EPFL – Internships
Energy Science and Technology

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

School of Engineering
Dean: Ali Sayed
Adjunct: Audrey Barras

Internship Coordination
Hind Klinke
Emilie Thévoz

EPFL internship program
VP Education
Educational Affairs
Academic Service
Career center

Legal and IP aspects
VP Research
Tech Transfer Office

Internship portal
IS-A Development staff

977 STI Master students

Industry
HR, CEOs, CTO’s Engineers …

Neuro-X (STI/SV/IC)
Section Director: Dimitri Van De Ville
Adjunct: Hind Klinke
Secretary: Emilie Thévoz

Quantum Science & Engineering (STI/SB/IC)
Section Director: Nicolas Macris
Adjunct: Hind Klinke
Secretary: Emilie Thévoz

Mechanical Engineering
Section Director: Guillermo Villanueva
Adjunct: Alain Preneleloup
Secretary: Anne Legrand
Faculty members

Electrical Engineering
Section Director: Andreas Peter Burg
Adjunct: Philippe Gay-Balmaz
Secretary: Suzanne Manné
Faculty members

Materials Science and Engineering
Section Director: Fabien Sorin
Adjunct: Béatrice Marselli
Secretary: Danièle Utz
Faculty members

Microengineering
Section Director: Christophe Moser
Adjunct: Sebastian Gautsch
Secretary: Isabelle Schafer
Faculty members

Faculty members
STI Internship Coordination
Hind Klinke
Isabelle Turpin
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
PDME: Master project in the industry

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<thead>
<tr>
<th>Energy Science and Technology</th>
<th>Models</th>
<th>Duration</th>
<th>Periods</th>
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<tbody>
<tr>
<td></td>
<td>STAP</td>
<td>Min. 8 weeks</td>
<td>After bachelor, after MA2 or MA3</td>
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<td>PDME</td>
<td>25 weeks</td>
<td>During the Master project</td>
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Mandatory Internship or Master Project in Industry

Internship
✓ Minimum duration of 2 months, up to 6 months
✓ Immersion into industry
✓ Familiarize with company processes
✓ Aquire 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
✓ Regular feedback to Professor
✓ 25 week duration (+1 week vacation)
When to place your internship / Master thesis

- **Ma1, Ma2**: 60 credits
- **Ma3**: 30 credits
- **PDM in academia**: 17 weeks
- **Internship**: 8 weeks
- **Master project in industry**: 25 weeks

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

<table>
<thead>
<tr>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Ma1, Ma2</td>
<td>Internship 6 months</td>
<td>Ma3</td>
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<tr>
<td>60 credits</td>
<td>30 credits</td>
<td>30 credits</td>
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</table>

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

- **Ma1, Ma2**
  - Spring
  - 60 credits

- **Ma3**
  - Fall
  - 30 credits

- **Internship**
  - 6 months

- **PDM in academia in foreign Universities**
  - 25 weeks

- **PDM in academia**
  - 17 weeks
  - 30 credits
When to place your internship / Master thesis

Summer | Fall | Spring
--- | --- | ---
Ma1, Ma2 | 60 credits

Summer | Fall | Spring
--- | --- | ---
Ma3 | 30 credits | Internship 6 months

Summer | Fall
--- | ---
Master project in industry 25 weeks

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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<td>Start master</td>
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<tr>
<td></td>
<td>To 6 months:</td>
<td>FRAC “present”</td>
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<td></td>
<td>FRAC “INTERNSHIP”</td>
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<td>Start master</td>
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<tr>
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<td>Internship up</td>
<td>FRAC «on leave»</td>
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<td>To 6 months:</td>
<td>Semester does not count</td>
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<td>Option 3</td>
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<td>Start master</td>
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<td>No master start</td>
<td>FRAC “present”</td>
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<td>FRAC “present”</td>
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<td>For motivated</td>
<td>Registered in Ma1</td>
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<td>reasons</td>
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<td></td>
<td>FRAC «on leave»</td>
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<td>Option 4</td>
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<td>Internship up</td>
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<td>Start 2nd master</td>
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<td>FRAC “INTERNSHIP”</td>
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<td>semester</td>
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<tr>
<td></td>
<td>FRAC “INTERNSHIP”</td>
<td>Registered in Ba6</td>
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<td>FRAC “present”</td>
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</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 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 on 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/
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)

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](https://www.admin.ch/opc/fr/classified-compilation/20070993/index.html#a39) 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”.
Hind Klinke
STI internship coordinator

Administrative procedures

December 2023
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.
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
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 à 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 Delamare, Boris Spasojevic, Martijn Dwar.]

[>> 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:

This fall semester

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

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.
Update your FRAC

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

- Semester: (choose the right one: MA1; MA2; MA3)

- Status : Internship (authorized by the section)

- Mention in the comments « Detached internship but credited with master Project (STAP) »

⚠️ 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

1. **Application of scientific and technical knowledge**
2. **Planning and management of work tasks**
3. **Integration in the professional world**
4. **Communication**
5. **Independence**

### Table:

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<th>Comments</th>
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<tbody>
<tr>
<td><strong>Application of scientific and technical knowledge</strong></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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<td><strong>Planning and management of work tasks</strong></td>
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<td>Definition of work objectives and management of priorities</td>
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<td>Evaluation of resources required</td>
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<td>Work planning, monitoring of activities, and management of emergent issues</td>
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<tr>
<td><strong>Integration in the professional world</strong></td>
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<td>Respect for the organization’s procedures/rules and 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><strong>Communication</strong></td>
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<tr>
<td>Written communication (structure, clarity, coherence of reasoning)</td>
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<tr>
<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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<tr>
<td><strong>Independence</strong></td>
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<td>Ability to present and defend her/his own ideas</td>
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<td>Capacity to access resources 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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<td><strong>Overall Evaluation</strong></td>
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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.
Best practice to set up a master thesis in industry

- Compatibility with academic calendar
- IP owner(s)
- Confidentiality
- Eligibility of candidate for master thesis
Ideal Scenario for Master Projects in industry

- Company has an idea for a master thesis project
- Project starts under co-supervision by company and professor
- 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
<table>
<thead>
<tr>
<th>Action</th>
<th>Stage</th>
<th>Entreprise mère</th>
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<th>Juil-Oct (P2)</th>
<th>N° du stage</th>
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<th>Places</th>
<th>Prof</th>
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<td>Thalès Alenia Space</td>
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<td></td>
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<td>Intern Manufacturing</td>
<td>Stryker Trauma AG</td>
<td>Selsach (SO)</td>
<td>✓</td>
<td>10934</td>
<td>Stage</td>
<td>0</td>
<td>1</td>
<td>12.09.2017</td>
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<td>Modélisation d’un processus de laminage</td>
<td>Constellium Valais SA</td>
<td>Sierre</td>
<td>✓</td>
<td>18933</td>
<td>Stage</td>
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<td>12.09.2017</td>
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<td>Hybrid PET/MR imaging guided radiation therapy treatment planning</td>
<td>Hôpitaux Universitaires de Genève</td>
<td>HUG Genève</td>
<td>✓ ✓</td>
<td>10930</td>
<td>POM 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>Gaît 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>
<td>Gaît Up</td>
<td>Renens</td>
<td>✓ ✓</td>
<td>18920</td>
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<td>2</td>
<td>Prof. Aminian Kamliar</td>
<td>12.09.2017</td>
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<td>Printed freeform optics for light control</td>
<td>CSEM SA Muttenz</td>
<td>Basel</td>
<td>✓</td>
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<td>POM ou Stage</td>
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<td>à trouver (si PDM)</td>
<td>11.09.2017</td>
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</table>
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/sel-internships-msc-in-energy-science-and-technology/

- 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
Questions?

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