The Direction of Ecole polytechnique fédérale de Lausanne,
based on art. 4 § 3 of the Ordonnance sur le domaine des écoles polytechniques fédérales
hereby adopts the following:

**Article 1 Subject**

1. These Rules and Regulations define the structure and organisation of the School of Architecture, Civil and Environmental Engineering (ENAC) and the competences and tasks of its bodies.
2. They also define the Committees, Conferences and General Assembly.

**Article 2 Structure, Members and Duties**

1. The definition, organisation and composition of the School are specified under Section 3 of the Ordinance on the Organisation of the EPFL.
2. The ENAC School is responsible for education and research in architecture and the engineering sciences (civil engineering, environmental science and engineering) and related transdisciplinary activities.
3. The School integrates the science, art and engineering dimensions.
4. The School’s bodies exercise their competences in compliance with the laws and general policy of the EPFL.

**Article 3 Bodies**

The School bodies are:

1. School Direction;
2. School Council.¹

**Article 4 Composition of the School**

1. The ENAC School is composed of Sections, Institutes, Centres and Administration (General Services).
2. The Sections group together teaching staff, students and General Services. They provide one or more academic curricula leading to an EPFL Diploma. The ENAC Sections are:
   1. Architecture Section;
   2. Civil Engineering Section;
   3. Environmental Science and Engineering Section.
3. Doctoral education and continuing education are governed by separate regulations.
4. The Institutes comprise laboratories and chairs. They are responsible for research, teaching and technology transfer and outreach for a specific research field. They provide teaching. The ENAC Institutes are:
   1. Institute of Urban and Regional Sciences;
   2. Institute of Architecture;
   3. Civil Engineering Institute;

¹ LEX 1.2.1 Directive on School Councils

Centres are research and technology infrastructures dedicated to teaching and research.

The Administration (General Services) is in charge of all administrative and technical matters for the School.

The School may have hosted units.

**Article 5 Composition of School Direction**

1 The School Direction is made up of the following members, validated by the EPFL Direction as per Art. 14, § 2 of the Ordinance on the organisation of the EPFL:

1. the School Dean;
2. the Institute and Section Directors.

Administration (General Services) staff members may be invited by the School Direction to attend the latter's meetings in an advisory capacity.

**Article 6 Competences of School Dean**

1 The Dean is responsible for the School and answers to the EPFL Direction for his/her management.

2 The Dean is the ENAC spokesperson to the EPFL Direction on all School matters.

3 The Dean represents the ENAC School in the outside world.

4 The Dean chairs the School Direction, School Council and General Assembly.

5 The Dean proposes to the EPFL Direction appointments for Section Directors for a renewable 4-year term.

6 The Dean appoints Institute and Centre Directors for a renewable 4-year term, based on nominations by the faculty of the Institute or Centre concerned.

7 At the request of the EPFL Direction, the Dean proposes the composition of Search Committees. He chairs such Search Committees. This chairmanship may be delegated.

8 The Dean allocates competences to the various Direction members.

9 The Dean is responsible for all School internal matters not governed by another School body.

10 The Dean appoints a Deputy from among members of the School Direction.

**Article 7 Competences of School Direction**

1 The School Direction makes its decisions on a collegial basis.

2 It is responsible for the School's strategic vision.

3 It meets as necessary, convened by the School Dean.

4 It may be allocated an office from which to perform its duties.

5 In particular, the Direction is in charge of the following sectors:

1. Education
   a) Approval of study plans submitted by Section Directors.
   b) Approval of règlements d'application du contrôle des études (exam and grading regulations) submitted by Section Directors.
   c) Allocation of teaching duties on the proposal of Section Directors.
   d) Assessment of the Institutes' participation in teaching activities.
   e) Proposing to the EPFL Direction the creation or abolition of diplomas, PhD and continuing education curricula within the School.

2. Research
   a) Support of research carried out by the School's Institutes and Centres
   b) Promotion of transdisciplinary initiatives.
c) Assessment of the performance of Institutes and Centres.
d) Ensuring research outreach.

3. Human Resources
   a) Drawing up of proposals for professorial appointments for the EPFL Direction for submission to the ETH Board.
   b) Drawing up of proposals for appointments to full professorship for the EPFL Direction for submission to the ETH Board.
   c) Drawing up of proposals for the appointment of visiting professors for the EPFL Direction.
   d) Drawing up of proposals for the conferring of honorary doctorates for the EPFL Direction.
   e) Drawing up of proposals for the appointment of lecturers (without tenure) for the EPFL Direction.
   f) Assumption of all competences defined in the document LEX 4.6.1 Règlement de compétences en matière de gestion des ressources humaines.
   g) Giving its opinion to the EPFL Academic Promotion Committee – based on the opinion previously given by the School’s Academic Promotion Committee2.
   h) Definition of lines of reporting within the School's Institutes, Centres and Sections in agreement with staff members concerned.
   i) Maintaining an environment ensuring staff members' health and safety.

4. Planning
   Drawing of up the School's strategic plan for the EPFL Direction.

5. Finance
   a) Assumption of responsibility for budgetary management and control.
   b) Assumption of responsibility for controlling third-party funding.
   c) Drawing up the School's budget for the EPFL Direction.
   d) Allocation of operating budgets and special financial resources to Section, Institute and Centre Directors.

6. Structures
   a) Submission of proposals for the creation and abolition of Sections within the School to the EPFL Direction.
   b) Submission of proposals for the creation and abolition of Institutes and Centres within the School to the EPFL Direction.

7. Premises
   a) Establishment of the School's requirements for premises and submission of the necessary requests to the EPFL Direction.
   b) Allocation of premises and infrastructure to Section, Institute and Centre Directors.

8. Communication
   a) Assumption of responsibility for the School's communication and promotion.
   b) Drawing up the School's Annual Report.

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2 LEX 4.2.1 Rules concerning EPFL Tenure Track Assistant Professors (PATT) et LEX 4.2.2 Nomination de professeur associé à professeur ordinaire
Article 8  Section Directors
1 Section Directors are responsible for the management of academic curricula and other courses provided by their Section.
2 Section Directors allocate financial resources within their Section within the framework of the budget allocated to them by the School Direction.
3 They submit the proposed allocation of teaching activities for their Section to the School Direction.
4 They submit their Section's study plans and implementing regulations for exams and grading (règlements d’application du contrôle des études) to the EPFL Direction after consulting the School Direction.
5 They are responsible for assessing PhD applications outside the normal doctoral programme. They may delegate this task to the Research Commission.

Article 9  Institute and Centre Directors
1 Institute and Centre Directors report to the Dean on all matters related to their Institute or Centre.
2 They coordinate and organise the activities of their Institute or Centre.
3 They draw up the budget and propose to the School Direction the financial resources to be allocated within the Institute or Centre.
4 They assist the School Direction in preparing the human resource records for their Institute or Centre.

Article 10  School Council
1 The School Council is governed by the LEX 1.2.1 Directive on School Councils.
2 It is made up of 4 members per group, i.e. 16 persons, plus the Dean.

Article 11  Administration (General Services)
1 The School Administration (General Services) is responsible for managing the School's finances, human resources, IT, technical infrastructure, secretariat and administrative matters.
2 The School Direction defines the Administration (General Services) and its mission.
3 The School Administration (General Services), with the exception of human resources, reports to the School Dean.

Article 12  Human Resources Manager
1 The School Human Resources Manager reports administratively to the Head of the EPFL Human Resources Department, but functionally to the School Dean. He/she attends School Direction meetings dealing with human resource matters in an advisory capacity.
2 The Human Resources Manager assists and advises the School Direction in all matters relating to human resource management and planning, such as: development and implementation of HR procedures, profile validation, recruitment, hiring, advice and assistance to employees, termination of employment, analysis of requirements and their financial consequences (planning), etc.
3 The decision-making and signatory powers of the Dean and Human Resources Manager are defined in the LEX 4.6.1 Règlement de compétences en matière de gestion des ressources humaines.
Article 13  School Group Conferences
1 Each School group (faculty, junior faculty, administrative and technical staff, students) may constitute a Group Conference.
2 Each Group Conference elects its representatives when such provision is made by these Rules and Regulations.
3 Each Group Conference discusses matters relating to its group and gives its opinion to the School Council during consultations.
4 Each Group Conference is free to organise its own activities.

Article 14  Professors’ Conference
1 The Professors’ Conference comprises all professors responsible for an Institute, Centre, laboratory or chair (full, associate and tenure-track assistant professors) plus the School Direction.
2 As a rule, assistant and adjunct professors and senior scientists attend the meetings. Any exceptions are related to privacy protection.
3 The Professors’ Conference is chaired by a member of the School Direction.
4 It discusses matters pertaining to the management of Institutes, Centres, chairs and laboratories.
5 It meets as convened by its Chairperson or at the request of five of its members.

Article 15  School General Assembly
1 The School General Assembly is made up of all School members.
2 The General Assembly is an instrument of information, reflection and dialogue.
3 The General Assembly meets at least once a year as convened by the School Dean or at the request of one tenth of its members.

Article 16  Committees
1 The ENAC School comprises the following permanent Committees:
   1. Teaching Committees;
   2. Research Commission;
   3. Academic Promotion Committee;
   4. IT Strategic Committee and IT Coordination Committee;
   5. Safety Committee.
2 The School Direction and School Council may create ad hoc Committees if necessary.

Article 17  Teaching Committees: Composition and Appointment Procedure
1 Each School Section has its Teaching Committee.
2 Teaching Committees are made up of members of the corresponding Section, i.e.:
   1. Section Director (Committee Chair);
   2. teaching staff;
   3. assistants, research associates and PhD students;
   4. students.
3 With the exception of the Section Director, Teaching Committee members are appointed by the School Direction after approval of the proposal by the School Council. The term of office is two years, respectively one year for students. These terms of office are renewable.
Article 18 Teaching Committees: Competences, Convening of Meetings and Decisions

1 Teaching Committees propose the study plans and exam/grading regulations (règlements de contrôle des études) for their respective Section.
2 They assess the implementation of study plans and study evaluation and propose improvements or adjustments.
3 They coordinate their activities between themselves within the School via their Chairpersons. They may create a coordination group.
4 They deal with day-to-day matters relating to studies.
5 They give the School Direction their opinion on all teaching matters.
6 They advise the Section Directors.
7 They meet at least once per semester, as convened by their Chairperson or at the request of three of their members.
8 They make their decisions by a simple majority of members in attendance.

Article 19 Research Commission: Composition and Appointment Procedure

1 The Research Commission is made up of:
   1. delegates from each Institute who are entitled to supervise theses, one of whom chairs the Commission;
   2. scientists.
These members are appointed by the School Direction, on the proposal of the Commission Chairperson.
2 The Research Commission Chairperson is appointed by the School Direction, subject to approval by the School Council.
3 The (renewable) term of office is two years.

Article 20 Research Commission: Competences, Convening of Meetings and Decisions

1 The Research Commission draws up proposals for the School Direction relating to the School’s research policy.
2 It gives the School Direction its opinion on all matters relating to research.
3 It approves internal funding requests (projects and equipment) for submission to the School Direction.
4 It encourages the coordination and outreach of the Institutes’ research activities, particularly in transdisciplinary research.
5 It updates research performance indicators and draws up research activity reports.
6 The Research Commission meets at least once per semester, as convened by its Chairperson or at the request of three of its members.
7 It makes its decisions by a simple majority of members in attendance.

Article 21 Academic Promotion Committee (CPA)

1 The Academic Promotion Committee is made up of at least five full professors. It appoints a Section Director ad hoc for the evaluation of candidates (scientists) for academic titles.
2 The Committee members and its Chairperson are appointed by the School Direction.
3 The Academic Promotion Committee evaluates candidates’ professional progress.
4 It applies EPFL directives regarding the different categories of academic promotions.
5 It gives the School Direction its opinion concerning academic promotion proposals.
6 It makes its decisions by a simple majority of members in attendance and communicates voting results, giving the distribution of votes.

7 The Academic Promotion Committee is permanent and meets as convened by its Chairperson or at the request of two of its members.

**Article 22 IT Strategic Committee (CSI) and IT Coordination Committee (CCI)**

1 The IT Strategic Committee (CSI) is responsible for managing the ENAC IT domain. More specifically, its functions are as follows:

1. definition and periodic updating of the School’s IT strategy;
2. updating of a portfolio of projects, determination of their level of priority and their launching when the necessary conditions are fulfilled;
3. follow-up of IT activities and services within the School, monitoring and reporting to the ENAC Direction;
4. supervision of IT activities within the School, adoption of norms and regulations;
5. allocation of IT credits, within the annual budget negotiated with the ENAC Direction.

It is made up of:

1. Chairperson appointed by the School Direction, after approval of the proposal by the School Council, for a renewable two-year term;
2. representatives of the principle IT resource users within the School (Sections, Institutes, Centres, etc.), appointed by the School Direction, for a renewable two-year term;
3. a student delegate, appointed by the ENAC Delegates Conference;
4. the head of ENAC IT services, as a matter of course.

It meets at least once per year, convened by its Chairperson or at the request of three of its members.

It makes its decisions by a simple majority of members present.

2 The IT Coordination Committee (CCI) is responsible for the operational coordination of the ENAC IT domain. More specifically, its functions are as follows:

1. statement of IT requirements (research, teaching, administration);
2. standardisation of IT resources and definition of standards;
3. information and communication concerning IT within the ENAC School.

It is made up of:

1. the head of ENAC IT services, who is automatically appointed its Chairperson;
2. between 2 and 3 delegates per Institute, appointed by their respective Institutes.

It meets as convened by its Chairperson.

It makes its decisions by a simple majority of members present.

Its Chairperson may invite members of ENAC IT services or project leaders to participate in meetings of the IT Coordination Committee. They vote in an advisory capacity.

**Article 23 Safety Committee**

1 Composition: the Safety Committee (CS-ENAC) is composed of the safety delegates in the Institutes. Its Chairperson is appointed by the School Direction.

2 Mission: the Safety Committee implements policy regarding safety in the workplace. It thus represents a source of support for researchers and students in the ENAC School and academic guests working on its premises.
Article 24  Coming into Force

The present Rules and Regulations come into force on 17 March 2011, version 2.1 Status as at 1st September 2013.

On behalf of the EPFL Direction:

Philippe Gillet
Acting President

Susan Killias
General Counsel