

Scan for IC Internship
& Master's Projects
information



INTERNSHIPS & MASTER'S PROJECTS

September 2026

School of Computer and
Communication Sciences

Computer Science | Cyber Security |
Data Science | Digital Humanities



Meet The Team



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**Internships &
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Internship & Master's Project- 3 options

One option is required to fulfil your internship requirement

Short Standalone Internship

- Conducted **during the summer**
- **Minimum 8 weeks**, full-time
- Allows students to **graduate earlier**

Long Standalone Internship

- Completed **during an academic semester**
- **Temporary suspension of Master's cycle**
- Offers **extended professional immersion**

Industry-based Master's Project

- Undertaken **after Master's cycle**
- **Joint supervision** by academic and industry advisors
- Combines the **Master's project and internship** into a single experience

EPFL **Why professional experience matters**

Benefits for students, industry and EPFL



Apply academic knowledge in **real-world professional settings**
Enhance **career readiness and employability**
Gain **industry insight** and build professional networks



COMPANY

Access **highly motivated, skilled talent**
Benefit from **fresh perspectives and innovative solutions**
Build a **long-term recruitment pipeline**



Strengthen **partnerships with industry**
Foster **collaborative research opportunities**
Gather feedback to **continuously improve academic programs**

Internship vs. Master's Project

Professional practice vs. academic research

Aspect	Standalone Internship (Practical Project)	Master's Project (Academic Project)
Purpose	Professional exposure and applied practice	Academic research and scientific contribution
Goal	Apply theoretical knowledge in a real-world setting	Conduct in-depth academic research work
Setting	Industry or applied research organization	University, research lab, or industry research
Focus	Practical skills, teamwork, professional culture	Research methods, critical analysis, new knowledge or innovation
Supervision	Industry supervisor	Academic supervisor (+ industry co-supervision)
Deliverable	Internship evaluation	Written thesis and oral defense
Timing	During the Master's program (studies are put on pause)	After all credits or < 8 ECTS (final step before graduation)

Mandatory Industry Experience & Options

Internship / Industry-based project pathways available

Option	Duration	When	Notes
Short Standalone Internship	8 weeks	Summer (Jul 7 - Sep 7)	May precede a long internship or Master's project
Long Standalone Internship	6 months 100% full time, only ≤40% remote	Spring (Feb 15 - Mar 1) or Autumn (Aug 1 - Oct 1) start	No courses allowed in parallel
Industry-based Master's project	6 months 25 weeks + 1 week vacation	Final step after all credits of Master's cycle or < 8 ECTS	Counts as mandatory internship if none completed

Key rules:

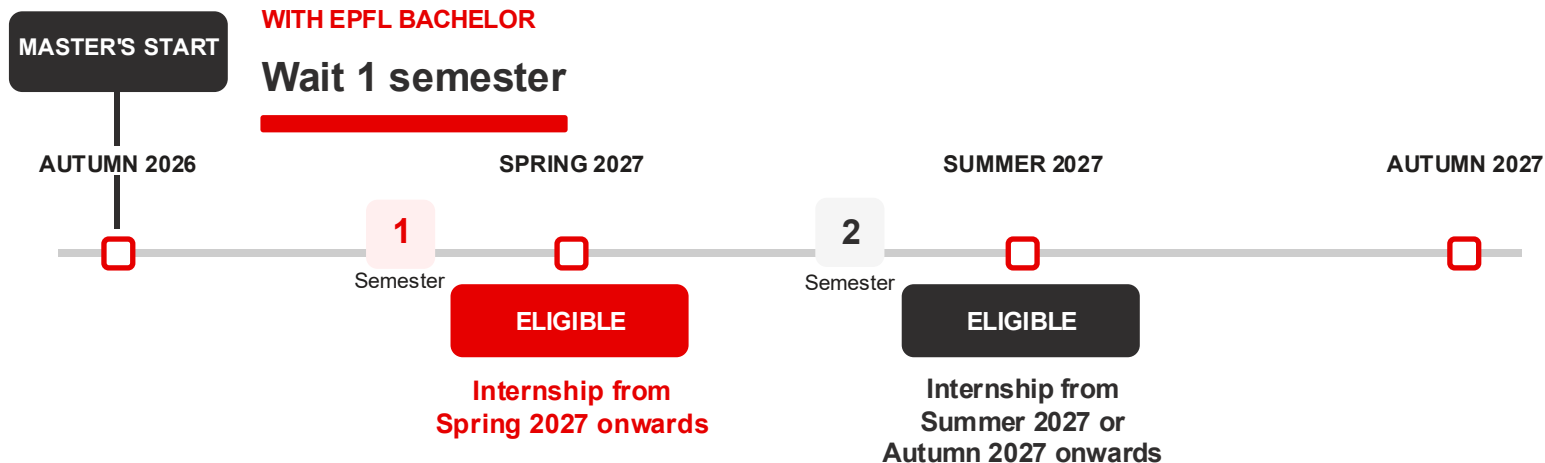
- **EPFL Internship Agreement required:** Signed by **company** → **student** → **EPFL (IC Section)**
- **Two consecutive long internships during the Master's cycle not permitted**
- **Possible sequence:** Short summer internship → academic semester → long internship **or** Master's project
- **Internship semester does not count** toward the 6-semester Master's cycle limit
- **Tuition fee during internship semester: CHF 50.-**

EPFL Eligibility

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When students can start a standalone internship

Same starting point. Different waiting period.



WITHOUT EPFL BACHELOR

Wait 2 semesters

EPFL Bachelor → 1 semester | International Bachelor → 2 semesters

Required documents

Agreements for Internships and Master's Projects

MASTER'S PROJECTS

- ✓ **No NDA by default**
- ✓ If confidentiality is essential, an optional EPFL Master's Project Agreement may be proposed by the EPFL supervisor
- ✓ **No modifications or substitute documents permitted**

INTERNSHIPS (STANDALONE)

- ✓ **Mandatory EPFL Internship Agreement**
Tripartite: Student · Company · EPFL
- ✓ **No alternative agreements accepted**
e.g., company NDAs or "convention de stage"

**MORE INFORMATION
& TEMPLATES**

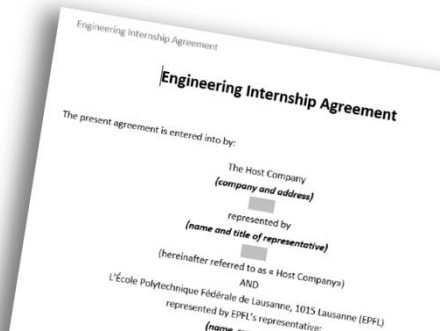


go.epfl.ch/IC-internships

Recap: EPFL Internship Agreement

Key points to remember

- **Mandatory for all internships** (short & long)
- Defines responsibilities of **EPFL**, the **company**, and the **student**
- Must be signed by **company** → **student** → **EPFL**
(IC Section Deputy, Eileen Hazboun)
- **Without it, the internship is not validated**
- **No other agreements are accepted**
- Internet agreement available at go.epfl.ch/IC-internships



NO SIGNED EPFL INTERNSHIP AGREEMENT = NO INTERNSHIP VALIDATION

Master's Project: Last step before graduation

More information:

Scan me



In Industry

- Can be completed **with or without** a prior internship
- If no internship was completed, **counts as the mandatory industry experience**

25+1 Weeks

At another University

- **Requires a prior internship** (short summer or long semester internship)

25+1 Weeks

At EPFL

- **Requires a prior internship** (short summer or long semester internship)

17+1 Weeks

Important Tip!

- **Plan early** if you intend to pursue a PhD
- **Complete the mandatory industry internship first**
- Then carry out your Master's project **at EPFL or another university**

EPFL Confidentiality of Master's Projects

What you can and cannot share

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THE SIMPLE RULE

Confidential only when clearly identified

CONFIDENTIAL

Company information that is:

1

IN WRITING

Clearly marked as confidential

2

SHARED ORALLY

Explicitly identified as confidential

NOT CONFIDENTIAL

Company Information that is:

PUBLIC

Already public or later becomes public

KNOWN

Already known without disclosure restrictions

THIRD PARTY

Lawfully obtained without confidentiality obligations

INDEPENDENT

Independently developed without violating obligations

If information is not clearly identified as confidential, do not automatically treat it as confidential.

Confidentiality & NDAs

Before you commit

Important

- EPFL professors generally do **NOT** sign NDAs.
- EPFL is an **open academic environment**.
- Research results are expected to be **publishable and shareable**.
- NDAs **conflict with EPFL's academic principles**.

What can be used instead?

- If confidentiality is required, the **EPFL Master's Project Agreement** may be proposed by the professor (**optional**).



Always clarify confidentiality and agreements with both the company and your professor *before* committing.

EPFL **Recap: EPFL Master's Project Agreement**

Optional & professor-driven

What is it?

- Defines the roles and responsibilities of:
 - the **EPFL academic supervisor**
 - the **company**
 - the **student**
- Focuses on **confidentiality & IP**

Important rules

- The agreement is **optional**, not mandatory
- **No amendments or company-requested changes** are accepted (by the Section or EPFL Legal)
- It is **not publicly available** on the internship website

Why it exists?

- Allows the EPFL supervisor to **access and evaluate project results**
- Avoids the need for the supervisor to **sign an NDA**
- Applies to **industry Master's projects without existing collaborations**

Who can propose it?

- **Only EPFL professors** may propose its use
- By doing so, they take responsibility for **EPFL's engagement in research**

How do you find an Internship or Master's Project?

Options & responsibilities as a student

Your role

- You are responsible for finding your internship or Master's project
- Start early and apply to multiple opportunities

Use the EPFL internship portal

- Access the internship portal via IS-Academia
- 7,000+ company contacts worldwide
- 500+ proposals per semester

Find one on your own

- You may secure an internship or Master's project independently
- **Important:** The internship must be pre-validated by the Internship Office before you commit to the company

Tip!

Quality over quantity!

Apply early—competitive process

How to Apply (via IS-Academia portal)

Your application checklist

1. Registration in the IS-Academia portal
2. Select your project(s)
3. Upload your CV and cover letter
4. Indicate the project type: Internship or Master's project
5. Specify the dates
6. Upload additional documents
 - Your transcripts (not mandatory but recommended)
 - Recommendation letters (if any)



How to select your Internship or Master's Project:

Match your skills to the project requirements



Courses: Align core and optional courses you've completed / Relevant theory and methods



Research experience: Highlight previous projects, labs, etc. / Topics and tools you already know



Technical skills: List programming languages and proficiency / Tools, platforms, and methodologies

How to register

Registration steps



Master's Project (Industry or another University)

- Define the project topic with the company or host institution
- Submit the project description via the [Master's project topic pre-approval form](#)
- After section validation, contact an IC professor to supervise the project
- No internship agreement required for the Master's project
- If hosted at a university, ensure your internship requirement is already validated

Master's Project @ EPFL

- Contact the EPFL laboratory to discuss project topics
- Submit the registration form signed by the host professor
- Internship requirement must be validated before starting the Master's project

Standalone Internships (short or long)

- Submit the EPFL Internship Agreement

Special company considerations

Requirements to check in advance

FRENCH COMPANIES

- Often request an internship agreement (“convention de stage”) **for a Master’s project.**
- **Important:** A Master’s project is not an internship → EPFL will not sign internship agreements.

CERN

- Requires EPFL to sign a Home Institution Declaration (HDI) (includes insurance for occupational accidents).
 - EPFL cannot sign the HDI because students do not have do not have a contractual (employee) status with EPFL.
- 👉 Always clarify this with CERN before applying.



Administrative Procedures

Plan ahead — permits and authorizations take time

SWITZERLAND

Work authorization

What you need to know before starting a full-time internship

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Student B permit

During the semester, it only allows you to work up to 15 hours/week.



EU / EFTA

The employer must notify the competent local authorities.



Non-EU / EFTA

The employer must obtain labor-market approval. EPFL provides the required attestation.



Changing canton

Keep your primary address in Vaud and register a secondary residence.

100% remote internships or Master's projects are not permitted

WORK AUTHORIZATIONS

Scan for detailed
permit information

go.epfl.ch/workauthorizations



ABROAD

Before you go



Visa requirements

Check early — processing may take 8+ weeks.



Residence matters

Working for a foreign company while residing in Switzerland is not allowed.

Respect the deadlines

Plan ahead to avoid last-minute issues



Find and confirm an internship or Master's project by **January 15th 2027**.



This ensures enough time for exams, work authorizations, and visas (if required).



Contact **patricia.genet@epfl.ch** for individual guidance, e.g., Discuss options; review CV/cover letter; clarify procedures.



Academic status, fees & leave

During internships and the Master's Project

Activity	Academic Status	Semester Fee
Long Internship	Internship status	CHF 50
Master's Project	Regular student (on campus)	CHF 780 / CHF 2,240*

*Higher fee applies to students subject to the increased tuition fee.

Key rules

- The **internship semester** does not count toward the **6-semester Master's limit**.
- A **leave of absence** is possible **after completing 90 credits**. and **before** starting the Master's project
- **No documents can be signed** while you are on a leave of absence

During & after ...

Your internship or Master's Project

- **Any issue (accident, illness, conflict, etc.)**
 - Contact patricia.genet@epfl.ch immediately
- **Internship**
 - No EPFL report required (company may ask)
 - Evaluation form completed by student + supervisor → sent 2 weeks before the end of the internship
- **Master's Project**
 - Written report + oral defense
 - Submission details sent ~4 weeks before the deadline

Follow procedures and deadlines to ensure validation.

Professional conduct

Your role, your responsibility, shared impact

You represent
EPFL as an
ambassador in the
industry

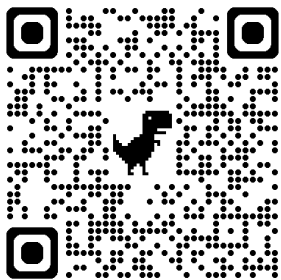
Work
professionally &
respectfully; your
reputation
strengthens
EPFL's networks &
helps future
students

It is your
responsibility to
know and follow
all rules and
regulations →
No exceptions

Your actions shape your opportunities and EPFL's reputation.



Master Project in Start-up Project Program



Contact
Marius CONTI
Program Leader

Requires the validation of the mandatory internship.

Career Support & Events

Resources to prepare for your career

Career Skills Workshops

Offered by the EPFL Employability & Development Center (EDC)

Build the skills you need to succeed in your job search:

- CV & cover letter writing
- Networking strategies
- Interview preparation
- ◆ Getting the most out of career fairs & job forums

→ REGISTER

Scan the QR code to sign up



More information: epflcareer.ch/en/trainings

Key Career Events

ICBD

IC BOOST DAY

IC Boost Day (ICBD)

Meet companies, expand your network and explore career opportunities.

Spring 2027

EPFL

FORUM
EPFL

Forum EPFL

The largest career fair at EPFL.

5-9 October 2026

EPFL

EPFL **Need help?** Get in touch

Choose the easiest way to reach me

ON CAMPUS

Tuesday & Thursday

10:00–12:00 | 14:00–16:00

INN 131

ON TEAMS

Monday & Friday

10:00–12:00 | 14:00–16:00



Scan to join



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Master's Projects

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Scan for details



We wish you an excellent semester!

Any questions?

