



General terms and conditions of use of the Internship Portal

Version 1, updated on 01.05.2025

1. Scope of application

As part of the academic curriculum, EPFL may require students to complete a compulsory internship, the terms of which vary according to the applicable study regulations. As part of this requirement, EPFL operates a portal to facilitate access to internship opportunities. Subject to acceptance of these general conditions, any company or non-academic organisation may publish internship offers for EPFL students, provided that these offers meet certain minimum requirements.

The purpose of these General Terms and Conditions of Use (GTC) is to regulate and provide a framework for access to and use of the Website and performance of the Services by Students and Companies. Students and Companies acknowledge that they have read and understood the GTC and agree to be bound by them. EPFL reserves the right to modify the GTC at any time. Continued use of the Website and/or Services after a modification of the GTC constitutes acceptance of this modification. The GTC will also apply even if the Student contacts the Company directly by e-mail or by other means, regardless of whether the rest of the recruitment process takes place outside the Website.

2. Definitions

Terms beginning with a capital letter in the GTC have the following meaning:

- **Administrator** (EPFL or subcontractor) means any person who has access to the Website and to configure or carry out actions on the Accounts;
- **GTC** means these general terms and conditions of use;
- **Account** means a valid account giving access to the Website's Services reserved for Students and Businesses;
- **Company(-ies)** means any company or institution, regardless of its legal form, which wishes to use or uses the Website's Services;
- **Student(s)** means any student entitled to be part of the EPFL community within the meaning of art. 13 para. 1 of the Federal Law on Federal Institutes of Technology of 4 October 1991 ("ETH Act") and who may have an Account on the Website;
- **Services** means the services provided by EPFL as described in art. 4 ;
- **Website** refers to the internship portal integrated into the IS-Academia academic software.

3. Data protection

By browsing the Website and using the Services, Students and Companies provide personal data about themselves. In this respect, the EPFL is responsible for processing personal data. EPFL's confidentiality policy is available at <https://www.epfl.ch/about/overview/regulations-and-guidelines/epfl-privacy-policy/>.

In the context of the Services, EPFL acts as a sub-contractor and the Company, which posts job offers, is responsible for processing. The Company is therefore responsible for obtaining the necessary consent from its staff, in particular when their email address is communicated to the EPFL for the purposes of processing.

The Student will be required to upload compulsory application documents including personal curriculum data (curriculum vitae, covering letter), which are processed pursuant to art. 36b para. 2 let. d LEPF and the related implementing provisions (if applicable) and may provide other documents if they so wish. When responding to a job offer, the Student communicates his/her data to the Company, and his/her data will be processed in accordance with the confidentiality policy of the Company in question.

EPFL may subcontract the management of the platform to another subcontractor in accordance with the applicable legal conditions. EPFL currently uses the IS-Academia solution.

4. Description of the Services provided by EPFL

EPFL manages an internship portal and offers the following services to Students and Companies:

- Internship advertisements: The Account enables Companies to manage and monitor their internship advertisements on the Website. Companies may add information on salary, applicable salary range or other benefits to the advertisements;
- Applications: Students can consult the various placement offers, manage their application documents and apply directly for the desired placement on the Website. They can also see the status of their application.

Generally speaking, the Services consist of putting a Student in touch with a Company by publishing internship offers, but do not consist of providing services for negotiating or concluding internship contracts. At most, certain recommendations are published by EPFL to help Students and Companies negotiate such contracts. Furthermore, the Services offered here do not fall within the scope of a public task, but are governed by private law.

5. General rules applicable to all users

Each Student and Company shall browse the Website with the utmost care and with the aim of seeking a compulsory placement or posting a placement offer. In particular, they may not use the Website's servers for any form of excessive automated mass activity (e.g. spamming), relay any other form of unsolicited advertising or solicitation through the Website's servers, or attempt to disrupt or modify the servers in a way that could harm the Website or the Services, or any other user of the Services.

In addition, users cannot:

- a) use the Website for illegal or fraudulent purposes
- b) Use the Website to transmit viruses, malicious software or other harmful codes.

c) Reverse engineer, decompile or disassemble the Website.

d) Use the Website to infringe the rights of third parties.

Students and Companies are solely responsible for storing and backing up their connection data to the Website. The password associated with each Account is strictly personal and confidential and must not be shared with third parties. Students and Companies are responsible for the quality and confidentiality of the password chosen and for any activity generated by their password and Account. You are advised to change your password regularly and to choose a sufficiently complex password.

EPFL will not offer any specific support services for the use of the Website.

6. Use of the Website by Students

Only a Student may have an Account and access the Services mentioned in art. 4.

It is recommended that application documents be sent in pdf format with an explicit name.

Students may inform the Administrators of any internship offer that does not meet the conditions set out in these Terms and Conditions.

Students are not authorised to share internship offers with third parties who are not part of the EPFL community (e.g. relatives or acquaintances).

If a Student is accepted for a placement for which they have applied, they will receive an automatic e-mail giving them all the instructions for the rest of the process. In particular, they must complete the online form requiring them to provide details of their placement (title, exact dates, contact details of the placement supervisor).

At the end of each placement, the Student and the placement supervisor must complete the placement evaluation form on the Website. A placement report may also be required, depending on the applicable study regulations.

7. Use of the Website by Companies

Company recruiters wishing to publish internship offers must obtain approval from the relevant EPFL section, which reserves the right to refuse publication of the offer. The terms and conditions of the internship are also defined by the relevant EPFL section or in the applicable study regulations. The Company gives an indication of the ideal period during which it would like to have an intern and selects the programmes in which it is interested. Similarly, the Company informs the EPFL section whether it is interested in an internship or a master's project. As a reminder, a subject can only become a master's

project if a professor agrees to supervise it and if the academic content is sufficient and consolidated with the Company.

By creating an Account, the Company undertakes to provide only true and accurate information and is contractually bound to do so. This service is reserved for direct employers. Job offers published by recruitment service providers (e.g. recruitment agencies, advertising or marketing agencies, etc.) are not accepted, unless the third-party company has been commissioned by the customer to provide administrative follow-up. In this case, the publication of offers is authorised, provided that the offer clearly mentions the end employer.

The Company which publishes a job offer then undertakes to employ the Student in strict compliance with the laws governing employment in the country in question. In particular, the Company undertakes not to process the data received for any purpose other than that of the job offered, except with the express consent of the person concerned.

By publishing an internship offer on the Website, the Company accepts :

- to publish only vacancies that actually exist;
- only publish job offers that require an academic education at least equivalent to that of a Bachelor's or Master's degree;
- not to publish job offers for illegal activities;
- to treat all Students equally, regardless of their nationality;
- to respond to Students who have applied for the placement within a reasonable time after the effective date of application.

EPFL reserves the right to refuse or withdraw any offer of an internship that contravenes the good morals and ethical principles described, but not exhaustively, in [LEX 1.10.1](#).

The Company and EPFL are required to sign the standard internship agreement proposed by EPFL, which governs the Student's supervision and assessment, the confidentiality of exchanges between the student and EPFL, and the allocation of intellectual property rights to any results of the internship between the Company and the Student.

The internship agreement must be signed and sent to the internship coordinator before the internship begins.

It is also advisable to sign a trainee contract (employment contract) between the Company and the Student. Such a contract may even be made compulsory under the laws of the foreign country. The content of the contract is left to the free discretion of the parties, subject to compliance with legal requirements. For information, the average salary for an internship in Switzerland, according to the cantonal scales, is around CHF 2,000 per month. Part of this amount may be granted as benefits

(transport, meals, etc.). If a trainee contract is concluded, the Company must ensure that the Student is authorised to work in Switzerland or in the country where the internship is taking place.

8. Violation of the GTC

In the event of non-compliance with the present GTC by a Student or Company and depending on the degree of seriousness, EPFL reserves the right to suspend the Services without notice, with immediate effect and without compensation and/or to refuse access to the Services.

Before taking any decision, EPFL will hear the Student or Company so that they can put forward their arguments.

9. Intellectual property

The texts, software, images, videos, data and any other works on this Website belong to EPFL or to third parties and are protected by intellectual property rights. Students and Companies undertake not to reproduce them without the express consent of EPFL or the rights holders. Students and Companies undertake not to copy or sell all or part of the Website (including the data contained therein), nor to create a database with the information contained on the Website.

EPFL grants Students and Companies a limited, non-exclusive, non-transferable and revocable license at any time to use the Website, its content and the Services in accordance with the use set out in these GTCU. Any other use is excluded without the prior written consent of EPFL.

10. Security

Students and Companies acknowledge that they are aware of the risks associated with the use of the Internet and networks, and in particular the fact that information relating to their personal data may be copied or intercepted. Students and Companies acknowledge that they accept these risks associated with the use of the Internet, for which EPFL cannot be held responsible under any circumstances. EPFL, for its part, makes every effort to ensure a permanent level of security in accordance with the rules in force in this field.

11. Liability

Students and Companies expressly acknowledge and agree that they use the Website and Services at their own risk and under their sole responsibility.

The Website may contain links to the Companies' websites or services. EPFL assumes no responsibility for the content, privacy policies or practices of the Companies' websites or services.

EPFL cannot be held responsible for the malfunctioning of the Website and Services and the consequences thereof arising from malfunctioning or restricted or degraded access to the Internet.

The content of the Website published by EPFL may be modified at any time without EPFL being held liable. During their checks and occasional interventions, the Website Administrators undertake not to modify the content published by Students and Companies in a way that could change its meaning. However, they reserve the right to move content if they observe a flagrant error in thematic classification.

Finally, except in the case of wilful misconduct or gross negligence, EPFL excludes all liability towards Students and Companies, or their auxiliaries, for any damage suffered as a result of a cyber-attack on the Website, as a result of the non-conclusion of an internship contract, or for any other act or omission committed in connection with these GTC.

12. Warranty exclusions

The Website and the Services are accessible to Students and Companies via the Internet and require the availability of Internet access at the charge and expense of the Students and Companies. The proper functioning of the Website and Services is subject to the conditions of access to the Internet by Students and Companies.

EPFL does not guarantee uninterrupted access to the Website and Services, in particular in the event of maintenance, repairs or disruptions to Internet connections. EPFL cannot be held responsible for technical failures and related loss of data, or for any other indirect damage arising from or related to the use of the Website or Services.

EPFL does not guarantee the quality or accuracy of candidate profiles or internship offers. Neither does EPFL guarantee the conclusion of employment or internship contracts. In general, EPFL does not guarantee that the Website and Services will meet all the needs of Students and Companies in terms of functionality and that they will be up to date, free from error, malfunction or virus.

13. Contact

For any questions relating to the application of these Terms and Conditions or any other information, Students and Companies may contact stages@epfl.ch or the coordinator responsible for the faculty or master's programme for questions relating to internships and their validation. Contact details are published on the EPFL website (<https://www.epfl.ch/education/studies/reglement-et-procedure/stages/regles-academiques/>). They can also contact the Data Protection Advisor at dpo@epfl.ch or by telephone on +41 21 693 45 31.

14. General clauses

EPFL may at any time exercise control or demand information on any element relating to the contractual relationship between Students and Companies.

Students and Companies shall treat as confidential all information indicated as such by the Administrator. The obligation to maintain confidentiality continues after the end of the contractual relationship.

Students and Companies may not transfer or assign their rights arising from the contractual relationship with EPFL without the latter's prior agreement.

The French version of the GTC shall prevail.

15. Applicable law and place of jurisdiction

Both the GTC and the use of the Services are subject exclusively to Swiss substantive law. The place of jurisdiction is Lausanne, Switzerland.

The preceding provision does not apply to foreign Companies. In such a case, the applicable law will be the law of the defendant and the place of jurisdiction will be at the defendant's registered office.