

*English Translation of RSETHZ 320.13  
Only the German version is legally binding.*

*Adopted by the  
Department Conference  
held on 4 March 2020*

# Rules of Procedure of the Department of Civil, Environmental and Geomatic Engineering (D-BAUG)

of 14 December 2016 (Last update: 4 March 2020)

*The Department D-BAUG,*  
based on Article 46 para. 2 let. e of the Ordinance on the Organisation of ETH Zurich (OV) of  
16 December 2003<sup>1</sup>,

*has adopted the following Rules of procedure:*

## 1. Designation and composition

### Art. 1 Designation (Art. 29 OV)

<sup>1</sup> The Department of Civil, Environmental and Geomatic Engineering (D-BAUG) is a teaching and research unit of the Swiss Federal Institute of Technology Zurich (ETH Zurich).

<sup>2</sup> It constitutes the organisational structure of the academic staff working in the fields of civil engineering, environmental engineering, and geomatic engineering and planning.

### Art. 2 Composition (Arts. 43 and 44 and Appendix, OV)

<sup>1</sup> The Department, which comprises the following institutes, also includes regular and associate department members:

#### a. Institutes:

1. Institute of Construction and Infrastructure Management (IBI);
2. Institute of Structural Engineering (IBK);
3. Institute for Building Materials (IfB);
4. Institute of Geodesy and Photogrammetry (IGP);
5. Institute of Geotechnical Engineering (IGT);
6. Institute of Environmental Engineering (IfU);
7. Institute of Cartography and Geoinformation (IKG);
8. Institute for Spatial and Landscape Development (IRL);
9. Institute of Transport Planning and Systems (IVT);
10. Laboratory of Hydraulics, Hydrology and Glaciology (VAW).

#### b. Regular department members are:

1. professors appointed to the Department by the ETH Executive Board and its other faculty members;

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<sup>1</sup> RSETHZ 201.021.

2. scientific staff members appointed to the Department's institutes and chairs, and to its joint facilities;
3. students and auditors registered to attend the Department's degree programmes;
4. administrative and technical staff appointed to the Department's institutes and chairs, and to its joint facilities.

**c. Associate department members:**

The general status of associate members in the Department is defined in Article 44 OV and in Article 24 of these Rules of Procedure. Their rights and obligations are specified in Article 10 para. 1 let. f and Article 11 para. 4 hereafter.

## **2. Duties (Arts. 31–36 OV)**

### **Art. 3 Planning**

<sup>1</sup> The Department aims to promote its position and the integration of its scientific disciplines in research and teaching carried out at the ETH Zurich, in particular by:

- a. observing scientific trends and developments, and incorporating them into its research and teaching;
- b. communicating the Department's subsequent needs known to the Vice President of Research, and preparing its requirements in terms of staff, room facilities and funding;
- c. planning and actively engaging in the appointment of new professors.

### **Art. 4 Teaching**

<sup>1</sup> The Department is responsible for its own degree programmes and continuing education courses.

<sup>2</sup> In consultation with the departments concerned, the Department is also responsible for organising the teaching of its own subject areas that are part of other ETH Zurich degree programmes. It also participates in interdepartmental degree programmes.

<sup>3</sup> It uses its funding and that of its academic staff as deemed appropriate for the degree programmes specified in Paragraphs 1 and 2 of this Article.

<sup>4</sup> It runs doctoral degree programmes in accordance with the ETH Zurich Ordinance on Doctoral Studies ETH Zurich.<sup>2</sup>

<sup>5</sup> It promotes student exchange.

<sup>6</sup> It provides information about the teaching activities of its academic staff.

### **Art. 5 Research**

<sup>1</sup> The Department creates the best possible working conditions for its institutes and chairs, and coordinates various duties to the best of its ability.

<sup>2</sup> It promotes and raises public awareness by providing information about research activities carried out by its academic staff intended to enhance understanding of its scientific fields and disciplines.

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<sup>2</sup> RSETHZ 340.31; SR 414.133.1.

**Art. 6** Allocation of funding

<sup>1</sup> In consultation with the organisational units concerned, the Department governs the internal allocation of its staff and operating resources. It also manages funding from third parties and the space at its disposal, both of which are subject to any agreements as set out in Article 11b para. 4 OV.

**Art. 7** Department's joint facilities

<sup>1</sup> The Department manages the following joint facilities:

- a. staff units and secretariats;
- b. workshops;
- c. working spaces for students;
- d. computer facilities;
- e. testing facilities and laboratories;
- f. materials store.

<sup>2</sup> It uses these facilities for its academic teaching and places them at the disposal of the Department members to carry out their research and development projects.

### **3. Departmental committees and senior management (Arts. 45–57 OV)**

**Art. 8** Departmental committees and senior management

<sup>1</sup> The departmental committees and senior management are:

- a. the Head of Department (DV);
- b. the Department Executive Committee (DL);
- c. the Department Conference (DK);
- d. the Conference of the Institute Heads (VK);
- e. the Professors' Conference (PK);
- f. the Teaching Commission (UK);
- g. the Grading Conference (NK);
- h. the Directors of Studies;
- i. the Doctoral Committee;<sup>3</sup>
- j. the Admissions Committees;<sup>4</sup>
- k. the Promotions Committee;
- l. the Future Strategy Committee;
- m. other committees set up by the Department Conference, e.g. the Departmental Committee, the Advisory Board, etc.

<sup>2</sup> Subject to compliance with technical requirements (security, connection quality, confidentiality, etc.), members of the departmental committees and senior management who have explained in writing why they are unable to be physically present at the meeting location at the appointed time shall be considered present at the meeting via video conferencing. A quorum of two thirds of those present at the meeting decides on whether the video conference should take place. Overarching provisions to the contrary are reserved.<sup>5</sup>

#### **3.1 Department Conference (Arts. 46–48 OV)**

**Art. 9** Duties of the Department Conference

<sup>1</sup> The Department Conference is the supreme governing body of the Department.

<sup>2</sup> The Department Conference carries out the following duties in particular:

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<sup>3</sup> Article 4 para. 1 Doctoral Degree Regulations (RSETHZ 340.31 / SR 414.133.1).

<sup>4</sup> Article 24 para. 2 Directives on Admission to Master's degree programmes of 1 November 2011.

<sup>5</sup> In accordance with the decision taken by the Department Conference on 4 March 2020.

- a. It plans and specifies the funding needs of its scientific disciplines for submission to the President of ETH Zurich and the Vice-President for Research.
- b. At the request of the Conference of the Institute Heads, it approves the annual budget for submission to the Vice-President for Finance and Controlling, and the allocation of funding for submission to the Head of Department.
- c. At the request of the Teaching Commission, it approves the degree programme regulations for submission to the ETH Zurich Executive Board, the relevant course catalogues and credit point allocation for submission to the Rector.
- d. It submits applications to the body responsible for authorising teaching assignments and inviting visiting lecturers.
- e. It submits applications to the committees responsible for awarding distinctions and prizes to students.
- f. It decides on issuing or refusing to issue doctoral degrees<sup>6</sup> and granting distinctions to students for outstanding work.
- g. It issues rules of procedure for the Department which require the President's approval.
- h. It requests the President to approve the nomination of the Head of Department, their deputy and, in accordance with Article 21 para. 3, the Department delegate who acts as a second deputy to the Head of Department.
- i. It appoints directors of studies from the Department's full and associate professors for a term of office specified in Article 23, para. 5.
- j. It defines vacant and new professorships and makes proposals for the composition of appointment committees for submission to the President, proposing at least one member of the Future Strategy Committee for each appointment committee.<sup>7</sup>
- k. It appoints the members of the Doctoral Committee<sup>8</sup> and the Admission Committee<sup>9</sup> and, if necessary, it sets up other committees and commissions.
- l. It takes decisions on associate members.

#### **Art. 10** Composition of the Department Conference

<sup>1</sup> The Department Conference includes the following academic staff from the Department:

- a. all the Department's full, associate, assistant and honorary professors;
- b. three representatives of the other members of the Department's teaching staff;
- c. four members of the Association of Scientific Staff at D-BAUG to represent the Department's academic staff (assistants, doctoral students, post-doctoral students, scientific staff), of whom two should be doctoral students;
- d. a member of each student association, AIV and GUV, to represent the Department's students and auditors;
- e. three representatives of the Department's administrative and technical staff;
- f. associate members of the Department.

<sup>2</sup> The representatives and their deputies mentioned in Paragraph 1 lets. b–e are designated in accordance with their own appointment rules. The degree programmes must be equally represented. The groups and other members of the teaching staff communicate their appointment rules to the Department Conference and inform the Head of Department at the end of every semester about any resignations and newly appointed representatives. The list of infrastructure staff employed at D-BAUG and the directories of

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<sup>6</sup> Article 30 Doctoral Degree Regulations (RSETHZ 340.31; SR 414.133.1).

<sup>7</sup> In accordance with the decision taken by the Professors' Conference on 5 June 2019.

<sup>8</sup> Article 4 para. 3 Doctoral Degree Regulations (RSETHZ 340.31; SR 414.133.1).

<sup>9</sup> Article 24 para. 2 Directives on Admission to Master's degree programmes of 1 November 2011.

students and members of the Rectorate's teaching staff serve as the register for those allowed to appoint representatives and their deputies.

<sup>3</sup> When dealing with agenda items that concern services provided by other departments, the Department Conference consults the representatives of the teaching staff involved.

#### **Art. 11** Organisation of the Department Conference

<sup>1</sup> The Department Conference generally meets twice a semester and is otherwise convened by:

- a. the Head of Department, their deputy or the Department delegate in accordance with Article 21 para. 3;
- b. the directors of studies;
- c. a third of its members.

<sup>2</sup> The Department Conference may make binding decisions if at least half of its members (excluding associate members and representatives of other departments) are present.

<sup>3</sup> It takes its decisions by a simple majority of the members present. In accordance with Article 9 para. 2 let. c any changes to applications submitted for its approval require a two-thirds majority of the members present.

<sup>4</sup> The associate members and representatives of other departments which provide D-BAUG with their services are not counted in the number required for convocation and the quorum. They participate at the meetings in an advisory capacity.

<sup>5</sup> The meetings are not public.

<sup>6</sup> Meeting minutes are taken which record the decisions taken and can be consulted by the Department members.

### **3.2 Professors' Conference (Art. 49 OV)**

#### **Art. 12** Duties and composition of the Professors' Conference (PK)

<sup>1</sup> The Professors' Conference has the following duties:

- a. It submits applications for the promotion of assistant professors to associate or full professors.
- b. It can submit applications for the promotion of associate professors to full professors.
- c. It states its opinion on the promotion of associate professors to full professors which the President may take into consideration.
- d. It requests the conferment of the title of professor.
- e. It evaluates habilitation applications and requests the awarding of the Venia legend.
- f. It requests the conferral of honorary doctorates in accordance with the Ordinance on Doctoral Studies ETH Zurich<sup>10</sup> and appointment to the honorary council.
- g. At the request of the Department Executive Committee (DL), it decides on employing "executives in residence" (lecturers with special teaching tasks).
- h. It elects the members of the Future Strategy Committee who are not appointed ex officio<sup>11</sup>.
- i. It states its opinion on applications for permanent employment of scientific staff to the Executive Board of ETH Zurich and on applications to Human Resources concerning permanent employment of technical and administrative staff.<sup>12</sup>

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<sup>10</sup> RSETHZ 340.31; SR 414.133.1.

<sup>11</sup> In accordance with the decision taken by the Professors' Conference on 5 June 2019.

<sup>12</sup> Corresponds to Article 22 para. 3 (GeO BAUG 14 December 2016).

<sup>2</sup> The Professors' Conference includes all full, associate, assistant and adjunct professors ("Titularprofessor") of the Department, as well as associate (assistant) professors with a voting right.

<sup>3</sup> Appointment and promotion requests for associate professors are treated in a narrower composition of the Professors' Conference, which only includes the full professors.

<sup>4</sup> Appointment and promotion requests for assistant professors are treated in a narrower composition of the Professors' Conference which only includes the full and associate professors.<sup>13</sup>

### **Art. 13** Organisation of the Professors' Conference

<sup>1</sup> The Professors' Conference is convened by the Head of Department, their deputy and/or the Department delegate, or at the request of one third of its members. Associate members are not counted in the number required for convocation.

<sup>2</sup> The Professors' Conference may make binding decisions if at least half of its members are present. Associate members are not included in the number required for making decisions.

<sup>3</sup> It takes its decisions by a simple majority of the members present.

<sup>4</sup> Special quorum requirements apply to assessment procedures for assistant professors with tenure track and without tenure track.<sup>14</sup>

<sup>5</sup> Special quorum requirements apply to requests and proposals submitted by the Future Strategy Committee in accordance with Article 24 para. 3 and Article 25 para. 1.

<sup>6</sup> The meetings are not public.

<sup>7</sup> Meeting minutes are taken which record the decisions taken in the Conference.

## **3.3 Teaching Commission (Arts. 50–52 OV)**

### **Art. 14** Duties of the Teaching Commission

<sup>1</sup> The Teaching Commission regularly decides on degree programmes. It requests the Department Conference to make any necessary changes to study-related regulations, the associated course catalogues and credit points allocated to courses. It can conduct student surveys and make proposals to the Department Conference for improving the degree programmes.

### **Art. 15** Composition of the Teaching Commission

<sup>1</sup> The Teaching Commission is composed of four representatives of the Department's professors and one member from each of the four ETH groups on a parity basis as specified in Article 2 para. 1 let. b nos. 2 and 3.

<sup>2</sup> The directors of studies of the D-BAUG Bachelor's and Master's programmes are elected ex officio as members of the Teaching Commission to represent the D-BAUG professors. The selection of their deputies, the representatives and deputies of the academic staff and those representing the student associations and auditors as specified in Paragraph 1 is carried out in accordance with their own procedures.

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<sup>13</sup> Article 9 no. a President's Guidelines on the ETH Zurich's Assistant Professorship system (RSETHZ 510.21).

<sup>14</sup> Article 8 para. 12 President's Guidelines on the ETH Zurich's Assistant Professorship system (RSETHZ 510.21).

<sup>3</sup> When dealing with changes to study-related regulations that concern services provided by other departments, the Teaching Commission consults the representatives of the teaching staff who act in an advisory capacity.

<sup>4</sup> It is self-constituting.

#### **Art. 16** Teaching Commission work groups

<sup>1</sup> The Teaching Commission may set up work groups to deal with questions that only affect individual degree programmes.

### **3.4 Grading Conference and discretionary power for performance evaluation (Arts. 53–54 OV; Art. 19 ETH Zurich Ordinance on Performance Assessments)**

#### **Art. 17** Composition, duties, and scheduling of the Grading Conference

<sup>1</sup> The composition and duties of the Grading Conference are governed by the provisions of the ETH Zurich Ordinance on Performance Assessment<sup>15</sup>, notably:

- a. The Department organises the Grading Conference such that it can deal with all the Bachelor's degree programmes at the same time.
- b. The examiners involved, together with the responsible director of studies, convene the Grading Conference for the first-year examinations and for each examination block.
- c. A student representative is invited to attend the Grading Conference in an observer capacity for each Bachelor's degree programme.
- d. Based on the examiners' grading proposals, the Grading Conference takes decisions on the evaluation of the individual examinations taken for the first-year examinations and in the examination blocks of the Bachelor's degree programmes.
- e. The Grading Conference takes place immediately after an examination session.

<sup>2</sup> For all other examinations which have been failed and can therefore result in being disqualified from a degree programme, the director of studies requests the examiner concerned in writing to legally validate their discretionary power for evaluating the students' performance.

### **3.5 Head of Department (Art. 56 OV)**

#### **Art. 18** Role, rights and duties of the Head of Department<sup>16</sup>

<sup>1</sup> The Head of Department represents the Department outside the ETH.

<sup>2</sup> He/she participates at the Conference of the Heads of Department.

<sup>3</sup> He/she is responsible for quality assurance within the Department.

<sup>4</sup> He/she is responsible for risk management within the Department.

<sup>5</sup> The Head of Department presides over the Department Conference, the Conference of the Institute Heads and the Professors' Conference. It is his/her duty to prepare the agenda for the conference.

<sup>6</sup> He/she takes decisions for the Department's departmental bodies and oversees them.

<sup>7</sup> As a rule, he/she is a member of the appointments' committees.

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<sup>15</sup> Article 19 Ordinance on course units and performance assessment at the ETH Zurich (RSETHZ 322.021; SR 414.135.1).

<sup>16</sup> See Description of the Role of the Head of Department dated 29 March 2011.

<sup>8</sup> He/she assumes the duties, competences and responsibilities relating to financial resources granted to the Department as prescribed in the ETH Zurich Financial Regulations.<sup>17</sup>

<sup>9</sup> In accordance with the application made by the Conference of the Institute Heads and with its approval by the Department Conference, the Head of Department allocates the approved resources to the institutes, faculty members and degree programmes, and is responsible for their correct use.

<sup>10</sup> He/she oversees the joint facilities and their staff members in accordance with Article 7 as well as the Department Coordinator<sup>18</sup> and the Department Controller.

<sup>11</sup> He/she is responsible for handling Department matters which are not referred to other committees as set out in the ETH Zurich Organisation Ordinance<sup>19</sup> or the Department's Rules of Procedure.

<sup>12</sup> He/she confirms the appointments of the institute heads and approves the institute regulations.

<sup>13</sup> He/she is responsible for the Department's internet website.

### **3.6 Department Executive Committee**

#### **Art. 19 Role of the Department Executive Committee**

<sup>1</sup> The Department Executive Committee assists the Head of Department in all matters and tasks in accordance with Article 18, in particular regarding strategic issues. It also decides on which departmental body handles matters which do not fall within one of the specific areas of competence of the departmental committees and senior management as defined in Article 8.

#### **Art. 20 Composition of the Department Executive Committee**

<sup>1</sup> The Department Executive Committee consists of the Head of Department, his/her deputy and the Department delegate in accordance with Article 21 para. 3.<sup>20</sup>

#### **Art. 21 Designation/nomination/of the Department Executive Committee**

<sup>1</sup> At the request of the Department Conference, the President designates the Head of Department and his/her deputy from among the Department's full and associate professors for a term of office of two to three years.

<sup>2</sup> A second respectively third term of office is permitted.<sup>21</sup> Any exceptions are decided by the President.

<sup>3</sup> The Department delegate who can act as second deputy to the Head of Department is selected by the Department Conference for a term of office of two to three years. A second and third term of office is permitted.

<sup>4</sup> The Head of Department is partly relieved of his/her duties as a professor during his/her term of office.

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<sup>17</sup> RSETHZ 245.

<sup>18</sup> Article 36 para. 1 OV (RSETHZ 201.21).

<sup>19</sup> RSETHZ 201.021.

<sup>20</sup> In accordance with the decision taken by the Professors' Conference on 5 June 2019.

<sup>21</sup> Article 55 paras 1 and 2 OV (RSETHZ 201.21).



### 3.7 Future Strategy Committee<sup>22</sup>

#### Art. 22 Duties of the Future Strategy Committee

<sup>1</sup> Within the framework of the overarching provisions<sup>23</sup>, the Future Strategy Committee (ZK) plans in the longer term the development of the Department as a whole in research, teaching and knowledge transfer to industry and practice. It identifies the challenges of the future and derives possible areas of research and teaching for the Department.

<sup>2</sup> Its activities are cross-institute, transparent and independent of individual interests. The Future Strategy Committee takes into account the opinions of all the Department's stakeholders.

<sup>3</sup> The Future Strategy Committee performs the following tasks in particular:

- a. It prepares proposals for the scientific orientation of the Department and the resulting professorship planning. It can submit proposals to the Professors' Conference.
- b. It participates in issues arising regarding staffing and orientation of independent research groups, which are usually headed by honorary professors or senior scientists, and submits appropriate proposals to the Department Executive Committee;
- c. In its discussions, it strikes a balanced approach to basic and applied research, taking into account the needs of teaching;
- d. It identifies cross-cutting issues that are suitable for interdisciplinary flagship projects, advises the Department Executive Committee on these issues and supports the latter in their implementation;
- e. It coordinates proposals for professorship planning with the directors of studies so that the needs of teaching are taken into account.

#### Art. 23 Composition and election of the Future Strategy Committee

<sup>1</sup> The Future Strategy Committee consists of seven D-BAUG professors (full, associate and honorary professors). It is composed as follows:

- a. The Head of Department or a member of the Department Executive Committee designated by the former (ex officio member).
- b. Six elected members, where each of the three core areas of construction, environmental, and geomatics and spatial sciences should be represented by at least one and at most three persons.

<sup>2</sup> The members of the Future Strategy Committee who are not elected ex officio are elected for a term of office of four years. One-time re-election is possible.<sup>24</sup>

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<sup>22</sup> In accordance with the decision taken by the Professors' Conference on 5 June 2019. (which confirms the suspension of the Conference of the Institute Heads for 2018/ creation of the CC and the subsequent evaluation of its impact in accordance with the decision of the PC of 6 October 2017).

<sup>23</sup> E.g. The four-year Strategic Planning of the ETH Board for the ETH Domain, the Federal Council's BFI communication, and the Professorship Planning.

<sup>24</sup> When the first election was held, each member of the Professors' Conference could propose up to six different candidates without ranking them. The six candidates with the most votes were elected, taking into account the then Appendix to the GeO Art. 1 let. 1b in accordance with PK 06.10.2017. In order to ensure regular staff rotation, three members, who were appointed independently by the Future Strategy Committee, were replaced by three new members in the first term of office after two years.

<sup>3</sup> It selects its own chairperson. The chairperson may not be a member of the Department Executive Committee.

<sup>4</sup> In accordance with Article 23 para. 1 let. b, election of a replacement is held with as many proposed candidates as there are vacancies. In general, only a maximum of three members shall be replaced by new members at any one time.

<sup>5</sup> In accordance with Paragraph 1 let. b. if a member resigns before term, the Professors' Conference elects a successor from the same core area as the predecessor for the remainder of the term of office.

#### **Art. 24** Organisation of the Future Strategy Committee meetings

<sup>1</sup> The Future Strategy Committee meets as often as necessary to handle the matters at hand, for instance:

- a. if requested by a member of the Department Executive Committee;
- b. if requested by a director of studies;
- c. if requested by one third of the Department's full and associate professors.

<sup>2</sup> It can make binding decisions if at least five of the seven members are present.

<sup>3</sup> It takes its decisions by an absolute majority of all members. The number of votes and the opinion of the minority of the members is disclosed.

<sup>4</sup> The meetings are not public.

<sup>5</sup> At every Professors' Conference and Department Conference, the Future Strategy Committee briefly reports on the status of its work.

#### **Art. 25** Dealing with proposals for professorship planning

<sup>1</sup> Proposals made by the Future Strategy Committee which explicitly concern the planning of professorships (*keep existing field, establish new field, abolish existing field*) must be decided by the Professors' Conference by a qualified majority of two thirds of the members present.

### **3.8 Conference of the Institute Heads**

#### **Art. 26** Duties of the Institute Directors' Conference <sup>25</sup>

<sup>1</sup> The members of the Conference of the Institute Heads advise the Head of Department about the agenda items of the Department Conference, and the planning and development of the Department's infrastructure. Where necessary, its members submit a budget application to the Department Conference, also regarding the allocation of funding which must be in line with the principles set out in Article 31 para. 4 let. a of the Ordinance of the Organisation of ETH Zurich.<sup>26</sup>

<sup>2</sup> It can form committees to deal with special matters.

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<sup>25</sup> In accordance with DK 04.03.2020.

<sup>26</sup> Former Art. 22 para. 3 GeO BAUG 14.12.2016 was incorporated into the section Professors' Conference Art. 12, para. 1 let i in the partial revision of 04.03.2020. Former Art. 22 paras. 4 and 5 were deleted, since they are within the competence of the Department Executive Committee (Art. 19) and of the Promotion Committee (Art. 30, para. 2).

**Art. 27** Organisation of the Institute Directors' Conference<sup>27</sup>

<sup>1</sup> Budget discussions are held in late autumn with all institute heads even if a previous meeting of the Conference of Institute Heads was not held.

**Art. 28** Composition of the Institute Directors' Conference <sup>28</sup>

<sup>1</sup> The Institute Directors' Conference consists of:

- a. the Head of Department, his/her deputy and the Department delegate who can act as second deputy to the Head of Department;
- b. the heads of each institute and professors of independent chairs;
- c. the directors of studies;
- d. the IT delegates.

<sup>2</sup> If a member as set out in Paragraph 1 let. b cannot attend the meeting, he/she may delegate an (assistant) professor of the institute as his/her representative.

**Art. 29** Organisation of meetings

<sup>1</sup> The Institute Directors' Conference convenes as often as business requires and otherwise as requested by:

- a. the Head of Department;
- b. the directors of studies;
- c. one third of its members.

<sup>2</sup> The Institute Directors' Conference may make binding decisions, if at least half of its members are present.

<sup>3</sup> It takes its decisions by a simple majority of the members present.

<sup>4</sup> The meetings are not public.

<sup>5</sup> Meeting minutes are taken which record the decisions taken and can be consulted by the Department members.

### 3.9 Promotions Committee

**Art. 30** Duties of the Promotions Committee

<sup>1</sup> The Promotions Committee evaluates applications for granting permanent positions to academic staff members submitted to the Conference of the Institute Heads.<sup>29</sup> The ETH Executive Board decides on these applications at the request of the Department Executive Committee.

<sup>2</sup> The Promotions Committee can submit applications for granting permanent positions to academic staff members which are considered by the Professors' Conference before the Department Executive Committee submits them to the ETH Executive Board.<sup>30</sup>

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<sup>27</sup> In accordance with the decision taken by the Professors' Conference on 5 June 2019.

<sup>28</sup> Drafting modifications (amendments).

<sup>29</sup> Article 17 para. 2 of the ETH Zurich's Ordinance on Scientific Staff dated 16 September 2014 (RSETHZ 516.1; SR 172.220.113.11).

<sup>30</sup> Editing modification.

<sup>3</sup> The Promotions Committee evaluates requests for changes in function levels of leading academic staff members I/II and of senior scientists (incl. honorary professors). The ETH Executive Board<sup>31</sup> decides on promotions to function level 13, ETH Human Resources (HR) decides on other changes in function levels in consultation with the Department Executive Committee.

<sup>4</sup> The Promotions Committee acts in an advisory capacity to the Department Executive Committee with regard to strategic HR issues and other exacting staff matters.

<sup>5</sup> It can form committees or work groups to deal with specific issues.

<sup>6</sup> It acts as an Advisory Board which presides over the reserve fund for covering financial risks in connection with permanent positions at D-BAUG.<sup>32</sup>

<sup>7</sup> It supports and monitors the coaching schedule provided and used for permanent academic staff who are more than five years younger than the professor responsible for them.<sup>33</sup>

<sup>8</sup> It regularly informs the Professors' Conference about its activities and decisions.

### **Art. 31** Composition and appointment

<sup>1</sup> The Promotions Committee consists of:

- a. the Department Executive Committee, namely the Head of Department, his/her deputy and the Department delegate;
- b. at least two, at most four, other D-BAUG professors;
- c. a permanently employed scientific staff member.

<sup>2</sup> The HR manager who supports the Department can act in an advisory capacity to the Promotions Committee.

<sup>3</sup> Should one of the Promotions Committee members defined in Paragraph 1 above be unable to attend a meeting, he/she may be represented by a person who is equally qualified.

<sup>4</sup> Members of the Promotions Committee are appointed by the Department Conference for a term of office of two years. Three consecutive terms of office are permitted. The Department Executive Committee is an ex officio member of the Promotions Committee.

### **Art. 32** Organisation of meetings

<sup>1</sup> The Promotions Committee convenes as often as necessary to deal with the agenda items – as a rule, once a semester.

<sup>2</sup> The Promotions Committee may make binding decisions if at least half of its members are present.

<sup>3</sup> Decisions must be passed unanimously by the members present.

<sup>4</sup> The meetings are not public.

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<sup>31</sup> Article 17 para. 4 of the ETH Zurich's Ordinance on Scientific Staff dated 16 September 2014 (RSETHZ 516.1; SR 172.220.113.11).

<sup>32</sup> Regulations for the "Hedging of financial risks in connection with permanent employment at D-BAUG of 12.12.2018 (DK II HS18) and updated on 02.10.2019 (DK I HS19).

<sup>33</sup> Guidelines on criteria for changing function level and permanent positions at D-BAUG dated 5 October 2016 (DKII HS 2016).

<sup>5</sup> Meeting minutes are taken which record the decisions taken and can be consulted by the Department members.

### **3.10 Directors of Studies (Art. 57 OV)**

#### **Art. 33** Duties<sup>34</sup> and selection

<sup>1</sup> A director of study is designated for each Bachelor's and Master's degree programme. If possible, the same director of studies supervises the Bachelor's and Master's degree programmes offered for the same discipline.

<sup>2</sup> He/she is responsible for the proper implementation of study-related regulations.

<sup>3</sup> The directors of studies are members of the Conference of the Institute Heads, the Study Commission and the Grading Conference (presiding). They head the admission committees that assess applications for the degree programmes which they offer.

<sup>4</sup> The directors of studies are members of the Study Conference organised by the Rector and act as an interface between the Department and the Rector as well as the Prorector and the Rectorate.

<sup>5</sup> The directors of studies are selected for a term of office of two years by the Department Conference from amongst the Department's full and associate professors. A second or third term of office is permitted.<sup>35</sup>

## **4. Associate members of the Department (Art. 44 OV)**

#### **Art. 34** Associate members of the Department

<sup>1</sup> As associate Department members, the Department Conference can receive professors who have close links to D-BAUG but are fully integrated in other departments at the ETH Zurich. Members of the ETH Lausanne, the research institutes of the ETH domain, the University of Zurich and other university and research institutes can apply for associate membership to the Department Conference. As a rule, associate membership is for a period of three years<sup>36</sup>, which is generally tacitly renewed. Associate membership ends at the latest upon retirement of the associate member.

## **5. Final provisions**

#### **Art. 35** Entry into force

<sup>1</sup> These Rules of Procedure enter into force on 1 April 2020. They replace the previous Rules of Procedure of 5 March 2014, and 21 December 2016 respectively.

**On behalf of the Department Conference:  
Partial revision of 4 March 2020, in force since 1 April 2020**

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<sup>34</sup> Guidelines for directors of studies (version dated Sept. 2011), Rectorate of the ETH Zurich.

<sup>35</sup> Article 57 para. 1 OV.

<sup>36</sup> Article 44 para. 3. OV (RSETHZ 201.021).