Procedural rules of the Department of Mechanical and Process Engineering (D-MAVT)

as of December 17, 2013 (non-legally binding translation)

Based on Article 46 para. 2 lit. e of the regulation on the organization of ETH Zurich (Organisationsverordnung OV), from December 16, 2003¹, the Department of Mechanical and Process Engineering (D-MAVT) has defined the following procedural rules:

1. **Section: Definition and Composition**

   **Art. 1** Definition (OV Art. 29)

   ¹The Department of Mechanical and Process Engineering (D-MAVT) is a teaching and research unit of the Swiss Federal Institute of Technology, Zurich (ETHZ).

   ²D-MAVT is the organizational unit representing all employees within the field of Mechanical and Process Engineering of the ETH Zurich.

   **Art. 2** Composition (OV Art. 43 para. 1 und 2, Art. 44)

   The department is composed as follows:

   ¹Regular department members:
   a. Professors of the department;
   b. Other members of the department’s teaching staff;
   c. Academic mid-level staff (assistants/postdocs), administrative and technical staff of institutes and chairs which are members of the department, as well as those working in the department’s facilities;
   d. Students enrolled for courses of study of the department.

   ²At the time these rules come into effect, the following units are part of the department:
   a. Institutes of:
      - Design, Materials and Fabrication
      - Dynamic Systems and Control
      - Energy Technology
      - Fluid Dynamics
      - Machine Tools and Manufacturing
      - Mechanical Systems
      - Process Engineering
      - Robotics und Intelligent Systems
      - Virtual Manufacturing
   b. Independent Professorships for:
      - Computational Science
      - Micro and Nanosystems
      - Nanotechnology Group

   ³Affiliated and accredited members of the department.

   The position of the affiliated and accredited members of the department is addressed in Article 44 OV. Their rights and obligations as well as the admission process are subsequently defined in Articles 26 and 27.

2. **Section: Duties and Responsibilities**

   **Art. 3** General Duties and Responsibilities of the Department

   ¹The department seizes its planning, teaching and research duties and responsibilities as assigned in Articles 32, 33 and 35 OV. Specifically, the department is responsible for:
   a. Planning and implementation of:

¹ RSETHZ 201.021
aa. The rules for the establishment or abolition of institutes and independent professorships;
ab. Its budget, space, personnel and legal basis, complementary to those of ETH Zurich;
ac. Its public image.

b. Education:
   ba. The definition of its fields of study, taking into account current and future demands of society, science and the economy;
   bb. The offering of continuing education programs;

c. Research:
The promotion of co-operations with partners inside and outside the department. (The D-MAVT professors themselves are responsible for the planning and implementation of their research projects);

d. Information, communication, dialogue:
da. The encouragement of dialogue between the members of D-MAVT;
db. The information of its members about public research programs, and of society, business and politicians about the issues and achievements of its research areas and, after consultation with the respective parties, about the research and teaching activities of its members in general;
dc. Periodic discussions with the ETH Zurich Executive Board on the positioning of its scientific area in research and education, and on related coordination requirements.

2The split of responsibilities for departmental duties is described in the articles of the respective governing body.

Art. 4 Financial Management (OV Art. 31)

1In accordance with paragraphs 2 – 4 and with the implementation guidelines, and after having heard the affected parties within the department, the department determines the internal distribution of the resources (personnel, operational funds, space) which have been globally allocated by the ETH Zurich Executive Board. It also sets up procedures for cases of over- or underspending and conflicts.

2In case of renewals of, or new placements in professorships, the department provides the resources as agreed with the ETH Zurich Executive Board and in accordance with the profile papers approved by the ETH Zurich Executive Board and the Department Conference. Furthermore, the department ensures that additional resources granted by the ETH Zurich Executive Board for newly elected professors are distributed within the agreed time frame.

3According to the needs of the institutes or professorships, D-MAVT will request additional or extraordinary resources (personnel, operational funds, space) from the ETH Zurich Executive Board. ETH research requests to the ETH Zurich Executive Board from individual institutes and chairs are made directly to the appropriate position, with information sent to the Board of the Department.

4The responsibilities for the allocation of resources are described in the articles of the respective institutional body.

Art. 5 Departmental Infrastructure (OV Art. 36)

1The department may maintain the following infrastructure:
   a. Department coordination and administration
   b. Studies coordination and administration
   c. Marketing
   d. Controlling
   e. IT support group
   f. Workshops and laboratories
   g. Workspaces and IT rooms for students
   h. Library
   i. Archive

2Additional infrastructure to that listed in paragraph 1 may be provided by the Department Conference (Art. 8 para. 4 lit. c).

2The Department organizes the internal and external use of its infrastructure as mentioned in paragraphs 1 and

2 After consultation with the Vice President of Personnel and Resources according to Art. 11b OV
2. Infrastructure of individual institutes which is not administered as departmental infrastructure, e.g. workshops or libraries, is maintained by the responsible institute or professorship.

3. **Section: Governing Bodies**

**Art. 6 List of the Governing Bodies**

The D-MAVT governing bodies are:

- a. The Department Conference (Art. 7 – 9)
- b. The Professors’ Conference (Art. 10 – 12)
- c. The Department Executive Board (Art. 13 - 14)
- d. The Head of Department (Art. 15), respectively the Deputy Head of Department (Art. 16)
- e. The Director of Studies (Art. 17)
- f. The Grading Conference (Art. 18)
- g. The Doctoral Committee (Art. 19)
- h. The Teaching Committee (Art. 20 - 22)
- i. The Room Commission (Art. 23)
- j. The Admission Committee (Art. 24)
- k. The Committee for Tenure and Promotions incl. Post-Doctoral Degrees (Art. 25)

**Art. 7 Composition of the Department Conference (OV Art. 47)**

1. Members of the Department Conference are:
   - a. All full, associate and assistant professors of the Department;
   - b. A total of two further representatives of the lecturers (titular professors, private lecturers and authorized teachers);
   - c. A total of 6 representatives of the academic middle management of the department (assistants, research assistants, doctoral students)
   - d. A total of 7 representatives of the students und auditors of the department;
   - e. A total of 2 representatives of the technical and administrative staff of the department;
   - f. Titular professors who are not members of the Department Conference according to paragraph 1 lit b;
   - g. Affiliated and accredited department members.

2. Deputies are allowed for members according to para. 1 lit. b – e.

3. The composition of the Department Conference members according to par. 1 lit b – e will be reviewed every 4 years and adjusted to the development of the department if necessary. The number of Department Conference members according to para. 1 lit b-e shall not be lower than one-third of the total number of members with unconfined voting rights (para. 1 lit. a-e).

4. Representatives of the groups mentioned in para. 1 lit. c and d are elected in accordance with particular group-specific election rules. These groups provide the Department Conference with their election rules and inform the Head of Department about resignations and newly elected representatives at the beginning of every semester. The election of the further representatives of the lecturers and of the representatives of the technical and administrative staff is organized by themselves. The election term is two years. Re-election is permitted. The department maintains an account of all elected members. Eligible voters must have an employment contract with the Human Resources Department of ETH Zurich, or be registered in the list of students and lecturers maintained by the Rectorate.

5. When discussing topics concerning services of other departments, the Department Conference will invite the respective members of the teaching staff of these other departments as guests.

6. The Department Conference may invite other individuals as guests to discuss specific topics.

**Art. 8 Duties and Responsibilities of the Department Conference (OV Art. 46)**

1. The Department Conference is the highest governing body of the department.

2. The Department Conference has the duties and responsibilities as defined in OV Art. 46 para. 2.
The Department Conference approves the budget, the allocation of space, equipment, personnel and operational resources as proposed by the Board of the Department or returns its proposal.

The Department Conference has the following additional assignments:

a. Deciding on the appointment of short-term or permanent working groups;

b. Nominating and electing the Department Executive Board;

c. Managing the setup, disposal and use of departmental infrastructure according to Art. 5 paras. 1 und 2;

d. Deciding on the affiliation of new professors and on the accreditation of affiliated department members on request by the Professors’ Conference;

e. Issuing detailed rules for the doctoral studies program;

f. Deciding on modifications to the procedural rules which must then be forwarded to the President for approval;

g. Issuing the guidelines for the distribution of the budget, considering obligations and performance;

h. Electing members of the committees/commissions;

i. Deciding to grant or deny doctoral diplomas.

**Art. 9 Meeting Rules and Electoral Procedures of the Department Conference (OV Art. 48)**

The meeting rules are defined in OV Art. 48. The Department Conference normally meets twice per semester. The meetings are not public.

The Department Conference has a quorum if at least one-third of its members are in attendance.

The associated and accredited members are not included in the calculation of quorum.

Agenda items from single members of the department must be sent in writing to the Head of the Department at least 14 days before the conference.

The Head of Department prepares the agenda and sends it to every member of the Department Conference at least one week before the meeting.

The Head of Department or his / her representative chairs the Department Conference.

Unannounced business will be added to the agenda with the approval of at least two-thirds of the attendees with voting eligibility.

In addition to OV Art. 48, the following rules apply in votings:

a. Affiliated professors have an advisory vote and may submit requests according to Art. 26 para. 3;

b. Accredited professors may vote on educational questions;

c. Titular professors according to Art. 7 para. 1 lit f. and guests have an advisory function in their field of expertise.

**Art. 10 Composition of the Professors’ Conference (OV Art. 49 para. 2 lit. a)**

The Professors’ Conference is composed of all full, associate, assistant and titular professors of D-MAVT, as well accredited and affiliated professors of the department.

The Professors’ Conference can invite further parties as guests for specific agenda items.

**Art. 11 Duties and Responsibilities of the Professors’ Conference (OV Art. 49 para. 1)**

The duties and responsibilities of the Professors’ Conference are defined in Art. 49 OV para. 1.

The Professors’ Conference has the following additional duties and responsibilities:

a. Preparation of discussion material for issues to be addressed at the Department Conference. This includes:

aa. Discussion of requests for affiliation and accreditation from department members and the launch of relevant procedures. Submission of requests for affiliation and accreditation to the Department Conference;

ab. Election of representatives from professors and lecturers to the Teaching Committee;

ac. Preparation of nominations and elections for the Department Executive Board on behalf of the Department Conference.

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3 Art. 31 para. 4 lit a OV
b. Preparation of proposals and requests concerning habilitations and doctoral theses awards for the attention of the Head of Department, proposals for the presentation of awards and prizes for students for the attention of the Rector.

c. Discussion of teaching assignments in regard to personnel requirements and of invitations of guest lecturers to be requested from the department, in consideration and coordination of the financial means, for the attention of the Department Conference;

d. Election of the members of the Commission for Tenure and Promotions.

Art. 12 Meeting rules and Electoral Procedures of the Professors’ Conference (OV Art. 49 para. 2 lit. b)

1The Professors’ Conference normally meets twice per semester and additionally upon request:
   a. of one member of the Department Executive Board;
   b. of one-third of their members.

2The Professors’ Conference has a quorum when one-third of their members are in attendance.

3The Professors’ Conference decides with a simple majority of the attending members, whereby the following additional rules apply:
   a. Affiliated professors have advisory votes and can request agenda items according to Art. 26 para. 3;
   b. Accredited professors can vote on teaching matters;
   c. Titular professors and guests have advisory votes in their field of expertise.

4The Professors’ Conferences are not open to the public.

5Minutes are taken and members have the right to access these minutes.

6The affiliated and accredited department members are not counted for the quorum.

7Agenda items submitted by individual members of the department must be sent in writing to the Head of Department at least 14 days before the Conference.

8The Head of Department prepares the agenda and sends it to all the members of the Professors’ Conference at least one week before the meeting.

9The Head of Department or his/her deputy chairs the Professors’ Conference.

10Unannounced business will be added to the agenda with the approval of at least two-thirds of the attendees with voting eligibility.

Art. 13 Composition of the Department Executive Board

1The department D-MAVT is jointly led by a council of three professors.

2The Department Executive Board consists of the Head of Department, his/her deputy and the Director of Studies.

Art. 14 Duties and Responsibilities of the Department Executive Board

1In accordance with Art. 4 and the relevant implementation guidelines, the Department Executive Board is responsible for the internal allocation of space, equipment and the personnel and operational budgets, granted to the department from the Department Conference.

2In addition, the Department Executive Board has the following duties and responsibilities:
   a. The Department Executive Board partially edits information sent to the department and forwards it to the members of the department – in particular results of examinations, news from the institutes, decisions of the ETH Board (ETH-Rat) and ETH Zurich Executive Board (Schulleitung) and additional relevant developments, decisions or business.
   b. If a member of the Department Executive Board is unable to fulfill their duties, a former member of the Department Executive Board may assume duties as their deputy.

Art. 15 Duties and Responsibilities, and Appointment of the Head of Department (OV Art. 55 and 56)

1The duties and responsibilities of the Head of Department are described in Art. 56 OV and in the functional guidelines of March 29, 2011.

2Art. 55 OV determines the appointment of the Head of Department.
Art. 16 Duties and Responsibilities, and Appointment of the Deputy Head of Department (OV Art. 55)

1 All duties and responsibilities concerning doctoral studies within D-MAVT are delegated from the Head of Department to the Deputy Head of Department.

2 Art. 55 OV determines the appointment of the Deputy Head of Department.

Art. 17 Duties and Responsibilities, and Appointment of the Director of Studies (OV Art. 57)

The Director of Studies acts in accordance with Art. 57 para. 2 OV and the guidelines of May 26, 2011 and is elected by the Department Conference for a period of two years. Re-election is permitted.

Art. 18 Composition, Duties and Responsibilities of the Grading Conference (OV Art. 53 and 54, LKV Art. 19)

1 The duties and responsibilities and the composition of the Grading Conference of the Bachelor study program are determined by the General Ordinance on Performance Controls (Leistungskontrollenverordnung) of ETH Zurich, Art. 19.

   a. The Grading Conference usually takes place after a written examination session has finished;
   b. The Grading Conference is composed of all examiners involved in first-year examinations and examination blocks, as well as one student observer. Students choose their representative according to their own procedures. They may speak freely in the Conference, but are sworn to secrecy towards third parties.
   c. Student representatives who passed themselves one of the exams under discussion, must leave the room during its discussion.
   d. Based on the proposals of the examiners, the Grading Conference assesses the performances in the first-year examinations and examination blocks.
   e. The Grading Conference applies to the Director of Studies to decree the results of their decisions regarding gradings and further performance assessments and to communicate these decisions to the students.

Art. 19 Doctoral Committee

1 The duties and responsibilities of the Doctoral Committee follow the Ordinance on Doctoral Studies of July 1, 2008 (Version November 1, 2013) and the Rector’s Implementation Provisions of October 17, 2013.

2 The Doctoral Committee is composed of at least three full, associate or assistant professors, who are elected by the Department Conference for a period of two years. Re-election is permitted. Apart from this, the internal rules of D-MAVT apply.

Art. 20 Existence of a Teaching Committee (OV Art. 51)

The department has a Teaching Committee that deals with matters relating to the Bachelor program, as well as the department’s master programs and doctoral studies.

Art. 21 Composition of the Teaching Committee (OV Art. 52)

1 The composition of the Teaching Committee is defined by Art. 52 OV. The Teaching Committee is composed of two representatives from the department’s professors and teaching body, two representatives from the assistants/postdoctoral students and two student representatives.

2 The constituent meeting is called by one of the professorial representatives.

3 The Teaching Committee can be enlarged by the Department Conference depending on the subject. Members of the teaching body, assistants/postdoctoral students and students, all of whom do not belong to D-MAVT, may be invited with an advisory vote.

Art. 22 Duties and Responsibilities of the Teaching Committee (OV Art. 50)

1 The duties and responsibilities of the Teaching Committee follow Art. 50 OV.

2 The teaching duties and responsibilities, which require the preparatory work of the Teaching Commission,
include:
   a. Development and application concerning necessary changes to ordinances on programs of study;
   b. Clarification of questions regarding Bachelor and Master programs;
   c. Preparation of requests to change the rules relating to internships;
   d. Preparation of requests and proposals to change the departmental program overviews and study guides;
   e. Mid- and long-term planning of teaching goals;
   f. Clarification of questions relating to university-level continuing education Master programs.

3 In the preparation of important issues relating to study programs, the Department Conference may assign specific tasks to the Teaching Committee.

4 The Teaching Committee informs the Director of Studies, and, at their next meetings, the Department Conference and the Professors’ Conference, about the result of their consultations.

Art. 23 Room Commission: Existence, Composition, Duties and Responsibilities

1 There is a Room Commission.

2 The Room Commission is composed of one representative each of every institute, all single chairs, assistants/postdoctoral students and students. A member of the Department Executive Board chairs the Room Commission.

3 The Room Commission discusses all incoming space requests, all essential space changes due to renovation, rent, etc. and submits a proposal to the Department Conference according to Art. 8 para. 3, taking into account the decisions of prior Department Conferences, which are summarized in separate rules.

Art. 24 Admission Committee: Existence, Composition, Duties and Responsibilities

1 There is an Admission Committee.

2 The Admission Committee is composed of two representatives of the professors elected by the Department Conference, as well as one representative from the assistants/postdoctoral students.

3 The Admission Committee discusses the admission of Master students. The Director of Studies decides on the admission of Bachelor students.

Art. 25 Committee for Tenure and Promotion: Existence, Composition, Duties and Responsibilities

1 A Committee for Tenure and Promotion is convened on an ad hoc basis.

2 The Committee for Tenure and Promotions is composed of at least four representatives of the professors elected by the Professors’ Conference.

3 The Committee discusses tenure of all tenure track assistant professors, promotions of assistant to associate professors and of associate to full professors, as well as nominations for titular professorships. The Committee prepares and requests all essential documents necessary for promotions and appointments. The Committee informs the Professors’ Conference and distributes the resulting proposals in accordance with the internal rules of D-MAVT.

4. Section: Affiliated und Accredited Members of the Department

Art. 26 Admission, rights and obligations of the affiliated members of the Department

1 The general position of the affiliated members to the department is described in Art. 44 OV.

2 Affiliated members of the department with a close connection to the teaching of D-MAVT can assume broader rights and obligations as teachers in the department through an additional accreditation. A request for affiliation is initiated by the applicant, including the recommendation of at least one professor of the department, and submitted to the Professors’ Conference. The Department Conference decides on the affiliation based on the substantiated request.

3 Affiliated members of the Department have the right to submit requests and propose agenda items together with at least one member of the department to the Professors’ and Department Conferences. Affiliated members of the department represent the interests of D-MAVT at the best within their home departments and towards third parties. They participate in D-MAVT working groups if possible.
Art. 27 Admission, Rights and Obligations of the Accredited Members of the Department

1 Accredited members of the department are affiliated members of the department with additional teaching rights and obligations.

2 The request for accreditation can be made at the earliest after two years of affiliation, based on the request of the affiliated member and recommendation of at least two professors of the department.

3 Accredited members of the department have, in addition to the rights according to Art. 26 para. 3, the right to vote in the field of teaching in the Professors’ and Department Conferences. (Art. 9 para. 8 lit. b and Art. 12 para. 3 lit. b).

4 Accredited members of the department represent the interests of the department in a manner comparable to that of a full professor of the department in all educational issues.

5. Section: Final Rules and Rules for Transition

Art. 27 Effective date

1 The procedural rules come into effect on January 1, 2014. They replace the procedural rules of the Department of Mechanical and Process Engineering from May 29, 2013.

Date: December 31, 2013

Accepted on: July 08, 2014

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