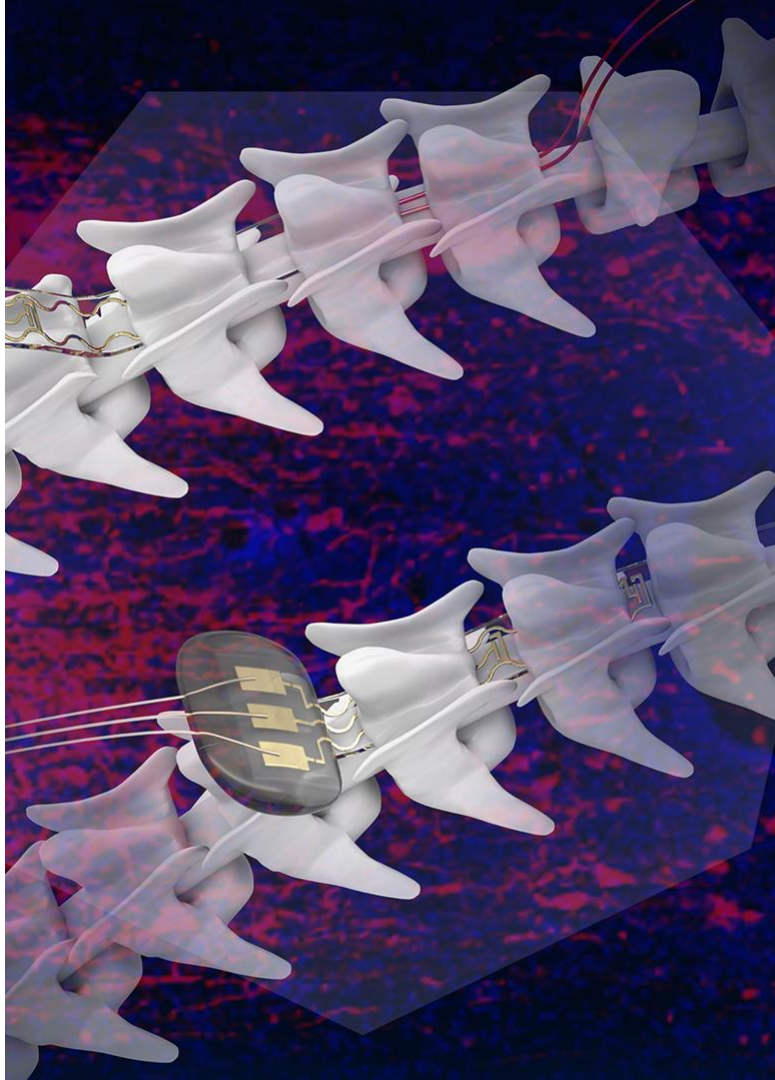


Internship program information – Microengineering and Robotics

Valérie Berger

STI Internship
Coordinator

November 2025



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

- 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**

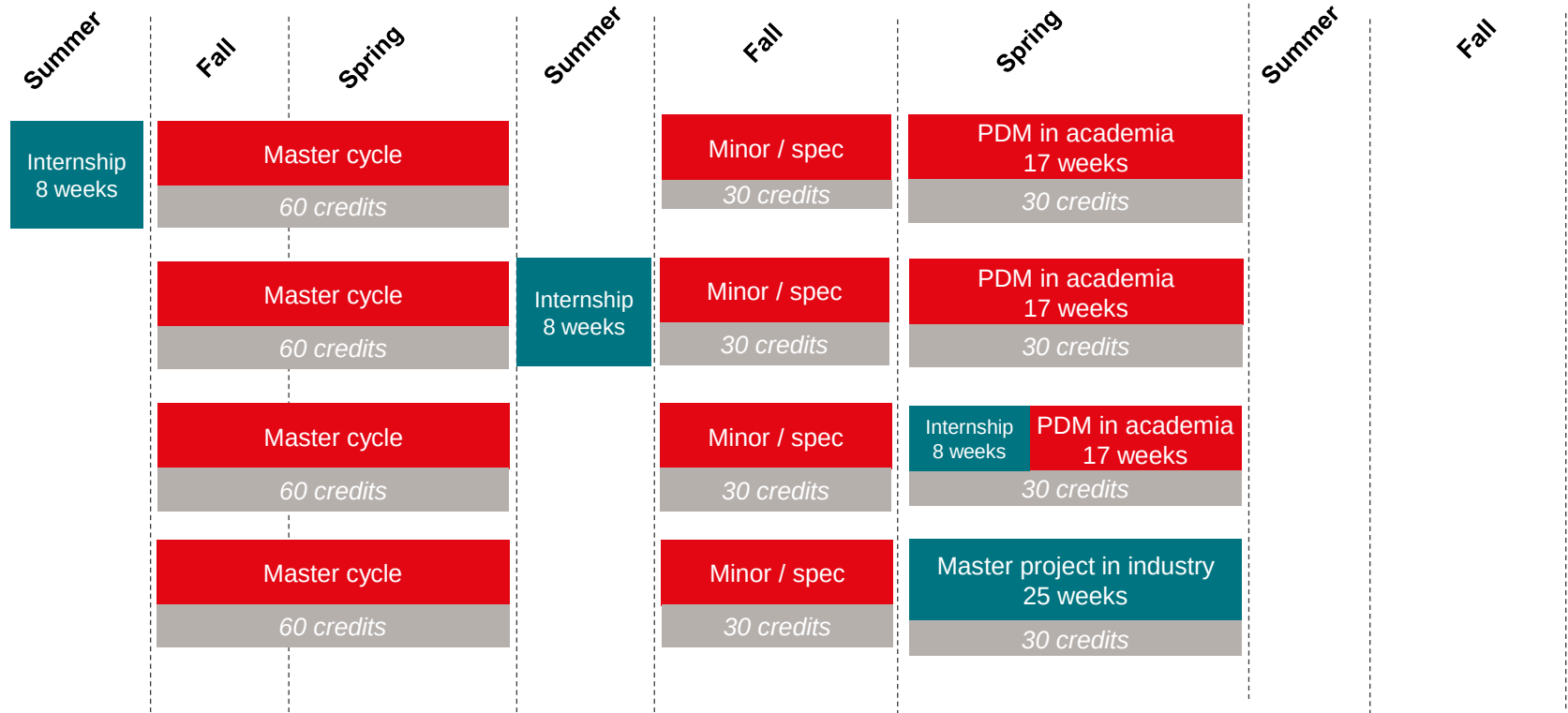
Duration	Periods	Semester taken into account in the duration of the studies*
Min. 8 weeks Max. 6 months	After Bachelor, after MA2 or MA3 Before Master Project	No

*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

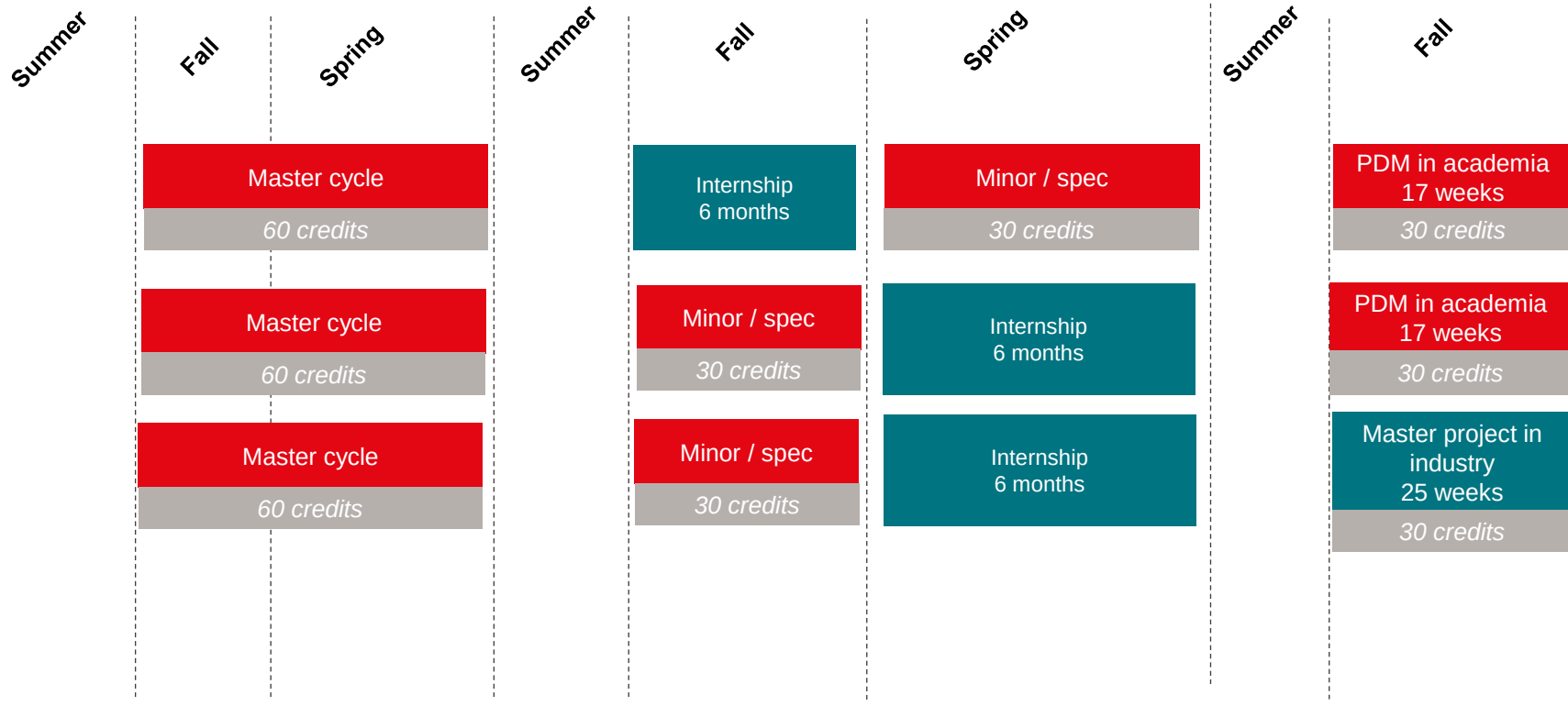
[SMT Internship guidelines](#)
[EPFL Internships webpage](#)

When to place your internship / Master thesis?



PDM in academia in foreign Universities: 25 weeks

When to place your internship / Master thesis?



PDM in academia in foreign Universities: 25 weeks

- 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?

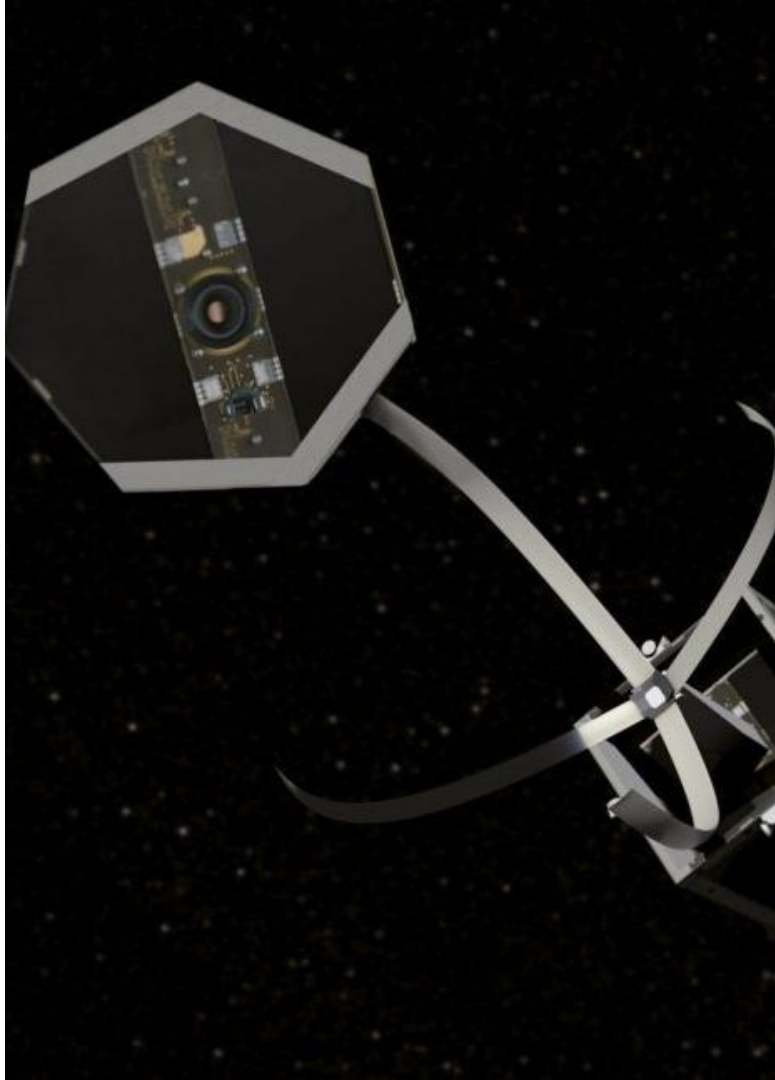
- There is no official regulation in Switzerland to pay a monthly salary for an internship
- EPFL recommends a monthly salary around **2000** CHF. However, there is no obligation of the company to comply with this
- Often the salary is dependent of the company's size and status
- Part of it can be paid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



- The Swiss federal council allows foreign students of Swiss academic institutions to perform a mandatory internship during their studies ([Link](#))
- EU/EFTA 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 authorisation** 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.





Presentation outline

- The Mandatory Internship
- **Application Procedure**
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- The ISA list 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 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
- 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

Internships - Showroom (stu)

+ You found a work placement, which was not proposed in IS-Academia. 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

Action	Internship	Company (top)	Assignment location	Févr-Sept (P1)	Juil-Févr (P2)	Juil-Sep (P3)	Internship number	Format	Registered	Places	Prof	Creation date of the internship
			= [all]						25	240		
	Industrial Analytics, IoT, and Mobiles	Schindler Aufzüge AG	Ebikon	✓			19094	Internship	0	1		20.09.2017
	Temperature mapping and monitoring of a complex device	CERN - European Organization for Nuclear Research	CERN, Geneva, Switzerland	✓			19088	Internship	0	1		20.09.2017

- 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



Presentation outline

- The Mandatory Internship
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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 special requests
- Pass/Fail decision
- Validation of subject/company
- Signature of internship agreement
- Point of contact for questions on internship program (students/companies/sections)
- Point of contact for particular cases
- Certificates for mandatory internship
- Students follow up
- Review and validation of registrations on ISA internship portal

Elmira Shahrabi

SMT

Adjunct to the section
Director



Abdeljalil Sayah

SMT

Internship Coordinator



Valérie Berger

STI

Internship Coordinator

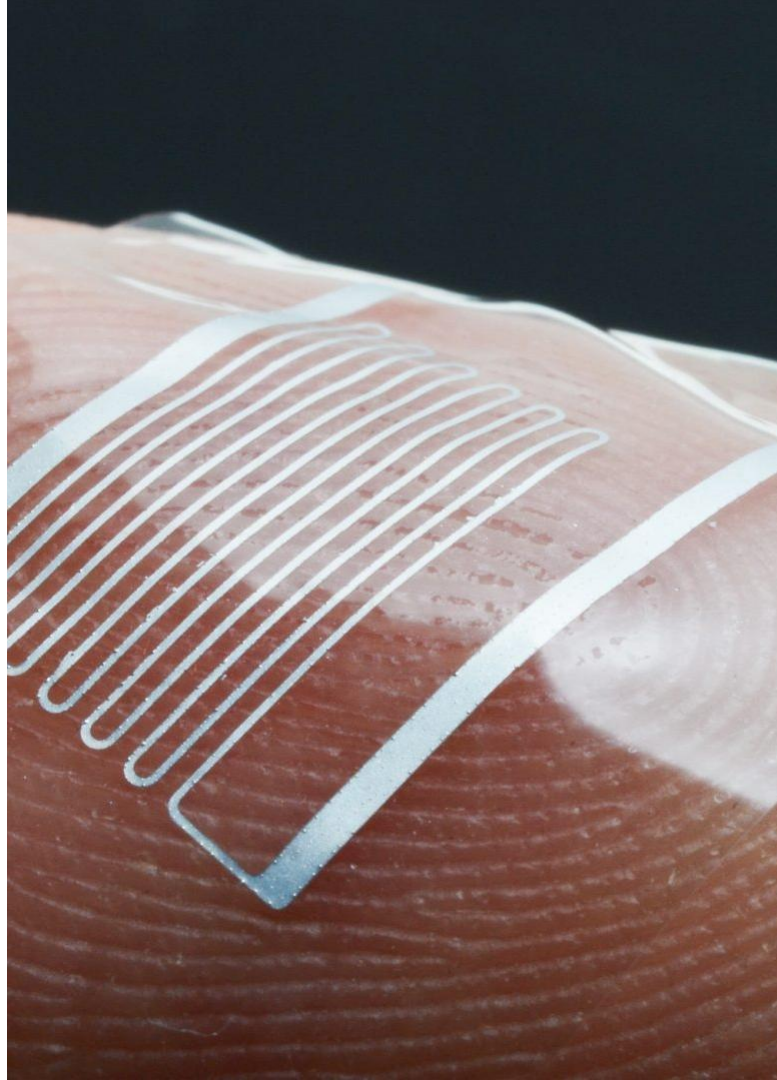


Mélanie Thuillard

STI

Administrative Support





Presentation outline

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

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 his/her 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

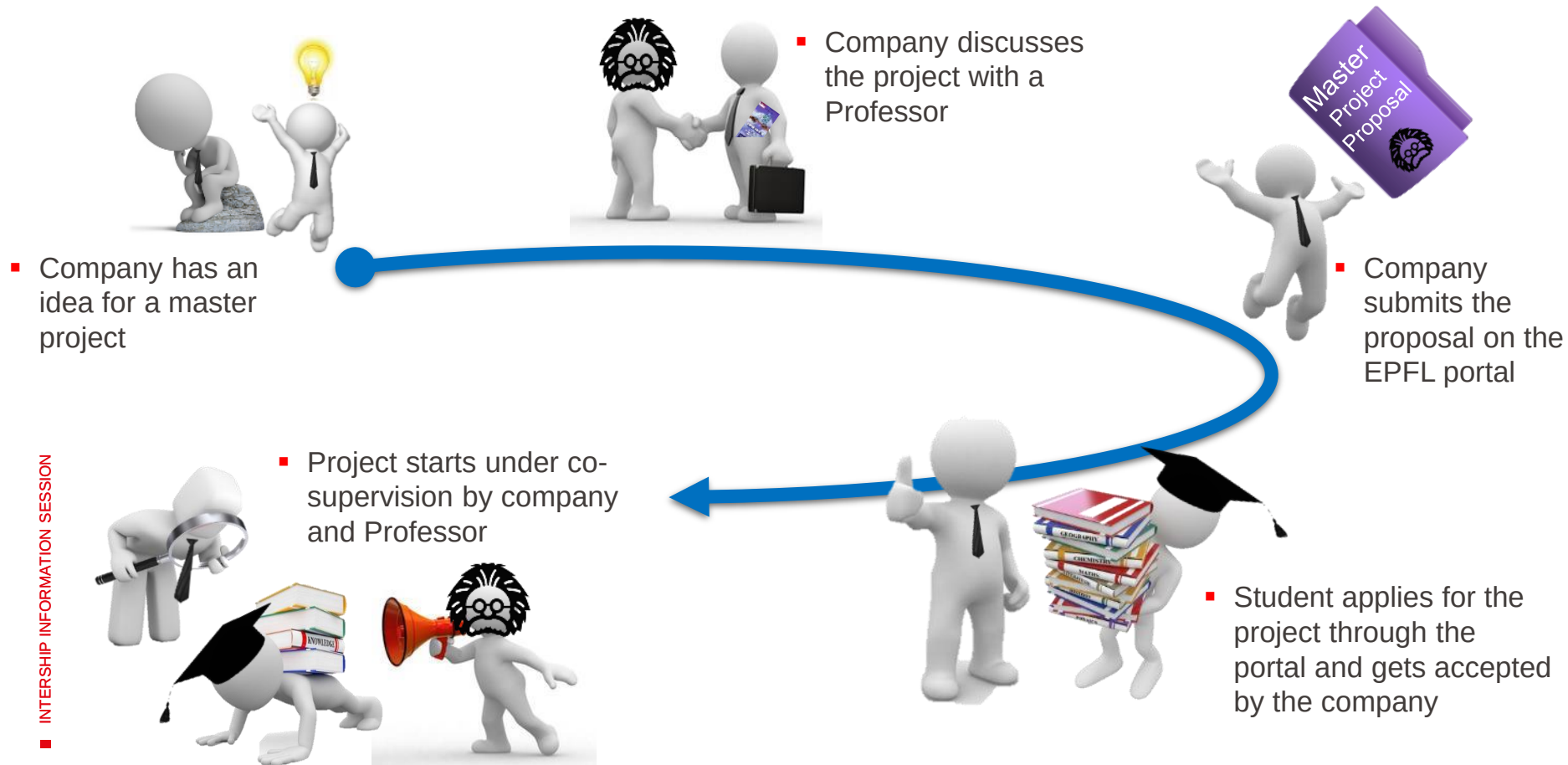
[General information](#) about PDMe

[Master projects guidelines SMT](#)

[Master Projects in Industry – STI](#)

[Procedure for Students](#) for PDMe





Compatibility with
academic calendar

IP owner(s)

Confidentiality

Eligibility of candidate
for master thesis

Give priority to proposals posted on the ISA portal with confirmed academic supervisor (“PDM coordonné”)

If you can't find a suitable topic this way:

1. Contact potential academic supervisors to inform them on your intention

Does the lab has existing industrial projects?

2. If not, apply to companies and make clear on your objective to do a master project

Find a professor willing to supervise your PDMe before accepting an offer from a company



Academic content and administrative formalities to be clarified between the academic supervisor and the company **in advance**

IP and confidentiality -> 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 to complete 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 aims to validate the mandatory internship
- **Remuneration** can be handled more freely (no specific recommendation for a monthly salary, compensations, bonus at the end, ...)
- **Work authorization** for Non-EU/EFTA students is not required provided there is no monthly remuneration
- Setting up a master project in industry takes **several weeks/months** – **Anticipate!**
- Students who fail their PDMe are asked to perform the 2nd attempt in an EPFL lab

- The master project agreement specifies the commitments and responsibilities of the supervising professor, the host company and the student

This agreement **can be signed upon request of the professor or the company**

- It defines IP and confidentiality aspects for any master project in industry without existing collaborations
 - It allows 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

Agreement for master project

Important notice for the heads of EPFL laboratories:

This agreement shall not be signed:

- 1) **when the master project is part of a research project financed by the company.** In such a case, a research agreement shall be negotiated and executed in collaboration with the company and the Technology Transfer Office of EPFL (TTO) and the student will sign 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

 (company and address)

Represented by

 (name and title of representative)

(hereinafter referred to as "Company")

AND

Ecole Polytechnique Fédérale de Lausanne, 1015 Lausanne (EPFL)

Represented by professor EPFL

Wrap up message



- Read the available documentation (EPFL websites)
- Draft your application documents very early
- Check the ISA list 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!