

## Internal Directive on the Civil Engineering Internship

From 22 February 2023

### Regulatory basis

In accordance with the study plan and the study control regulations of the Section of Civil Engineering (hereinafter "the Section") in force, students of the Master in Civil Engineering are required to complete an engineering internship in a company (hereinafter "internship").

In this Directive, the generic masculine form used to designate persons (such as student, coordinator, teacher, ...) represents both women and men.

### Art. 1 Objectives and principles

#### 1 Main objectives

The objectives of the internship are to immerse the student in the professional world, to make him/her aware of teamwork, to familiarise him/her with company processes and with all the requirements of the civil engineering profession. The internship is also an opportunity for initial contact with potential employers.

The internship differs from the Master project in that it does not aim to assess the student's ability to carry out individual research work and to solve a scientific or technical problem alone.

#### 2 Field of activity

In order to achieve the above objectives, the student undertakes an internship in a company in a field of activity where the skills of the civil engineer are put to good use: construction companies, engineering offices, industries active in the field of construction or public services.

#### 3 General frameworks

- a. The working conditions of the student trainee within the company are set out in an agreement signed between the parties before the start of the placement.
- b. The trainee is immersed in the host company. His/her working conditions are as close as possible to those prevailing for regular employees. The working hours, health and safety regulations and other duties of the company's staff are in principle applied.

### Art. 2 Responsible bodies

#### 1 Head of EPFL

- a. The EPFL supervisor supervises the internship. He/she is chosen among the professors or MER of the Section, according to the main field of the internship.
- b. The EPFL Manager accepts the internship proposal on the basis of the description received from the companies.
- c. If necessary, he/she advises students on the scientific aspects of internship offers.
- d. At the end of the course, he/she evaluates and validates the course.

#### 2 Course coordinator

- a. The Section's Internship Coordinator is the interface between companies, students and EPFL managers.
- b. It informs students of internship opportunities and, if necessary, provides students with the necessary support for their applications to companies.

#### 3 Training supervisor

The Course Supervisor is responsible for the conduct of the course in the host company. He/she is the Section's contact person within the company. He/she supervises the student's work and participates in the evaluation at the end of the placement.

### **Art. 3 Choice of company and placement**

#### *1 Internship offer*

- a. The student is responsible for finding the host company for the placement.
- b. The Section provides a traineeship exchange and a supplementary list of companies that may offer traineeship places.
- c. The student is also encouraged to seek other internship offers directly from companies not included in the Section's proposals.

#### *2 Conclusion of the course*

The practical organisation of the placement is discussed directly between the company and the student. When both parties agree, an internship agreement is signed by the student, by a representative of the company and by the EPFL internship manager. A copy of the signed agreement is given to each party. In addition, a digital copy of this agreement will be uploaded by the student when editing his/her internship on IS-Academia so that the section can formally register the internship.

### **Art. 4 Conduct of the course**

#### *1 Period and duration of the course*

- a. The work placement can take place between the end of the Bachelor cycle and the beginning of the Master project.
- b. The traineeship must last at least eight weeks. It may be divided into a maximum of two periods, but must be carried out in the same company.
- c. When editing a 2-part course on IS-Academia, the student must indicate the start and end dates of both parts.
- d. The remuneration for the placement should be agreed between the student and the host company before the start of the placement. It must be included in the placement agreement.
- e. The student is responsible for any costs incurred during the placement if these are not explicitly covered by the company (placement agreement).

#### *2 Supervision*

During the placement, the student works under the responsibility and guidance of the supervisor or another person designated by the supervisor.

#### *3 Possible problems and conflicts*

- a. The student or the supervisor informs the coordinator as soon as possible of any problems or conflicts that prevent the smooth running of the course.
- b. In case of problems in the working relationship (mobbing, harassment, activities unrelated to the objectives, inappropriate attitude of the trainee,) or in case of performance of the student judged unsatisfactory by the Supervisor, the Coordinator will mediate and propose a solution.
- c. The EPFL internship supervisor also acts as a referent in case of problems related to scientific or technical aspects.

### **Art. 5 Successful completion of the course**

#### *1 Course reports*

- a. 15 days before the end of the placement, the Course Supervisor receives an invitation by e-mail to evaluate the student online. Similarly, the student receives an invitation to evaluate the placement.
- b. Similarly, at the end of the internship, the student submits a report describing the work carried out to the EPFL supervisor.
- c. The company may require other deliverables from the student during the internship (internal report, oral presentation, ...).

## 2 Evaluation of the course

- a. On the basis of the placement report, the institution's assessment (evaluation report) and an interview with the student, the EPFL supervisor decides on the success of the placement. He/she notifies the result in IS-Academia. No marks are awarded.
- b. Following the successful completion of the internship, the student is allowed to carry out a Master Project (MP).
- c. If the validation requirements of the internship, particularly in terms of minimum duration, or if the student's performance during the internship is insufficient, the EPFL internship supervisor will declare the internship a failure. He/she then proposes remedial measures to the Section.

## 3 Remediation

In the event of failure to pass and depending on the reasons, the Section may require the student to complete either a further full work placement (usually in another company), or a supplementary work placement of reduced duration, or other alternative work.

## 4 Case of "External Master" students

- a. Students arriving from another School to complete their Master's programme at EPFL may have an internship that they have already completed recognised as an EPFL engineering internship if the following three conditions are met: (a) the internship was completed after obtaining the Bachelor's degree or an equivalent qualification and has not already been credited at another School, (b) the internship was completed in a company, (c) the internship lasted a minimum of 8 weeks.
- b. The student will have to provide the EPFL supervisor with proof of the three above-mentioned conditions as well as an internship report.
- c. On the basis of the above-mentioned attestations, the internship report and an interview with the student, the EPFL Director decides on the success of the internship.

## Art. 6 Credits

The internship is not credited on its own, but must be successfully completed to obtain the 30 ECTS credits of the 17-week MDP.

## Art. 7 Entry into force

This Directive repeals the Directive of 8 October 2015 and enters into force on 22 February 2023.

Lausanne, 22 February 2023

On behalf of the GC Section of EPFL

The Section Director, Prof. Brice Lecampion