

Guidelines for study advisers, exchange delegates, class delegates and coaches at EPFL

LEX 2.11.5

17th October 2005, status as at 1st September 2017

The Direction of the Ecole polytechnique fédérale de Lausanne, hereby adopts the following:

Article 1 Scope of Application

¹ The current guidelines set out the areas of authority, tasks and representative duties of study advisers, exchange delegates, class delegates and coaches, for the smooth running of student life at EPFL.

² The study advisers, exchange delegates, class delegates and coaches are supported in their duties by the heads of section and the School's central services (see list at the end of the document).

Article 2 Study adviser

¹ A study adviser is a professor or MER who offers their advice to a class of students studying a Bachelor or Master programme in his/her section, either by supervising them from the first year of their course up until the end, or by supervising them throughout a particular year of the course.

² The section director appoints the study adviser.

³ The duties of the study adviser are:

- a) To advise the students regarding their studies, the key decisions to be made, opportunities, etc.
- b) To function as an interface between students and their teachers, and consequently maintain active contact with the class delegate.
- c) To supervise study trips and days organised by the students, and to organise scientific visits.
- d) To introduce himself/herself on the section's Intranet page, explaining his/her role, responsibilities, availability and contact details.
- e) To attend the election of the class delegate, organised by AGEPoly in the first three weeks of the winter semester, and later ensure the delegate's successful replacement if necessary. Prior to the election, the adviser recalls the duties of the class delegate and then assumes the role of scrutineer.
- f) To direct students towards the heads of section in case of questions or academic problems (enrolment, lessons, examinations, promotion conditions, etc.)
- g) To guide students in difficulty towards the EPFL social structures ([Student Services](#))

And for the study adviser of a first-year class:

- h) Attend the welcome day (Friday before the beginning of the winter semester) to introduce himself/herself and participate in the presentation of the role and responsibilities of the class delegate, as well as announcing the time and place of the upcoming elections.

Article 3 Exchange delegate

¹ The exchange delegate is in charge of the promotion of exchange programmes for his/her section and the academic monitoring of students concerned.

² His/her duties are:

- a) To present the programmes available and their specific requirements to the students during an annual informative meeting.
- b) To validate candidatures for exchanges in accordance with the exchange regulations.
- c) To validate the students' study plans for their exchange prior to their departure.
- d) To advise exchange students of any modifications to their study plans.
- e) To advise and inform exchange students at EPFL of the curriculum.
- f) To validate the credits obtained by EPFL students upon their return from the exchange.
- g) To analyse, along with the section director and teaching staff, the appropriateness of forming new exchange partnerships or maintaining the existing partnerships.

Article 4 Class delegate

¹ A class delegate is a student studying a Bachelor or Master programme who is elected for this role by the student body of which he/she is part, for a renewable period of one academic year. This role may be shared between two students.

² The election of the class delegate takes the form of a show of hands from the students present from the class in the location indicated during the welcome day, in the presence of the study adviser and a representative from AGEPoly. The candidates for the role of class delegate will give a brief introduction of themselves before the class.

³ As for all EPFL staff members, the class delegate must respect the confidentiality of information and the protection of personal data should they become aware of confidential or personal information in the context of their duties.

⁴ The class delegate is supported in his/her role primarily by the section director, but also by the School's central services.

⁵ The duties of the class delegate are:

- a) To act as the representative and spokesperson for the class, as well as the liaison person for communications with the section and the study adviser in particular, as well as with the teaching staff and other school bodies.
- b) To defend the academic interests of his/her class.
- c) To maintain contact with the heads of section and the study adviser.
- d) To keep himself/herself informed of events and decisions within his/her school and section.
- e) To consult with the class and represent the majority opinion, whilst also representing the minority requests, provided that these do not conflict with the majority opinion.
- f) To refer the positive and/or negative aspects of a study plan with regards to the structure of the teaching, the prerequisites, the examinations, etc. to the Teaching Committee or to the section director.
- g) To transmit to the section director the request from the class for improvements regarding the format of teaching.
- h) To make the class aware of teaching evaluations and to encourage active participation in these evaluations in order to ensure a high level of response.
- i) To participate, upon request from the section director, in interviews with a teacher in order to find concrete and consensual measures for improving the format of teaching.

- j) To ensure the efficient transfer of information to his/her successor.
- k) To participate:
 - When necessary, in the Council Members and the Teaching Committee;
 - In other ad hoc or permanent commissions, either according the working regulations of these commissions or upon invitation from the section director.
 - Where necessary, in the school's class delegate conference.
- l) To organise the timetables for oral examinations for his/her class.
- m) To organise study trips or days, under the supervision of the study adviser. This task may also be undertaken by other students in the class.
- n) To provide a concise report of his/her activities as delegate at the end of his/her year in this role.
- o) To complete a half-day of training organised for new delegates when necessary at the beginning of the academic year.

⁶ After the welcome day for the following academic year, to which the delegate is required to attend, and after having submitted his/her activity report, the class delegate will receive a letter signed by the section director attesting that he/she has assumed the role in question and attesting his/her diligence.

Article 5 Coach

¹ The coach is a student who establishes a relationship of confidence with one or several other students in lower years, by being available to listen to them, to answer their questions, to provide advice regarding working methods or the manner in which a certain subject should be approached, and to provide encouragement.

² The coaches introduce themselves during the welcome day and maintain a website per section, displaying their calendar of activities.

³ The coaches of each section will nominate a "super coach" who will be responsible for coordinating and coinciding their activities and for representing them before the section and general services of the School.

Article 6 Entry into force and abrogation of previous guidelines

¹ The present guidelines entered into force on 17th October 2005, version 1.1, status as at 1st September 2017.

² They abrogate and replace the guidelines entitled *Le rôle du conseiller d'études à l'EPFL (The role of study advisers at EPFL)* of 20th January 2003.

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