Internships & Master’s Projects

Fall 2024-2025

Computer Science
Communication Systems
Data Science
Cyber Security
The Team

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All programs

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Internships &
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internships.ic@epfl.ch
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:

<table>
<thead>
<tr>
<th></th>
<th>Short</th>
<th>Long *</th>
<th>Master’s project in the industry</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 accredited 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><strong>Status</strong></td>
<td>Mandatory</td>
<td>Not mandatory (requests for modifications to the text not accepted)</td>
</tr>
<tr>
<td><strong>Access</strong></td>
<td>Public, available on the internship website</td>
<td>Access reserved to professors, MER, Deputies and internship coordinators</td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td>EPFL representative</td>
<td>Professor / MER (Master’s Project supervisor)</td>
</tr>
<tr>
<td><strong>When to use it</strong></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 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.
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 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.-
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.
Master’s Project Models
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

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.

<table>
<thead>
<tr>
<th>MIT, USA</th>
<th>Berkeley University, USA</th>
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</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>
<td></td>
</tr>
</tbody>
</table>

- 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.
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

- 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

- 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.
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

<table>
<thead>
<tr>
<th>Internship fee</th>
<th>CHF 50.-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s Project fee</td>
<td>CHF 780.-</td>
</tr>
</tbody>
</table>
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.
Upcoming Events @ EPFL

Next edition:

March 13th 2024

Next edition:

9-13 October 2024 in STCC Forum EPFL
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
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

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Internship Program Coordinator
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Building INN - Office 131
021 693 56 41
We wish you an excellent semester!

Any Questions?