ADMINISTRATIVE & PRACTICAL MODALITIES

SPRING 2020

Computer Science
Communication Systems
Data Science
Cyber Security

Sylviane Dal Mas
Deputy Head Bs & Ms Programs
ON THE AGENDA TODAY

- Master’s Projects
- Summer internships in the USA
- English level
- Work authorisations
- Attestations
- Salaries
- Deadlines
- Internship office support
- Alumni testimonial
- Questions
AIMS OF MASTER’S PROJECT

**EXPECTATION**

- 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 Projects Models**

**In the Industry**
- Duration of 25 weeks
- You can do your master’s project in the industry, even if you already did an internship. If not, it counts as your mandatory internship.

**At EPFL**
- Duration of 17 weeks
- You can only do your master’s project at EPFL if you already did an internship in the industry, short or long.

**In Another University**
- Duration of 25 weeks
- You can only do your master’s project at EPFL if you already did an internship in the industry, short or long.
MASTER’S PROJECT 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 this 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 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.
MASTER’S PROJECT IN AN UNIVERSITY

- For some universities, you must have an average grade of 5.2 even if a professor supports your application.

<table>
<thead>
<tr>
<th>MIT, USA</th>
<th>Berkeley University, USA</th>
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<tbody>
<tr>
<td>Cambridge University, UK</td>
<td>Oxford University, UK</td>
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<td>Carnegie Mellon University, USA</td>
<td>Colombia University, USA</td>
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<td>Harvard University, USA</td>
<td>Imperial College, UK</td>
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<td>Stanford University, USA</td>
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- 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 (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.
Some companies (Google, Facebook, Microsoft) 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**.
HOW TO APPLY FOR USA SUMMER INTERNSHIPS

**Where?**
- These internships are not published in the portal. Feel free to contact the company directly.

**How?**
- Upload your documents on their website.
- Make sure your profile matches their requirements!

**When?**
- The best timing to apply is around October-November for the summer after.

- Only a few companies are concerned by this exception:
  - Facebook
  - Microsoft
  - Google
ENGLISH LEVEL

- You are required to have a **B2 english level** to be able to do an internship abroad or in an English speaking company.

- Please submit the English certificate to the internship office (INN 131)
WORK AUTHORISATIONS

- **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 have:

1. To inform the Residents’ registration office about your temporary address
2. To ensure that the hosting company applies for a work authorization
If you are leaving Switzerland, you need to apply for a visa.

- Check with the hosting company if they can help you with the visa’s procedures.
- Contact the country embassy.
- 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.
- Two months before coming back to Switzerland to pursue your studies, contact the Swiss authorities in order to “reactivate” your B Permit.
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.
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.
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.
DEADLINES

- Please be aware that you must find and confirm an internship or master’s project by **December 20th 2019**.

- This will give you time to study for your exams and to take care of all the administrative procedures.

- Once the deadline has expired, no internships / master’s projects in the industry will be accepted.
We offer you individual meetings to discuss:

- Companies
- Application file review (cover letters & CV)
- Any particular question related to your internship and/or master’s project

For any questions or if you would like to make an appointment contact Patricia Genet
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!
USEFUL INFORMATION

- Our webpage
  - https://www.epfl.ch/schools/ic/internships/

- Our office INN 131
  
  **Monday & Friday** 10:00 – 12:00
  **Tuesday to Thursday** 10:00 – 12:00 / 14:00 – 16:00
ALUMNUS TESTIMONIAL

Laurent RIME
SC Alumnus 2010

CEO & Co-Founder
A-LL Creative Technology
THANK YOU VERY MUCH FOR YOUR ATTENTION.

ANY QUESTIONS?