

Internships & Master's Projects

Fall 2024-2025



**Computer Science
Communication Systems
Data Science
Cyber Security**



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All programs



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Internships &
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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 Industrial Experience

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

	Short	Long *	Master's project in the industry
Duration	8 weeks	6 months (100%) **	6 months (26 weeks including 1 week vacation)
When?	Summer from July 15 to Sept. 15	Spring semester: latest start March 15 Autumn semester: latest start August 15	Spring Feb 15 - March 1 Autumn Aug 1 - Oct 1 ***
Where?	industry	industry	industry
Supervision	validation by the Section	validation by the Section	supervised by an IC accredited professor

* 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

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

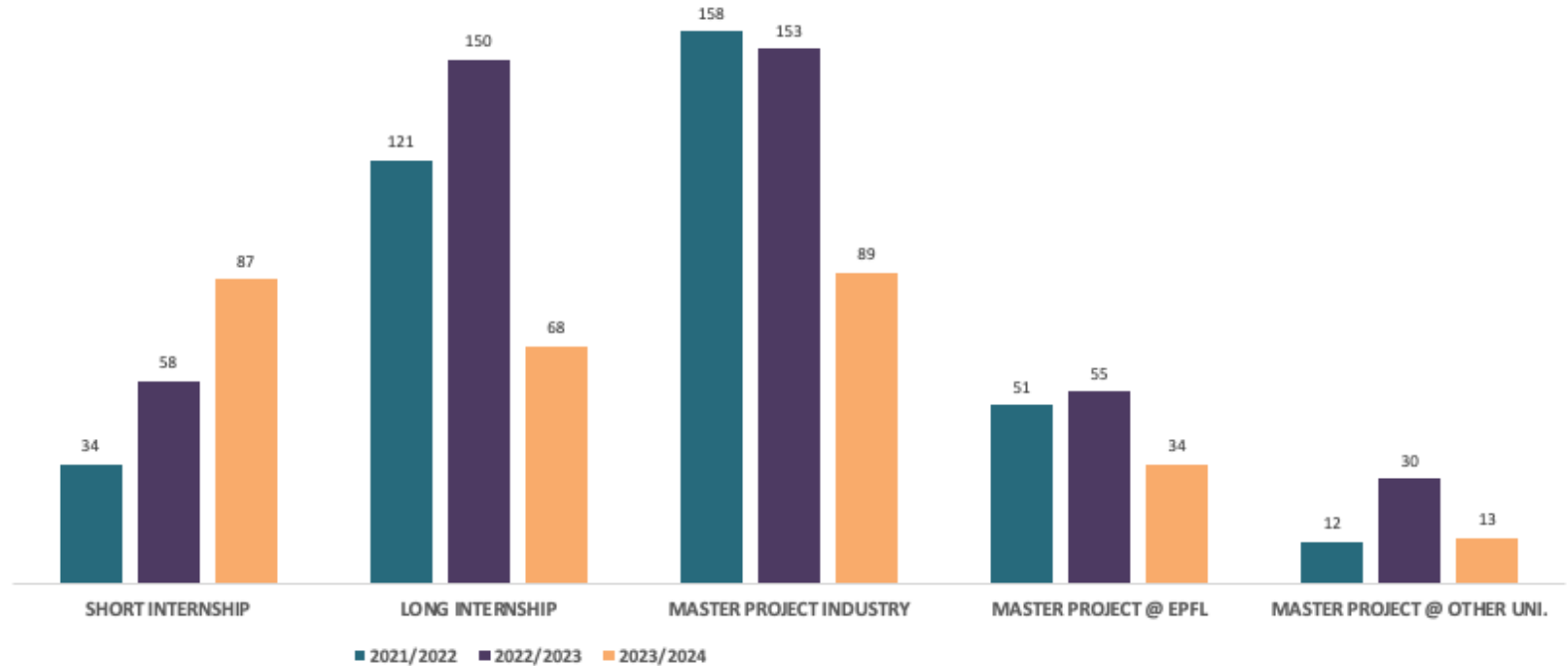
- * It is not possible to sign any other documents in place of the EPFL Master's Project Agreement such as, for example:
- NDAs
 - company documents with a broader notion of confidentiality than the one described in the EPFL Master's Project Agreement or where the notion of IP would be the sole responsibility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

When can you start the internship

- EPFL BSc Students September 2024
- New International BSc students* February 2025

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

COMPUTER AND COMMUNICATION SYSTEMS SCIENCES
INTERNS BY ACADEMIC YEAR AND MODEL OF INTERNSHIP
2021 - 2024



- **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 2024.**
- 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 2024 and a long internship in spring 2025. 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 653 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.

<https://go.epfl.ch/masterproject>

- 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.

**IN THE
INDUSTRY**



- 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.

AT EPFL



- 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.

**IN ANOTHER
UNIVERSITY**



- * 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 independently, you must complete the [validation form](#) (*google form*) for section's approval.
- After the topic is approved by the section, reach out to an IC authorized supervisor (*refer to the website for the list of labs authorized to supervise our students' master's thesis*).
- Fill out the [Master's Project Registration Form](#) and submit it to the Internship Office (internships.ic@epfl.ch) by May 31st 2024 the latest.

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.

Non-Disclosure Agreements

Important

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.

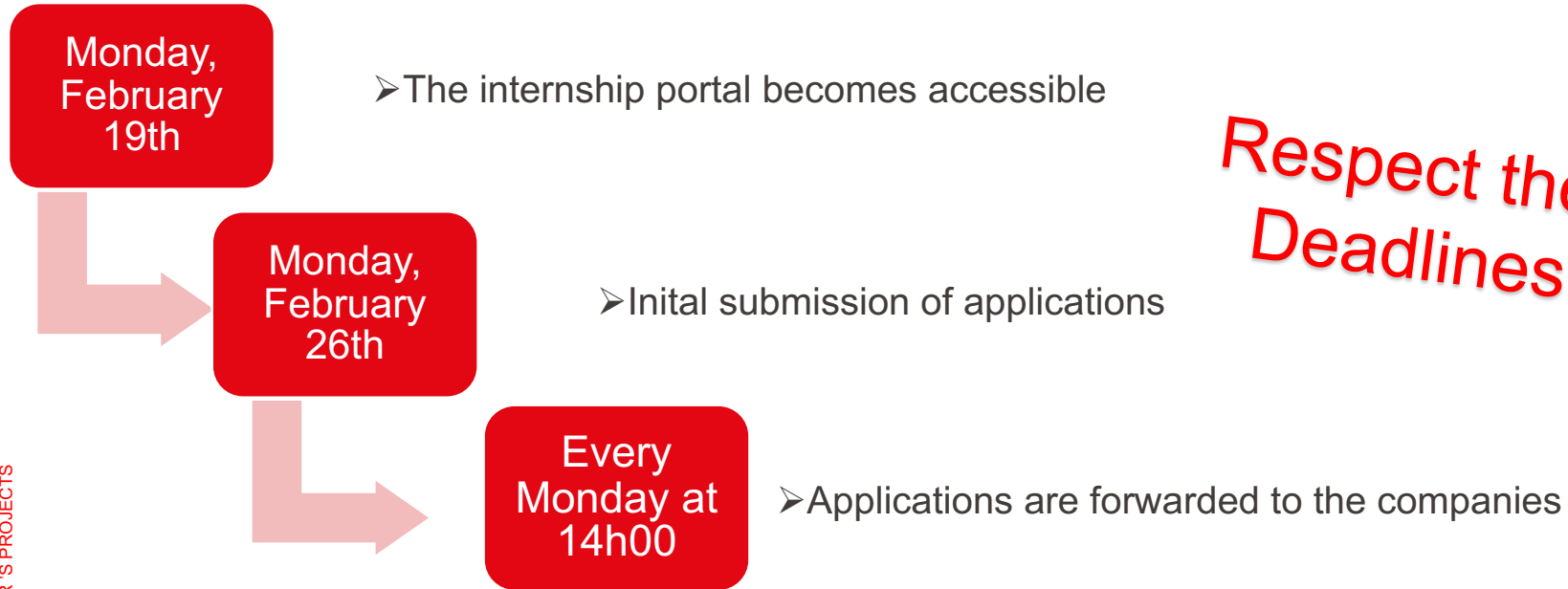
Master's Project in another University

- For some universities, excellent grades are required even if a professor supports your application.

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

- Complete the [validation form](#) (*google form*) for sections approval.
- After the topic is approved by the section, reach out to an IC authorized supervisor (*refer to the website for the list of labs authorized to supervise our students' master's thesis*).
- Fill out the [Master's Project Registration Form](#) and submit it to the Internship Office (internships.ic@epfl.ch) by May 31st 2024.
- Academic master's projects are not featured on the portal and it is your responsibility to find your own project. You can inquire IC laboratories for potential contacts or reach out directly to the host university.

EPFL Internship Portal : how does it work ?



- Starting from **September 2012**, it has become mandatory for all EPFL students to do an internship in the industry.
- Considering the competition with students from various sections for projects available on the portal, we highly advise you to apply for an internship or master's project as soon as possible.

NUMBER OF MAXIMUM APPLICATIONS IS 5

- The number of applications is managed by the internship office
- The number of applications will increase as the semester progresses

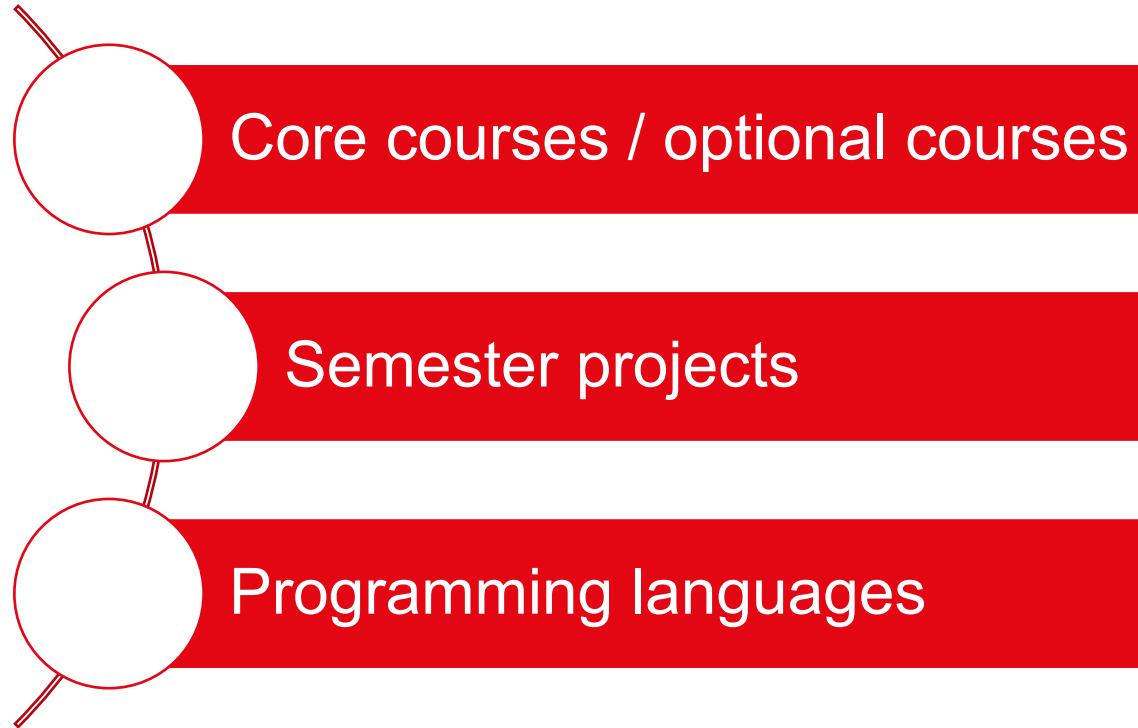
- Choose projects that match your profile
- Quantity is not synonymous with quality
- Applying for too many applications can cause a lot of stress

- Provide the internship office with feedback
- Interview ? Did you find an internship / master's project ?

How to apply

- **Registration in the internship portal**
 - select your project(s)
- **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)**
- **Upload recommendation letters (if any)**

How to select your project: match your skills



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

- Work authorizations and visa procedures are a time-consuming process, requiring a minimum of 8 weeks. Upon acceptance for an internship or master's project, it is crucial to initiate these procedures promptly.
- **It is your responsibility to request an attestation from the Internship Office to support your work authorization / visa application.**
- Take this into consideration when applying for internships or Master's Projects in the industry.

IS-Academia Status

- **During the internship**
- Register on IS Academia indicating you will be doing an internship (*practical project*). During the internship, the time does not count towards the overall duration of your studies; it is temporarily paused.
- **During the master's project**
 - ➡ You are still registered at EPFL

Internship fee	CHF 50.-
Master's Project fee	CHF 780.-

*Respect the
Deadlines*

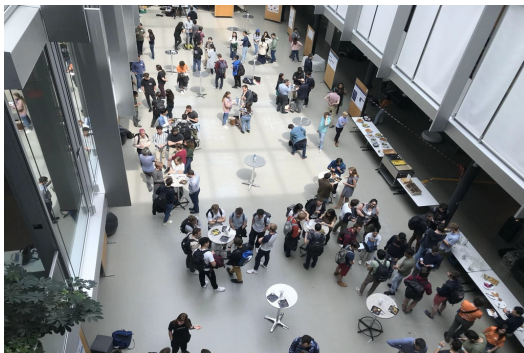
- Please be aware that you must find and confirm an internship or master's project by **May 31st 2024**.
- This will give you enough time to focus on exams and handle administrative tasks.

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!

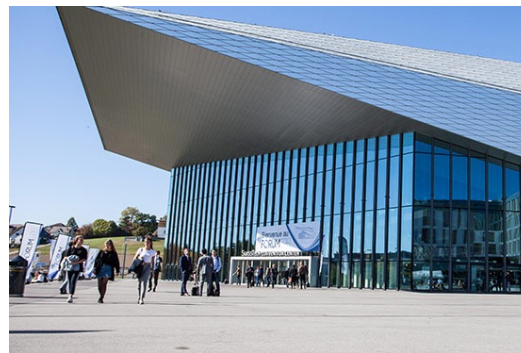
Important Reminders

- 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.**



Next edition:

March 13th 2024



Next edition:

9-13 October 2024 in STCC

[Forum EPFL](#)

- 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**

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

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We wish you an
excellent semester!

Any Questions?