Internships SIN – SSC - DS
PROCEDURES

(To the students, the EPFL Professors and the companies / universities hosting our students)

▷ INTRODUCTION

Students enrolled in a Master program in a domain leading to an engineer title have to complete an industry internship or master project before graduation. The goal is to give the students the opportunity to acquire industry practice in complement of the academic knowledge. They have the possibility to do their internship in Switzerland or abroad.

(*Please visit http://stages.epfl.ch/*)

▷ TYPES OF INTERNSHIPS

The internship is a practical immersion to seize the industrial aspects in the field of training of the student, and must contribute to develop the student's behaviors and necessary skills for the exercise of his future career.

SIN – SSC - DS students must accomplish their internship during the master cycle by choosing one of the following options:

- ✓ Short   : duration of 8 weeks minimum during the summer only
- ✓ Long   : duration of 6 months minimum
- ✓ Simultaneously with the Master's Project

1) Internships must be, imperatively, validated by the Program Director prior to the starting date.
2) Internships must be a full-time job (100%).
3) During the internship, students are not allowed to take any classes.

▷ CONDITIONS & DURATION

During the long internship period, students are in a sabbatical leave yet they still registered at EPFL subject to a fee of CHF 53.--.

Short Internships

- ▪ Duration?   : 8 weeks minimum
- ▪ When?   : during summer (July & August)
- ▪ Where?   : in a company
- ▪ Supervision?   : mandatory validation by the Program Director prior to the starting date

Long Internships

- ▪ Duration?   : 6 months at 100%
- ▪ When?   : in Spring starting as of February 1st
                        in Autumn staring as of August 1st

- Where?   : in a company
- Supervision?   : mandatory validation by the Program Director prior to the starting date

Master's Projects

- Duration?   : 6 months (25 weeks)
- When?   : dates are defined by the Registrar's Office and cannot be modified
- Where?   : in a company
- Supervision?   : supervised by an IC Professor
  (refer to the master's project procedures)

▶ **EVALUATION**

Short and Long Internships

At the end of the internship period, a survey is sent to the company's supervisor who will appraise the student's performance.

Following this evaluation, the Program Director will decide whether the internship will be validated or not.

Master's Project

The EPFL Professor who supervises the project is responsible for the evaluation.
(*Please refer to the master's project procedures*)

▶ **PROCEDURE**

Internships suggested by students

Short or long Internships

- Ask the validation form to the internship office.
- Submit the document filled in and signed to the section for approval prior to the starting date of the internship.
- Complete the internship agreement that can be found on the website.

Master's Project

- Submit the description of the master's project to the internship's office by completing the *"Validation of the Topic"* form.
- Once the topic is validated by the section, the student may contact an IC professor to supervise the project.
- Following the approval of the project by an IC Professor, the second part of the form, *"Registration"*, must be completed and submit to the section before the deadline.

Internships proposed by the Section

The students of I&C schools are required to have an internship experience during their master cursus. They are responsible for finding an internship; nevertheless, the sections will help in this process by providing an access to the internship portal which contains a large number of proposals.

In no case, the sections are responsible for finding them an internship.

The sections possess a database with more than 3'000 contacts in companies throughout the world. Each semester, through this database, placement proposals are available to students.

Short or long Internships

- Complete the internship agreement that can be found on the website.

An information meeting is organized at the beginning of the semester to provide the students with all necessary information on deadlines and registration details.

▶ **INTERNSHIP AGREEMENT**

The internship agreement specifies the obligations and responsibilities of the EPFL, company and student.

This agreement must be signed by the three concerned parties.

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