

**Internship
program
information –
Mechanical
Engineering**

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STI Internship
Coordinator

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Presentation outline

- **The Mandatory Internship**
- Application Procedure
- Student Support
- Master Project in Industry

The internship: an excellent opportunity!!!



▪ Students:

- A great incentive to ask oneself the right questions!
- Familiarize with working life
- Immerse into industry practice
- Develop transversal skills
- Future hiring opportunity



▪ Companies:

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

▪ EPFL:

- A direct link to industry
- A platform to start collaboration on the research level
- Feedback from industry to improve the education of our students

EPFL

Internship obligation

- The internship in industry is a **MANDATORY** step of the Master degree
- **STAP** («STAge crédité avec le Projet de master»): Detached internship but credited with the master project
- The internship is part of the **Master cycle**

Duration	Periods	Semester taken into account in the duration of the studies*
Min. 8 weeks Max. 6 months	After Bachelor Before Master Project	No

*Maximum duration of the master cycle: 6 semesters

- The internships are not supervised by the EPFL, but EPFL ensures that they go smoothly
- Evaluation report by both the student and the company supervisor

[SGM Internship guidelines](#)
[EPFL Internships webpage](#)

Some important rules

- The internship takes place in **non-academic** organizations:
 - Companies
 - Public institutions
 - Research centres which do not deliver academic credits/diplomas
 - Start-ups
- The internship **subject/company** must be validated by the section
 - Clear link with the learning objectives of your Master's program
 - Subject examples: implementation or improvement of products, services or processes
 - Host organization ensures a “business-like” working environment (i.e. teamwork, well-defined management and responsibilities, ...)
- In Switzerland or abroad

Some recommendations for an internship abroad:

[Plan your trip – Safety, Prevention and Health - EPFL](#)



How to find an internship?

- It is the **student's responsibility** to find an appropriate internship to validate his/her Master degree
- Internship portal on ISA (access given through the student's ISA account)
- Other means:
 - Company's websites
 - Network (family, friends,...)
 - Forum (e.g. EPFL Forum)
 - EPFL Alumni network
 - Specialized press or websites



For every internship found outside ISA portal: ask the section for the company and subject validation before accepting

How much salary?

- There is no official regulation in Switzerland to pay a monthly salary for an internship
- EPFL recommends a monthly salary around **2000** CHF. However, there is no obligation of the company to comply with this
- Often the salary is dependent of the company's size and status
- Part of it can be paid in kind (e.g. food, transport, accommodation)
- Abroad, salaries are different but correspond to the cost of living

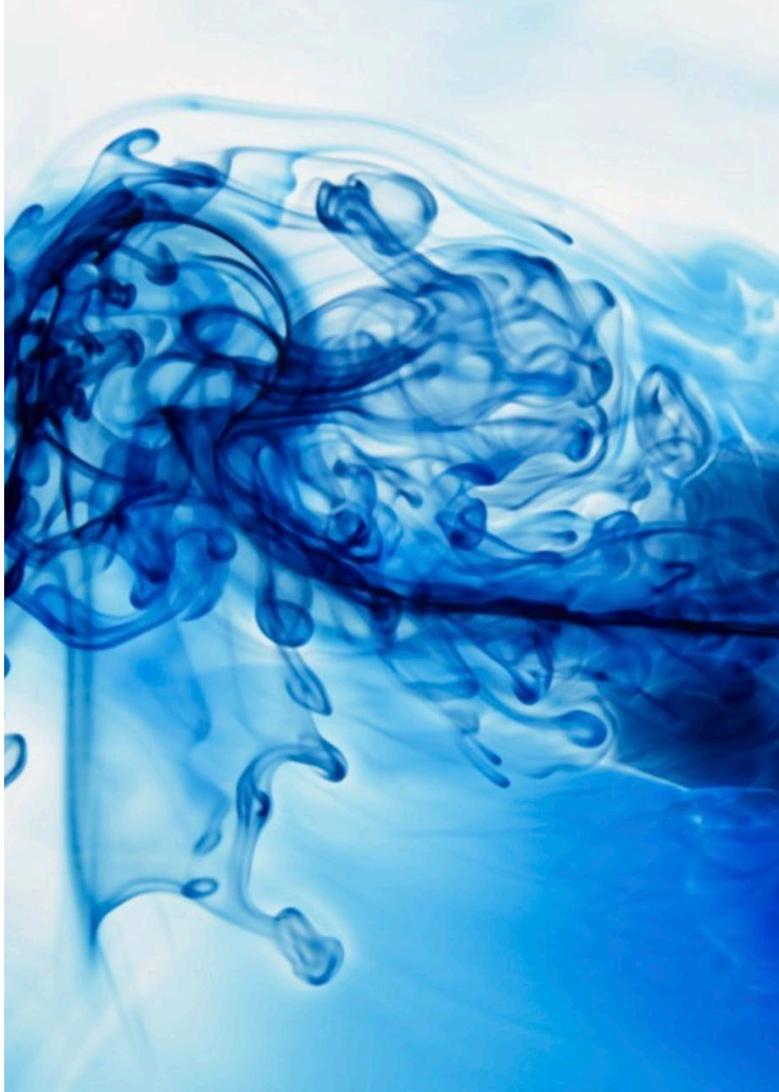


Administrative procedure (foreign students)

- The Swiss federal council allows foreign students of Swiss academic institutions to perform a mandatory internship during their studies ([Link](#))
- EU students performing a 3-6 months internship must simply be announced at the cantonal office
- Non EU/EFTA students require a **work authorization** to do their internship in Switzerland or European countries
 - The internship must be mandatory
 - The salary must stick with the law requirements:
 - Most cantons require a salary around 2000 CHF/month
- The company **MUST** apply for the **work authorization** at the proper working office of their canton/country
- Upon request, the STI internship coordination provides the student/company with a document stating that the internship is mandatory for the studies ([Link](#) to obtain a mandatory internship certificate)
- It requires up to 8 weeks to obtain this authorization from the cantonal offices

- Goal: encourage companies to propose sustainable internship topics meeting the United Nations' Sustainable Development Goals (SDG) criteria list
- Validated by EPFL VPT
- Recognized by the logo 
- As part of the evaluation process of the internship 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.





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The internship portal

- The ISA internship portal is an efficient way to find your internship
- Always apply through the portal for mandatory internship to get a follow up of your applications and ease the final registration
- Internships positions are mainly in Switzerland and in near European countries
- The recruiter contact information is sometimes not available



- Do not use the portal for personal internship search

Applications procedure through the ISA portal

- Required documents: your CV and a motivation letter
- The motivation letter must be specific to the company and internship topic
 - Optionally, other documents (work certificates, grades, ...)
- Applications are automatically sent to the companies by the ISA interface on a weekly basis (Monday 2 pm)
- You will be contacted by the company if your application is successful
- You must accept **ONLY ONE** offer
 - No withdrawal from the accepted position
 - Kindly notify all other companies you had privileged contact with
- Once all the details of your internship have been settled, **enter or edit the details of your internship on the ISA portal**. Upload a pdf copy of the signed internship agreement.

The application status is updated through the ISA portal

- **Registered:** application is done by the student
- **Transmitted to the company:** the application has been sent to the company by EPFL (the student receives an email)
 - If no news after 3 weeks, contact the company (if contact details available) or the STI internship coordination
- **Selection in process:** student's documents have been opened by the company
- **Refused:** the student is not hired
- **Accepted:** the student is accepted by the company (after an interview)
- **Hired elsewhere:** the student has found another internship

The internship agreement

- The internship agreement specifies the commitments and responsibilities of EPFL, the host company and the student

This tripartite agreement must be signed for all mandatory internships before the internship starts



- No other internship agreement involving EPFL will be signed by the section
- Upload the signed internship agreement on ISA portal

Engineering Internship Agreement

Engineering Internship Agreement

The present agreement is entered into by:

The Host Company
(company and address)
[redacted]
represented by
(name and title of representative)
[redacted]
(hereinafter referred to as « Host Company»)

AND

L'École Polytechnique Fédérale de Lausanne, 1015 Lausanne (EPFL)
represented by EPFL's representative:
(name, surname)
[redacted]
(hereinafter referred to as "EPFL Representative")

AND

The student
(name, surname)
(address)
[redacted]
enrolled for the Master [redacted]. Year [redacted].
(hereinafter referred to as « Student »)

- Prerequisite to the internship agreement: submit a short but detailed description of your internship to the section for validation ([Formulaire de validation de stage](#))
- Once the tripartite internship agreement is signed, enter your project details (company, dates, supervisor's name and e-mail) on the ISA internship portal by creating a new internship proposal, and upload a pdf copy of the fully signed agreement

EPFL

Section de Génie Mécanique
Secrétariat

Demande de validation d'un stage hors du portail ISA / Application for validation of an internship outside the ISA portal

(Le formulaire doit être renvoyé au responsable de stage de la section dûment complété et signé avant le début du stage / This form should be sent to the section internship representative duly completed and signed before the internship starts)

Stage en entreprise / Internship
Entreprise / Company

Descriptif de l'entreprise / Company description

Site web / website

Pays

Catégorie des charges de l'étudiant / Students tasks

Étudiant concerné / Student concerned

Nom, prénom / Name, first name

SCIPER

Date

Signature

Semestre actuel
 MA1 MA2 MA3 MA4

Info

90 ECTS déjà complétés / 90 ECTS already completed

Semestre d'automne / Fall semestre printemps / Spring

Responsable de stage de la section de l'étudiant / Section internship representative

Par sa signature, le responsable des stages confirme le stage et s'engage envers l'étudiant / By his signature, the internship representative confirms that the internship proposal is for the student's use

Nom, prénom / Name, first name

Date

Signature

Remarque / Remark

■ Ecole Polytechnique Fédérale de Lausanne

Secrétariat DOM
EPFL-DSM-DE
Bâtiment 9
CH - 1015 Lausanne

ME 02 374
4427 602 29 47
schofield@epfl.ch

Internships - Showroom (stu)

You found a work placement, which was not advertised on the ISA portal. Please, do register it clicking HERE.

Nombre de places disponibles : 239

84 displayed item(s) / 84 available item(s)

Context: --

All criteria/words should be contained

Search by keywords

Validate

Action	Internship	Company (top)	Assignment location	Février (P1)	Juin (P2)	Sept (P3)	Internship number	Format	Registered	Places	Prof	Creation date of the internship
									0	1		20.09.2017
	Industrial Analytics, IoT, and Mobiles	Schindler Aufzüge AG	Ebikon	<input checked="" type="checkbox"/>			19094	Internship	0	1		20.09.2017
	Temperature mapping and monitoring of a complex device	CERN - European Organization for Nuclear Research	CERN, Geneva, Switzerland	<input checked="" type="checkbox"/>			19088	Internship	0	1		20.09.2017

During and after the internship

- In case of problems (accident or illness, personal problems, conflict with supervisor,...), contact urgently the STI internship coordination or your section
- No written internship report is requested by EPFL but can be requested by the company
- To validate your internship, an **evaluation form** has to be filled in by you and the supervisor in the company (sent out automatically through ISA portal 2 weeks prior to internship ending)
- Pass/Fail decision is taken by the section based on company supervisor's evaluation

Evaluation form

Application of scientific and technical knowledge

Planning and management of work tasks

Integration in the professional world

Communication

Independence



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- **Course 1:** Understand recruiters
 - Understand the decision-making process
 - Increase the impact
 - Do a self assessment

- **Course 2:** Crafting an effective CV
 - Review of the CV sections

- **Course 3:** Succeeding with your letter of motivation
 - Role of the letter of motivation
 - Structure and writing technique

Most are given in English and in French – Last about 1:45 - 2:00

Optional but mandatory registration: [Trainings](#)

- **Course 4:** Mastering the job interview
 - Before, during and after the interview

- **Course 5:** Communication and organization in the workplace: 10 effective methods for everyday work
 - Communication including difficult ones
 - Work organisation including objectives definition
 - Relationship with your supervisor

- Guide for a successful internship: [Guide stage](#)



- Podcast: [Ma carrière, mes collègues et moi](#)



Internship coordination team

- Validation of internship offers (from the companies)
- Validation of internship proposal (from students)
- Signature of internship agreement
- Pass/Fail decision



Sébastien Soubielle

SGM

Internship Coordinator



- Point of contact for questions on internship program (students/companies/ sections)
- Point of contact for particular cases



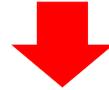
Valérie Berger

STI

Internship Coordinator



- Certificates for mandatory internship
- Students follow up
- Review and validation of registrations on ISA internship portal

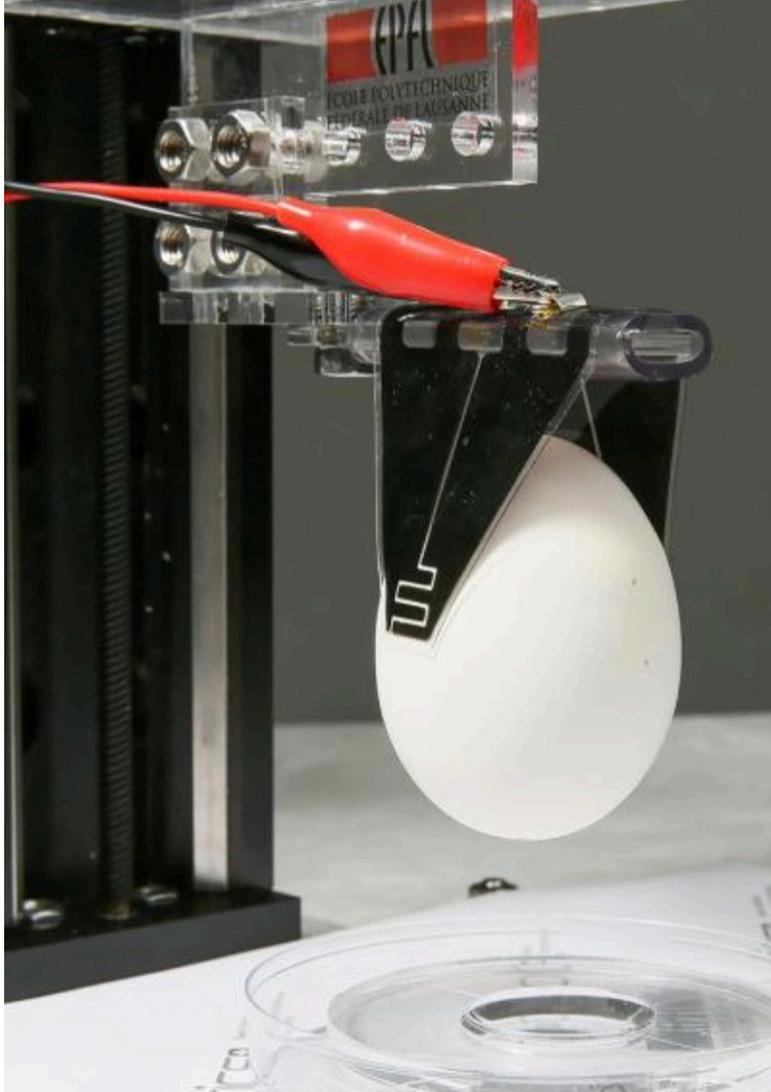


Mélanie Thuillard

STI

Administrative Support





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Master project in Industry (PDMe)

- Another way to validate the obligation for a mandatory internship
- A research project in the company
- The student applies the competences acquired during the master's program
- Supervised by a Professor **from your section**, in collaboration with the company
- Academic content and administrative formalities are arranged between the supervising professor and the company
- Written report and oral defence
- **Regular feedback to the supervising Professor**
- 25 week duration (+1 week vacation)

[General information](#) about Master's Projects

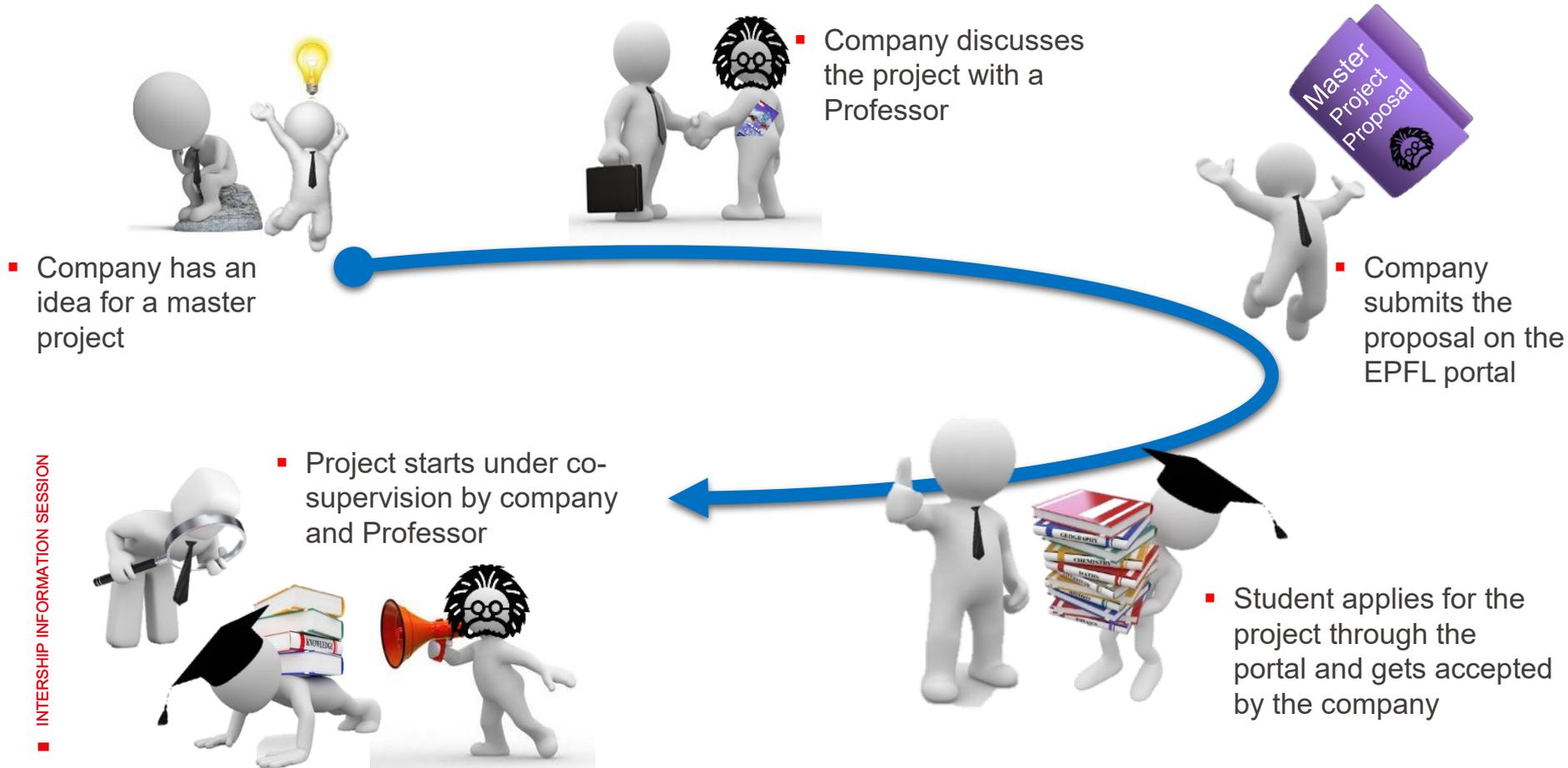
[General information](#) about PDMe

[Master Projects in Industry – STI](#)

[SGM Master's Project](#)

[Procedure for Students](#) for PDMe

EPFL PDMe – standard scenario (« PDM coordonné »)



1. Get in touch with EPFL academic supervisors

→ Does the lab have industrial projects / partnerships in the pipeline ?

2. If not, is the academic supervisor ok if you directly apply to companies ?

→ e.g. via the IS Academia internship portal, making it clear to the company that you want to turn the internship into a PDMe



You have to get the company offer validated by your academic supervisor before accepting it on ISA



IP and confidentiality

→ To be clarified between the company & the academic supervisor **in advance!**

→ Optional : signature of the EPFL Master project agreement

3. During the PDMe

- Ensure a coordinated supervision and regular meetings together with the company and the academic supervisor

- **Deadline for completing the PDMe (after the Master cycle completion)**
 - = 2 semesters if the internship has already been achieved (during the Master cycle)
 - = 3 semesters if the PDMe is intended to validate the mandatory internship*
- NB : * Students who fail their PDMe are required to achieve a PDM in an EPFL lab
- **Remuneration**
 - No recommendation from EPFL. To be handled directly by the company & the student
- **Work authorization for Non-EU/EFTA students**
 - Not required provided there is no monthly remuneration



Setting up a PDMe takes several weeks / months – **Take it in advance!**

- Specifies the commitments and responsibilities of the academic supervisor, the host company and the student
- **Can be signed upon request of the professor or the company**
- Defines IP and confidentiality aspects
- Enables the academic supervisor to have access to the results of your work without having to sign a NDA



As it is not mandatory, amendments and changes requested by companies won't be accepted by EPFL



This document is only accessible to Professors/MERs

Agreement for master project

Important notice for the heads of EPFL laboratories:

This agreement shall not be signed:

- 1) **when the master project is part of a research project in the laboratory financed by the company.** In such a case, a research agreement shall be negotiated and executed in collaboration with the company and the Technology Transfer Office of EPFL (TTO) and the student will sign with EPFL an agreement on intellectual property and confidentiality.
 - 2) **when the laboratory discloses to the Student source code or EPFL confidential information.** In such a case, the ownership on and the right to use EPFL intangible assets and the results of the Student shall be well analysed and discussed. Do not hesitate to contact TTO.
- In addition, this agreement may only be signed if it is fully compatible with the other projects within the laboratory.**

The present agreement is entered into by the three following Parties:

The host company
 [redacted] (company and address)
 Represented by
 [redacted] (name and title of representative)
 (hereinafter referred to as "Company")

AND

Ecole Polytechnique Fédérale de Lausanne, 1015 Lausanne (EPFL)
 Represented by professor EPFL
 [redacted] (first name and name)
 [redacted]
Head of the laboratory:
 [redacted] (name of the laboratory)
 [redacted] (address of the laboratory)
 (hereinafter referred to as "EPFL")

AND

The student
 [redacted] (first name and name)
 [redacted] (address)
 enrolled for the program [redacted]. Year [redacted].
 (hereinafter referred to as "Student")

Wrap up message



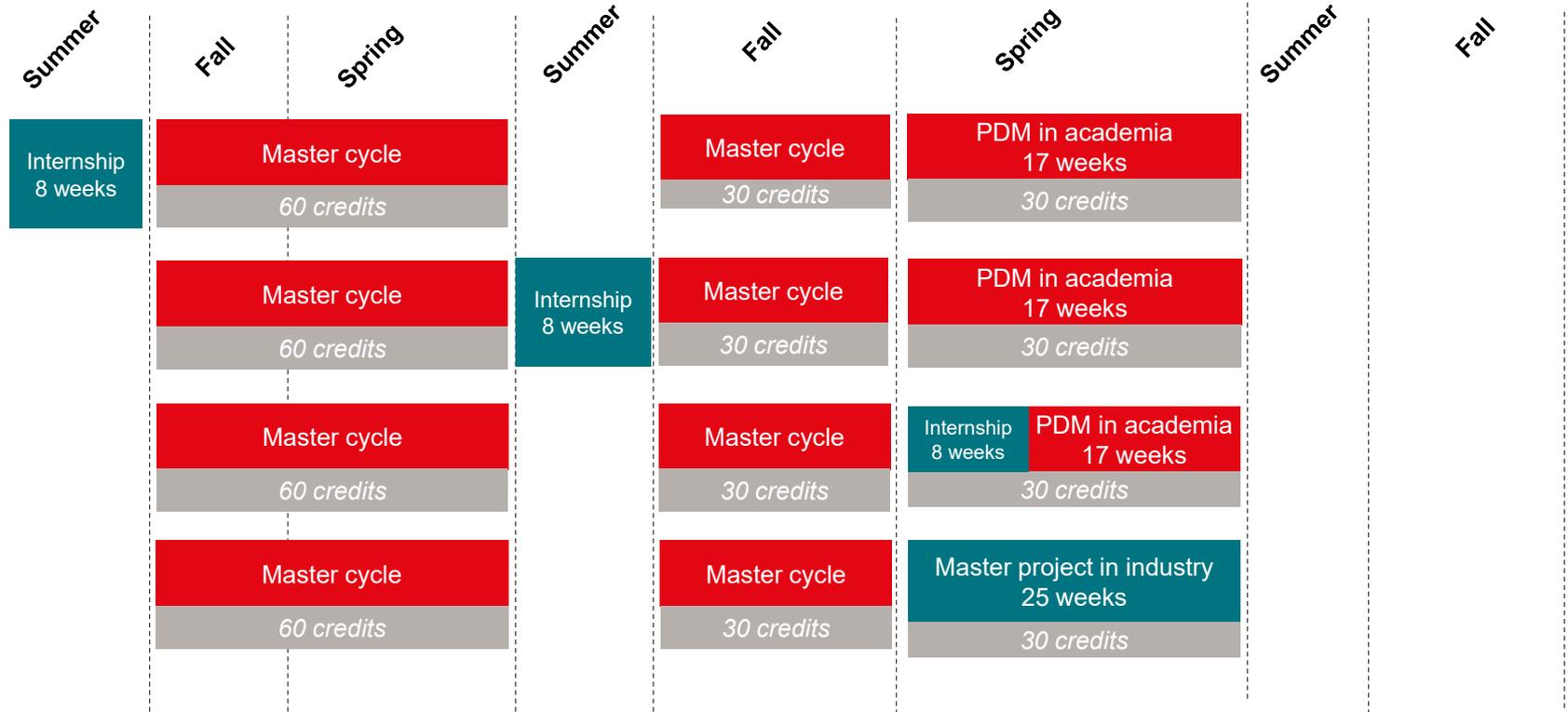
- Read the available documentation (EPFL websites)
- Draft your application documents very early
- Check the ISA internship portal and apply as soon as possible to avoid the internship to be taken by someone else
- Attend offered courses
- Anticipate!
 - A change of residence or relocation might be necessary
 - Time consuming formalities might be required (visa, work authorization, residence permit, passport, signatures of internship agreement ...)
- In case of questions, do not hesitate to contact the STI internship coordination



***Thank you for your attention
We wish you a lot of success with your internship campaign!***

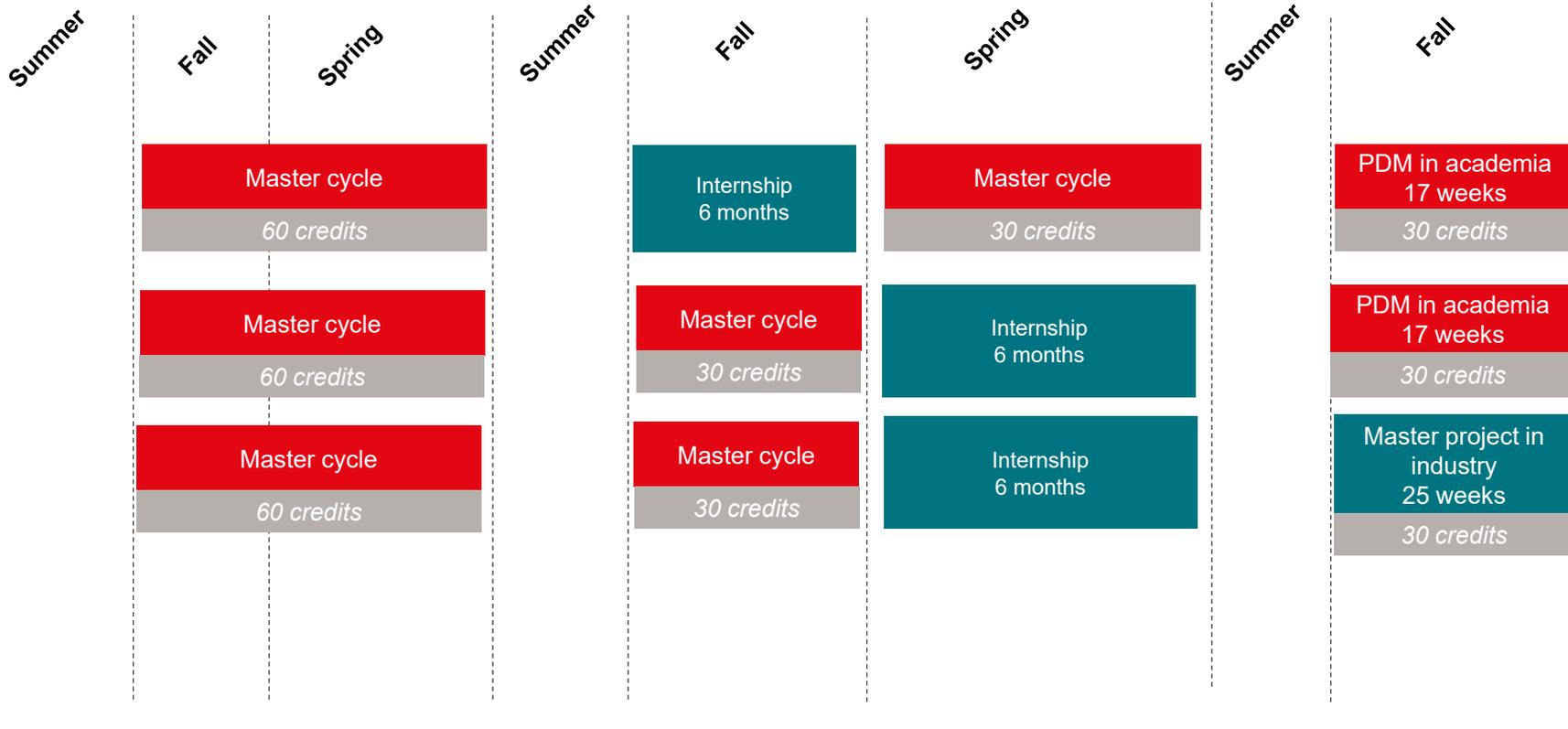
Back up slides

When to place your internship / Master thesis?



PDME in academia in foreign universities: 25 weeks

When to place your internship / Master thesis?



PDME in academia in foreign universities: 25 weeks