

Directive of the Ecole polytechnique fédérale de Lausanne concerning continuing education and advanced studies

of 8 August 2005, status as at 1 January 2017

The EPFL direction,

based on Art. 3 para. 1 letter a of the *Ordonnance sur l'EPFL et l'EPFZ* of 13 November 2003 (RS 414.110.37),

hereby adopts the following:

Art. 1 Funding for training programmes

¹ Programmes leading to the title of Master of Advanced Studies (hereafter: MAS) or Executive Master (hereafter: EM) and programmes leading to the Diploma or Certificate of Advanced Studies, insofar as they represent continuing education, may benefit from initial support from the *Ecole de la Formation Continue* (EFC) for their development.

² All other programmes, whether continuing education or advanced studies, as well as the short courses, are self-funded.

Art. 2 EFC services

An annexe to the present directive defines the areas of authority and services of the EFC, as well as the funding of services according to programme type.

Art. 3 EPFL staff participation

EPFL exempts its staff from funding programmes.

Art. 4 Transition period

¹ A transition period concerning the years 2005 to 2007 is intended for the creation of new MAS or EM programmes, as well as for the reorganisation of certain existing postgraduate courses as continuing education courses.

² The EFC will receive a budgetary allocation for this transition period which will allow for the subsidisation of the transition of a certain number of courses.

³ The editions of the training programmes which benefit from these transition subsidies are exempt from EFC financial contribution.

Art. 5 Entry into force and miscellaneous

¹The present directive came into force on 1 September 2005. Status as at 1 January 2017.

²The Vice-President for Education ensures that this directive be respected.

Lausanne, 10 August 2005

President

Vice-President for Academic Affairs

Professor Patrick Aebischer

Professor Giorgio Margaritondo

Areas of authority and services of the *Ecole de la Formation Continue* (EFC): funding and remuneration

1. General

The authority exercised by the EFC is derived from the provisions of the *Ordonnance sur la formation continue*. In its role in providing assistance and advice, the EFC also offers services to the heads of programmes.

The funding and remuneration of authority exercised and services offered by EFC depends on the type of programme. Programmes are grouped as follows:

A: MAS, EM, diplomas et certificates

B: Short continuing education courses, without certification

The following tables list the areas of authority and services of the EFC according to the different chronological phases of the programmes: creation, validation, implementation, completion and review. They also indicate the following funding and remuneration types:

F: actions globally covered by course funding

R: actions remunerated according to the terms negotiated between the EFC and the programme direction

NR: non-remunerated

2. EFC areas of authority

Programme phase	Area of authority	A	B
Validation	<ul style="list-style-type: none"> ▪ Management and handling of the course validation procedure for obtaining the authorisation for completion and use of the EPFL logo and label 	F	NR
Implementation	<ul style="list-style-type: none"> ▪ Criteria for admission of candidates ▪ Enrolment and invoicing 	F	
Completion	<ul style="list-style-type: none"> ▪ Academic monitoring of participants ▪ Issuance of degrees, diplomas and certificates 	F	
Review	<ul style="list-style-type: none"> ▪ Evaluation and quality control 	F	NR

3. EFC services

Programme phases	Service	A	B
Creation	<ul style="list-style-type: none"> ▪ Market research, analysis of demand and competition, benchmarking ▪ Assistance and advice: training expertise, creation of concepts, regulatory aspects, organisation, funding methods 	R	R
Implementation	<ul style="list-style-type: none"> ▪ Handling of candidates' files ▪ IS Academia assistance ▪ Promotion: website, printed materials, events ▪ Marketing: mailing list, press release, creation and editing of promotional materials 	R	R
Completion	<ul style="list-style-type: none"> ▪ Handling of participants' files ▪ Logistical assistance: reception, accommodation, trips, transport, etc. 	R	R
	<ul style="list-style-type: none"> ▪ Use of EPFL infrastructures: premises, equipment, etc. 	F	R
Review	<ul style="list-style-type: none"> ▪ Evaluation: creation of a questionnaire, survey, audit 	R	R

Lausanne, 10 August 2005

President

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