Internships & Master’s Projects

Fall 2023

Computer Science
Communication Systems
Data Science
Cyber Security
The team

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All programs

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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.**

** Full time. Remote work is not authorized. **Maximum 40%.

*** Cyber students: September 1 to October 1.
Framework for the use of the EPFL agreements

<table>
<thead>
<tr>
<th></th>
<th>Engineering internships</th>
<th>Master’s Projects in the industry (*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Mandatory</td>
<td>Not mandatory (requests for modifications to the text not accepted)</td>
</tr>
<tr>
<td>Access</td>
<td>Public, available on the internship website</td>
<td>Access reserved to professors, MER, Deputies and internship coordinators</td>
</tr>
<tr>
<td>Signature</td>
<td>EPFL representative</td>
<td>Professor / MER (Master’s Project supervisor)</td>
</tr>
<tr>
<td>When to use it</td>
<td>Mandatory internship</td>
<td>Only if the project is confidential (professors may refuse to sign it)</td>
</tr>
</tbody>
</table>

* It is not possible to sign any other documents in place of the EPFL Master’s Project Agreement such as, for example:
  • NDAs
  • company documents with a broader notion of confidentiality than the one described in the EPFL Master’s Project Agreement or where the notion of IP would be the sole responsibility of the company
  • any other form of internship agreement / “convention de stage”
When can you start the internship

- EPFL BSc Students: September 2023
- New International BSc students*: February 2024

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

COMPUTER AND COMMUNICATION SYSTEMS SCIENCES
Zone de graphique: ACADEMIC YEAR AND MODEL OF INTERNSHIP
2017 - 2022

SHORT INTERNSHIP
LONG INTERNSHIP
MASTER PROJECT INDUSTRY
MASTER PROJECT @ EPFL
MASTER PROJECT @ OTHER UNI
Internship rules

- 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.

- 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’s 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 2023 and a long internship in spring 2024. 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 732 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.
Some companies (e.g., 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?

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
**Master’s Project models**

https://go.epfl.ch/masterproject

- **IN THE INDUSTRY**
  - **Duration of 26 weeks**
  - You can do your Master’s Project in 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.

- **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).
Goals 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 addresses 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 Master’s Project.
Master’s Project in Industry

Confirm the eligibility of the project

- Whether you found the project through the portal or own your own, you must complete the 1st part of the Master’s Project Registration Form (available on the website) and send it to internships.ic@epfl.ch

- Once the topic has been accepted by the section, you can contact an IC authorized supervisor (see the website for the list of labs authorized to supervise our students' master's thesis).

- Complete the 2nd part of the Master’s Project Registration Form and send it to internships.ic@epfl.ch by May 31, 2023.

Do not accept a position without confirming the eligibility of the project and settling all details first with the internship office and then with the EPFL supervisor.
Since 2018, you have the opportunity to perform your Master Thesis in your own startup, even if it is not yet incorporated.

- The project must have both a strong academic perspective and clear entrepreneurial objectives.

- You will receive the academic support from an EPFL lab, and business advice from a professional coach at EPFL Innovation Park. You will also have an alumni mentor as a buddy during the semester. You will be hosted by either an EPFL lab or EPFL Innovation Park, under the supervision of one or the other.

- You must start your application process at least 6 months before the start of your Project. The selection of candidates ends 3 months before the start of the Project.

- Full application deadline Project taking place in Autumn >> June of the same year.

- Full application deadline Project taking place in Spring >> Nov. of the year before.

- Please contact pdm-eip@epfl.ch as soon as you are interested in the program. They will help you build your Project in line with the eligibility conditions.
Non-Disclosure Agreements

Non-disclosure agreements (NDA)
- 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 must 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.

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>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Harvard University, USA</td>
<td>Imperial College, UK</td>
</tr>
<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.
Internship portal: how does it work?

- Access to the internship portal
- First deadline: March 8, 2023
- March 21, 2023 (Deadline = 29th)
- 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?

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

Since you will be competing with students from other sections for some of the projects posted on the portal, we strongly recommend that you apply for an internship in the 1st round to maximize your chances.
How to apply on 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
How to select your project: match your skills

- Core courses / optional courses
- Semester projects
- Programming languages
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 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 authorization / visa request.

- Take this into consideration when applying for internships or Master’s Projects in the industry.
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.-
Deadlines

- Please be aware that you must find and confirm an internship or master’s project by **May 31, 2023**.

- 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 and Master’s Projects rules and regulations. No exceptions will be made!
Important reminders

- Once you obtained all the required credits (90 credits for the Master’s Cycle), 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 a PhD program.

- 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 Master’s Project, you must change it into an internship instead and postpone your Master’s Project.

- You cannot take any courses during an internship.
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 questions, you may have related to your internship and / or Master’s Project
  - Contact: patricia.genet@epfl.ch
A day dedicated to your future career!
Take part in mock coding interviews and CV reviews, join various talks and meet plenty of EPFL IC alumni!
Talks, mini talks and meet-ups.
Registration will open soon.

https://go.epfl.ch/icbd

TUESDAY MARCH 14TH 2023
9 AM TO 6 PM, BC BUILDING
Swissnex in India connects Swiss university students with Indian Small and Medium-sized Enterprises (SMEs).

You will collaborate with a huge talent pool, chase new experiences and explore India beyond work.

Don't miss this opportunity to gain international industry experience in the heart of Bangalore, Pune and other tech hotspots.

Summer internships of 3 months, possibility to extend it.

Apply here: https://go.epfl.ch/indiainternships
Contact Details

- **Our website:**
  go.epfl.ch/IC-internships

- Monday and Friday available by email / phone

- Tuesdays and Thursdays (INN 131)
  **Office hours:**
  10h00 - 12h00 / 14h00 - 16h00

Internship Office

Patricia Genet
Internship Program Coordinator
patricia.genet@epfl.ch
Building INN - Office 131
021 693 56 41
We wish you an excellent semester!

Any Questions?