

## **Internal regulations for the engineering internship for the Master in Environmental Sciences and Engineering (SIE) (valid since 30<sup>th</sup> November 2020)**

### **Preamble**

#### *1 Regulatory Basis*

In conformity with the study plan and the implemented study control regulations of the SIE section (hereafter “the Section”), the Master students in Environmental Sciences and Engineering must achieve an engineering internship of a minimum duration of 8 weeks outside of the academic field (hereafter “internship”).

#### *2 Prerequisites*

In order to be validated during the SIE Master cycle the internship must be carried out after the end of the Bachelor cycle, which must be successfully completed, and before the beginning of the Master Project.

### **Art. 1 Principles and objectives**

#### *1 Main objectives*

- a* The internship objectives are the student’s immersion in a professional work setting, the gaining of teamwork experience and the familiarization with the company’s processes as well as the requirements of the environmental engineering profession.
- b* Companies may include: engineering consulting and design firms; industry or tertiary sector; environmental office; public service or administration.
- c* Universities and university-affiliated research institutes, non-governmental organizations and non-profit associations are not recognized as internship places. Only the Research Institutes of the ETH Domain are recognized provided that the subject is practice-related.

#### *2 Fields of activity*

To achieve the objectives described above, the student does an internship in a field in which he/she can test his/her competences and put into practice the knowledge gained at EPFL.

#### *3 General framework*

- a* The company’s working conditions for the student are subject of an “Engineering internship agreement”, to be signed by all parties prior to the internship start.
- b* The intern is immersed in the host company. Working conditions must resemble those of a regular contributor as much as possible. Salary, hygienic and safety regulations, as well as other personnel duties, must be applied.
- c* In general, the student is paid by the company during the internship.
- d* Issues related to obtaining a visa and/or work permit must be resolved prior to the internship.

### **Art. 2 Responsible entities**

#### *1 Internship coordinator*

- a* The SIE Program’s internship coordinator provides the interface for the companies, the students and the Section’s instructors.
- b* Prior to the internship, the coordinator gathers and validates company internship offers based on descriptions provided by the companies.
- c* During the internship, the coordinator intervenes in cases of conflict or of problems related to work relations between the intern and the company.

## *2 Internship mentor*

- a* The internship is supervised by an internship mentor, who is an SIE faculty (professor, teacher or SIE lecturer). The mentor must have an understanding of the field in which the student interns. The mentor's name must be included in article 4 of the internship agreement as the academic supervisor.
- b* The mentor signs the internship agreement as the academic supervisor of EPFL.
- c* If necessary, the mentor consults the student regarding scientific and technical internship aspects. He maintains communication with the intern and the company and ensures that the internship progresses smoothly.
- d* At the end of the internship, he evaluates and validates the internship according to the process described in art. 5 of the regulations.

## *3 Internship instructor*

The internship instructor is responsible for a smooth internship progression within the host company. He/She is the contact person for the Section within the company. He/She handles the internship work and participates in the evaluation process at the end of the internship, described in art. 5 of the regulations.

### **Art. 3 Company's selection and internship organization**

#### *1 Internship proposal by the student*

- a* The student is encouraged to ask for internship offers in companies that are not mentioned on the list provided by the Section.
- b* If this is successful, the student communicates his/her proposal to the internship coordinator with all the necessary information for validation (description and conditions).
- c* Validation of the proposal by the Internship Coordinator, according to art. 2 of the regulations.

#### *2 Internship offers*

If the student does not find an internship individually, he has to connect to the internship platform on IS-Academia.

#### *3 Internship planning*

The practical organization of the internship is discussed directly between the company and the student selected for a particular project. When all parties agree, the "Engineering internship agreement" is filled out and signed by the student, the company manager and the internship mentor. A signed copy is given to each party (electronic version accepted) and a copy is sent to the SIE Section. The student must then register on IS-Academia.

### **Art. 4 Internship progress**

During the internship, the company or the internship instructor may require the student to submit an internal activity report and/or an oral presentation.

#### *1 Potential problems and conflicts*

*a*

The student or internship instructor must inform the internship mentor and/or internship coordinator as soon as possible regarding any problems or conflicts that prevent the internship from progressing smoothly.

*b* In case of issues related to work relations (activities unrelated to the objective, inadequate

attitude of the intern, intern's benefits judged as unsatisfactory by the internship instructor, mobbing, harassment, etc.) arise, the internship coordinator intervenes as a mediator and proposes a solution.

- c Similarly, the internship mentor acts as referent in case scientific or technical problems arise.

## **Art. 5 Internship evaluation**

### *1 Internship report*

- a Within one month after the end of the internship, the student writes a technical report of maximum 10 pages, which he gives to the internship mentor. The report describes the objectives of the internship, the methodology used and the results obtained, respecting confidentiality requirements.
- b The internship instructor and the student receive an email reminder to evaluate the internship on IS-Academia.
- c The internship mentor introduces his final evaluation of the internship on IS-Academia (Cf Art 2 "Internship mentor"), based on these 3 elements: internship report, evaluation of the internship instructor and evaluation of the student.
- d The validation of the internship is effective when the mentor indicates by the letter "R", meaning "Successful" ("Réussi" in French), that the internship is validated. In case of failure, the tutor will indicate "E" for "Failure" ("Echec" in French).

### *2 Passing or failing of the internship*

If the internship is unsuccessful, the student is required to repeat the internship as he or she must have successfully completed the engineering internship and the Master Project to obtain the 30 credits at the end of the Master cycle.

## **Art 6. Entry into force**

The present internal engineering internship regulation comes into force for all students of the Master in Environmental Sciences and Engineering on 30<sup>th</sup> November 2020.

On behalf of the Environmental Sciences and Engineering Program

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Head of the SIE Program

Lausanne, 30<sup>th</sup> November 2020