Internships & Master’s Projects

Spring 2023

Computer Science
Communication Systems
Data Science
Cyber Security
Your contacts ....

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Deputy Head  
All programs

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Internships &  
Master's Thesis

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Master IN

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Master SC-DS

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Master Cyber
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
# Mandatory internship

You can do your mandatory internship in one of the following forms:

<table>
<thead>
<tr>
<th></th>
<th>Short</th>
<th>Long</th>
<th>Integrated Master thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
<td>8 weeks</td>
<td>6 months (100%) *</td>
<td>6 months (26 weeks including 1 week vacation)</td>
</tr>
<tr>
<td><strong>When</strong></td>
<td>Summer from July 15 to Sept. 15</td>
<td>Spring semester: latest start March 15 Autumn semester: latest start August 15</td>
<td>Spring: Feb 15 - March 1 Autumn: Aug 1 - Oct 1 **</td>
</tr>
<tr>
<td><strong>Where</strong></td>
<td>industry</td>
<td>industry</td>
<td>industry</td>
</tr>
<tr>
<td><strong>Supervision</strong></td>
<td>validation by the Section</td>
<td>validation by the Section</td>
<td>supervised by an IC professor</td>
</tr>
</tbody>
</table>

* Be careful no courses can be attended in parallel during a long internship. Students are on a sabbatical leave.

** Cyber students: September 1 to October 1.
When can you start an internship

- Non-EPFL Bachelor students should complete their autumn 2022 semester. Earliest starting date to do an internship = summer (short) or autumn 2023 (long).

- You can only start your internship once you have finished the exam session and you must be back on time to start the new semester.
Internships models

COMPUTER AND COMMUNICATION SYSTEMS SCIENCES
INTERNS BY ACADEMIC YEAR AND MODEL OF INTERNSHIP
2014 - 2021

- SHORT INTERNSHIP
- LONG INTERNSHIP
- MASTER PROJECT INDUSTRY
- MASTER PROJECT @ EPFL
- MASTER PROJECT @ OTHER UNI.
The first internship done and validated, will be the one appearing in your diploma supplement.

If you are a Research Scholar, it is not possible to do a short internship during the summer 2023. Your internship in industry can start no earlier than September 2023.

- You cannot interrupt your Research Scholar’s contract during the 1st year of your assistantship.

It is not possible to take any courses during the long internship.

- Your status in IS-Academia is “Internship”.
- The internship semester does not count towards the max. duration of the master cycle (i.e., 6 semesters).
- The school fee is CHF 50.-
Internship rules (cont.)

- It is not possible to do a summer internship immediately followed by a long internship of six months.
  - Due to scheduling conflicts, you can only do a summer internship if you are completing an academic semester after the internship, or your master’s project (which generally does not begin until mid-September).
  - The summer internship must start directly after the exam session, by 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.
  - Example: A summer internship in 2022 and a long internship in spring 2023. You cannot undertake a long internship and then a summer internship.
How can you find an internship?

- It is your responsibility to find an appropriate internship.
- The internship portal on IS-Academia holds more than 7,000 worldwide contacts.
- Last semester, there were 791 proposals published in the portal.
- You may also find your internship on your own. If this is the case, please validate the internship with the section before committing to the company.
Master’s Project 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 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 and finish on a Friday (SAC rules).

https://www.epfl.ch/schools/ic/education/master/master-project/
Aims of a Master’s Project

Expectation
- Involves more than just learning.
- It must have a research and innovative development aspect.
- It must 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 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 website) and submit it to internships.ic@epfl.ch.

- Once the topic is accepted by the section, you may contact an IC authorized supervisor (see the website for the list of labs authorized to supervise our student’s thesis).

- Complete the 2nd part of the master’s project registration form and submit it to internships.ic@epfl.ch by December 22, 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 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.
Master’s Project in another 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>
</tr>
<tr>
<td>Carnegie Mellon University, USA</td>
<td>Colombia University, USA</td>
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<tr>
<td>Harvard University, USA</td>
<td>Imperial College, UK</td>
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<tr>
<td>Stanford University, USA</td>
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</tbody>
</table>

- Send an email to internships.IC@epfl.ch with a full description of the project.
- Once the topic is accepted, you may contact the IC professor.
How to apply on the portal

- Registration in the IS-Academia portal
  - Choose your project
  - Upload your CV
  - Upload your motivation 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.- and CHF 2,500.-)
**Workshops to help in the application process**

Courses are given by the Career Center. Program comprises five separate courses of 1h45 on the following themes:

- **Course 1: Understanding and convincing the recruiter**
  - [Oct. 3 - 12:15 English // Oct. 4 - 17:15 French]

- **Course 2: The CV sections**

- **Course 3: The motivation letter**
  - [Nov. 3 - 12:15 English // Nov. 3 - 17:15 French]

- **Course 4: The job interview**
  - [Nov. 17 - 12:15 English // Nov. 17 - 17:15 French]

- **Course 5: Communication and organization at work**
  - [Nov. 24 - 12:15 English // Nov. 4 - 17:15 French]

Information and mandatory registration here:

- [https://epflcareer.ch/en/events/detail/?id=03aceeff-a727-ed11-80e0-843c455e328e](https://epflcareer.ch/en/events/detail/?id=03aceeff-a727-ed11-80e0-843c455e328e)
Consequences of your choice

- Change of residence / relocation
- Time consuming formalities
  - Visa
  - Work authorization
  - Residence permit and / or return visa
- Internship agreement > submit this document duly filled in and signed as soon as possible!
- Master’s project validation and registration form can be downloaded from the internship website.
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.
Please be aware that you must find and confirm an internship or master’s project by **December 22, 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!
Find your Internship in 180 seconds
Sept. 29, 2022 | 6 - 7:30pm | Auditoire CO3

EPFL Vice Presidency for Innovation
Find your internship in 180 sec

<table>
<thead>
<tr>
<th>Gestion des événements</th>
<th>Début</th>
<th>Fin</th>
<th>Langue de l'événement</th>
<th>Lieu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tatiana Soliani Brivio</td>
<td>29 septembre 2022 18:00</td>
<td>19:30</td>
<td>Anglais</td>
<td>CAMPUS EPFL, Auditoire CO 3 - 3ème étage</td>
</tr>
</tbody>
</table>

Description
EPFL master's students looking for internships for the Spring/Summer 2023 semester will discover at a glance a choice of internships lasting from 4 to 6 months, available between February and September (period 1) 2023.

Companies in the Innovation Park will thus benefit from direct access to students on the Campus. The meeting will be fun and interactive! After the presentations, students will have the opportunity to network and talk directly to the internship supervisors while enjoying free food. Presentations will be in English. Attendance is by registration.

Students from all sections, come in large numbers and be curious! All companies present are likely to hire you.

Companies based at the EPFL Innovation Park will present in 180' each
From the 3rd to 7th of October 2022, Forum EPFL’s 40th Edition will take place at the SwissTech Convention Center.

Year after year, committee after committee, the Forum has climbed to the 1st place of Switzerland’s recruitment fairs, and among the most well-recognized in Europe.

Visit Forum EPFL ...
https://www.forum-epfl.ch
Thank you!

ANY QUESTIONS?