EPFL – Internships
Mechanical Engineering

- General context
- Administrative procedures
- Statistics
The internship: Excellent Opportunity !!!

- **Students**
  - A Great incentive to ask oneself the right questions!
  - Familiarize with working life
  - Immerse into Industry practice
  - Future Hiring opportunity

- **Companies**
  - Benefit from highly qualified students
  - A new insight on current issues, innovate!
  - Evaluate future employees

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

**School of Engineering**
Dean: Ali Sayed
Adjunct: Matteo Galli

**EPFL internship program**
VP Education
Educational Affairs
Academic Service
Career center

**Legal and IP aspects**
VP Research
Tech Transfer Office

**Internship portal**
IS-A Développement staff

**STI Internship Coordination**
Sebastian Gautsch
Stéphanie Mottier

**Bioengineering**
Section Director: John McKinney
Adjunct: Igor Allaman

**SV Internship Coordination**
Igor Allaman

**750 STI Master students**

**Industry**
HR, CEOs, CTO’s Engineers...

**Mechanical Engineering**
Section Director: François Gallaire
Adjunct: Alain Prendeloup
Secretaries
Faculty members

**Electrical Engineering**
Section Director: Jean-Philippe Thiran
Adjunct: Philippe Gay-Balmaz
Secretaries
Faculty members

**Materials Science and Engineering**
Section Director: Roland Logé
Adjunct: Homeira Sunderland
Secretaries
Faculty members

**Microengineering**
Section Director: Olivier Martin
Adjunct: Guy Delacrétaz
Secretaries
Faculty members
## Internship obligation

- The Internship in industry is a mandatory step of the Master degree

- Possible formats to validate this obligation

**Models:**

<table>
<thead>
<tr>
<th>Programs</th>
<th>STAP</th>
<th>PDME</th>
<th>Duration</th>
<th>Periods</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical and electronics engineering</strong></td>
<td>STAP</td>
<td>PDME</td>
<td>Min. 8 weeks, 4-6 months, 25 weeks</td>
<td>After bachelor, after MA2 or MA3, After MA2, During the master project</td>
<td>Web Site EL</td>
</tr>
<tr>
<td><strong>Mechanical engineering</strong></td>
<td>STAP</td>
<td>PDME</td>
<td>Min. 8 weeks, 25 weeks</td>
<td>After bachelor, after MA2 or MA3, During the master project</td>
<td>Web Site GM</td>
</tr>
<tr>
<td><strong>Materials science and engineering</strong></td>
<td>STAP</td>
<td>PDME</td>
<td>Min. 8 weeks, 25 weeks</td>
<td>After bachelor, after MA2 or MA3, During the master project</td>
<td>Web Site MX</td>
</tr>
<tr>
<td><strong>Microengineering</strong></td>
<td>STAP</td>
<td>PDME</td>
<td>Min. 8 weeks, 25 weeks</td>
<td>After bachelor, after MA2 or MA3, During the Master project</td>
<td>Web Site MT</td>
</tr>
</tbody>
</table>
Mandatory Internship or Master Project in Industry

- **Internship**
  - Minimum duration of 2 month, up to 6 months
  - Immersion into industry
  - Familiarize with company processes
  - Acquire specific competences
  - Apply transversal skills
  - Evaluation report by student and industry supervisor

- **Master project in industry**
  - A research project in the company
  - Student applies the competences acquired during his master
  - Supervised by a Professor *from his section*
  - Written report and oral defense
  - **Monthly feedback to Professor**
  - 25 week duration (+1 week vacation)
When to place your internship / Master thesis?

- **Summer**
  - Internship 8 weeks
  - Master cycle: 60 credits

- **Fall**
  - Minor/spec: 30 credits

- **Spring**
  - Internship 8 weeks
  - Master cycle: 60 credits

- **Summer**
  - Minor/spec: 30 credits
  - PDM in academia: 17 weeks, 30 credits

- **Fall**
  - Minor/spec: 30 credits
  - PDM in academia: 17 weeks, 30 credits

- **Spring**
  - Internship 8 weeks
  - PDM in academia: 17 weeks, 30 credits

- **Summer**
  - Master project in Industry: 25 weeks, 30 credits

- **Fall**

*PDM in academia in foreign Universities: 25 weeks*
When to place your internship / Master thesis?

- **Summer**: Master cycle (60 credits)
- **Fall**: Internship (6 months)
- **Spring**: Minor/spec (30 credits)
- **Summer**: PDM in academia (17 weeks, 30 credits)
- **Summer**: PDM in foreign Universities: 25 weeks
When to place your internship / Master thesis?

- **Summers:**
  - Master cycle: 60 credits

- **Falls:**
  - Minor/spec: 30 credits
  - Internship: 6 months

- **Springs:**
  - PDM in academia: 17 weeks (30 credits)

*PDM in academia in foreign Universities: 25 weeks*
When to place your internship / Master thesis?

- **Summer**: Master cycle (60 credits)
- **Fall**: Minor/spec (30 credits)
- **Spring**: Internship (6 months)
- **Summer**: Master project in Industry (25 weeks)
- **Fall**: PDM in academia in foreign Universities: 25 weeks
Internships between bachelor and master

- If you have finished your bachelor and would like to take an interim year to do your mandatory industry internship for your master, the following academic rules and FRAC status’ apply:

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship up to 6 months: FRAC “internship” Registered in Ba5</td>
<td>Internship up to 6 months: FRAC “internship” Registered in Ba5</td>
<td>Start master FRAC “present” Registered in Ma1</td>
<td>Internship up to 6 months: FRAC “internship” Registered in Ba6</td>
</tr>
<tr>
<td>start master FRAC “present” Registered in Ma2</td>
<td>No master start FRAC “on leave” Semester does not count</td>
<td>Start master FRAC “present” Registered in Ma1</td>
<td>Start 2nd master semester FRAC “present”</td>
</tr>
</tbody>
</table>

In option 4 the fall semester will be accounted to your master studies, except if you are doing your army or civil service.
What is considered «Industry»?

- Every company or start-up offering a workplace outside of an EPFL laboratory (EPFL’s Innovation Parc included)
- Every Research Organisation not delivering academic credits
- Affiliation of independent research labs with academic institutions can lead to a specific decision by the section
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:
  - Typical salary in large companies: ~3’000 SFr
  - Typical salary in start-ups and SMEs: 1’500 SFr
  - Typical salary in the European Union: 600 - 900 Euros
- EPFL recommends a typical monthly salary between 1’500-2’500 SFr. However, there is no obligation of the company to comply with this.

- In Case of a Master Project in Industry, remuneration can be handled more freely (no monthly salary, compensations, bonus at the end, …)
Validation of previous internships and industrial experiences

Internships done during the 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 deputy
  - The internship duration must be at least 8 weeks
  - The ending should not be further than 1 year apart from your master beginning date.
  - An evaluation report or a work certificate has to be presented to the section deputy

- Industrial experiences of at least 1 year related to the field of the future master studies can be accepted for validation
  - A valid work certificate has to be presented to the section deputy.
EPFL – Internships
Mechanical Engineering

• Administrative procedures
Work authorization

(not required for Master Projects with no monthly remuneration)

- 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

- 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 2-6 month internship have to be announced at the cantonal office by the company.

- It is the company’s responsibility to request this authorization at the proper working office of their canton/country.

- It requires up to 8 weeks to obtain this authorization from the cantonal offices.

- 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 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”.
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 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.
Other opportunities for finding an internship

- Personal contacts, family, friends
- Topic related agencies and organizations
- International platforms
- Company websites
- EPFL Professors, especially for master projects in Industry

Every Internship found by these alternative ways needs to be approved by your section. Please contact the section deputy as soon as you have found an opportunity.
Questionable academic quality of a portion of industrial master thesis
Limited international outreach
Less students for EPFL research projects
Potential increase of industry-academia collaborations
Good professional insertion

In Industry
Other Universities @ EPFL

Engineering students
Challenges of master theses in industry

- Companies get in touch with research labs to propose master thesis topics
- Companies can accept students for internship proposals and accept the format change to master thesis projects
- Students contact professors of their section to ask for existing industrial projects
- Students can apply for internships and have it validated as master thesis projects by the supervising professor
- Professors and teachers propose master thesis projects with known partner companies
- Professors and teachers evaluate the academic content of proposals from companies before accepting it as master thesis projects
- Professors and teachers evaluate the academic content of proposals from students before accepting it as master thesis projects

Compatibility with academic calendar
Agreement on IP
Confidentiality
Eligibility of candidate for master thesis
Company has an idea for a master thesis project

Company discusses the project with a professor

Company submits the proposal on the EPFL portal

Student applies for the project through the portal and gets accepted by the company

Project starts under co-supervision by company and professor
# Master thesis in industry – offers on the internship portal

<table>
<thead>
<tr>
<th>Action</th>
<th>Stage</th>
<th>Entreprise mère</th>
<th>Localisation du stage</th>
<th>Févr.-Sept. (P1)</th>
<th>Juil.-Sept. (P3)</th>
<th>N° du stage</th>
<th>Format</th>
<th>Inscrits</th>
<th>Place</th>
<th>Prof.</th>
<th>Date de création du stage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Métallisation qualité image satellite par contrôle fin de la ligne de visée</td>
<td>Thales Alenia Space</td>
<td>Cannes, France</td>
<td>✔</td>
<td>18976</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>à trouver (si PDM)</td>
<td>14.09.2017</td>
</tr>
<tr>
<td>Experimental Physics Internship</td>
<td>Distran GmbH</td>
<td>Zurich</td>
<td>✔</td>
<td>18973</td>
<td>PDM ou Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>à trouver (si PDM)</td>
<td>14.09.2017</td>
</tr>
<tr>
<td>Transfer learning for field and crop adaptation in agriculture applications</td>
<td>EcoRobotix</td>
<td>Yverdon-les-Bains</td>
<td>✔</td>
<td>18972</td>
<td>PDM ou Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>à trouver (si PDM)</td>
<td>14.09.2017</td>
</tr>
<tr>
<td>Product Engineer</td>
<td>Infineon Technologies France</td>
<td>Aix en Provence</td>
<td>✔</td>
<td>18967</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>14.09.2017</td>
<td></td>
</tr>
<tr>
<td>Déploiement d’un système de sûreté pour un site sensible</td>
<td>Esvis Eco</td>
<td>Corouge</td>
<td>✔</td>
<td>18962</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>13.09.2017</td>
<td></td>
</tr>
<tr>
<td>Thermal effect and Compensation in high precision states</td>
<td>Etel S.A</td>
<td>Bièvres</td>
<td>✔</td>
<td>18953</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>13.09.2017</td>
<td></td>
</tr>
<tr>
<td>Intern Manufacturing</td>
<td>Stryker Trauma AG</td>
<td>Salzach (SO)</td>
<td>✔</td>
<td>18954</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>12.09.2017</td>
<td></td>
</tr>
<tr>
<td>Modélisation d’un processus de laminage</td>
<td>Constellium Valais SA</td>
<td>Sierre</td>
<td>✔</td>
<td>18933</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>12.09.2017</td>
<td></td>
</tr>
<tr>
<td>Hybrid PET/MR Imaging guided radiation therapy treatment planning</td>
<td>Hôpitaux Universitaires de Genève</td>
<td>HUG Genève</td>
<td>✔</td>
<td>18930</td>
<td>PDM coordiné</td>
<td>0</td>
<td>2</td>
<td>Prof. Thiran Jean-Philippe</td>
<td></td>
<td>12.09.2017</td>
<td></td>
</tr>
<tr>
<td>Various internship positions in Motion analysis Startup for applications in Sports, Health and Gaming</td>
<td>Gaît Up</td>
<td>Renens</td>
<td>✔</td>
<td>18922</td>
<td>Stage</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td>12.09.2017</td>
<td></td>
</tr>
<tr>
<td>Various internship positions in Motion analysis Startup for applications in Sports, Health and Gaming</td>
<td>Gaît Up</td>
<td>Renens</td>
<td>✔</td>
<td>18920</td>
<td>PDM coordiné</td>
<td>0</td>
<td>2</td>
<td>Prof. Aminian Kamel</td>
<td></td>
<td>12.09.2017</td>
<td></td>
</tr>
<tr>
<td>Printed freeform optics for light control</td>
<td>CSEM SA Muttenz</td>
<td>Basel</td>
<td>✔</td>
<td>18915</td>
<td>PDM ou Stage</td>
<td>0</td>
<td>1</td>
<td></td>
<td></td>
<td>À trouver (si PDM)</td>
<td>31.09.2017</td>
</tr>
</tbody>
</table>
Master thesis in industry, some advice for students

- Give priority to Master thesis proposals from laboratories of your section and proposals posted on the IS-A portal with confirmed academic supervisor

If you can’t find a suitable topic this way, consider doing an internship to validate your industry immersion. If this is not an option, then proceed like this:

- Contact potential academic supervisors to inform them on your intentions
- Apply for positions and inform companies on your objective to do a master thesis (in motivation letter, during e-mails exchanges and interviews, …)
- Organize a meeting between the teacher and the company to discuss the content and workplan of the project and settle administrative issues. Suggest the signature of the EPFL master thesis agreement (to settle IP and confidentiality).
- Insure a coordinated supervision and regular meetings between the company and the teacher during the project
Best Practice Regarding Master Projects in Industry

1. Introduction

This document sets out the rules to be observed in the field of supervision of master projects in industry. Indeed, they imply a tripartite relationship (EPFL, professor, student, company) making academic and legal issues more complex due to the hybrid nature of the work.

A professor may not under any circumstances supervise a student’s master project without first making contact with the company prior to any commitment by the parties. Professors are entitled to refuse to supervise a student’s master project should the terms discussed with the company not suit them or contravene EPFL requirements in this field.

In addition, the collaboration induced by the master project in industry must benefit the innovation angle, thus contributing to the advancement of science in its field. Although it is a master project in industry remains first and foremost a master project. It must therefore include an academic dimension defined and controlled by the professor.

3.2. Use of EPFL resources

Students may not use EPFL installations, resources, information, software or other intangible assets without their professor’s written approval.

Access to best practices document here (for teachers only)
Open to all master students of the School of Engineering

Engineering Industry Day
Wednesday March 25, 2020
Technology exhibition

Face to face meetings

Networking

Industry pitches

Pitches from academia
Join us on Wednesday March 25th 2020

110 companies
80 laboratories
300 students
50 booths
50 presentations
Qui sommes-nous?

Ingénieurs en devenir, nous nous intéressons aux problématiques liées à la coopération scientifique Nord-Sud et au développement.

Nous contacter

Ecrivez-nous à stage.idm@listes.epfl.ch

On vous offre une bourse...

- Qui couvre frais de voyage et de visa
- Pour un stage
  - Dans un pays en développement
  - Pour un projet durable
  - De minimum 8 semaines

Allez regarder les offres disponibles sur notre plateforme!

http://idm.epfl.ch/stages/

Every Internship found through «Ingénieurs du monde» needs to be approved by your section. Please contact the section deputy as soon as you have found an opportunity.
A few students will be able to undertake their master projects in industry, at the EPFL Innovation Park to work for their own startup.

Projects will be co-supervised by a mentor from VPI and a professor from the section

This opportunity will be offered to 3-4 projects per year. Students will have to go through a selection process, starting by contacting xgrant@epfl.ch.
EPFL Alumni network

EPFL students have access to the Alumni network

- Website: alumni.epfl.ch
- Pocketcampus app
Start working with LinkedIn
Find an Internship during EPFL’s Forum

Retrouvez le Forum EPFL
du 7 au 11 octobre 2019
au SwissTech Convention Center
Dear Master Student,
Dear PhD Candidate,

Pictet Group, a private bank based in Geneva with global presence (more here www.group.pictet/) invites you to the workshop:

"Data Analytics @ Pictet with apero"

to be held at EPFL
on Wednesday, September 25, 2019
from 17:15 to 19:00
in room B414
followed by an apero

Link to the Pictet Group invitation

During this workshop, you will have the opportunity to learn more about one of the following topics, please choose the one you prefer:

1. Risk management: how data analytics can help prevent risk? A playground with a fraud detection sample.
2. Asset management: how data are applied to impact investing?
3. Client relationships: how data can be a key game-changer in wealth management?

To apply for this fascinating workshop, please send your CV to cec@epfl.ch stating "Pictet Workshop" in the subject line before September 17, 2019. Please mention in the email your preferred topic, in order of preference.

The participants will be enrolled on a first-come, first-served basis.

https://www.epfl.ch/about/recruiting/career-center/
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 your internship coordinator
- 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.
- Once you have accepted the offer
  - No withdrawal from the accepted position!
  - Kindly notify all other companies you had privileged contact with
End of January: Mailing to Industry

Mid-February

June: End of Spring Semester

August 1st: Possible 1st starting date

Internship 2-6 Months

PDMe 25 weeks

August 1st – September 30th

1st student applications sent to Industry

Following student applications sent to Industry every Monday 2:00 PM

Attribution process in the spring semester
Attribution process in the fall semester

- Sept. 1st: Mailing to Industry
- End of September: Following student applications sent to Industry every Monday 2:00 PM
- December: End of Fall Semester
- Beginning of Spring Semester: Possible 1st starting date
- Mid-February – March 1st: PDMe 25 weeks
- Internship 2-6 Months
Internship attribution, possible scenarii

- **1st application round**
  - Internship 1: Refused

- **2nd application round**
  - Internship 2: in progress
  - Internship 3: Refused
  - Internship 4: in progress

- **3rd application round**
  - Internship 2: in progress
  - Internship 3: in progress

- **4th application round**
  - Internship 2: in progress
  - Internship 3: in progress
  - Internship 4: Accepted

Within 3 days
- [Accept](?)
- [Refuse](?)

Master thesis: Don’t accept without academic supervisor
Submit a description of your internship to your section’s deputy

Once you have signed the tripartite internship agreement, enter your project details on the internship portal by creating a new internship proposal, and upload a pdf copy of the agreement.
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
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 and Cc the internship coordinator.

For Master projects: Do not accept a position without having confirmed the eligibility of the project and settled the details with the academic supervisor.
Prepare your internship campaign!

EPFL proposes 5 modules of 1h30:

<table>
<thead>
<tr>
<th>This fall semester</th>
<th>Next spring semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Understanding recruiters (28-29 October ‘19)</td>
<td>4. The Job interview</td>
</tr>
<tr>
<td>2. Reviewing the CV</td>
<td>5. Communication and organization at work</td>
</tr>
<tr>
<td>3. The motivation letter</td>
<td></td>
</tr>
</tbody>
</table>
Anticipate!

- A change of residence or relocation might be necessary
- Setting up a Master thesis in industry takes several weeks/Months

- 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
Update your FRAC

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

- In case of a credited internship (only EE students):
  - Semester (choose the right one: MA1; MA2; MA3)
  - Status: Internship (authorized by the section)
  - Mention in the comments « Credited internship during master course (SCS) »

- In case of a long internship without credits
  - Semester: (choose the right one: MA1; MA2; MA3)
  - Status: Internship (authorized by the section)
  - Mention in the comments « Detached internship but credited with master Project (STAP) »
Announce your stay abroad to EPFL Safety domain

http://securite.epfl.ch/voyages

Safety during business and academic travels

According to legal bases, employers have a duty towards their employees to inform, prevent, control and intervene. To fulfill these legal requirements, EPFL relies on a competent partner, renowned for their skills in assisting organizations in the area of risks linked to business and academic travel abroad: International SOS. Thanks to their services, employees and students benefit from medical and security assistance in the whole world, as from June 1, 2014.
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.

Alternative contract proposed by the company and signed only by the student are acceptable in some cases, but the students must carefully read and comply with the content (IP issues, confidentiality, insurances and especially non-competition clauses)
Master project agreement

- The master thesis agreement (access for teachers only) specifies the commitments and responsibilities of the supervising teacher, the company and the student. This agreement can be signed upon request of the teacher or the company.
- It defines IP and confidentiality aspects for any master thesis in industry without existing collaborations.
- It allows the academic supervisor to have access to the results of your work without having to sign an NDA.
- As it is not mandatory, amendments and changes requested by companies won’t be accepted by the internship coordination or the legal department of EPFL.

Agreement for master project

Important notice for the heads of EPFL laboratories:

This agreement shall not be signed:
1) When the master project is part of a research project financed by the company. In such a case, a research agreement shall be negotiated and executed in collaboration with the company and the Technology Transfer Office of EPFL (TTO) and the student will sign an agreement on intellectual property and confidentiality.
2) When the laboratory discloses the student source code or EPFL confidential information. In such a case, the ownership and the right to use EPFL intangible assets and the results of the student shall be well analysed and discussed. Do not hesitate to contact TTO.

In addition, this agreement may only be signed if it is fully compatible with the other projects with which the laboratory.

The present agreement is extended to the following projects:
During and after the internship

- In case of problems (accident or illness, personal problems, conflict with supervisors, ...), contact urgently the Section deputy and the STI Internships coordinator.

- No written report of the student is requested by EPFL (except for credited internships in EE), 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).
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.
- 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 GM. The signing of the agreement is mandatory.
- Transmit a copy of the agreement to the secretariat of GM.
- If you are a non-swiss/EU citizen, ask the company to request a work authorization for the duration of the internship. More information here.
- 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 according to the following table.
- 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.
Mandatory Steps for a Master project in Industry

- Find a master project in industry by contacting the professors of GM.
- A master subject can also be found through the IS-A Internship portal. In this case, it is mandatory to find a professor willing to supervise you before you accept the offer from the company. Make sure to comply with the following directions: Coordinated Master Thesis in Industry

  - Official starting dates for master projects are determined at a school level. Other starting dates can be obtained on special request to your section.
  - All administrative details of your master project in industry have to be settled between the employer and the professor supervising your work. A special Master project agreement (link only accessible to Professors) can be signed on request by the supervising professor or the partner company.
  - Once all the details of your Master project have been settled, register your project in your study plan.
  - Update your FRAC according to this table.
EPFL internships on the web

https://sti.epfl.ch/research/institutes/igm/education/engineering-internship/

EPFL webpage:
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 an important impression to 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.
EPFL – Internships
Mechanical Engineering

- Pep talk to students
- Statistics
EPFL links to Industry

- **Vice Presidency for Innovation**
  - Tech transfer
  - Innovation Park
  - Sponsored chairs
  - Special programs
  - Alliance

- **Career Center**
  - Employer survey
  - Jobs for Brains Recruitment platform
  - Recruitment days
  - Round tables
  - Sponsorships
  - EPFL Forum

- **EPFL Alumni**
  - Network
  - Events
  - Magazine

- **Section advisory boards**
  - Meeting every year

- **Research labs; industrial projects**

- **Master Theses in Industry**

- **Internships in Master curriculum**
  - 1’200 EPFL students each year

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Transdisciplinary Initiatives

EPFL Innovation Park

Jobs<Brains

FORUM EPFL

swiss space center

SWISS ROBOTICS INDUSTRY DAY

stil

SALON DES TECHNOLOGIES ET DE L’INNOVATION DE LAUSANNE
Value chain from internships to industry funded research
Internship evaluations

Student auto-evaluation
(Years 2015-2018, 742 students)
Internship evaluations

Feedback on the host company by student
(Years 2015-2018, 742 students)
Internship evaluations

Company evaluation of the student
(Years 2015-2018, 742 students)

Independence

Communication

Integration in the professional world

Planning and management of work tasks

Application of scientific and technical knowledge
STI Internship offers between 2012 and 2016

Since 2012:
580 companies
2'400 offers

Switzerland: 66 %
France: 17 %
Rest of Europe: 11 %
USA/Asia: 6%

At least 1 offer
More than 5 offers
Internship offers from industry – to Engineering students

<table>
<thead>
<tr>
<th>Year</th>
<th>offers</th>
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<tbody>
<tr>
<td>2011</td>
<td>236</td>
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<tr>
<td>2012</td>
<td>532</td>
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<tr>
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<td>2016</td>
<td>844</td>
</tr>
<tr>
<td>2017</td>
<td>942</td>
</tr>
<tr>
<td>2018</td>
<td>1141</td>
</tr>
</tbody>
</table>
Number of offers - Per Engineering student

Year | Materials | Mechanical | Electrical | Micro | Bio
--- | --- | --- | --- | --- | ---
2011 | 4.3 | 1.5 | 7.2 | 3.3 | 4.3
2012 | 4.8 | 4.2 | 8.2 | 3.4 | 6.6
2013 | 6.6 | 1.4 | 3.4 | 3.4 | 4.3
2014 | 7.0 | 1.9 | 9.2 | 3.4 | 7.2
2015 | 7.2 | 2.9 | 10.3 | 3.6 | 7.2
2016 | 7.2 | 2.5 | 6.2 | 4.4 | 7.4
2017 | 10.5 | 3.3 | 11.9 | 4.7 | 5.8
2018 | 16.8 | 2.9 | 12.0 | 5.8 | 9.3
In 2018:

- Electrical Engineering: 758 offers (+22% vs 2017)
- Mechanical Engineering: 549 offers (+30% vs 2017)
- Microengineering: 652 offers (+19% vs 2017)
- Materials Sciences: 437 offers (+19% vs 2017)
### Internship countries of STI students (2015-2019)

<table>
<thead>
<tr>
<th>STI</th>
<th>EL</th>
<th>GM</th>
<th>MT</th>
<th>MX</th>
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</table>
When do GM students start their internship & Master thesis (2015 – 2018)?
Information and contacts

- For additional information, please visit the internship pages of SGM: https://sti.epfl.ch/research/institutes/igm/education/engineering-internship/

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

  - Sebastian Gautsch
    STI
    Internship Coordinator
  - Alain Prenleloup
    SGM
    Adjunct to section director
  - Anne Mireille Legrand
    SGM
    Administration
  - Stéphanie Mottier
    STI-DO
    Administration
Questions?

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