing structural unit for PO/PA/PATT/PASS after appointment by CEPF, with no change of name, acronym, attachment	Dean for decision	Information to EPFL DIR	--
Unit linked to several Schools	Deans for justification	EPFL DIR for decision	yes

**All decisions, in the form of an announcement sent by internal post or email regarding those made by a Dean and certified extracts of minutes for those made by the EPFL Direction, are submitted to Unit Accreditation - Station 5 – for implementation. As shown in the table, certain requests regarding decisions to be made by the EPFL Direction must be accompanied by a letter of justification explaining the change, for both information purposes and EPFL historical records.**