Internships SIN & SSC
PROCEDURES

(To the students, the EPFL Professors and to the companies / universities hosting our students)

❖ Introduction

EPFL has decided to introduce mandatory engineer internships for all master programs leading to the title of Engineer. The students have the possibility of doing their internship in Switzerland or abroad.

(For further information, please visit http://stages.epfl.ch/)

❖ Types of Internships

The internship is a practical immersion to seize the industrial aspects in the field of training of the student, and must contribute to develop the student's behaviors and necessary skills for the exercise of his future career.

SIN & SSC students must accomplish their internship during the master cycle by choosing one of the following options:

- Short : duration of 8 weeks minimum during the summer only
- Long : duration of 6 months minimum
- Simultaneously with the Master Thesis project

1) Internships must be imperatively validated by the Program Director prior to the starting date.
2) Internships must be a full time job (100%).

❖ Conditions & Duration

During the long internship period, students are in a sabbatical leave yet they still registered at EPFL subject to a fee of CHF 53.--.

Short Internships

- Duration? : 8 weeks minimum
- When? : during summer (July & August)
- Where? : in a company
- Coaching? : mandatory validation by the Program Director prior to the starting date

Long Internships

- Duration? : 6 months at 100%
- When? : in Spring starting as of February 1st
- Where? : in a company
- Coaching? : mandatory validation by the Program Director prior to the starting date
Master Thesis

- Duration?: 6 months (25 weeks)
- When?: dates are defined by the Registrar’s Office and cannot be modified
- Where?: in a company
- Coaching?: supervised by an I&C Professor

(refer to the master thesis procedures on [http://ic.epfl.ch/in/master_en](http://ic.epfl.ch/in/master_en))

EVALUATION

Short and Long Internships

At the end of the internship period, a survey is sent to the company’s supervisor who will appraise the student’s performance.

According to this evaluation, the program director will decide whether the internship will be validated or not.

Master Thesis Project

The EPFL Professor who supervises the project is responsible for the evaluation.

(Please refer to the Master Thesis Procedures on [http://ic.epfl.ch/in/master_en](http://ic.epfl.ch/in/master_en))

PROCEDURE

Internships suggested by students

Short or long Internships

- Fill in the registration form which can be found on [http://ic.epfl.ch/internships-computerscience](http://ic.epfl.ch/internships-computerscience).
- Submit the document filled in and signed to the section for approval prior to the starting date of the internship.

Master Thesis Project

- Submit the description of the master thesis project by email to the section.
- Once the section has given its first approval, fill in the registration form which can be found on [http://ic.epfl.ch/master_project](http://ic.epfl.ch/master_project).
- Following the approbation of the project by an EPFL professor, the form must be signed by the same professor who will supervise the project as well as by the industry supervisor.
- Submit the signed form to the section before the given deadline.

Internships proposed by the Section

As students of the Faculty I&C of EPFL, you are required to have an internship experience during your master course. You are responsible for finding an internship; however, sections will help you in this process by providing you access to the internship portal which contains a large number of proposals. In no case, the sections are responsible for finding your internship.
The sections possess a database with more than 3’000 contacts in companies throughout the world. Each semester, through this database, placement proposals are available to students.

An information session is organized at the beginning of the semester to provide the students with all necessary information on deadlines and registration details.

**TRAINING AGREEMENT**

The training agreement specifies the obligations and responsibilities of the EPFL, company and student.

This agreement must be signed by the three concerned parties.

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SIN Program Director  

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SSC Program Director