

The French text of this document shall be deemed the authentic version, the English translation being intended for information purposes only.

Internal rules about the "Project in molecular sciences II".

Foreword

1 Regulatory basis

According to the current study plan and "Règlement d'application du contrôle des études" of the Chemistry and chemical engineering Section (hereafter « the Section »), students of the Master in molecular and biological chemistry have to carry out a Project in molecular sciences II.

2 Prerequisites

The prerequisites are stipulated in the "Règlement d'application du contrôle des études". The work can only be carried out after attending two semesters of the Master cycle.

3 Gender

In these rules, the generic male form used to designate individuals (such as students, advisors, mentors,...) stands for women as much as for men.

The masculine form used in these rules designates individuals (..) without discrimination both women and men.

Art. 1 Principles and objectives

1 Main objectives

a The Project in molecular sciences II aims to immerse the student in the laboratory world and to be familiar with theoretical and/or practical approaches specific to jobs for chemist. It is therefore not necessary to conduct an independent research work.

2 Domain of activity

To achieve the aforesaid objectives, student carries out a Project in molecular sciences II in a domain of activity where the skills of a chemist are highlighted.

3 Project in molecular sciences II in an academic environment

The student contacts a head of research group ISIC, EPFL and/or other academic institution in order to carry out his work.

4 Project in molecular sciences II in industry

a The work can be done in industry. The student seeks by his own or through offers on the EPFL internships platform for students in engineering.

b Working conditions of the student within the company are the subject of an EPFL internship agreement signed by the student, by a representative of the company and by the Section. In absence of a tripartita agreement, the contract of the company with the student is authentic and must be transmitted to the Section.

c The student is remunerated by the company during the duration of his work.

5 Project in molecular sciences II outside EPFL

a The student is immersed in the host unit/company. His working conditions are as close as possible to those prevailing for regular staff in accordance with the above internship agreement. Schedules, hygiene and safety rules, and other duties of the staff are in principle applied.

b Visa and/or work permit related issues are settled by the student before the Project in molecular sciences II.

Art. 2 Responsible bodies

1 Project Delegate for Project in molecular sciences II in industry

a The Project in molecular sciences II Delegate is chosen from among the teachers of the

Section teaching in the field of molecular and biological chemistry.

b He validates proposals of Project in molecular sciences II from industries based on the job descriptions, in particular in compliance with art. 1, para. 1, received either on the EPFL internships platform for students in engineering or by own finding.

c If necessary, he advises students on the scientific aspects as well as the Coordinator of internships (see below point 2) during the selection step of the applications.

2 *Coordinator of internships in industries*

a The Coordinator of internships of the Faculty of basic sciences ensures the interface between companies, students and the Project in molecular sciences II Delegate.

b Before the Project in molecular sciences II, he collects the Project in molecular sciences IIs offers from companies and organizes their validation with the Project in molecular sciences II Delegate. He informs the students and gives them the necessary support for their applications.

c He remains the interface between the company and the trainee and intervenes in case of issue reported by the student or by the company.

d At the end of the Project in molecular sciences II, he organizes the evaluation.

3 *Project in molecular sciences II' supervisor in industry*

a The Project in molecular sciences II's supervisor is in charge to supervise the Project in molecular sciences II being carried out within his company. He is the contact person of the Section. He directs the work and participates to the evaluation at the end of the Project in molecular sciences II.

4 *Person in charge for the work in an academic environment*

The work in an academic environment is under the responsibility of a professor or MER affiliated to the Section of chemistry and chemical engineering. He is the contact person for the Section when the work is carry out outside of EPFL with an external supervisor. He participates in the evaluation at the end of the Project in molecular sciences II.

Art. 3 Choice of work

1 Proposal of Project in molecular sciences II in industry

The Section proposes to the students of the Master cycle in molecular and biological chemistry offers submitted by companies in Switzerland and abroad previously validated by the Delegate.

2 Proposal of work by the student

a The student is authorized to apply directly to other proposal from EPFL or from other academic institutions or companies.

b If an application to an academic institution outside the Section succeeds, the student seeks an advisor amongst the professors or MER affiliated to the Section of chemistry and chemical engineering and registers on IS-Academia.

c If an application to a company succeeds, the student communicates the proposal to the Coordinator of internships with full requested information for its validation. After this validation, he can register on IS-Academia.

d If the student does not find a place two weeks before the beginning of the semester, he will be enrolled in a minor.

Art. 4 Conduct of the Project in molecular sciences II work

1 Period and duration

a The Project in molecular sciences II takes place during the periods from February to September and from mid-July to mid-February. In special cases, the Section may authorize a student to carry out the Project in molecular sciences II during another period of the year.

b The duration of the work is 4 consecutive months. In a company, it can be extended up to a total duration of 6 months but cannot encroach on the next academic semester.

2 *Issues and possible conflicts*

a The student, the Project in molecular sciences II supervisor or the professor in charge shall inform as soon as possible the Project in molecular sciences II Delegate or the Section of any issue or conflict affecting the course of the work.

b In case of issue related to employment relationship (mobbing, harassment, activities not related to the objectives, inadequate attitude of the trainee, etc...) or if the Project in molecular sciences II supervisor judges the performance of the student to be unsatisfactory, the Coordinator acts as mediator and proposes measures.

c The Project in molecular sciences II Delegate also acts as a referent in case of issue related to scientific or technical aspects.

d The professor in charge intervenes in case of issue in an academic project outside EPFL.

Art. 5 Successful completion of the Project in molecular sciences II

1 *Project in molecular sciences II' reports*

a At the end of the work, the Project in molecular sciences II supervisor or the professor in charge transmits an evaluation report to the section.

b At the end of the Project in molecular sciences II, the student will give the Section a report on its progress, the quality of reception, the supervision, the experience gained and the means at its disposal.

c The company or the professor in charge may require other deliverables during the working period (internal report, oral presentation, ...).

2 *Evaluation of the Project in molecular sciences II*

a On the basis of the two reports described in Art. 5, para. 1, the Project in molecular sciences II Delegate validates the success of the work in a company. The professor in charge validates the success of the work in the academy. A possible failure must be confirmed by a jury consisting of

the Section Director and at least one other professor in the field.

b The result of the evaluation is communicated to the registrar's office in the of "pass or fail" form. No grades are awarded.

c In case of success, all 30 credits associated with the Project in molecular sciences II are given.

d If the requirements for the validation of the Project in molecular sciences II, in particular with regard to the minimum duration, or if the student's performance during this experiment is judge insufficient, the jury assigns a fail grade awards a failure.

On behalf of the Section of chemistry and chemical engineering

The director, Jérôme Waser

Lausanne, December 7th, 2016