EPFL – Internships
Microengineering and Robotics

- General context
- Administrative procedures
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 futur 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
The Internship in industry is a mandatory step of the Master degree.

Possible formats to validate this obligation:

- **STAP**: Detached internship but credited with the master’s project
- **PDME**: Master project in industry

<table>
<thead>
<tr>
<th>Models</th>
<th>Duration</th>
<th>Periods</th>
<th>Contact information</th>
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<tbody>
<tr>
<td><strong>Electrical and electronics engineering</strong></td>
<td>STAP</td>
<td>Min. 8 weeks</td>
<td>Web Site EL</td>
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<td>25 weeks</td>
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<td>During the master project</td>
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<td></td>
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<td>Web Site MT</td>
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<td>25 weeks</td>
<td>After bachelor, after MA2 or MA3</td>
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<td>During the Master project</td>
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</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**
  - Master cycle: 60 credits
  - Minor/spec: 30 credits

- **Spring**
  - Internship: 8 weeks
  - Minor/spec: 30 credits

- **Summer**
  - PDM in academia: 17 weeks
  - 30 credits

- **Fall**
  - 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

PDM in academia in foreign Universities: 25 weeks
<table>
<thead>
<tr>
<th>Season</th>
<th>Course Description</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Summer</td>
<td>Master cycle</td>
<td>60 credits</td>
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<tr>
<td>Fall</td>
<td>Internship</td>
<td>6 months</td>
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<tr>
<td>Spring</td>
<td>Minor/spec</td>
<td>30 credits</td>
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<tr>
<td>Summer</td>
<td>PDM in academia</td>
<td>17 weeks</td>
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<tr>
<td>Fall</td>
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<td>30 credits</td>
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</table>

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

- **Summer**: Master cycle (60 credits)
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- **Fall**: PDM in academia in foreign Universities: 25 weeks
Important rules

Maximum duration of studies

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

- **The Master’s project** must be successfully completed within two semesters of the successful completion of the Master’s cycle (including the industry internship). Should the Master’s project (of a duration of 25 weeks and in industry) serve to validate the engineer’s internship, the deadline is extended to three 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

Failed Master thesis in industry

- Students who fail their master thesis in industry during the first attempt are asked to perform their 2\textsuperscript{nd} attempt in a lab at EPFL
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:

**Option 1**
- **Internship up to 6 months:** FRAC "internship" Registered in Ba5
- **Start master:** FRAC "present" Registered in Ma2
- **No master start:** FRAC "on leave" Semester does not count

**Option 2**
- **Internship up to 6 months:** FRAC "internship" Registered in Ba5
- **No master start for motivated reasons:** FRAC "on leave" Semester does not count

**Option 3**
- **Start master:** FRAC "present" Registered in Ma1
- **Internship up to 6 months:** FRAC "internship" Registered in Ba6
- **Start 2nd master semester:** FRAC "present"

**Option 4**
- **Internship up to 6 months:** FRAC "internship" Registered in Ba6
- **Start 2nd master semester:** FRAC "present"

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 around 2’000 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, …)
Internships done during the bachelor degree will not exempt you from the mandatory internship. Exemptions can be granted by the section in the following cases:

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

- Industry employment at 100% occupation of at least 1 year related to the field of the future master studies
  - A valid work certificate has to presented to the section deputy.
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 the Vice Presidency for Innovation 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, start by contacting pdm-eip@epfl.ch.

More information about the program could be found here:
- https://www.epfl.ch/innovation/startup/students/master-project-in-your-startup/
As a precaution, EPFL students must comply with the following measures on foreign travel for the fall 2021 semester:

- Travel abroad by students for internships remains prohibited:
  - In countries or regions that the DFAE discourages
  - In countries or regions mentioned on the OFSP list
  - Map of authorized countries

- All study-related travel abroad (Master’s projects, exchanges, internships, etc.) will take place under the student’s personal responsibility.

- EPFL will not provide foreign assistance to students who fail to comply with these recommendations.

- No additional contributions to travel costs will be granted beyond the measures and grants already in place.

- Students must comply with all health and safety rules in effect in their country of destination as well as at the partner company or university.

- When students return to Switzerland, TravelCheck recommendations must be followed.

Announce your stay abroad to EPFL Safety domain

- [ ] http://securite.epfl.ch/voyages
- [ ] Comply with updated COVID-19 recommendations

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.
Work authorization

(not required for Master Projects without a 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 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.

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”.

EPFL
- Administrative procedures
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.
Sustainable Internships

How to identify them?
Company submissions are listed on the internship portal once validated by each section. Internships with a sustainability label will be identifiable with the following logo:
Sustainable Internships

Sustainable internships extend EPFL's sustainability strategy to its partnership with companies. This program meets a growing demand from our master students.

**Sustainability categories**
Companies interested in receiving the label must explain how the main purpose of the technology (product, process, service) developed during the internship has a direct impact on sustainability.

The criteria are based on the United Nations' Sustainable Development Goals (SDG). EPFL's Tech4Impact unit is in charge of evaluating the proposals and attributing the sustainability label.
Sustainable Internships

Evaluation report
The evaluation process of the internship is similar to a regular internship but the student is asked to write a half-page report to comment if the sustainability goals have been reached. This report does not influence the validation of the internship for the master curriculum.

Promote sustainable internship opportunities!
Students are encouraged to identify sustainable internship opportunities within companies that meet the criteria listed above. The proposal of the internship subject is made by the company through the EPFL internship portal.
Who are we?
Engineers of tomorrow, we interest ourselves in the cooperation for a sustainable development around the world

Contact us
Write to us at
stages.idm@listes.epfl.ch

We offer you scholarships...
- That covers travel and visa costs
- For an internship
  • In the field of development
  • For a sustainable project
  • Of 8 weeks minimum

Go check our available offers on our webpage!
http://idm.epfl.ch/stages/

Every internship found through « Ingénieur.e.s du Monde » needs to be approved by your section. Please contact the section deputy as soon as you have found an opportunity
Le Forum EPFL est de retour !

du 4 au 8 octobre 2021

au SwissTech Convention Center
EPFL Alumni network

- EPFL students have access to the Alumni network
  - Website: alumni.epfl.ch
  - Pocketcampus app
Dear Master Student,
Dear PhD Candidate,

**Pictet Group**, a private bank based in Geneva with global presence (more here [www.group.pictet/](https://www.epfl.ch/about/recruiting/career-center/)) 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 B646
followed by an apero

[Link to the Pictet Group invitation](https://www.epfl.ch/about/recruiting/career-center/)

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 cc@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/
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 outside the IS-A portal has to be approved by your section. Please send a short but detailed description to the section deputy as soon as you have found an opportunity.
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.
  - 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
End of January: Mailing to Industry

Mid-February

Student applications sent to Industry every Monday 2:00 PM

June: End of Spring Semester

August 1st: Possible 1st starting date

Internship 2-6 Months

August 1st - September 30th

PDMe 25 weeks
Attribution process in the fall semester

- Sept. 1st: Mailing to Industry
- End of September
- December: End of Fall Semester
- Beginning of Spring Semester: Possible 1st starting date
- PDMe 25 weeks: Mid-February – March 1st
- Internship 2-6 Months

Student applications sent to Industry every Monday 2:00 PM
Internship attribution, possible scenarii

1st application round
- Internship 1: Refused

2nd application round
- Internship 2: in progress

3rd application round
- Internship 3: Refused
- Internship 4: in progress

4th application round
- Internship 5: in progress

Within 3 days
- Internship 4: Accepted
- Internship 5: Refuse

Master thesis:
Don’t accept a position without academic supervisor
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 1h45:

<table>
<thead>
<tr>
<th>This fall semester</th>
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<tbody>
<tr>
<td>1. Understanding and convincing recruiters</td>
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<td>2. The CV sections</td>
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<tr>
<td>3. The motivation letter</td>
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<tr>
<td>4. The Job interview</td>
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<tr>
<td>5. Communication and organization at work</td>
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</tbody>
</table>

Each course will be given in English and in French
Information and mandatory registration here: [https://epflcareer.ch/en/](https://epflcareer.ch/en/)
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 « Detached internship but credited with master Project (STAP) »

If you take courses in parallel to your internship, your FRAC status should be «present».
The internship agreement (French version) 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). The company must accept to fill out the EPFL evaluation report at the end.
Mandatory: Register internships found on your own

- Submit a short but detailed 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.
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
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).
Internship evaluations

Company evaluation of the student (Years 2015-2020, 1400 STI students)

<table>
<thead>
<tr>
<th>Category</th>
<th>Overall Evaluation</th>
<th>Excellent</th>
<th>Good</th>
<th>Sufficient</th>
<th>Insufficient</th>
</tr>
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<tbody>
<tr>
<td>Independence</td>
<td></td>
<td>928</td>
<td>442</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Ability to resolve complex problems</td>
<td></td>
<td>739</td>
<td>545</td>
<td>168</td>
<td>137</td>
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<tr>
<td>Ability to present and defend her/his own ideas</td>
<td></td>
<td>826</td>
<td>495</td>
<td>185</td>
<td>96</td>
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<tr>
<td>Mastery of domain-specific methodologies</td>
<td></td>
<td>729</td>
<td>556</td>
<td>96</td>
<td></td>
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<tr>
<td>Definition of work objectives and management of priorities</td>
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<tr>
<td>Evaluation of resources required</td>
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<tr>
<td>Work planning, monitoring of activities, and management of...</td>
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<tr>
<td>Integration in the professional world</td>
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<td>853</td>
<td>484</td>
<td>495</td>
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<tr>
<td>Quality of the work delivered</td>
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<tr>
<td>Capacity to work in teams</td>
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<td>1052</td>
<td>279</td>
<td>43</td>
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<tr>
<td>Capacity to self-evaluate and to respond constructively to feedback</td>
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<tr>
<td>Ability to present and defend her/his own ideas</td>
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<tr>
<td>Respect for the organizations procedures/ rules and for their...</td>
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<tr>
<td>Communication</td>
<td></td>
<td>696</td>
<td>560</td>
<td>99</td>
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<tr>
<td>Written communication (structure, clarity, coherence of reasoning)</td>
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<td>537</td>
<td>636</td>
<td>84</td>
<td></td>
</tr>
<tr>
<td>Interpersonal skills and engagement, including in a multicultural...</td>
<td></td>
<td>624</td>
<td>642</td>
<td>101</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written communication (structure, clarity, coherence of reasoning)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and management of work tasks</td>
<td></td>
<td>683</td>
<td>618</td>
<td>594</td>
<td></td>
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<tr>
<td>Mastery of domain-specific methodologies</td>
<td></td>
<td>774</td>
<td>526</td>
<td>359</td>
<td></td>
</tr>
<tr>
<td>Application of scientific and technical knowledge</td>
<td></td>
<td>833</td>
<td>521</td>
<td>88</td>
<td></td>
</tr>
<tr>
<td>Ability to resolve complex problems</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical skills and knowledge</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

0% 20% 40% 60% 80% 100%
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.
- Transmit a copy of the agreement to the section secretariat.
- 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.
- 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.
Best practice to set up a master thesis in industry

- **Compatibility with academic calendar**
  - **IP owner(s)**
  - **Confidentiality**
  - **Eligibility of candidate for master thesis**

- **Companies get in touch with research labs to propose master thesis topics**
  - **Companies can hire students for internship proposals and accept the format change to master thesis projects without involving a Professor**

- **Students contact professors of their section to ask for existing industrial projects**
  - **Students apply for internships on the IS-A portal and have it validated as master thesis projects by the company without involving 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 student proposals without interacting with the host company**
Ideal Scenario for Master Projects in industry

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
<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- Févr (P2)</th>
<th>Juil- Sept (P3)</th>
<th>N° du stage</th>
<th>Format</th>
<th>Inscrits</th>
<th>Places</th>
<th>Prof</th>
<th>Date de création du stage</th>
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<td>Cannes, France</td>
<td>✔</td>
<td>18976</td>
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<td></td>
<td></td>
</tr>
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<td>Experimental Physics Internship</td>
<td>Distion GmbH</td>
<td>Zurich</td>
<td>✔</td>
<td>18973</td>
<td>PDM ou Stage</td>
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<td>1</td>
<td>à trouver (si PDM)</td>
<td>14.09.2017</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Transfer learning for field and crop adaptation in agriculture applications</td>
<td>ecoRobotix</td>
<td>Yverdon-les-Bains</td>
<td>✔</td>
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<tr>
<td>Déploiement d’un système de suivi pour un site sensible</td>
<td>Envis too</td>
<td>Corouge</td>
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<td>Bienna</td>
<td>✔</td>
<td>✔</td>
<td>10953</td>
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<td>13.09.2017</td>
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<tr>
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<td>Salzburg (SO)</td>
<td>✔</td>
<td>10954</td>
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<td>1</td>
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</tr>
<tr>
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<td>Constellium Valais SA</td>
<td>Sierre</td>
<td>✔</td>
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<tr>
<td>Hybrid PET/MR Imaging guided radiation therapy treatment planning</td>
<td>Hôpitaux Universitaires de Genève</td>
<td>HUG Genève</td>
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<td>✔</td>
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<td>PDM coordonné</td>
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<td>2</td>
<td>Prof. Thiran Jean-Philippe</td>
<td>12.09.2017</td>
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<tr>
<td>Various internship positions in Motion analysis Startup for applications in Sports, Health and Gaming</td>
<td>Gait Up</td>
<td>Renens</td>
<td>✔</td>
<td>10922</td>
<td>Stage</td>
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<td>2</td>
<td>12.09.2017</td>
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<tr>
<td>Various internship positions in Motion analysis Startup for applications in Sports, Health and Gaming</td>
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<td>Renens</td>
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<td>✔</td>
<td>10920</td>
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<td>2</td>
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<tr>
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<td>CSEM SA Muttenz</td>
<td>Basel</td>
<td>✔</td>
<td>10915</td>
<td>PDM ou Stage</td>
<td>0</td>
<td>1</td>
<td>à trouver (si PDM)</td>
<td>11.09.2017</td>
<td></td>
<td></td>
<td></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, ...)
- Refer to [the following webpage](#) to inform the company.
- Organize a meeting between the academic supervisor 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.

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.

The master project in industry remains first and foremost a master project. It must therefore remain academic circles within a host company. 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.

In addition, the collaboration induced by the master project in industry must benefit the research carried out by the laboratory. It is also important that the laboratory’s research be protected and not therefore offered to companies in the framework of master projects.

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.
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.
Mandatory Steps for a Master project in Industry

- Find a master project in industry by contacting the professors of your section.
- 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

General information about Master’s Projects
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 in 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:
  https://sti.epfl.ch/research/institutes/imt/internships/procedure-for-students/

- EPFL webpage:

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

  Sebastian Gautsch
  SMT
  Adjunct to the section director

  Hind Klinke
  STI
  Internship Coordinator

  Isabelle Schafer
  SMT
  Administration

  Stéphanie Mottier
  STI-DO
  Administration
Questions?

Thank you for your attention
And best of success for your internship campaign!
EPFL – Internships
Microengineering and Robotics

- More info and 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
Value chain from internships to industry funded research

- Internships
- Master projects
- Funded research
- Startups
- EPFL academic rankings
- Innovation for Industry

Professional insertion of students
STI Master Thesis location

- In Industry
- Other Universities
- @ EPFL
### Internship evaluations

**Student auto-evaluation**  
(Years 2015-2020, 1400 students)

<table>
<thead>
<tr>
<th>Statement</th>
<th>Completely agree</th>
<th>Agree</th>
<th>Neither agree or disagree</th>
<th>Disagree</th>
<th>Completely disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The placement gave me a clear idea as to the realities of working life</td>
<td>726</td>
<td>530</td>
<td>140</td>
<td>1051</td>
<td></td>
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<tr>
<td>The placement was an opportunity for me to acquire new practical skills and knowledge</td>
<td>1051</td>
<td>303</td>
<td>42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I was able to demonstrate my professional independence</td>
<td>859</td>
<td>492</td>
<td>52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have good communication skills</td>
<td>462</td>
<td>770</td>
<td>161</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I integrated well into the professional context</td>
<td>832</td>
<td>507</td>
<td>60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I improved my organisational skills</td>
<td>587</td>
<td>625</td>
<td>175</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I was able to apply my technical and scientific knowledge</td>
<td>694</td>
<td>605</td>
<td>101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The diagram shows the percentage distribution of responses for each statement.
Internship evaluations

Feedback on the host company by student
(Years 2015-2020, 1400 students)
Internship offers from industry – to Engineering students

2011: 236
2012: 532
2013: 597
2014: 671
2015: 690
2016: 844
2017: 942
2018: 1141
2019: 1377
Number of offers - Per Engineering student

<table>
<thead>
<tr>
<th>Year</th>
<th>Materials</th>
<th>Mechanical</th>
<th>Electrical</th>
<th>Micro</th>
<th>Bio</th>
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<td>2011</td>
<td>1.5</td>
<td>4.2</td>
<td>7.2</td>
<td>3.3</td>
<td>4.3</td>
</tr>
<tr>
<td>2012</td>
<td>3.3</td>
<td>4.8</td>
<td>8.2</td>
<td>3.4</td>
<td>6.6</td>
</tr>
<tr>
<td>2013</td>
<td>7.0</td>
<td>7.0</td>
<td>9.2</td>
<td>3.4</td>
<td>6.6</td>
</tr>
<tr>
<td>2014</td>
<td>7.2</td>
<td>7.2</td>
<td>10.3</td>
<td>3.6</td>
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</tr>
<tr>
<td>2015</td>
<td>7.2</td>
<td>7.2</td>
<td>10.3</td>
<td>4.4</td>
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<tr>
<td>2016</td>
<td>7.2</td>
<td>7.2</td>
<td>10.3</td>
<td>4.7</td>
<td>6.2</td>
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<tr>
<td>2017</td>
<td>10.5</td>
<td>10.5</td>
<td>11.9</td>
<td>5.8</td>
<td>6.1</td>
</tr>
<tr>
<td>2018</td>
<td>9.3</td>
<td>9.3</td>
<td>16.8</td>
<td>12.0</td>
<td>6.1</td>
</tr>
</tbody>
</table>
In 2019:
- Electrical Engineering: 758 offers (+24% vs 2018)
- Mechanical Engineering: 549 offers (+31% vs 2018)
- Microengineering: 652 offers (+28% vs 2018)
- Materials Sciences: 437 offers (+32% vs 2018)
### Internship countries of STI students (2015-2019)

<table>
<thead>
<tr>
<th>Country</th>
<th>EL</th>
<th>GM</th>
<th>MT</th>
<th>MX</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suisse</td>
<td>205</td>
<td>383</td>
<td>367</td>
<td>203</td>
<td>1,158</td>
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<tr>
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<td>14</td>
<td>115</td>
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<tr>
<td>Allemagne</td>
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<td>14</td>
<td>11</td>
<td>5</td>
<td>43</td>
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<tr>
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<td>18</td>
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<td>2</td>
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<td>4</td>
<td>3</td>
<td>18</td>
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<tr>
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<td>4</td>
<td>6</td>
<td>3</td>
<td>16</td>
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<td>4</td>
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<td>1</td>
<td>2</td>
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<td>1</td>
<td>8</td>
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<td>Brésil</td>
<td>1</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>6</td>
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</table>

<table>
<thead>
<tr>
<th>Country</th>
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<th>GM</th>
<th>MT</th>
<th>MX</th>
<th>Total</th>
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<td>3</td>
<td>1</td>
<td>2</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>
Average number of applications through portal to secure the internship

- EL: 20 internships (3.7 applications)
- GM: 50 internships (4.9 applications)
- MT: 55 internships (3.4 applications)
- MX: 21 internships (4.7 applications)
- EPFL: 402 internships (4.5 applications)
Average number of applications through portal to secure the internship

School of Engineering

- 2014: 57 internships
- 2015: 92 internships
- 2016: 60 internships
- 2017: 98 internships
- 2018: 140 internships
- 2019: 146 internships

STI: 2.9, 3.2, 3.3, 4.7, 4.2, 4.5
EPFL: 3.8, 4.0, 4.4, 4.6, 4.2, 4.1
Average number of applications by Nationality to secure the internship (2014 – 2019)