EPFL – Internships
Electrical & Electronic Engineering

Hind Klinke
STI internship coordinator

- General context
- Administrative procedures

December 2023
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 platform to start collaboration on the research level
  ✓ Feedback from industry to improve the education of our students
STI Internship Coordination

EPFL

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

Microengineering + Robotics
- 198 Ma1 students
- 223 Ma3 students

Material Sciences
- 57 Ma1 students
- 55 Ma3 students

Mechanical Engineering
- 120 Ma1 students
- 140 Ma3 students

Electrical Engineering + Energy Science and technology
- 78 Ma1 students
- 106 Ma3 students

Cross-schools master programs
### Internship obligation

- The Internship in industry is a mandatory step of the Master degree
- Possible formats to validate this obligation

#### Models:
- **STAP**: Detached internship but credited with the master’s project
- **SCS**: Credited internship during the Master course
- **PDME**: Master project in the industry

<table>
<thead>
<tr>
<th>Models</th>
<th>Duration</th>
<th>Periods</th>
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<tbody>
<tr>
<td>Electricity &amp; electronics Engineering</td>
<td><strong>STAP</strong></td>
<td>Min. 8 weeks</td>
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<tr>
<td></td>
<td><strong>SCS</strong></td>
<td>4-6 months</td>
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<td></td>
<td><strong>PDME</strong></td>
<td>25 weeks</td>
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</table>
Mandatory Internship or Master Project in Industry

**Short Internship (STAP)**
- Immersion into industry
- Familiarize with company processes
- Apply transversal skills
- Minimum duration of 8 weeks, up to 12 weeks
- 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
- Regular feedback to Professor
- 25 weeks duration (+ 1 week vacation)

**Long Internship (SCS)**
- Immersion into industry
- Familiarize with company processes
- Apply and analyze transversal skills
- Acquire specific competences
- Minimum duration of 17 weeks, up to 6 months
- Written report to section
SEL Master Curriculum

Courses + Minor or Courses + specialisation
90 credits

Master Project in Industry
25 weeks
30 credits

Short Internship
8-12 weeks
30 credits

Master Project in Academia
17 – 25 weeks
30 credits

Courses + specialisation
60 credits

Long Internship
17 – 25 weeks
30 credits

Master Project in Industry
25 weeks
30 credits

Short Internship
8-12 weeks
30 credits

Master Project
In Academia
17-25 weeks
30 credits

If you take a minor, you cannot do a SCS
When to place your internship / Master thesis

- **Summer**
  - Internship 8 weeks
  - Master Cycle 60 credits
  - Master Cycle 60 credits
  - Master Cycle 60 credits

- **Fall**
  - Master Cycle 60 credits
  - Master Cycle 60 credits

- **Spring**
  - Internship 8 weeks
  - Master Cycle 60 credits
  - Master Cycle 60 credits

- **Summer**
  - Minor/Spec. 30 credits
  - Minor/Spec. 30 credits
  - Minor/Spec. 30 credits

- **Fall**
  - PDM in academia 17 weeks 30 credits
  - Minor/Spec. 30 credits
  - Internship 8 weeks

- **Spring**
  - PDM in academia 17 weeks 30 credits
  - Minor/Spec. 30 credits
  - Master project in industry 25 weeks 30 credits

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

- Master Cycle: 60 credits
- Internship: 6 months, 30 credits
- PDM in academia: 17 weeks, 30 credits

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

- Master Cycle 60 credits
- Missing credits x credits
- Internship 6 months 30 credits
- PDM in academia 17 weeks 30 credits
- PDM in academia in foreign Universities: 25 weeks
# Internship 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>Summer</th>
<th>Fall semester</th>
<th>Spring semester</th>
<th>Summer</th>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>Option 1</td>
<td>Internship up To 6 months: FRAC “INTERNSHIP” Registered in Ba5</td>
<td>Start master FRAC “present” Registered in Ma2</td>
<td>No master start</td>
<td>Start master FRAC “present”</td>
</tr>
<tr>
<td>Option 2</td>
<td>Internship up To 6 months: FRAC “INTERNSHIP” Registered in Ba5</td>
<td>No master start FRAC «on leave» Semester does not count</td>
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<td></td>
</tr>
<tr>
<td>Option 3</td>
<td>Start master FRAC “present” Registered in Ma1</td>
<td>Internship up To 6 months: FRAC “INTERNSHIP” Registered in Ba6</td>
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<tr>
<td>Option 4</td>
<td>No master start For motivated reasons FRAC «on leave»</td>
<td>Internship up To 6 months: FRAC “INTERNSHIP” Registered in Ba6</td>
<td></td>
<td>Start 2nd master semester FRAC “present”</td>
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</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.
Mandatory Internship Activity and Transversal Skills Analysis Report

This activity report is mandatory for all students performing a master in Electrical Engineering and wishing to acquire 30 credits for their industrial internship lasting more than 17 weeks. It can be written either in French or in English. It has to be sent to the STI internship coordinator the latest 2 weeks after the official ending of the internship.

This report has to be completed in addition to the regular evaluation report sent to students 2 weeks before internship ending.

The activity report should be 3 to 5 pages long with the following structure:

1. Student’s internship search campaign
2. Internship activity and technical skills report
3. Transversal skills report and analysis

Download the report template from the EL internships website
What is considered «Industry»?

- Every company or start-up offering a workplace outside of an EPFL laboratory and outside of a university

- Every Research Organisation not delivering academic credits
How much salary?

- There is no official regulation in Switzerland to pay a monthly salary for an internship.
- Salaries are mostly ruled by offer and demand.
- Often the salary is dependent of the company’s size and status.
- EPFL recommends a typical monthly salary around 2'000 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 outside Switzerland

Some recommendations for an internship abroad:

Your start-up as substitute to a master thesis in industry?

- 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/](https://www.epfl.ch/innovation/startup/students/master-project-in-your-startup/)
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/classifiedcompilation/20070993/index.html#a39](https://www.admin.ch/opc/fr/classifiedcompilation/20070993/index.html#a39)

- Students with Non-EU/EFTA passports require a valid **work authorization** to do their internship or Master project with monthly salary in Switzerland or EU countries.

- EU students performing a 3-6 month internship have to be simply **announced** at the cantonal office.

- It is the company’s responsibility to request this authorization at the proper working office of their canton/country (Link to obtain a mandatory internship certificate).

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

- We recommend that students from non-EU/EFTA countries inform the companies in their motivation letter of these regulations.

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](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”. 
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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:

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.
Le Forum EPFL fête ses 41 ans !

9 – 13 Octobre 2023 au SwissTech Convention Center
EPFL students have access to the Alumni network
Website: https://www.epflalumni.ch/students/
Pocketcampus app
EPFL Career Center workshops/presentations

https://epflcareer.ch/en/

Dear student, Dear doctoral student,

**ORACLE** invites you to join them for an exclusive insight into Oracle Labs and for an overview of their internship opportunities on **Wednesday, 25 October 2023 at 5.15 p.m. in Room BC410**.

1. **ORACLE Labs Presentation & Tech Talk (open to all): from 5.15 p.m. to 6.15 p.m.**

Oracle Labs is Oracle research center where most of Oracle innovation take place. The research areas span most fields of computer science. This presentation's journey will walk through some areas of Oracle research and development: Generative AI and data science - Data processing as graphs - Compiler graphs - Compilations for cloud native. Join us to discuss those topics with Oracle core engineers!

In the ever-evolving landscape of machine learning, **Generative Artificial Intelligence has emerged as a game-changer technology for our everyday and professional lives.** In this talk, they'll explore how **large language models (LLMs) are transforming software development and data science at Oracle**, by assisting developers via code generation, process acceleration and quality assurance.

**>> More about Oracle's Presentation here.**

**>> Biography of Oracle’s speakers here. Giulia Carocari, Arnaud Delambre, Boris Spasojevic, Martijn Dwars.**

**>> References:**

- Oracle Labs : [https://labs.oracle.com/](https://labs.oracle.com/)
- GraalVM : [https://www.graalvm.org/](https://www.graalvm.org/)
Other opportunities for finding an internship

- Personal contacts, family, friends
- Topic related agencies and organizations
- 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:
  - The company if the contact is visible
  - Your internship coordinator if not
- You will be contacted by the company if your application was successful
  (Most selection processes involve an interview and several e-mail exchanges)
- You MUST accept only one offer and reject all the others within the next 3 working days.
  - No withdrawal from the accepted position!
  - Kindly notify all other companies you had privileged contact with
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.
- 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:

1. Understanding and convincing recruiters
2. The CV sections
3. The motivation letter
4. The Job interview
5. Communication and organization at work

This fall semester

Each course will be given in English and in French
Information and mandatory registration here: https://epflcareer.ch/en/
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.
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.
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) »

If you take courses in parallel to your internship, your FRAC status should be «present»
Anticipate!

- A change of residence or relocation might be necessary
- 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 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 automatically 2 weeks prior to ending).
Evaluation form

- Application of scientific and technical knowledge
- Planning and management of work tasks
- Integration in the professional world
- Communication
- Independence

<table>
<thead>
<tr>
<th>Evaluation form</th>
<th>E</th>
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<th>N</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Application of scientific and technical knowledge</td>
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<tr>
<td>Technical skills and knowledge</td>
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<tr>
<td>Ability to resolve complex problems</td>
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<td>Mastery of domain-specific methodologies</td>
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<tr>
<td>Planning and management of work tasks</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 emergent issues</td>
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<tr>
<td>Integration in the professional world</td>
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<td>Respect for the organization’s procedures/rules and for their professional ethical codes</td>
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<td>Capacity to work in teams</td>
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<td>Quality of the work delivered</td>
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<tr>
<td>Communication</td>
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<td>Written communication (structure, clarity, coherence of reasoning)</td>
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<td>Oral communication (clarity, reasoning, self-confidence)</td>
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<td>Interpersonal skills and engagement, including in a multicultural context</td>
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<td>Independence</td>
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<td>Ability to present and defend her/his own ideas</td>
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<td>Capacity to access sources of information and to evaluate them</td>
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<td>Capacity to self-evaluate and to respond constructively to feedback</td>
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<tr>
<td>Overall Evaluation</td>
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</tbody>
</table>
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. (Link to obtain a mandatory internship certificate.)
- 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.
Mandatory Steps for a 2 - 6 month internship

- 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 the student proposals without interacting with the host company.
Ideal Scenario for Master Projects in industry

- Company has an idea for a master thesis project
- Student applies for the project through the portal and gets accepted by the company
- Company discusses the project with a Professor
- Company submits the proposal on the EPFL portal
- Project starts under co-supervision by company and professor
- Student applies for the project through the portal and gets accepted by the company
## 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.-Fév. (P2)</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>Thales Alenia Space</td>
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<td>1</td>
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<td>1</td>
<td>12.09.2017</td>
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<td>🌐 Modélisation d’un processus de laminage</td>
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<td>Prof. Thiran Jean-Philippe</td>
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</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, …)
- The academic supervisor should discuss with the company about the academic content and administrative formalities. 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
The master thesis agreement 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.
- **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 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
Information and contacts

- For further information, please visit the internship page of your section: https://sti.epfl.ch(sel/internships-msc-of-science/)

- EPFL webpage: https://www.epfl.ch/education/studies/reglement-et-procedure/stages/

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

- Philippe Gay-Balmaz
  SEL
  Adjunct to the SEL Director

- Hind Klinke
  STI
  Internship Coordinator

- Suzanne Manné
  SEL
  Administration

- Isabelle Turpin
  STI-DO
  Administration
Thank you for your attention
And best of success for your internship campaign!