EPFL - STI Internships Program

Information for eligible students

Microengineering section
STI Within EPFL

STI Engineering

- Microengineering: 97 students
- Material Sciences: 52 students
- Mechanical Engineering: 102 students
- Electrical Engineering: 52 students

CDM Management of technology
SV Lifesciences
ENAC Architecture
SB Basic Sciences
I&C Informatics et Communication
CDH College of Humanities

STI Within EPFL
The Internship in industry is a mandatory step of your Master degree.

Excellent opportunity for:

- **Students**
  - Familiarize with working life
  - Immerse into Industry practice
  - Future Hiring opportunity

- **Companies**
  - Benefit from highly qualified students
  - With the current economical instability, a welcome alternative to keep industrial developments alive

- **EPFL**
  - A direct link to industry
  - A new platform to start collaborations on the research level
  - A potential feedback from industry to improve the education of our students
STI Internship Models

Depending on the students personal and professional needs, 2 types of internships can be chosen

- **Regular internship**
  - Minimum 8 weeks, independent of PDM
  - Could be done during summer
  - Governed by EPFL internship agreement (En); Convention de stage (Fr)

- **PDM in Industry (PDMe)**
  - 17 to 25 weeks
  - Formally equivalent to a mandatory internship
  - Governed by ad-hoc agreement among the student, the supervisor and the company
### Master Cursus program alternatives

**Master 90 credits (or 120 with a minor) =**

<table>
<thead>
<tr>
<th>Master cycle</th>
<th>Minor</th>
<th>PDM in Industry</th>
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<tbody>
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<td>60 credits</td>
<td>30 credits</td>
<td>17 to 25 weeks</td>
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**Master 90 credits (or 120 with a minor) =**

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<td>30 credits</td>
<td>Min 8 weeks</td>
<td>17 to 25 weeks *</td>
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* PDM in Industry allowed

** 17 weeks for PDM at EPFL, up to 25 weeks for PDM in other academic institutions
Validation of previous internships and industrial experiences

**Internships** done during your bachelor degree are not accepted for validation. Exceptions can be granted in the following cases:

- **Internships done after your bachelor degree**
  - The internship must be accepted by the section adjunct
  - The internship duration must be at least 8 weeks
  - The ending of such internships should not be further than 1 year apart from your master beginning date.
  - The EPFL evaluation report has to be filled out by the company and the student

- **Industrial experiences** of at least 1 year related to the field of the future master studies can be accepted for validation
  - A valid working certificate has to presented to the section deputy.
How can you find an internship?

- It is the **student’s responsibility** to find an appropriate internship to validate his Master degree.
- 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 himself, **but the subject needs to be approved by the section deputy**.
- EPFL offers an internship portal on which the student can find an alternative to his personal quest for finding an internship.
- Access to the EPFL portal is given through the student’s IS-Academia account.
Internship locations for STI
IS-Academia Internship portal

- Connect to IS-A : Internships → « Internships management (portal) »

- 2 tabs:
  - Internships showroom
  - Registrations
Internship registration tab

- See all registrations in progress (if accepted impossible to register to another one)
- Set the internship priority and an eventual comment (visible by all)
- Check email, phone number (data taken from IS-A)
- Post the CV, motivation letter and up to 3 other documents
- Modifications can be done until the status becomes « registered »
Student registration tab

- Registration and status are visible (registered, in progress, incomplete, etc...)
  - *Please double check the correct dating addressing of your documents*

- An e-mail is sent for each significative change of status

<table>
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<th>Action</th>
<th>Stage</th>
<th>Préférence</th>
<th>Entreprise (mère)</th>
<th>Localisation du stage</th>
<th>Début du stage</th>
<th>Durée en mois</th>
<th>Format</th>
<th>Inscrits</th>
<th>Places</th>
<th>Acceptés</th>
<th>Statut</th>
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Microengineering Internships student info
Internship portal tab

- **Search** by keywords: company name and part of internship title
- **Filter** on companies, country of company, or last x days posted internships
- **Display** internship summary
- **Register** to internship
- **NEW:** Enter your own internship and upload your signed agreement (prior validation by section is mandatory)
Internship calendar for Fall sessions

Sept. 1st: Mailing to Industry

End of September: Following student applications sent to Industry every Friday 2:00 PM

December: End of Fall Semester

Beginning of Spring Semester: Possible 1st starting date

Internship 2-6 Months

PDMe 25 weeks

1st student applications sent to Industry

Mid-February – March 1st

SMT Internships student info
Internship calendar for Spring and Summer session

- End of January: Mailing to Industry
- Mid-February: 1st student applications sent to Industry
- June: End of Spring Semester
- Mid-February: Following student applications sent to Industry every Friday 2:00 PM
- August 1st: Possible 1st starting date
- August 1st – September 30th: Internship 2-6 Months
- PDMe: 25 weeks
# of Internships proposed to SMT in 2013

| Stages MT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | ______ |
|-----------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Total:    | 1 | 2 | 5 | 1 | 15| 4 | 3 | 35| 0 | 7 | 2 | 16| 1 | 4 | 2 | 1 | 4 | 3 | 2 | 1 | 3 | 1 | 1 | 3 | 1 | 2 | 2 | 2 | 1 | 4 | 3 | 8 | 2 | 0 | 9 | 16| 13 | 2 | 8 | 11| 4 | 5 | 5 | 232|

Total annual: 232
Standard application procedure through IS-A Portal

- Register to internship and upload your CV and your motivation letter
- Your applications are sent on a weekly basis to the companies
- Wait for the company to make its selection process (up to several weeks)
- If no response after 2 months, contact your internship coordinator
- If you have been accepted by the company, you will receive an e-mail notification
- Define the definitive details of our internship together with the company (dates, title, supervisor, etc...), and **update the details of your internship on the IS-A portal**
- Provide a copy of the signed internship agreement to your section’s administration or upload it on the IS-A portal when you update your internship details.
Work Permit (not valid for PDME)

- Students with Non-EU/EFTA passports require a valid working permit to do their internship in Switzerland or EU countries.
- It is the company’s responsibility to request this working permit at the proper working office of their canton/country.
- EPFL has informed all Swiss Cantons about their mandatory internship program and the delivery of such permits should present no problem for EPFL master students.
- It is recommended that students from non-EU/EFTA countries inform the companies in their motivation letter of these regulations.

Example: “As I’m a non-EU/EFTA resident, your company is required to ask for a temporary working permit. Please be advised that EPFL has informed all Cantonal working offices in Switzerland about its mandatory internship program. 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 should therefore be straightforward”.

Microengineering Internships student info
Some advice to prepare your application file

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

The criteria for acceptance 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**

- **To be avoided:**
  - No motivation letter
  - Wrong dating (copy-paste mistakes)
  - Wrong addressing (copy paste-mistakes)

- **References and support:**
  Information for writing CV and motivation letters can be found in the brochure « success and career » (books available @ the section’s administration) and through **EPFL’s career center**

- **Language** : you should use the language of the offer
Other opportunities for finding an internship

- Company websites
- Topic related recruitment agencies
- International platforms
- Personal contacts, family, friends
- EPFL Professors, especially for PDMe

⚠️ Every Internship found by these alternative ways need to be approved by your section. Please contact the corresponding deputy as soon as you have found an offer.
Find an Internship during EPFL’s Forum (Oct 15th-16th)

Every Internship found during the Forum needs to be approved by your section. Please contact the section deputy as soon as you have found an offer.
Interview

Some companies would like to meet the students during 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 working permit (see slide 14)
- If the living allowance is mentioned in the description, do not bargain. If not mentioned, inquire for it. EPFL recommends a typical monthly salary between 1’500-2’500 SFr. However, there is no obligation of the company to comply with this.
- Follow up: After the interview, write a short e-mail as feedback of your interview to the company and Cc to the section administrator and internship coordinator.
- For PDMMe: Do not accept a position without having confirmed the eligibility of the project and settled the details with the PDMMe supervisor.
What do you do once you get an internship offer

If you are using the EPFL Internship platform:

- You will receive an e-mail once you get an internship offer
- You MUST accept only one offer and reject all the others within the next 3 working days.
- You MUST inform the internship coordinator of your decision.
- Once you have accepted the offer
  - No withdrawal from the accepted position!
  - Kindly notify all other companies you had privileged contact with
Internship attribution, possible scenario

1st application round

- Internship 1: Refused
- Internship 2: In progress
- Internship 3: Refused

2nd application round

- Internship 4: In progress

3rd application round

- Internship 5: In progress

4th application round

- Within 3 days
  - Internship 4: Accepted
  - Internship 5: Cancel
Depending on your choice of internship

- A change of residence or relocation might be necessary

- Time consuming formalities might be required:
  - Visa, Work and Residence permit (typically 8-10 weeks)
  - Collection of the signatures of the internship agreement
  - Please check the validity of your passport

- It is your responsibility to settle these formalities prior to the Internship beginning
Announce your stay abroad to EPFL Safety domain

- [ ] [http://securite.epfl.ch/travelabroad](http://securite.epfl.ch/travelabroad)
- [ ] Fill out the form and send it to [securite@epfl.ch](mailto:securite@epfl.ch)
Internship agreement (on the webpage of your section)

SCIENCES ET TECHNIQUES DE L'INGÉNIEUR STI

Documents

- Informations pour étudiants
- Convention de stage EPFL (Word editable)
- Rapport d'évaluation du stage (PDF editable)
- Flyer des stages MT (Eng-Fra)

NEWS

Microengineering Internships student info
Internship agreement

- Valid document for internships, not for master projects in Industry (PDMe)

- 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, even if it is not officially recognized in the country in which the internship is done.

- This document has to be handed over to your section’s administration. It will be used to enter your internship details on your IS-A study plan.

- Please make sure to provide the correct e-mail address of your supervisor in the company in order to start the electronic evaluation process.
During and after the internship

- In case of problem, contact urgently the Section adjunct and the STI Internships coordinator.
- To validate your internship, an evaluation report has to be filled out. The report is divided in three parts: the first one has to be filled in by the company, the second one by the student and the third one by the EPFL representative. **No written report of the student is requested**
- An automatic e-mail invitation is sent to the supervisor and the student to fill out the evaluation
- It is then transmitted to the Section for validation.
PDM in Industry (PDMe)

- Your Internship can be validated if you choose to do a Master project in Industry (PDMe)

- Official starting periods are defined according to the academic calendar.
  - Fall semester: August 1st – end of September
  - Spring semester: Semester start – Deadline for course registration (2 weeks later)
  - Other starting dates can be obtained through a special request to your section.

- The subject of PDMe must be approved by the SMX supervisor (Prof., MER, ...).

- The EPFL internship agreement cannot be used in case of PDMe. Instead, a specific agreement is settled between the SGM supervisor and the company.
Important steps to validate your 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.

• Inform the STI coordinator that you have found your internship.

• Cancel all ongoing applications by gently notifying the companies. This step is extremely important to keep a good relationship with future employers.

• Transmit the EPFL internship agreement to the employer and have it filled out and signed by the employer and the section deputy of MT. The signing of the agreement is mandatory.

• Transmit a copy of the agreement to the secretariat of MT, or upload it on the IS-A portal when you update your internship details.

• If you are a non-swiss/EU citizen, ask the company to request a working permit for you for the duration of the internship (see slide 14).

  • 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.

• At the end of the internship, fill out the evaluation report that will be sent to you by e-mail.
Important remarks

- As an EPFL student doing an internship in industry, you act as an EPFL Ambassador. Thanks to your work and positive attitude, you will leave a positive impression inside the company.

- This aspect is not only important for your future professional career, but also for the EPFL internship program which will benefit from this lasting impression.
Information and contacts

- For further information, please visit the internship page of your section:

- Depending on your inquiry, you can contact the following persons:

<table>
<thead>
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<th>Section Adjunct</th>
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<tr>
<td>Dr Guy Delacrétaz</td>
<td>Dr Sebastian Gautsch</td>
<td>Isabelle Schafer</td>
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<td>Yvette Bernard</td>
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Questions?

Thank you for your attention 😊