INTERNSHIPS & MASTER’S PROJECTS

FALL 2022

Computer Science
Communication Systems
Data Science
Cyber Security
INTERNERSHIP 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**

- **Short Internship**
  - 8 weeks minimum
  - During the summer

- **Long Internship**
  - 6 months minimum
  - During a semester

- **Master’s project**
  - 26 weeks (it includes one week vacation. You should start the project on a Monday and finish on a Friday.)
International BSc students are required to complete a full semester before being able to register for an internship.
The first internship done and validated, will be the one appearing in your diploma supplement.

It is not possible to do an internship if you have a Research Scholar.

- You cannot interrupt your research scholar’s contract
- You can do your internship, once you have finish your contract

It is not possible to take any courses during the internship

- Your status in IS Academia is “Internship”
- The duration of the internship does not count in the duration of the studies
- The school fee is CHF 50.--
INTERNSHIPS RULES

- 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.

- It is not possible to do two internships of six months

- During your cursus, you can only do a summer internship first and then a long internship
  - Exemple: summer internship in 2021 and long internship in spring 2022. You cannot undertake a long internship and then a summer internship (register’s office rules)
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 791 proposals published in the portal.

You may find your internship on your own. If this is the case, please validate it with the section before committing to the company.
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.

Companies that are concerned by this exception
(non-exhaustive list)
- ✓ Facebook
- ✓ Microsoft
- ✓ Google
- ✓ Apple
COMPANY’S RECOMMENDATIONS

Some companies may require an average grade well above 5.

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

The section reserves the right to reject an application that does not correspond to the company’s needs and requirements.
MASTER’S PROJECTS MODELS

IN THE INDUSTRY

- Duration of 26 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 18 weeks
- You can only do your master’s project at EPFL if you already did an internship in the industry, short or long.
- CYBER : Master’s project @ ETHZ : 18 weeks

IN ANOTHER UNIVERSITY

- Duration of 26 weeks
- You can only do your master’s project in another university if you already did an internship in the industry, short or long.

* The duration of the master’s project includes one week vacation.
** You can only start the master’s project on a Monday.

https://www.epfl.ch/schools/ic/education/master/master-project/
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.
Confirm the eligibility of the project

• Whether if you find the project through the portal or by yourself, you need to **complete the 1st part of the master’s project registration form** (available on the internship website) and **submit it to the internship office (INN 131)**.

• Once the topic is accepted by the section, you may contact the IC professor.

  *Laboratories that are allowed to supervise our student’s thesis*

• **Complete the 2nd part of the master’s project registration form** (available on the internship website) and submit it to the internship office (INN 131) by June 10th 2022.

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.
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.

- EPFL Master’s Project Agreement
  - if needed by the company, the professor can suggest the EPFL master’s project agreement (optional).

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

How to define "confidentiality"

Information disclosed by the company to the student and to the EPFL academic supervisor in the framework of the master’s project, either in writing and clearly labelled as “confidential” or orally provided it has been declared as confidential.

The confidentiality shall not apply to information that:

- Was in the domain or public knowledge at the time it was transmitted or it later fell into the public domain or public knowledge.
- It was already in possession of the student or EPFL, without any limitation regarding its disclosure at the time it was transmitted.
- It was obtained by the student or EPFL in good faith without any commitment relating to confidentiality from a third party entitled to disclose it.
- Is or was independently developed by the student or EPFL without violating any of their obligation.
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.

| MIT, USA | Berkeley University, USA |
| Cambridge University, UK | Oxford University, UK |
| Carnegie Mellon University, USA | Colombia University, USA |
| Harvard University, USA | Imperial College, UK |
| Stanford University, USA |

- Send an email to the internship office with a full description of the project.

- Once the topic is accepted, you may contact the IC professor.
HOW TO SELECT YOUR PROJECT: match your skills

- Core courses / optional courses
- Semester projects
- Programming languages
INTERNSHIP PORTAL: HOW DOES IT WORK

- Access to the internship portal
- First deadline: March 6th 2022
- March 28th 2022 (Deadline = April 10th @ 12h00)
- After the 2nd round, new applications will be sent to the companies every Monday at 14h00.
- Were you contacted for an interview? Were you hired?

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)

- Recommendation letters are uploaded by the internship office
It is highly recommended to have a **B2 English level** to be able to do an internship abroad or in an English speaking company.

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<tr>
<th>CECR</th>
<th>IELTS</th>
<th>TOEIC Listening and Reading</th>
<th>Cambridge English</th>
<th>TOEFL iBT</th>
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<td>120 – 220</td>
<td>N/A</td>
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<td>A2</td>
<td>N/A</td>
<td>225 – 545</td>
<td>Key (KET)</td>
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<td>550 – 780</td>
<td>Preliminary (PET)</td>
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<td><strong>5.5 – 6.5</strong></td>
<td><strong>785 – 940</strong></td>
<td>First (FCE)</td>
<td><strong>72 – 94</strong></td>
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<td>945 – 990</td>
<td>Advanced (CAE)</td>
<td>95+</td>
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<tr>
<td>C2</td>
<td>8.5 – 9.0</td>
<td>N/A</td>
<td>Proficiency (CPE)</td>
<td>N/A</td>
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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.
ADMINISTRATIVE 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.

- It is your responsibility to ask the internship office for the attestation to support your work permit / visa request.

- Take this into consideration when applying for internships or master’s projects in the industry.
WORK AUTHORISATIONS

- **Students from third countries (non UE/EFTA)**

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 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.
IF YOU ARE STAYING IN SWITZERLAND

- Change of canton in case of internship (non UE/EFTA)

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 GOING ABROAD

- If you are leaving Switzerland, you may need to apply for a visa.

  ✓ Check with the hosting company if they can help you with the visa’s procedures.

  ✓ Contact the country’s 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.
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.
• **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

<table>
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<tr>
<th>Internship fee</th>
<th>CHF 50.—</th>
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<tr>
<td>Master’s project fee</td>
<td>CHF 700.—</td>
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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.
Please be aware that you must find and confirm an internship or master’s project by **June 10th 2022**.

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.
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!
INDIVIDUAL MEETINGS

- We offer you individual meetings:
  - To discuss your options and eventually contact companies that are not listed in the portal
  - To review your application files (cover letter & CV)
  - To answer any particular question you may have related to your internship and / or master’s project

Contact Patricia Genet (patricia.genet@epfl.ch)
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!
CONTACT DETAILS

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

- Opening hours
  - Monday : available by phone / email all day
  - Tuesday – Thursday : in the office (INN 131) (10h00/12h00 – 14h00/16h00)
  - Friday : available by phone / email all day
THANK YOU VERY MUCH FOR YOUR ATTENTION.

ANY QUESTIONS?
ALUMNI TESTIMONIAL

NGUYEN Phuong Duy
(Alumnus IN 2015)

Adobe Research Schweiz AG