

# INTERNSHIPS IN THE INDUSTRY

## SIN – SSC – DS – CYBER

## PROCEDURES

*(To the students, the EPFL Professors and the companies / universities hosting our students)*

### ► INTRODUCTION

Students enrolled in a Master program in a domain leading to an engineer title have to complete an industry internship or master project before graduation. The goal is to give the students the opportunity to acquire industry practice in complement of the academic knowledge. They have the possibility to do their internship in Switzerland or abroad.

*(Please visit <http://stages.epfl.ch/> )*

### ► TYPES OF INTERNSHIPS

The internship is a practical immersion to seize the industrial aspects in the field of training of the student, and must contribute to develop the student's behaviors and necessary skills for the exercise of his future career.

SIN – SSC - DS – CYBER students must accomplish their internship during the master cycle by choosing one of the following options:

- ✓ Short : duration of 8 weeks minimum during the summer only
  - ✓ Long : duration of 6 months minimum
  - ✓ Simultaneously with the Master's Project
- 1) Internships must be, imperatively, validated by the Deputy Head of the programs prior to the starting date.
  - 2) Internships must be a full-time job (100%).
  - 3) During the internship, students are not allowed to take any classes.

### ► CONDITIONS & DURATION

During the long internship period, students are in a sabbatical leave yet they still registered at EPFL subject to a fee of CHF 50.--.

#### Short Internships

- Duration? : 8 weeks minimum
- When? : during summer (July & August)
- Where? : in a company
- Supervision? : mandatory validation by the Deputy Head prior to the starting date

## Long Internships

- Duration? : 6 months minimum at 100%
- When? : in Spring starting as of February 15<sup>th</sup>  
in Autumn starting as of July 15<sup>th</sup>
- Where? : in a company
- Supervision? : mandatory validation by the Deputy Head prior to the starting date

## Master's Projects in the industry

- Duration? : 6 months (25 weeks + 1 week vacation (easter or Christmas))
- When? : Autumn semester: from August 1st to October 1st  
→ (Cyber students: from September 1st to October 1st)  
Spring semester: from February 15th to March 1st
- Where? : in a company
- Supervision? : supervised by an IC Professor  
(refer to the [master's project procedures](#))

*The Master's projects should start on a Monday and be submitted on a Friday.*

### ► EVALUATION

## Short and Long Internships

At the end of the internship period, a survey is sent to the company's supervisor who will appraise the student's performance.

Following this evaluation, the Deputy Head will decide whether the internship will be validated or not.

## Master's Project

The EPFL Professor who supervises the project is responsible for the evaluation.  
(Please refer to the [master's project procedures](#))

### ► PROCEDURE

Students are responsible for finding an internship; nevertheless, the sections will help in this process by providing an access to the internship portal which contains a large number of proposals every semester.

The sections possess a database with more than 3'000 contacts in companies throughout the world. Each semester, through this database, placement proposals are available to students.

In no case, the sections are responsible for finding them an internship.

*If the student finds an internship without using the portal, he/she must validate the internship content by sending an email to the internship program coordinator.*

## Short or long Internships

- Complete the internship agreement and submit it signed to the internship office before the starting date of the internship.

## Master's Project in the industry or in another \*university

- Submit the description of the master's project to the internship's office by completing the "Validation of the Topic" form.
- Once the topic is validated by the section, the student may contact an IC professor to supervise the project.
- Once you found an IC professor, the second part of the form, "Registration", must be completed and submitted to the internship office before the deadline.

*\*The student can only do the master's project in another university, if he/she validated an internship.*

An information meeting is organized at the beginning of the semester to provide the students with all necessary information on deadlines and registration details.

### ► **REMOTE WORK**

- The primary goal of the internship program is to immerse students in the professional world. Therefore, remote work is neither recommended nor desired by EPFL and IC.
- Upon request from the company, exceptions can be made for a limited amount of remote work (**40% maximum**). Justification will be required and IC reserves the right not to allow it, when it does not appear to be consistent with the school's training objectives.
- In any case, the company must ensure that remote work does not prevent students from having a high-quality experience, and that it does not reduce the value of the internship for their future professional career.
- The company must also guarantee proper student supervision and working infrastructure while supervisors and students may be working remotely.
- Working remotely from Switzerland for a company abroad is forbidden.

### ► **INTERNSHIP AGREEMENT**

The internship agreement specifies the obligations and responsibilities of the EPFL, company and student.

This agreement must be signed by the three concerned parties.