The Direction of the Ecole polytechnique fédérale de Lausanne, based on the Ordinance on the organisation of the Ecole polytechnique fédérale de Lausanne (LEX 1.1.1); based on the Directive sur les procédures de consultation au sein de l’EPFL (LEX 1.1.2); hereby adopts the following:

Section 1 Sphere of application and responsibilities

Article 1 Sphere of application

1 These rules and regulations specify the management standards applicable concerning the creation, amendment, publication and monitoring of ordinances, rules and regulations, directives and provisions approved by the Direction of the Ecole polytechnique fédérale de Lausanne (EPFL), hereinafter referred to as legal texts.

2 The sphere of application comprises the legal texts as well as the laws and ordinances of the Confederation and ordinances and directives of the ETH Board.

3 All legal texts approved by EPFL, the ETH Board and the Confederation are published on the polylex.epfl.ch website.

4 The legal texts are public, with the exception of those available to EPFL staff only.

5 The study rules and regulations are published on the appropriate pages of the Vice-Presidency for Education and are approved by the EPFL Direction.

Article 2 Roles and responsibilities

1 The General Counsel is responsible for the management of all processes.

2 The persons responsible for the Polylex sections are responsible for the management of these sections.

3 The task of the persons responsible for the Polylex sections is to verify the pertinence and accuracy of the content of their respective section. They are appointed by the EPFL Direction.

4 The management of the system and polylex.epfl.ch site are the responsibility of the Polylex administrator.

Article 3 Note

1 For the sake of convenience, the masculine form is employed in this document to designate persons of either gender.

2 Any creation or amendment of a legal text approved by EPFL is governed by the present rules and regulations.

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1 The procedure of the Federal Chancellery remains applicable.
2 The legal texts are grouped and listed in the eight main sections of the Polylex site (see Article 13).
Section 2    Creation and amendment of a legal text approved by EPFL

Article 4    Project organisation
1 The creation or amendment of a legal text must form the subject of a preliminary request submitted to the General Counsel who must approve it.
2 This request must contain the following information in particular:
   1. the purpose of the creation or amendment of the legal text;
   2. a detailed action plan, the name of the project manager, if other than the person responsible for the Polylex section, and of the members of the project team;
   3. the project schedule;
   4. the communication plan.

Article 5    Writing
1 The person responsible for the Polylex section or the project manager plans the work in accordance with the project plan. He regularly informs the General Counsel and Polylex administrator concerning the state of progress of the project.
2 The text is written in the « original model » legal text file supplied by the Polylex administrator.
3 For amendments of a legal text, the original text and the new text proposed must be published in two separate columns, in accordance with instructions and with the help of the model supplied by the Polylex administrator.

Article 6    Consultation
1 The creation or amendment of a legal text forms the subject of limited or extended consultation.
2 In the case of limited consultations, only the Vice-Presidencies and groups concerned are consulted. Extended consultations are carried out in accordance with the Directive sur les procédures de consultations au sein de l’EPFL (LEX 1.1.2).
4 The General Counsel manages, on behalf of the Direction, all consultation procedures in close collaboration with the person responsible for the Polylex section concerned.
5 The persons responsible for the Polylex sections provide the General Counsel with all the documents required for the consultation procedure, in accordance with instructions given by the General Counsel.

Article 7    Approval by the Direction
1 The legal text, in its final format, is sent to the administrator for rereading.
2 The results of the consultation, and the legal text reread by the administrator, are forwarded by the General Counsel to the Vice-President concerned for validation and then submitted to the Direction for approval.
3 The legal text is approved by the EPFL Direction. The decision of the Direction serves as signatures.
4 The administrator sends the approved legal text to the official translator.

See the Directive concernant les procédures de consultation au sein de l’EPFL (LEX 1.1.2).
Article 8  Publication and archiving

1 The Polylex administrator has the sole authority to publish a legal text on, or remove a legal text from, Polylex based on statements of decision of the EPFL Direction or at the request of the General Counsel in the case of minor adjustments.

2 All legal texts, in both the format used for publication on the site (non-modifiable pdf) and TIFF format, are archived in one single directory dedicated to Polylex. The version filed in this directory is the authentic version that will be used as the basis for subsequent updates.

Section 3  Management of the Polylex site

Article 9  General principles

1 Legal texts are published on one single site: polylex.epfl.ch.

2 The Polylex site is managed exclusively by the site administrator designated by the General Counsel.

Article 10  Publication of legal texts on the Polylex site

1 Each legal text published on Polylex has its own identification number (LEX ......).

2 All legal texts are published in French and, in principle, in English, the French text being the authentic version.

3 For all legal texts, the contact person is the person who has a thorough knowledge of the subject concerned and who can provide information concerning the laws and ordinances of the Confederation and the ETH Board. The contact person is the EPFL General Counsel or the person designated by the latter.

4 The information given on the Polylex site is as follows:
   1. number and title of Polylex section;
   2. number and title of legal text and hypertext link to file in pdf format;
   3. date of creation and date of last amendment (Status as at ....);
   4. name of contact person, i.e. the person who can provide additional information;
   5. brief summary in French and English of the information contained in the legal text concerned.

Article 11  Graphic standards

1 All legal texts must comply with the graphic standards defined by the General Counsel. These standards can be obtained from the Polylex administrator.

2 All existing legal texts will be adapted to these graphic standards when they are amended.

Article 12  Numbering of legal texts and archives

1 The Polylex administrator manages the coherence of the numbering of legal texts.

2 The TIFF and pdf format versions are archived in an ad hoc directory.

Article 13  List of Polylex sections

1 Legal texts are grouped and listed in the eight main sections of the Polylex site.

2 Each section is managed by the person responsible for the section who is in charge of the content and its updating.

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* Legal texts that do not already exist in English will be translated as they are amended.
The Polylex sections are as follows:

<table>
<thead>
<tr>
<th>No</th>
<th>Title of section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Governance</td>
</tr>
<tr>
<td>2</td>
<td>Education</td>
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<tr>
<td>3a</td>
<td>Research</td>
</tr>
<tr>
<td>3b</td>
<td>Technology Transfer</td>
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<tr>
<td>4</td>
<td>Human Resources</td>
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<td>5a</td>
<td>Finance</td>
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<td>5b</td>
<td>Purchases</td>
</tr>
<tr>
<td>6</td>
<td>Information Technology</td>
</tr>
<tr>
<td>7</td>
<td>Infrastructures</td>
</tr>
<tr>
<td>8</td>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>

**Article 14  Process documentation and key controls (ICS)**

1. New or amended draft legal texts are managed on the basis of a process integrated into the EPFL Internal Control System (ICS).
2. The persons responsible for the sections can obtain the forms and checklists from the Polylex administrator.

**Section 4  Coming into force**

**Article 15  Coming into force**

1. The present rules and regulations come into force on 15 July 2011, status as at 1 January 2017, version 1.3.

On behalf of the EPFL Direction:

Patrick Aebischer  
President

Susan Killias  
General Counsel