



EPFL- Neuro-X Internships

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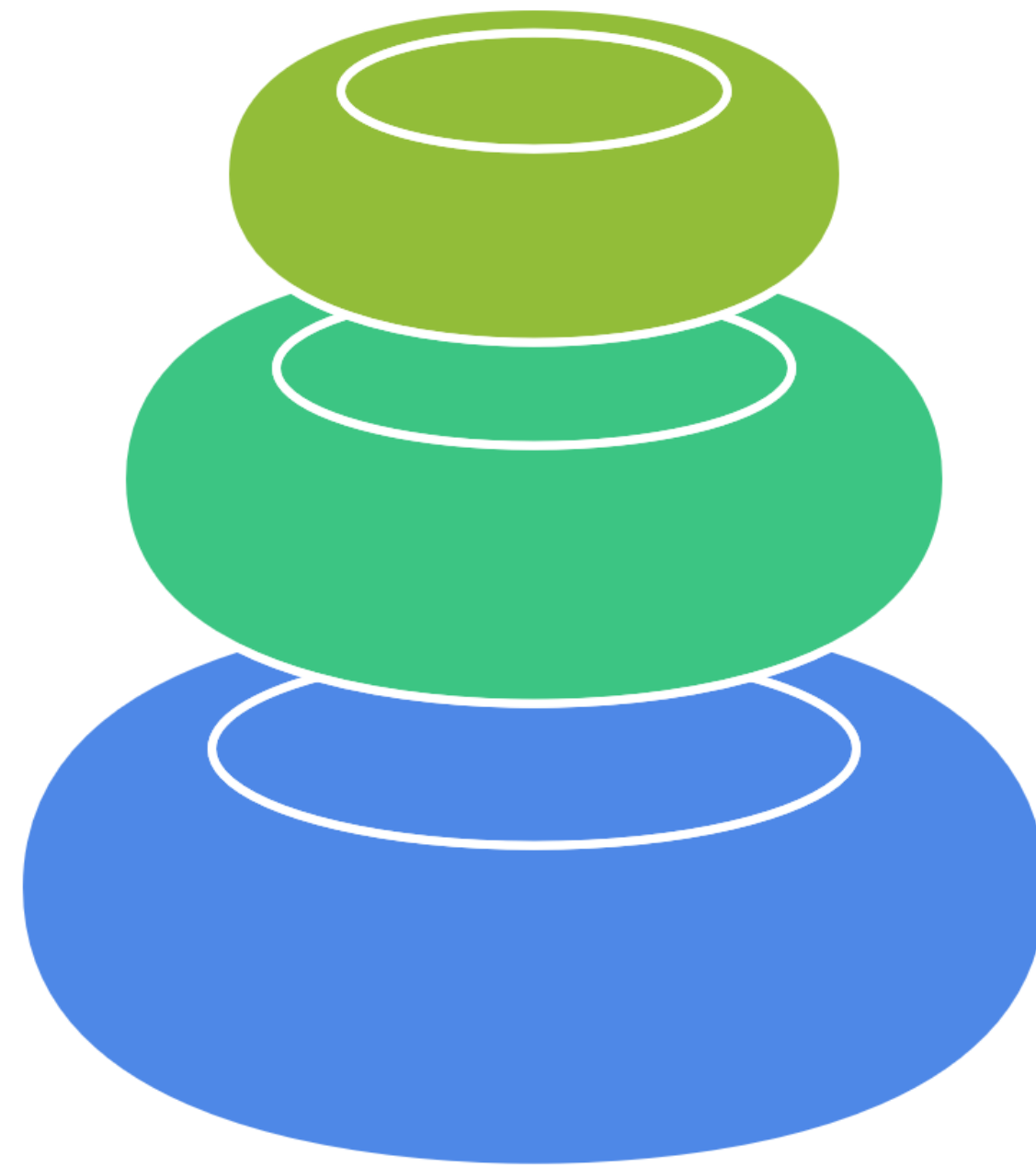


Overview

- What is the internship program?
- When can I do my internship?
- Where can I do my internship?
- How can I validate my internship?
- Ressources
- Q&A

What?

The internship: Excellent Opportunity !!!



EPFL

Direct link to industry, research collaborations, improve education



Companies

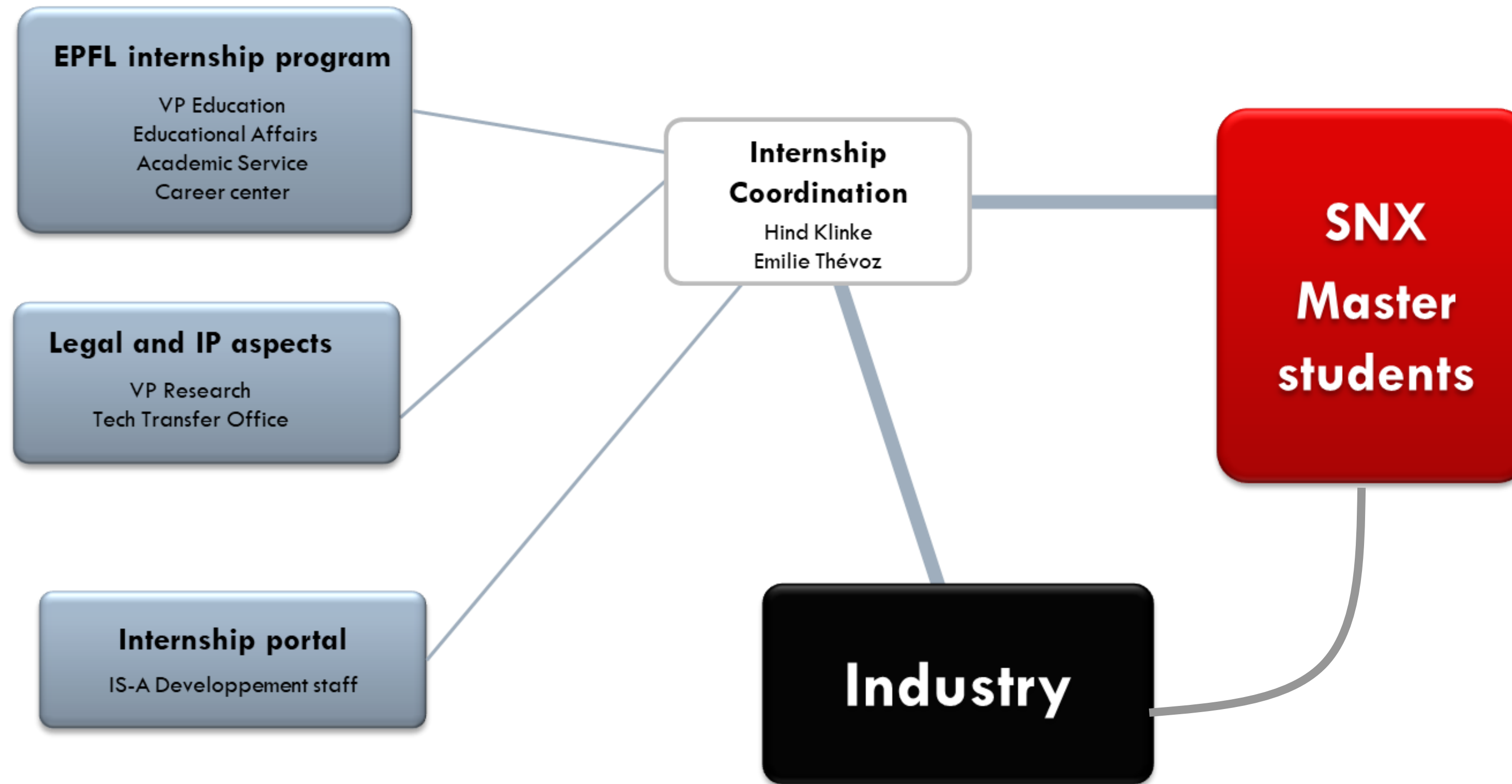
Benefit from students, insight on issues, evaluate employees



Students

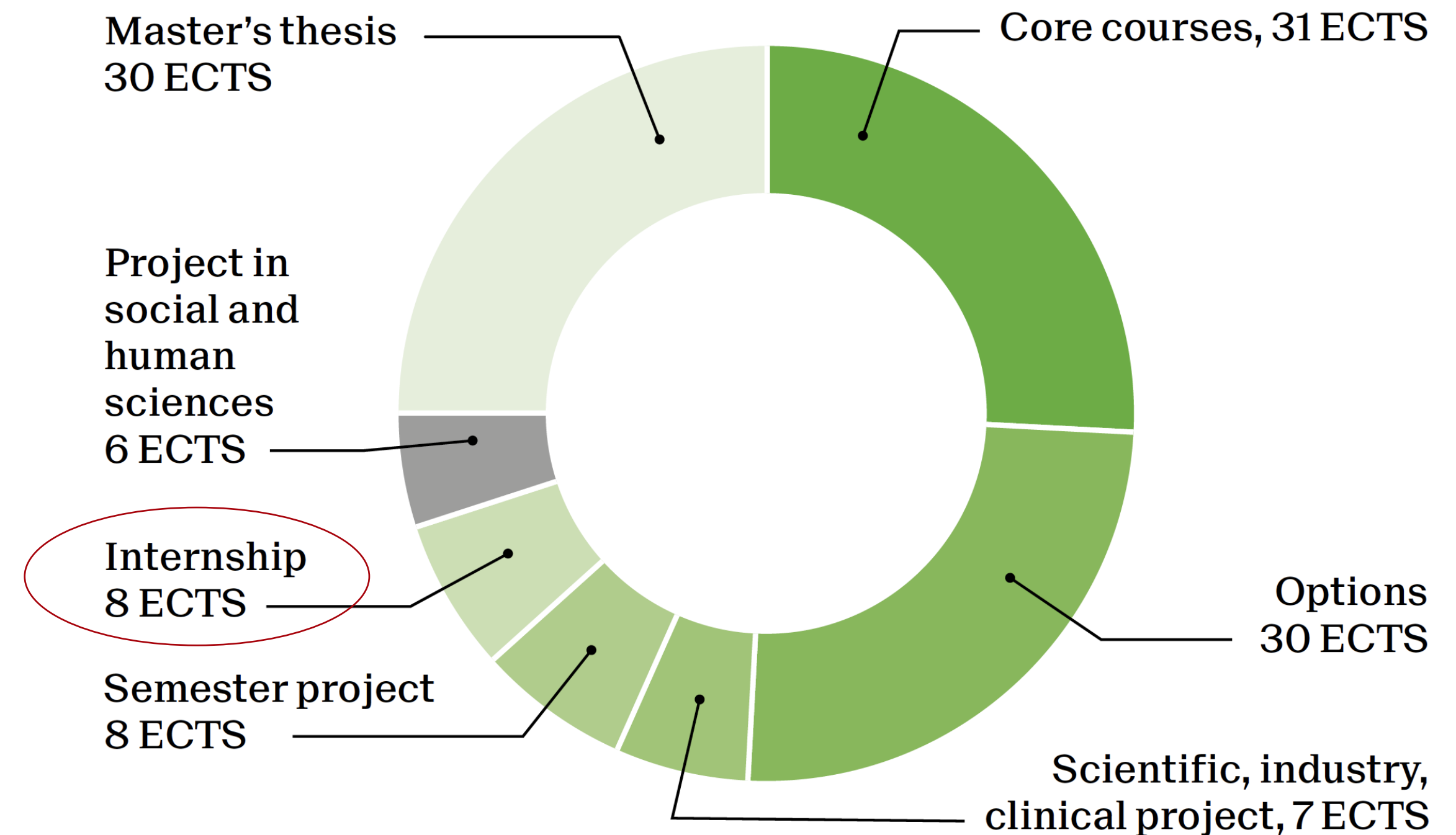
Familiarize with working life, immerse into industry, future hiring

Internship Coordination



Internship obligation

- The Internship in industry is a mandatory step of the Master degree
- Possible format to validate this obligation:
 - **SCS**: Stage à Crédits Séparés



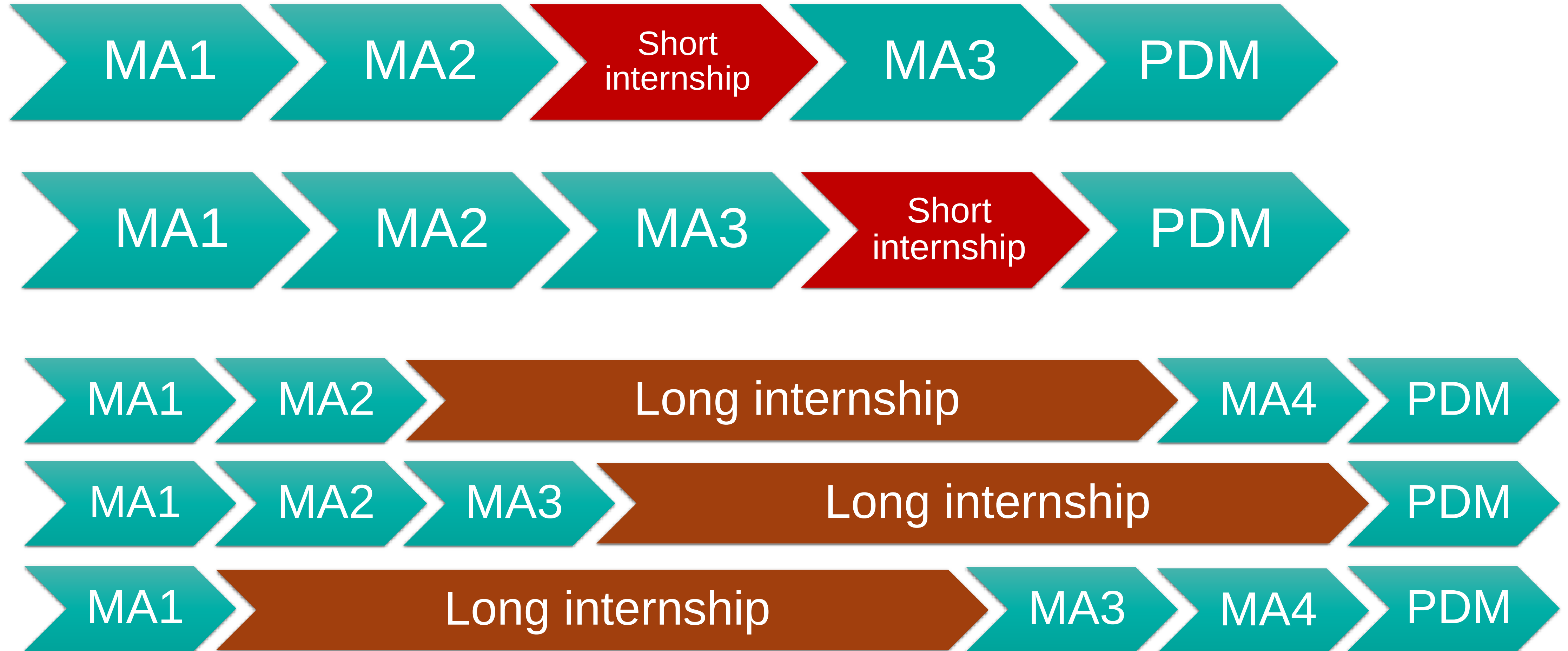
Internship criteria's

- Minimum duration of **2 month**, up to **6 months**
- **Full time** (max remote 40%)
- Immersion into industry
- Familiarize with company processes
- Acquire specific competences
- Apply transversal skills
- Evaluation form by student and industry supervisor



When?

When to place your internship?



■ Maximum duration of studies

- Maximum amount of study semesters allowed: 6
- Extended by one semester if the internship is done during a semester
- The maximum duration of course semesters

■ Internship in parallel to taking courses

- Performing the industry internship in parallel to taking master courses is generally not encouraged. Exceptions can be granted by the section under the following conditions:
 - The student can physically follow the registered courses and attend the exam session
 - The maximum amount of credits does not exceed 5 ECTS
 - The company accepts that the student takes courses
- In this case, the FRAC should be set to «present» and the semester will count in the maximal duration of studies

Where?

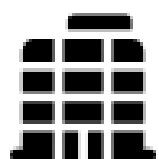
Host Institution Category

Eligibility Status



Companies within the field of Neuro-X

Ideal



Companies in engineering in general

Allowed



Hospitals not affiliated to universities, with an applied internship

Allowed



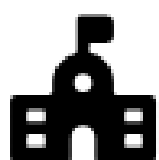
Hospitals not affiliated to universities, but with a topic more research than application

Allowed but not recommended



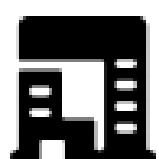
Independent research institutions not delivering academic credits and not affiliated to universities

Allowed but not recommended



Universities

Not allowed



Hospitals, centers or research institutes affiliated to a university

Not allowed

What is considered «Industry» ?



Internships outside Switzerland

Some recommendations for an internship abroad:

<https://www.epfl.ch/campus/security-safety/en/security/travels-abroad/plan/>

Plan your trip

During your trip

Emergency assistance while abroad

Using our travel assistance program

Travel risk map

International SOS

Plan your trip



How?

- To find an internship
- To register my internship
- To validate my internship

How can you find an internship ?

- It is the student's responsibility to find an appropriate internship to validate their Master.
- No responsibility can be taken from EPFL side if no internship has been found by the student.
- The student can find an internship position by themselves, but the subject needs to be approved by the section deputy.
- EPFL offers an internship portal on which students can find an alternative to their personal quest for finding an internship.
- Access to the **EPFL portal** is given through the student's **IS-Academia account**

Some opportunities for finding an internship

- Personal contacts, family, friends
- Topic related agencies and organizations
- Company websites
- Alumni network
- **EPFL Forum**
- **EPFL Employability and Development Center events**



Every Internship found outside the IS-A portal has to be approved by your section. Please complete the validation form and send it to the section as soon as you have found an opportunity

The internship validation

■ Host unit:

- Prioritize companies where the experience will be more professionally oriented.
- The company must exist in the “register de commerce”

■ Internships abroad: Make sure the hiring company will support you for VISA and logistics, no third party can be included in the process

■ Industrial supervisor:

- Professional email adresse (not a gmail or other generic emails)
- The section can ask the supervisor to contact us before validating the internship

Application for validation of an internship outside the ISA portal

This form should be sent to the [SNX](#) secretariat duly completed before the internship starts

Student

Name

Internship

Company name and address	Website	Country
Company description		
Name and contact of the supervisor		
Students tasks		
Start date	End date	

How does the internship portal work ?



- Browse through the internship offers of your Master program
 - Apply for a position by uploading 2 mandatory documents:
 - CV
 - motivation letter
 - Applications are sent on a weekly basis to the companies (**every Monday 14h00**)
 - Wait for the company to make its selection process (up to several weeks)
 - If no response after 2 months, contact:
 - The company if the contact is visible
 - Your internship coordinator if not
 - You will be contacted by the company if your application was successful (Most selection processes involve an interview and several e-mail exchanges)
 - You **MUST** accept only one offer and reject all the others within the next 3 working days.
 - No withdrawal from the accepted position!
 - Kindly notify all other companies you had privileged contact with
- **Do not use the portal for personal internship search**
 - **Apply always through the portal for mandatory internship**

Some advice to prepare your application documents

- 2 important documents
 - Motivation letter
 - Curriculum vitae (CV)

The criteria for interview selection by the company is mostly based in these documents. Reference letters can be added as well. Your motivation letter should specifically address the company and the proposed subject

- **Language** : you should use the language of the offer

- To be avoided:
 - No motivation letter
 - copy-paste errors
 - Wrong addressing

Be responsive!



Training to find and succeed in your internship: EPFL CED

[To register](#)

- **Understanding recruiters**
 - Step into the recruiters' shoes to better understand their expectations and selection criteria.
- **Crafting an effective CV**
 - Learn how to create a clear, impactful CV tailored to each position.
- **Succeeding with your letter of motivation**
 - Discover how to write a letter that truly complements your CV and makes you stand out from other candidates.
- **Mastering the job interview**
 - Prepare effectively, build trust with recruiters, and avoid mistakes that could compromise your chances of being hired.
- **Communication & Organization in the Workplace: 10 Effective Methods for Everyday Work**
 - Gain simple yet powerful tools to collaborate better and stay organized during your internship.
- **How to leverage the Alumni network to find an internship or an job ?**

ISA portal applications status

- **Transmitted to the company:** the application has been sent to the company by EPFL (the student receives an email)
- **Selection in process:** student's documents have been opened by the company
- **Refused:** the student is not hired
- **Accepted:** the student is accepted by the company (after an interview)
- **Hired elsewhere:** the student has found another internship

Interview

Most companies would like to meet the students for an interview prior to making their final choice

- Be prepared for the interview and demonstrate a professional attitude.
- **Non EU/EFTA students:** Inform the company about the required work authorization
- If the living allowance is mentioned in the description, do not bargain. If not mentioned, inquire for it.
- Follow up: After the interview, write a short e-mail as feedback of your interview to the company.



How much salary ?

- There is no official regulation in Switzerland to pay a monthly salary for an internship.
- Salaries are mostly ruled by offer and demand
- Often the salary is dependent of the company's size and status
- EPFL recommends a typical monthly salary around **2'000 CHF**. However, there is no obligation of the company to comply with this.

Internship agreement

- The internship agreement specifies the commitments and responsibilities of EPFL, the company and the internship student.
- **This agreement must be signed for all engineering internships.**
- No other tripartite agreement involving EPFL will be signed by the section.
- The company must accept to fill out the EPFL evaluation report at the end



Internship Agreement

This tripartite Agreement is entered into by:

The Host Company
(company and address)

represented by
(name and title of representative)

(hereinafter referred to as the "Host Company")

AND

École polytechnique fédérale de Lausanne, 1015 Lausanne (EPFL)
represented by EPFL's representative:
(name, first name)
Hind Klinké
(hereinafter referred to as the "EPFL Representative")

AND

The student
(name, first name)
(address)

enrolled for the Master . Year .
(hereinafter referred to as the "Student")

Work authorization

- The federal council allows foreign students of Swiss academic institution to perform a mandatory internship during their studies:
<https://www.admin.ch/opc/fr/classifiedcompilation/20070993/index.html#a39>
- Students with Non-EU/EFTA passports require a valid work authorization to do their internship or Master project with monthly salary in Switzerland or EU countries.
- EU students performing a 3-6 month internship have to be simply announced at the cantonal office
- It is the company's responsibility to request this authorization at the proper working office of their canton/country([Link](#) to obtain a mandatory internship certificate.)
- It requires up to 8 weeks to obtain this authorization from the cantonal offices.
- We recommend that students from non-EU/EFTA countries inform the companies in their motivation letter of these regulations.
- Non-EU/EFTA Students: You must maintain your primary address in Canton de Vaud and register a secondary residence in the host canton. For details, see <https://www.epfl.ch/education/studies/en/epfl-studies/immigration-en/residence-permit/>

Example: "As I'm a non-EU/EFTA resident, your company would be required to ask for a temporary work authorization. Please be advised that the federal council allows foreign students of Swiss academic institution to perform a mandatory internship during their studies: <https://www.admin.ch/opc/fr/classified-compilation/20070993/index.html#a39>. As I will stay registered at EPFL during this internship, and since this internship is a mandatory part of my Master education, the delivery of this document does not fall into the quota limitation of each canton and is therefore straightforward".

Mandatory: Register internships on ISA

Internships - Showroom (stu)

+ You found a work placement, which was not proposed in the database. Please, do register it clicking HERE.

Nombre de places disponibles : 239

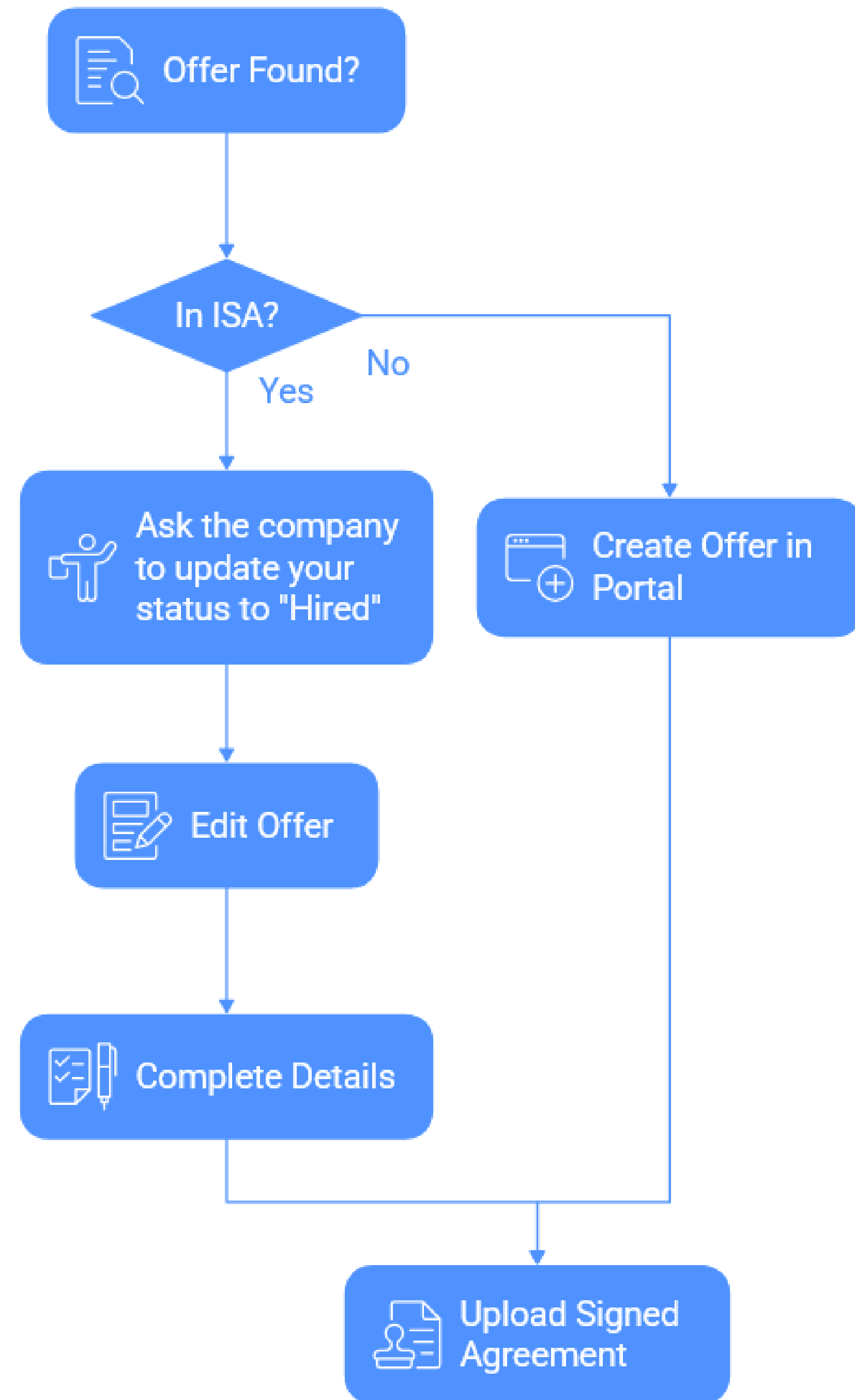
Context : --

All criteria/words should be contained

Search by keywords

Action	Internship	Company	Assignment location	Févr-Sept (P1)	Juil-Févr (P2)	Juil-Sept (P3)	Internship number	Format	Registered	Places	Prof
									25	240	
	Industrial Analytics, IoT, and Mobiles	Schindler Aufzüge AG	Ebikon	✓			19094	Internship	0	1	
	Temperature mapping and monitoring of a complex device	CERN - European Organization for Nuclear Research	CERN, Geneva, Switzerland	✓			19088	Internship	0	1	

- The section will validate your registration if all is in order



Update your FRAC

In case your internship is done during an academic semester, make sure to update your **FRAC** according to your status:

- Semester: (choose the right one: MA1; MA2; MA3)
 - Status : Internship (authorized by the section)
 - Mention in the comments « SCS»
-
- If you take courses in parallel to your internship, your FRAC status should be «present»

Anticipate !

- A change of residence or relocation might be necessary
- Time consuming formalities might be required:
 - Confirm an internship
 - Visa, Work authorization and Residence permit (typically 4-8 weeks)
 - Collection of the signatures of the internship agreement
 - New validation of your passport
 - ...
- It is your responsibility to settle these formalities prior to the Internship beginning

During and after the internship

- In case of problems (accident or illness, personal problems, conflict with supervisors, ...), contact urgently SNX
- No written report of the student is requested by EPFL, but can be requested by the company.
- To validate your internship, an evaluation form has to be filled out by the student and the supervisor in the company (sent out 2 weeks prior to ending).



Evaluation form

The evaluation is more focused on the soft skills than technical knowledge

Application of scientific and technical knowledge

Planning and management of work tasks

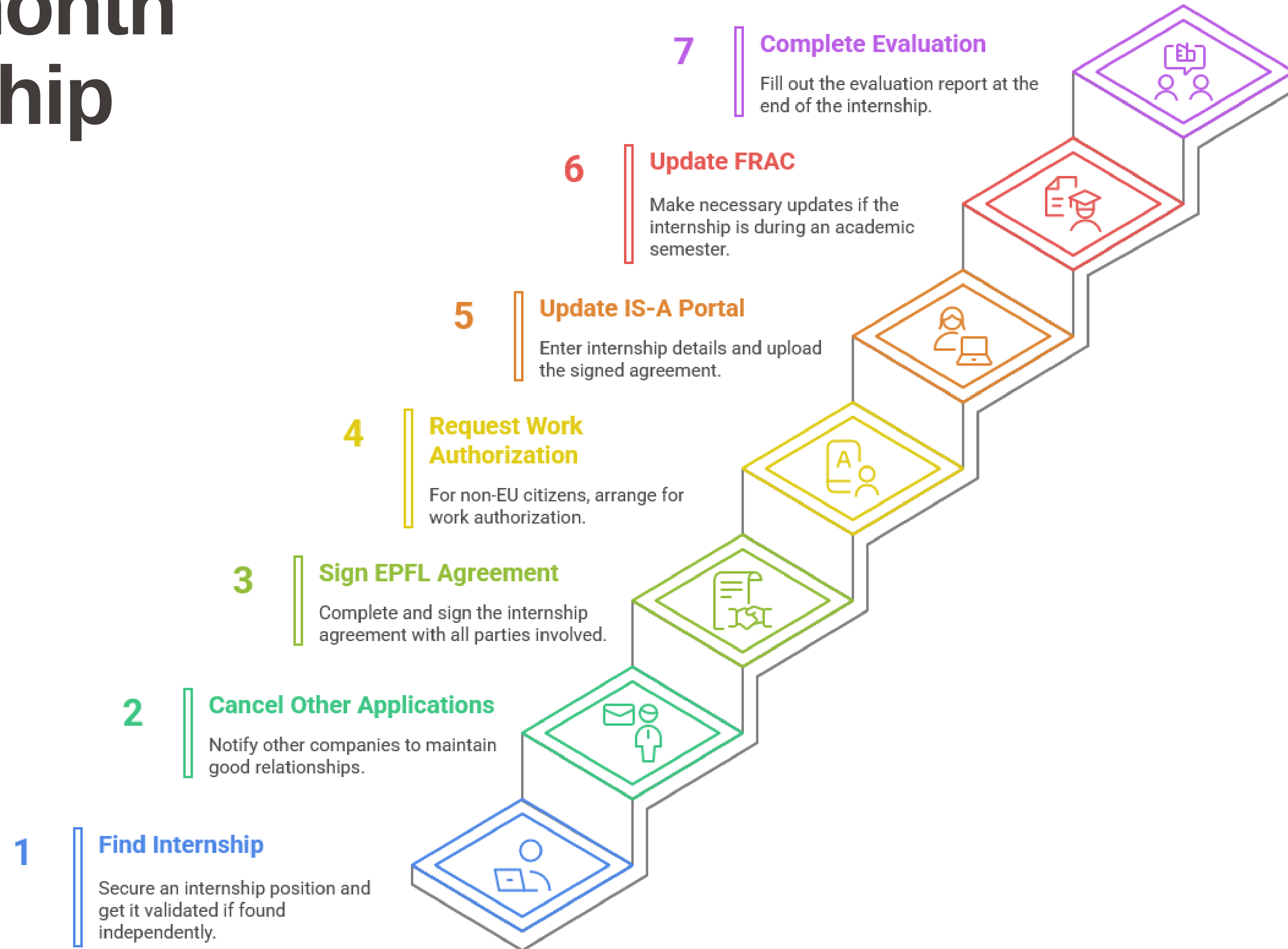
Integration in the professional world

Communication

Independence

	E	G	S	I	N	Comments
Application of scientific and technical knowledge						
Technical skills and knowledge						
Ability to resolve complex problems						
Mastery of domain-specific methodologies						
Planning and management of work tasks						
Definition of work objectives and management of priorities						
Evaluation of resources required						
Work planning, monitoring of activities, and management of emergent issues						
Integration in the professional world						
Respect for the organizations procedures/ rules and for their profession's ethical codes						
Capacity to work in teams						
Quality of the work delivered						
Communication						
Written communication (structure, clarity, coherence of reasoning)						
Oral communication (clarity, reasoning, self-confidence)						
Interpersonal skills and engagement, including in a multicultural context						
Independence						
Ability to present and defend her/his own ideas						
Capacity to access sources of information and to evaluate them						
Capacity to self-evaluate and to respond constructively to feedback						
Overall Evaluation						

Mandatory Steps for a 2-6 month internship



Mandatory Steps for a 2-6 month internship

- Find an internship position and in case you have found it by yourself, without using the IS-A portal, have the subject validated by your section deputy.
- Cancel all ongoing applications by gently notifying the companies. This step is extremely important to keep a good relationship with future employers.
- Transmit internship agreement to the employer and have it filled out and signed by the employer, you and SNX.
- If you are a non-swiss/EU citizen, ask the company to request a work authorization for the duration of the internship.
- Once all the details of your internship have been settled, enter or edit the details of your internship on the IS-A internship portal. Upload a copy of the signed internship agreement.
- If your internship takes place during an academic semester, make sure to update your FRAC
- At the end of the internship, fill out the evaluation report that will be sent to you by e-mail. The evaluation procedure starts 2 weeks prior to the official ending of the internship. Both the student and the supervisor will fill out an evaluation report.

Ressources

Handbook by the EPFL CED

Best practices during the internship:

https://www.epfl.ch/education/studies/wp-content/uploads/2025/01/Handbook-of-best-practices_Insternship_EN.pdf



Ma carrière, mes collègues et moi

- go.epfl.ch/macarrieremescolleguesetmoi
- Apple podcasts, Google Podcasts, Spotify, Deezer, Stitcher, TuneIn...
- Youtube



Information and contacts

- For additional information, please visit the internship pages of SNX:
 - <https://www.epfl.ch/schools/sections/neuro-x/industry-internship/>
- EPFL webpage:
 - <https://www.epfl.ch/education/studies/en/rules-and-procedures/internships/>
- For any question, please contact: snx@epfl.ch

Companies who hosts NX students for an internship



Questions ?



**Thank you for your attention
And best of success for your internship
campaign!**

