

IC SCHOOL

Computer Science, Communication Systems & Data Science

Administrative & Practical Modalities

Spring 2019



AGENDA

- ☐ Master's Projects
- ☐ Summer internships in the USA
- ☐ Work authorisations
- ☐ Attestations
- ☐ Salary
- ☐ Alumni Testimonial
- ☐ Questions



AIMS OF MASTER'S PROJECT

EXPECTATION

(<http://ic.epfl.ch/page-130207-fr.html>)

- ✓ involve more than just learning.
- ✓ it has to have a research and innovating development aspect.
- ✓ it has to have a technical challenge.

CONTENT

- ✓ a well defined component that tackles a new problem.
- ✓ one for which no accepted solution currently exists, but for which you will attempt to develop (and assess) a solution as part of your MS project.



MASTER'S PROJECT MODELS

- ❑ **In the industry**

duration of 25 weeks.

- ❑ **At EPFL**

duration of 17 weeks. You can only do your project at EPFL, if you already did an internship in the industry (short or long) during your master.

- ❑ **Another university**

duration of 25 weeks. You can only do your project in another university, if you already did an internship in the industry (short or long) during your master.



IN THE INDUSTRY

❑ Confirm the eligibility of the project

1. *Whether if you find the project through the portal or by yourself, you need to **complete the 1st part of the form** (**validation form**) **and submit it to the internship office (INN 131).***
2. *Once the topic is accepted by the section, you may contact the IC professor.*
3. *Complete the 2nd part of the form (**registration form**) **and submit it to the internship office (INN 131)***

Do not accept a position without having confirmed the eligibility of the project and settled all the details with the internship office first and then with the EPFL supervisor.



IN ANOTHER UNIVERSITY

- ❑ To join some of the most eminent universities, you must have an **average grade of 5.2** even if a professor supports your application.
- ❑ The following universities are concerned:
 - * MIT, USA
 - * Berkeley, USA
 - * Stanford, USA
 - * Carnegie Mellon University, USA
 - * Cambridge, UK
 - * Imperial College, UK
 - * Oxford University, UK
 - * Colombia University, USA
- ❑ Complete the **validation form** and submit it to the internship office for approval.
- ❑ Once the topic is accepted, you may contact the IC professor.



NON-DISCLOSURE AGREEMENTS

☐ Non-disclosure agreements (NDA) - **IMPORTANT**

In most cases, our professors do not sign non-disclosure agreements, as we have an open environment that is not set up to maintain confidentiality. Moreover, it is contrary to the spirit of our school, as all the research results can be published and shared.

Make sure you discuss and clarify this with the company and the professor before committing.



SUMMER INTERNSHIPS IN THE USA

Some companies in the USA only offer 12-16 weeks internships during the summer.

In order to allow you to enjoy a unique opportunity to work for some of the best companies in our field, the EPFL agreed to make an exception in our normal internship procedure:

- ☐ You will be exceptionally allowed to be absent during the **fall** semester to allow you to complete a **12-16 weeks internship**.
- ☐ You can only start your summer internship after the exams sessions, after July 15th.



COMPANIES

This exception only concerns **summer** internships and the following companies:

- ☐ [Facebook](#)
- ☐ [Apple](#)
- ☐ [Google](#)
- ☐ [LinkedIn](#)
- ☐ [Yahoo](#)
- ☐ [Twitter](#)
- ☐ [Microsoft](#)



HOW TO APPLY

- ☐ Usually these internships are not published in our portal. If they are, feel free to apply, otherwise apply directly on the company's website.
- ☐ Make sure your profile matches their requirements !
- ☐ The best timing to apply is around October-November for the summer after.
- ☐ For any other companies in the US, the normal policy applies.



IF YOU ARE STAYING IN SWITZERLAND

☐ Students from third countries (non UE/AELE)

The company must ask the competent authorities of labor for the permission to employ you as an intern and submit the working conditions to such authorities. The Company and the Student must wait for the positive decision of the authorities of labor market before starting the internship.

☐ Students that are EU citizens and EFTA

Get the principle of mobility and the ability to perform an activity for the duration of the internship. The internship must, however, be announced to the control of the inhabitants of the town of the Student or in the canton where the internship will take place. The internship can begin as soon as the announcement is made.



IF YOU ARE STAYING IN SWITZERLAND

☐ Change of canton in case of internship

The Lausanne authorities advise you to keep your main address in “Canton de Vaud” and to take a temporary address in the other Canton.

1. Ask in your “commune” of residence if you can have an administrative address. Not all communes accept it but it is worth it to ask.
2. Ask a friend if you can register with him/her in his/her house. In this situation you will have to register at your friend’s “commune”.
3. It is important to inform the authorities that you have a temporary address in another canton by showing them the attestation the internship office will provide you with.
4. All occupancy taxes and insurances will be linked to your principal address.

In the Canton where you are doing your internship you will have to:

1. **Inform the Residents’ registration office about your temporary address**
2. **Ensure that the hosting company applies for a work authorization**



IF YOU ARE GOING ABROAD

- ❑ If you are leaving Switzerland for your internship or master's project you need to apply for a visa.

❑ Procedures

1. Check with the hosting company if they can help you with the visa's procedures.
2. Contact the country embassy.
3. Before leaving Switzerland, inform the local authorities that you will be absent for a few months. **Provide them with the attestation you received from the internship office to justify your absence.**
4. Two months before coming back to Switzerland to pursue your studies, contact the Swiss authorities in order to "**reactivate**" your B Permit.



EPFL ATTESTATION

EPFL issues an attestation stating that the internship / master's project are a mandatory part of the Student's studies, and that you are still registered as an EPFL student during his internship.

- ❑ As soon as you know where you are doing your internship / master's project, you must contact the internship office (**Patricia Galhardo – INN 131**) to get an attestation for your work permit or for your visa.
- ❑ Make sure you provide the following information:
 - ✓ *Name & Surname*
 - ✓ *B Permit number / passport number*
 - ✓ *Location of your internship / master project*
 - ✓ *Dates*



EPFL ATTESTATION

- ❑ If you leave Switzerland, you will need two attestations; one is to be submitted to the local immigration office (*contrôle des habitants*) when informing them of your departure and the other one to the company in order to support your visa and work permit applications.
- ❑ If you stay in Switzerland, you must give this document to your employer. The company must complement it with the work permit request to be given to the local immigration office (*contrôle des habitants*) where you will do your internship / master's project.



ADMINISTRATIVES PROCEDURES

- ❑ B Permit / work authorizations and visa procedures take time (minimum 8 weeks). You must immediately start these procedures as soon as you get accepted for an internship.
- ❑ Take this into consideration when applying for internships or master's projects in the industry.



SALARY

- ❑ For information, the indicative scale set by the competent authority (Employment Service) is

CHF 2'000.-- to 2'500.-- minimum per month in Switzerland.

- ❑ It is on this basis that the Employment Service will deliver or not a work permit , required for students from non EU countries.
- ❑ If the salary is not mentioned, ask for it. But if it is mentioned, do not bargain !



DEADLINE

- ❑ Please be aware that you must find and confirm an internship or master's project by **December 21st the latest**.
- ❑ This will give you time to study for your exams and to take care of all the administrative tasks.
- ❑ Once the deadline has expired, no internships / master's projects in the industry will be accepted.



SPECIAL ATTENTION

CAREFULLY READ ALL EMAILS YOU RECEIVE FROM THE ADMINISTRATIVE AND INTERNSHIP OFFICES AS VERY IMPORTANT INFORMATION IS SHARED BY EMAIL EVERY SEMESTER REGARDING MASTER'S PROJECTS AND INTERNSHIPS!

PEOPLE YOU SHOULD KNOW

- | | |
|---------------------|--|
| ❖ Sylviane Dal Mas | Deputy Head for Bs and Ms Programs |
| ❖ Patricia Galhardo | Assistant to the internship program |
| ❖ Antonella Veltro | Secretary for Ms in Computer Science |
| ❖ Carole Dauphin | Secretary for Ms in Communication Systems & Data Science |



USEFUL INFORMATION

- ❑ Our blog (<http://blogs.epfl.ch/ic-internship.program>)
 - ✓ *Motivation letter*
 - ✓ *Curriculum vitae*
 - ✓ *How should I name the documents*

- ❑ For any questions regarding your applications, feel free to stop by the internship office during opening hours for counselling.

- ❑ Our webpage
 - ✓ [Computer science](#)
 - ✓ [Communication systems](#)
 - ✓ [Data Science](#)

- ❑ Our office
 - ✓ INN 131, every day from 10.00-12.00
14.00-16.00



TESTIMONIAL

Franck-Eric FLEGBO
Alumnus 2002
CEO @ Drinkotec



ANY QUESTIONS?



Thank you for your attention !

