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

<table>
<thead>
<tr>
<th>Model</th>
<th>Duration</th>
<th>Details</th>
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<tbody>
<tr>
<td>Short</td>
<td>8 weeks minimum</td>
<td>- During the summer</td>
</tr>
<tr>
<td>Long</td>
<td>6 months minimum</td>
<td>- During a semester</td>
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<tr>
<td>Master’s</td>
<td>26 weeks (includes one week</td>
<td>- 26 weeks (it includes one week vacation. You should start the project</td>
</tr>
<tr>
<td>project</td>
<td>vacation)</td>
<td>on a Monday and finish on a Friday.)</td>
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</table>

**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.)
WHEN CAN YOU START AN INTERNSHIP

• **International BSc students are required to complete a full semester before being able to register for an internship.**

• **You can only start your internship once you finished the exam session and you must be back on time to start the new semester.**
INTERNSHIPS RULES

- 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 2022 and long internship in spring 2023. You cannot undertake a long internship and then a summer internship (*register’s office rules*)
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 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.
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 December 22nd 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 (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.
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.
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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</thead>
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<td>Cambridge University, UK</td>
<td>Oxford University, UK</td>
</tr>
<tr>
<td>Carnegie Mellon University, USA</td>
<td>Colombia University, USA</td>
</tr>
<tr>
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<td>Imperial College, UK</td>
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<tr>
<td>Stanford University, USA</td>
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</table>

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 APPLY FOR AN INTERNSHIP IN THE PORTAL

▪ Registration in the internship portal
  ✓ choose your project
  ✓ 4 registrations to begin with

▪ 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

▪ Applications are automatically sent every Monday at 14h00
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.--)*
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

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**Internship fee**  CHF 50.--
**Master’s project fee**  CHF 700.--
IMPORTANT REMINDERS

- 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 December 22nd 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.
LAST BUT NOT LEAST

- 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!
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!

Eileen Hazboun
Deputy Head Bs / Ms Programs

Patricia Genet
on maternity leave
IC Internship Program Assistant

Antonella Veltro
Secretary
Ms Program in Computer Science

Carole Dauphin
Secretary
Ms Program in Communication Systems and Data Science

Elise van Eijs
Secretary
Ms Program in Cyber Security
Internships replacement
CONTACT DETAILS

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

- Email: [internships.ic@epfl.ch](mailto:internships.ic@epfl.ch)
THANK YOU VERY MUCH FOR YOUR ATTENTION.

ANY QUESTIONS?