INTERNSHIPS & MASTER’S PROJECTS

SPRING 2020

Interns Wanted!

Computer Science
Communication Systems
Data Science
Cyber Security

Mark Pauly, IN Sections’ Director
INTERNSHIP PROGRAM AND ITS BENEFITS

Mandatory for all EPFL Master’ students since 2010

It is managed by EPFL

Gain valuable work experience, develop and refine your skills

Explore a career path

Companies benefit from being able to hire highly qualified students
## Internship Models

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<th>Internship Model</th>
<th>Duration</th>
<th>Details</th>
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<td>Short Internship</td>
<td>8 weeks minimum</td>
<td>During the summer</td>
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<tr>
<td>Long Internship</td>
<td>6 months minimum</td>
<td>During a semester</td>
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<td>Master’s projects</td>
<td>25 weeks</td>
<td>Dates are set by the SAC</td>
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<td>17.02.2020 – 14.08.2020</td>
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WHEN CAN YOU DO AN INTERNSHIP

- EPFL BSc Students  
  February 2020
- International BSc students*  
  September 2020
- Master’s Projects  
  17.02.20 - 14.08.20

* International BSc students are required to complete a full semester before being able to register for an internship.
HOW TO FIND AN INTERNSHIP

- It is your responsibility to find an appropriate internship.

- The internship portal is on IS Academia and it holds more than 7’000 worldwide contacts.

- Last semester, there were **625** proposals published in the portal. This semester, there are already **253** projects and there will be more. Companies keep posting new projects every day.

- You may find your internship on your own. If this is the case, please validate it with the section before committing to the company.
You can do your master’s project in:

- a company
- another university (average of 5.2 for some prestigious universities)*
- EPFL*

Whether you find your master’s project by yourself or through the internship portal, the section must validate the topic before you look for an IC professor to supervise it.

Contact the internship office as soon as you have been accepted by a company for a project.

*only if you already did an internship in the industry*
SUMMER INTERNSHIPS

- There are only a few summer internship proposals in the portal.

- If you find your own summer internship, the topic must be approved by the section before you accept it. Please send an email to the internship office with a clear description of the project.

- Once the topic is approved by the section, you must submit the internship agreement filled in and signed to the internship office before the starting date.
SUMMER INTERNSHIPS

- It is not possible to do a summer internship followed by a long internship of six months!

- Due to scheduling conflicts, you can only do a summer internship if you are doing an academic semester right after the internship, or your master’s project (which normally does not start before mid-September). The summer internships must start after the exams session, in mid-July. You may start earlier if you do not have exams.
COMPANY’S REQUIREMENTS

General rule:

- Apply only to companies in whose technical area you excel
  
  ex: if you are good in security, you should apply for a position in the field of security

- A few companies require a high GPA, well above 5 sometimes.

The section reserves the right to reject an application that does not correspond to the company’s needs and requirements.
HOW TO SELECT YOUR PROJECT: match your skills

- Programming languages
- Semester projects
- Core courses / optional courses
RESPECTING DEADLINES

Since September 2012, all EPFL students must do an internship.

As you will compete with students from other sections for some of the projects published in the portal, we strongly advise you to apply for an internship during the 1st round to maximize your chances.
HOW TO APPLY FOR AN INTERNSHIP IN THE PORTAL

- Registration in the internship portal
  - choose your project
  - 4 registrations for the 1st round

- Upload your CV

- Upload your cover letter
  - Specify the model: internship or master’s project?
  - Specify the dates

- Upload your transcripts (not mandatory but recommended)

- Provide Patricia Genet with recommendation letters if any
INTERVIEW

- Be prepared for the interview.
- Demonstrate a professional attitude.
- If the living allowance is mentioned in the description, do not bargain; if not mentioned, inquire about it.
  (min. wage in Switzerland for an internship should be between CHF 2’000.-- - CHF 2’500.--)
- Provide the internship office with feedback.
CONSEQUENCES OF YOUR CHOICE

- Change of residence – relocation

- Time-consuming formalities
  - Visa
  - Work permit
  - Residence permit and / or return visa

- Internship agreement - > submit this document duly filled in and signed **before the starting date the latest**!

- Master’s project validation and registration form can be downloaded from the internship website.
IS ACADEMIA STATUS

- **During the internship**

  - You must register in IS Academia as doing an internship (*practical project*). During the internship, the “clock” stops; the duration of the internship does not count in the total duration of your studies.

- **During the master’s project**

  - You are still registered at EPFL

**Internship fee**  CHF 50.—

**Master’s project fee**  CHF 700.—
■ Once you obtained all the required credits, you must do the internship or the master’s project. You cannot take extra credits or take a semester off.

■ When selecting your project, make sure that it matches your academic and professional future projects, especially if you are considering joining the doctoral school.

■ The master’s project must be approved by the section.

■ If you fail a course and don’t have the required credits to do your thesis, you must change it into an internship instead and postpone your master’s project.

■ You cannot take any courses during an internship.
As one of our students, you will act as an EPFL ambassador in the industry.

Thanks to your hard work and positive attitude, you will leave a positive impression within the company.

This is not only important for your future professional career but also for the EPFL internships program which will benefit from your commitment and will grow from it.

It is your responsibility to be perfectly aware of the internships & master’s projects rules and regulations. No exceptions will be made!
CONTACT DETAILS

- Our webpage
  - [https://www.epfl.ch/schools/ic/internships/](https://www.epfl.ch/schools/ic/internships/)

- Our office – INN 131
  - Monday: 10h00 – 12h00
  - Tuesday – Thursday: 10h00 – 12h00 / 14h00 – 16h00
  - Friday: 10h00 – 12h00
To complete this meeting another information session will be held on

Friday, September 20th, 2019 @ 17h15 in BC 420

Agenda

- Internships in general
- Master’s projects
- Summer internships in the USA
- Attestations
- Agreements
- Alumni testimonial & company presentation

Mr Laurent Rime, alumnus 2010
CEO & Co-founder A-LL Creative Technology
THANK YOU VERY MUCH FOR YOUR ATTENTION.

ANY QUESTIONS?