Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne

Of 1st March 2004 (status as at 19th October 2018)

The Direction of the Ecole polytechnique fédérale de Lausanne, based on Art. 3, para. 1, item a. of the Ordonnance sur l'EPFZ et l'EPFL of 13th November 2003, hereby adopts the following:

Section 1 General provisions

Article 1 Subject
This Ordinance defines the structure of the Ecole polytechnique fédérale de Lausanne (EPFL), the organisation and decision-making powers of its Direction, Schools, Colleges and Central Services.

Article 2 Structure and headquarters
1 EPFL is structured as a Direction, Schools, Colleges, an EPFL Assembly, a Council of EPFL Teachers, Centers and Central Services.
2 EPFL is based in Ecublens (Vaud).

Section 2 EPFL Direction

Article 3 Composition and organisation
1 The EPFL Direction is composed of the following members:
   a. President;
   b. Vice President for Education (VPE);
   c. Vice President for Research (VPR);
   d. Vice President for Innovation (VPI);
   e. Vice President for Finances (VPI/CFO);
   f. Vice President for Human Resources and Operations (VPRHO/COO);
   g. Vice President for Information Systems (VPSI/CIO).

2 The President assigns his/her deputy from amongst the academic Vice Presidents.

3 Annexe 1 lists the services or activities linked to the President and Vice Presidents.

4 The EPFL Direction may appoint a Secretary General who co-ordinates namely the activities of the Direction, and a General Counsel who heads the legal department. They attend EPFL Direction meetings in an advisory capacity.

5 The EPFL Direction may appoint a Development Office, Philanthropy services, a Unit for Governmental Affairs and a Unit for International Affairs.

Article 4 Decision-making powers
1 The EPFL Direction has the following tasks in particular:
   a. it adopts the rules and regulations of the Schools, particularly on proposal of the School Deans. This proposal must be approved by the School Council;

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1 RS 414.110.37.
b. it approves, particularly on proposal of the School Deans(s) concerned, the creation or abolition of Institutes, Laboratories, Chairs and Centers;

c. it approves, particularly on proposal of the School Dean concerned, the creation and abolition of academic curricula;

d. it makes decisions in its capacity as employer on behalf of EPFL personnel;

e. it ensures the participation of social partners within the units for all general matters relating to personnel;

f. it appoints the other members of the School Direction in accordance with the procedure defined under Art. 16;

g. it is responsible for health and safety in the workplace;

h. it is responsible for general communication at the EPFL;

i. it appoints Section Directors on the proposal of the School Dean concerned;

j. it is responsible for risk management and internal financial control;

k. it implements a quality assurance system;

l. it may set up a Strategic Committee and a Scientific Council.

m. it is responsible for the other EPFL campuses (Neuchâtel, Geneva, Valais, Fribourg).

2 It holds regular discussions with the EFPL Assembly and Teaching Staff Conference.

3 It delegates one of its members for discussions with the EFPL Assembly at each of its meetings and with the Teaching Staff Conference at regular intervals.

Article 5 President

The President

1 Assumes overall responsibility for the EPFL and is answerable to the ETH Board for its management.

2 Assumes the Presidency of the EPFL Direction.

3 Allocates the financial resources provided for within the scope of the budget to EPFL Direction members and School Deans.

4 Appoints the School Deans, in accordance with the procedure defined under Art. 17.

5 Prepares, in agreement with the School Dean concerned, the appointment of full, associate, tenure track assistant, assistant and adjunct professors.

6 Appoints, in agreement with the School Dean concerned, senior scientists and lecturers.

7 Confers academic titles on junior faculty members.

8 May delegate the authority stipulated under para. 5, 6 and 7 to the Vice Presidents for Education, Research and Innovation.

9 Is responsible for Faculty Affairs and the Art-Science Office.

10 Is responsible for the management of the EPFL campus in Geneva.

Article 6 Vice President for Education (VPE)

The Vice President for Education coordinates teaching and education at all levels (Bachelor, Master, PhD, Postgraduate and Lifelong training).

1 He/She defines the teaching contribution of new faculty members.

2 He/She promotes health and safety within the framework of educational activities.

3 He/She allocates financial resources within the scope of the budget at his/her disposal.

Article 7 Vice President for Research (VPR)

The Vice President for Research is responsible for
1 Negotiating the installation of new faculty members;
2 Supporting research activities.
3 Supporting and promoting the valorisation of research results, notably through the transfer of knowledge and technologies, as well as through collaborations with the industrial, economic and public sector.
4 The scientific documentation in the libraries.
5 Promoting health and safety in research activities.
6 Scientific and technological platforms.
7 Attributing resources within the framework of budgetary allocations.

Article 8 Vice President for Innovation (VPI)
The Vice President for Innovation promotes and develops relations between research, the economy (including entrepreneurship) and society.
1 He/She is in charge of the promotion and development of the EPFL Innovation Park and the association SIP WEST EPFL; he/she notably supervises the FEIP, SQIE, Garage and Forge structures.
2 He/She allocates financial resources within the scope of the budget at his/her disposal.

Article 9 Vice President for Finances (VPFI/CFO)
The Vice President for Finances manages and plans the resources allocated to teaching, research, innovation and services.
1 He/She is responsible for financial management and bookkeeping in accordance with the rules issued by the ETH Board.
2 He/She is responsible for the EPFL budgetary planning.
3 He/She attributes resources within the framework of budgetary allocations.
4 He/She manages risks at an institutional level.

Article 10 Vice President for Human Resources and Operations (VPRHO/COO)
The Vice President for Human Resources and Operations is responsible for
1 Human Resources.
2 Health and Safety in the workplace as well as health promotion (for students and staff members).
3 The creation and maintenance of the value of mobile and fixed assets and ensuring their efficient and appropriate usage.
4 The purchase of goods and services and the inventory.
5 Encouraging the development of processes as well as management and support tools for resources and infrastructure.
6 The management of the other EPFL campuses (except Geneva).

Article 11 Vice President for Information Systems (VPSI/CIO)
The Vice President for Information Systems is responsible for:
1 The governance of information systems, IT platforms and services and the corresponding resources for the whole of EPFL.
2 Supervising, maintaining, developing and promoting the EPFL IT infrastructure for teaching, research and services.
3 IT security and archiving.
4 Allocating financial resources within the scope of the budget at his/her disposal.
Section 3  Schools and Colleges

Article 12  Definition and tasks
1 Schools are teaching and research units. They report to the EPFL Direction.
2 They establish a strategy for research and technology transfer.
3 They are responsible for education and supporting the Sections in the framework of the School’s own teaching programmes. The Schools provide teaching in other programmes at all levels.
4 The Section is responsible for implementing the academic curricula leading to the Bachelor and Master degrees respectively.
5 The Schools encourage and support transdisciplinary initiatives in collaboration with other Schools and academic institutions.
6 They manage their human and financial resources.

Article 13  List of Schools
The EPFL comprises the following Schools:
   a. Architecture, Civil and Environmental Engineering (ENAC);
   b. Computer and Communication Sciences (IC);
   c. Engineering (STI);
   d. Basic Sciences (SB);
   e. Life Sciences (SV).

Article 14  Organisation
1 The School’s organisation comprises the School Direction, School Council, Sections, Institutes, Centers and General Services.
2 Institutes are composed of Chairs and Laboratories.
3 The School Council, comprising an equal number of representatives from each group, is chaired by the School Dean.

Article 15  Colleges
1 The EPFL comprises the College of Humanities, the College of Management of Technology and the EPFL Middle East College (EPFL ME). Provisions governing the Schools apply by analogy to Colleges, insofar as the latter are not governed by other specific legal provisions.
2 The official language of EPFL ME is English.

Article 16  School Direction
1 The School is headed by the School Dean.
2 The other members of the School Direction are appointed by the EPFL Direction on the proposal of the School Dean; this proposal must first be approved by the School Council.
3 The term of office of the Dean and other members of the School Direction is renewable.

Article 17  Appointment of School Deans
The School Dean is appointed for a term of four years by the EPFL President, on the proposal of an appointments committee selected and instructed by the EPFL President, in which each group is represented by a member designated by the School Council concerned.

Article 18  School members
The following persons are under the authority of the School to which they are attached:
Section 4 EPFL Assembly

Article 19 EPFL Assembly

1. The EPFL Assembly is the highest participatory body.
2. It makes sure that all EPFL members have the opportunity to participate. It particularly ensures the correct functioning of the School Councils and the smooth progress of consultations organised by the EPFL Direction.
3. It submits proposals to the EPFL Direction.

Section 5 Centers

Article 20 Definition

A Center is a transdisciplinary unit with a specific research, training and valorisation mission. It may possess a scientific and technological infrastructure for which governance is defined by the EPFL Direction. For Centers attached to a School, governance is defined in concertation between the EPFL Direction and the School Dean concerned.

Article 21 Organisation

1. The Centers are attached to the following transdisciplinary units (ENT):
   a) Education Centers (ENT-E);
   b) Innovation Centers (ENT-I);
   c) Research Centers (ENT-R);
   d) Other Centers (ENT-FI);
2. Exceptionally, a Center may be attached to an EPFL School.

Article 22 Heads of Centers

1. The Heads of Centers are:
   a) Education Centers (ENT-E): Vice President for Education;
   b) Innovation Centers (ENT-I): Vice President for Innovation;
   c) Research Centers (ENT-R): Vice President for Research;
   d) Other Centers (ENT-FI): Vice President for Finances;
2. Centers attached to an EPFL School fall under the responsibility of the Dean of that School.
3. The Heads of Centers mentioned in paragraph 1 of the present Article are responsible for the staff attached to their Centre for scientific and administrative matters and for matters regarding human resources management. They are not responsible for academic promotion, which is the responsibility of the Dean of the School to which the Center is closest.

2 See Annexe 2 “EPFL Structures 2017 – Regrouping of Centers” of 08.06.2017
Section 6  Central Services

Article 23  Central Services
Central Services carry out administrative and technical tasks, tasks related to the general running of the institution as well as teaching, research and technology transfer support for the EPFL as a whole.

Section 7  Final provision

Article 24  Abrogation and entry into force
This Ordinance came into force on 1st March 2004, status as at 19th October 2018, version 1.8.

On behalf of the EPFL Direction:

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President

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General Counsel