

Internships & Master's Projects

Spring 2025



**Computer Science
Communication Systems
Data Science
Cyber Security**



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Internship program and its benefits

Mandatory for all EPFL master students since 2010

Fully managed by EPFL

Gain hands-on experience and enhance your skills

Discover and explore potential career paths

Companies access a pool of highly skilled candidates

When are you eligible to begin the internship

- EPFL BSc students February 2025
- New International BSc students* September 2025

* International BSc students are required to complete a full semester before being able to **register** for an internship.

Mandatory industry experience

You can fulfil your mandatory internship in one of the following ways:

	Short	Long *	Master's project in industry
Duration	8 weeks	6 months (100%) **	6 months (26 weeks including 1 week vacation)
When?	Summer: from July 15 to Sept. 15	Spring semester: latest start March 15 Autumn semester: latest start August 15	Spring: Feb 15 - March 1 Autumn: Aug 1 - Oct 1 ***
Where?	industry	industry	industry
Supervision	validation by the Section	validation by the Section	supervised by an IC accredited professor

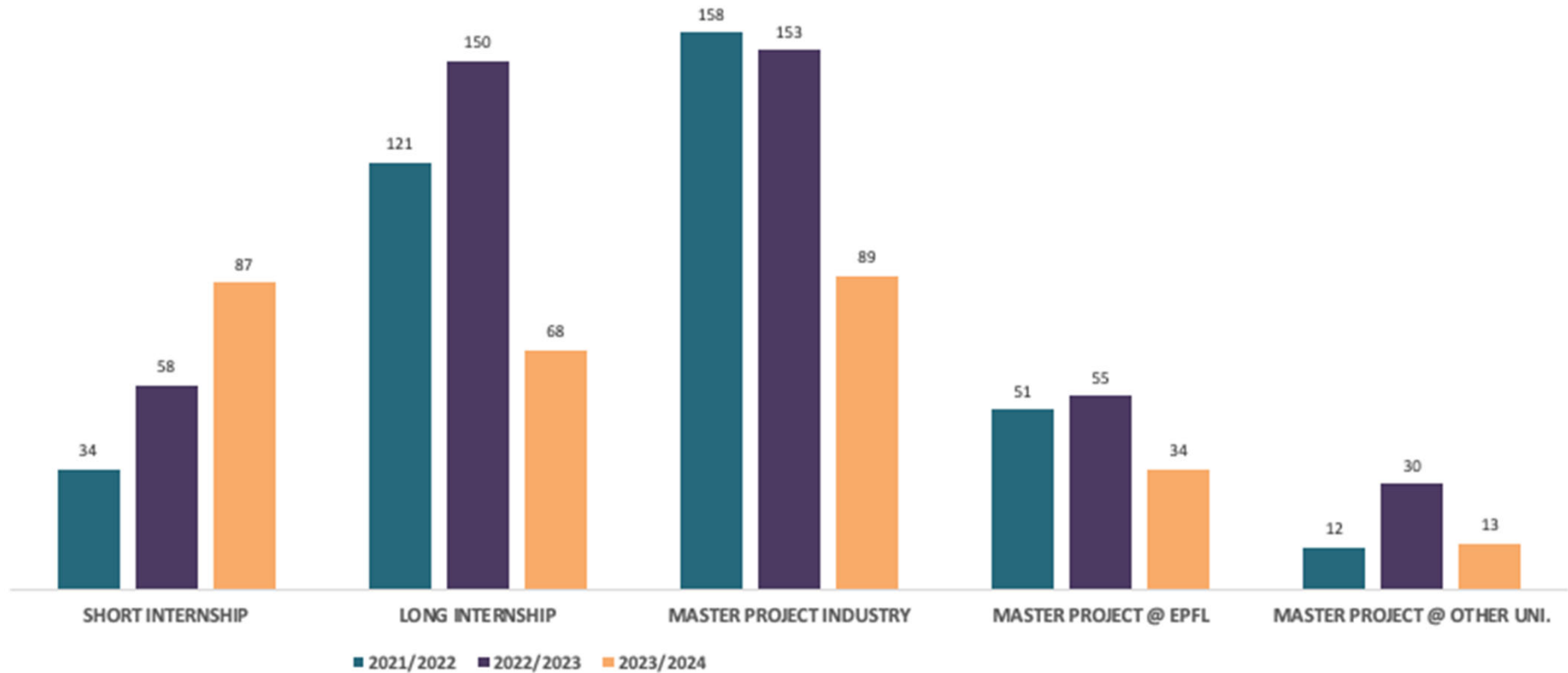
* Be careful **no courses can be attended in parallel during a long internship.**
Students are on a sabbatical leave.

** Full time position (100%). Remote work is not authorized. **Maximum 40%.**

*** Cyber students: September 1 to October 1.

Internships Models

COMPUTER AND COMMUNICATION SYSTEMS SCIENCES
INTERNS BY ACADEMIC YEAR AND MODEL OF INTERNSHIP
2021 - 2024



EPFL Framework for the use of the EPFL agreements

	Engineering internships	Master's Projects in industry (*)
Status	Mandatory	Not mandatory (requests for modifications to the text not accepted)
Access	Public, available on the internship website	Access reserved to professors, MER, Deputies and internship coordinators
Signature	EPFL representative	Professor / MER (Master's Project supervisor)
When to use it	Mandatory internship	Only if the project is confidential (professors may refuse to sign it)

*** The EPFL Master's Project Agreement is the only document that can be signed. Alternative documents such as the following cannot be signed:**

- Non-Disclosure Agreements (NDAs).
- Company documents that have a broader definition of confidentiality than what is outlined in the EPFL Master's Project Agreement, or where the notion of IP is considered solely the company's responsibility.
- Any other form of internship agreement / "convention de stage".

Internship Rules

- You cannot **complete a summer internship immediately followed by a long internship of six months.**
 - Due to scheduling conflicts, you can only undertake a summer internship if it is followed by an academic semester or your Master's project (which typically begins mid-September).
 - A summer internship must start immediately after the exam session, by mid-July. You can also start earlier if you do not have exams.
- You cannot complete **two internships of six months.**
- **During your studies, you can only do a summer internship first, followed by a long internship.**
 - Example: A summer internship in 2025 and a long internship in Spring 2026. You **cannot** undertake a long internship first and then a summer internship.

Internship rules (cont.)

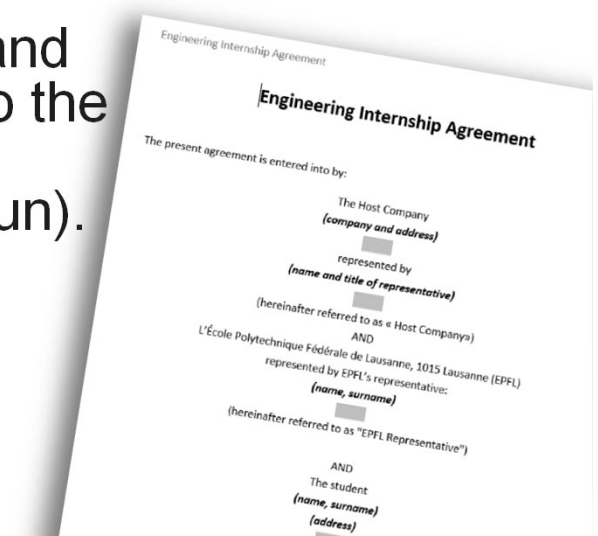
- **The first successfully completed and validated internship will be the one listed in your diploma supplement.**
- **If you are a “Research Scholar”, you cannot complete a short internship during the summer 2025.**
 - You cannot interrupt your Research Scholar contract during the 1st year of your assistantship.
- **Taking any courses during the internship is not permitted.**
 - Your status in IS-Academia is “internship”.
 - The internship semester does not count towards the maximum duration of the Master’s cycle (i.e., 6 semesters).
 - The tuition fee for the internship semester is CHF 50.-

How can you find an internship?

- It is your responsibility to find a suitable internship.
- The internship portal on IS-Academia has more than 7,000 contacts worldwide.
- Last semester, **793** proposals were published on the portal.
- You can also find your internship on your own. However, please ensure that the **internship is approved by the Internship Office before committing to the company.**

Recap: EPFL Internship Agreement

- The EPFL Internship Agreement specifies the commitments and responsibilities of EPFL, the company and the internship student.
- This tripartite agreement must be signed for all short (8-weeks during the summer) or long (6-months during a semester) internships. Failure to do so means that your internship will not be recognized or validated by the Section.
- The EPFL Internship Agreement must be completed and signed by company, the student and then submitted to the IC Internship Coordinator for signature of the EPFL Representative (the IC Section Deputy, Eileen Hazboun).
- No other tripartite agreement involving EPFL signed by the Section.
- The EPFL Internship Agreement can be downloaded from the internship website.



Master's project models

<https://go.epfl.ch/masterproject>

- **26-Week Duration**
- You can do your Master's project in industry, even if you already did an internship. If not, it counts as your mandatory internship.

IN THE
INDUSTRY



- **18-Week Duration**
- You can only do your Master's project at EPFL if you already did an internship in the industry, short or long.

AT EPFL



- **26-Week Duration**
- You can only do your Master's project in another university if you already did an internship in industry, short or long.

AT ANOTHER
UNIVERSITY



- * The duration of the Master's project includes one week vacation.
- ** You can only start the Master's project on a Monday and finish on a Friday (SAC rules).

Goals of a Master's project

Expectation

- More than just learning; it must include a research and innovative development component.
- It should present a significant technical challenge.

Content

- A well-defined component that addresses a new problem.
- The problem does not yet have a recognized solution, but you will attempt to develop and assess a solution as part of your Master's project.

Confidentiality of Master's projects in Industry

Definition of “confidentiality”

- Information disclosed by the company to the student and the EPFL academic supervisor within the scope of the Master's project, either in writing and clearly labelled as “confidential” or orally provided it has been declared as confidential.

Confidentiality shall not apply to information that:

- Was already in the public domain or publicly known at the time it was disclosed, or that subsequently became public.
- Was already in the possession of the student or EPFL, without any restrictions on its disclosure at the time it was received.
- Was obtained by the student or EPFL in good faith from a third party who was entitled to disclose it, without any confidentiality obligations.
- Was independently developed by the student or EPFL without breaching any obligations.

Non-Disclosure Agreements

Important

Non-Disclosure Agreements (NDAs)

- In most cases, our professors do not sign NDAs, as we have an open environment that is not set up to maintain confidentiality. Additionally, signing NDAs conflicts with the school's principle that all research results should be published and shared.

EPFL Master's Project Agreement

- If a company requires an agreement, the professor may propose the the EPFL Master's Project Agreement (optional).

Make sure that you discuss and clarify these points with both the company and your professor before making any commitments.

Recap: EPFL Master's Project Agreement

- The EPFL Master's Project Agreement outlines the commitments and responsibilities of the EPFL academic supervisor, the company and the student regarding confidentiality.
- It specifies the IP and confidentiality aspects for a Master's project in industry without existing collaborations. It allows the EPFL academic supervisor to have access to the results of your work without having to sign an NDA.
- As it is not mandatory, amendments or changes requested by companies will **not be accepted** by the Section or the EPFL Legal Department.
- Unlike the EPFL Internship Agreement, this document is not accessible on the internship website, as it is optional and only EPFL professors are authorized to propose its use and thus take responsibility for EPFL's engagement in a research context.
- If a company requests such a document, it must first be discussed with your EPFL academic supervisor before you make any commitments. Be aware that many professors will not accept to sign this document.

Master's project in industry

Confirm the eligibility of the project

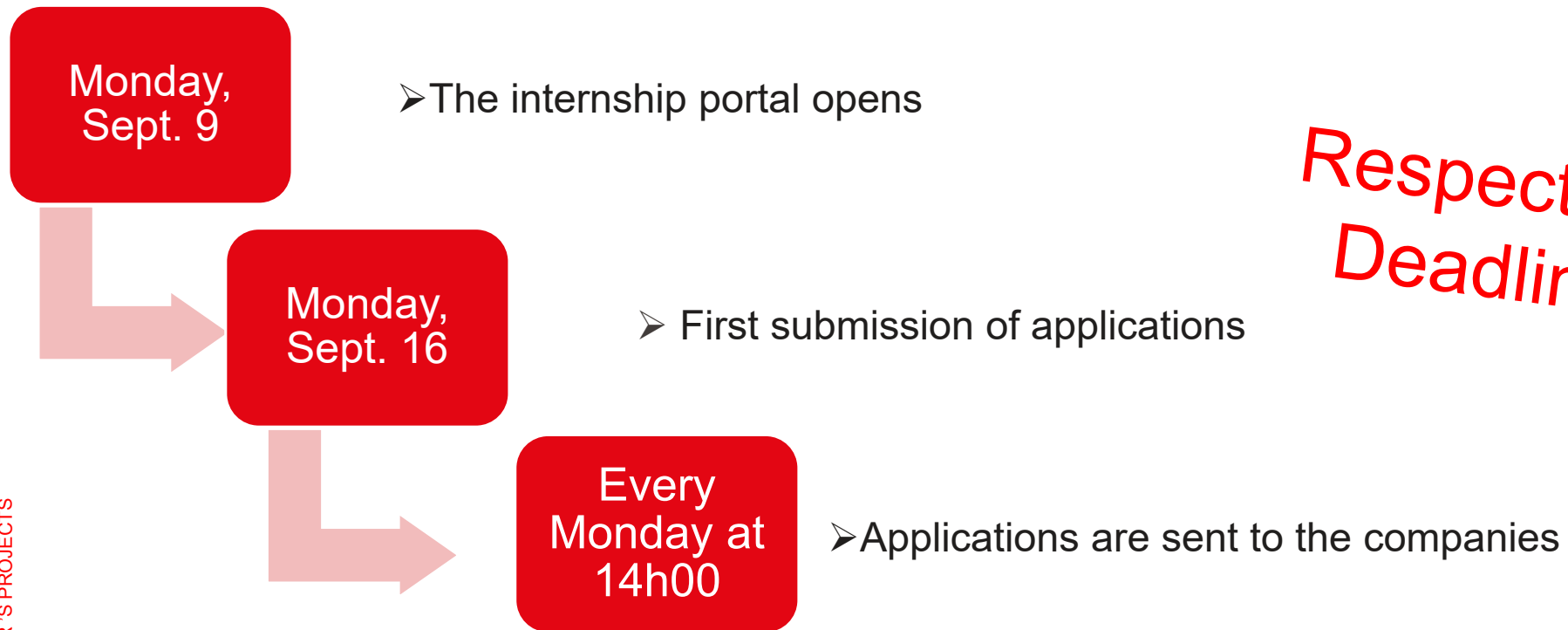
- Whether you found the project through the portal or on your own, you must complete the [validation form](#) (Google form) to obtain approval from the Section.
- Once your project topic has been approved by the Section, contact an authorized IC supervisor (Refer to the website for the list of labs authorized to supervise your Master's project).
- Complete the [Master's Project Registration Form](#) and submit it to the Internship Office at internships.ic@epfl.ch by December 20, 2024.
- **Do not accept a position without confirming the eligibility of the project and clarifying all details first with the Internship Office and then with the EPFL supervisor.**

Master's project in another university

- Some universities require excellent grades even if a professor supports your application.
- Complete the [validation form](#) (Google form) to obtain approval from the Section.
- Once your project topic is approved, reach out to an authorized IC supervisor (*Refer to the website for the list of labs authorized to supervise your Master's project*).
- Fill out the [Master's Project Registration Form](#) and submit it to the Internship Office at internships.ic@epfl.ch by Dec 20, 2024.
- Academic Master's projects are not published on the portal; it is your responsibility to find your own project. You may ask IC labs for potential contacts or reach out directly to the host university.

EPFL Internship Portal : how does it work ?

19




Respect the Deadlines

- Since September 2012, **all EPFL students** must do an internship in industry.
- Since you will be competing with students from other Sections for some of the projects posted on the portal, we strongly recommend that you apply for an internship or Master's project as early as possible.

EPFL Internship portal : how many applications?

NUMBER OF INITIAL APPLICATIONS IS 5

- The number of applications is managed by the Internship Office
 - The number of applications increases as the semester progresses
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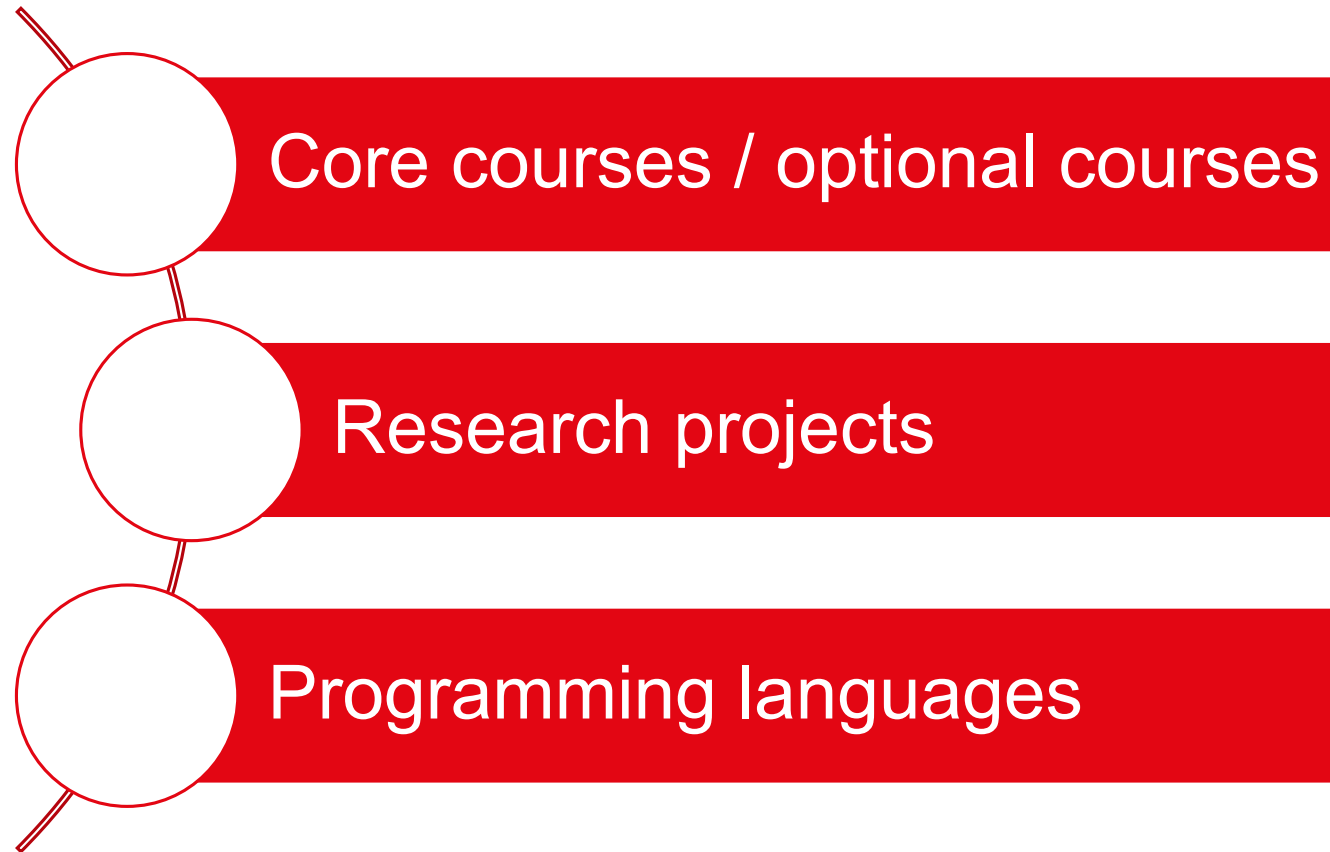
- Choose projects that match your profile
 - Quantity is not synonymous with quality
 - Applying to many applications can cause a lot of stress
- 

- Provide the Internship Office with feedback
- Interview? Did you find an internship / Master's project?

How to apply

- **Registration in the internship portal**
 - Select your project(s)
- **Upload your CV**
- **Upload your cover letter**
 - Specify the model: Internship or Master's project?
 - Specify the dates
- **Upload your transcripts (not mandatory but recommended)**
- **Upload recommendation letters (if any)**

How to select your project: match your skills



Key considerations

Pay attention to specific company requirements, such as:

CERN

- Requires EPFL to sign a Home Institution Declaration (HDI) that includes specific insurance clauses for occupational accidents. EPFL **cannot sign this declaration** because students do not hold employee status. Be sure to clarify this with the CERN beforehand.

FRENCH COMPANIES

- Often request EPFL to sign an internship agreement (convention de stage) for a Master's project.
- **Reminder:** The Master's project is **NOT** an internship, and EPFL **WILL NOT** sign any internship agreements.

▪

Consequences of your choice

- Change of residence – relocation
- Time-consuming formalities
 - Visa
 - Work authorisation
 - Residence permit and / or return visa
- EPFL Internship Agreement >> submit the fully completed and signed document **before the starting date!**
- The EPFL Internship Agreement, the Master's project validation and registration forms can be found on the internship website.

Work authorizations

Your student B-permit allows you to work part-time during your studies (limited to 15h/week during a semester). However, to work full-time:

- **Non-EU/EFTA Students:** The company must obtain approval from the labor market authorities before the internship begins. EPFL will provide a document confirming that the internship is mandatory.
- **EU/EFTA Students:** You can start your internship immediately after notifying the local authorities.
- For more information, visit: <https://go.epfl.ch/workauthorizations>

If you are moving to another canton:

- **Non-EU/EFTA Students:** You must maintain your primary address in Canton de Vaud and register a secondary residence in the host canton.
- For details, see: <https://go.epfl.ch/movingtoanothercanton>

Administrative procedures

- B-permit, work authorizations, and visa procedures are a time-consuming process and require **a minimum of 8 weeks**. Therefore, once you are accepted for an internship or a Master's project, it is crucial to **start these procedures promptly**.
- It is the **company's responsibility to request the work authorization** from the labor authorities of their canton / country. However, **you are responsible for requesting an attestation** from the Internship Office to support this work authorization / visa request.
- Take this into consideration when applying for internships or Master's projects in industry.

Sabbatical leave

A leave of absence for one semester without providing a specific reason may be requested after completing the Master's cycle (90 credits) and before starting the Master's project, under the following conditions:

- The maximum duration of 6 semesters for the Master's cycle has not been reached.
- The leave of absence can be extended by an additional semester, provided the same conditions are met.
- A leave of absence cannot be granted during the Master's project or between the first and second attempts of the Master's project.
- The Section **WILL NOT** provide or sign any documents (e.g., attestation, EPFL Internship Agreement, etc.) during your leave of absence.

Procedure:

- Contact the Administrative Specialist of your Master's program.

IS-Academia Status

- **During the internship**

- ➡ You must register in IS Academia as doing an internship (practical project). During the internship, the “clock” stops; the duration of the internship does not count in the total duration of 6 semesters for your Master’s cycle.

- **During the Master’s project**

- ➡ You are still registered at EPFL

Internship fee	CHF 50.-
Master’s project fee	CHF 780.-

*Respect the
Deadlines*

- Please be aware that you must find and confirm an internship or a Master's project by **December 20th 2024**.
- This will give you enough time to focus on exams and handle administrative tasks.

EPFL Individual Meetings

- **We offer you individual meetings:**
 - ✓ To discuss your options and eventually contact companies that are not listed in the portal.
 - ✓ To review your application files (cover letter & CV).
 - ✓ To answer any questions, you may have related to your internship and / or Master's project.
 - ✓ **Contact: patricia.genet@epfl.ch**

EPFL Important Reminders

- After earning 90 credits for the Master's cycle, you must complete either an internship or a Master's project. **No additional credits can be taken.**
- **You cannot take any courses during an internship.** Internships must be **full time, at a 100% employment rate.**
- Choose a project that aligns with your academic and professional goals, especially if you intend to pursue a PhD program.
- Remote internships or Master's projects in Switzerland for a **company abroad is strictly forbidden.** Remote work in Switzerland **max. 40%, i.e. 2 days per week.**
- The topic of your Master's project must first be approved by the Section and then discussed with your professor **before committing to a company.**
- **If you fail a course and lack the credits to start your Master's project, you must switch to an internship and postpone your Master's project.**
- If you have already validated an internship and you fail your Master's project in industry for your 1st attempt, **you will have to carry out your 2nd attempt in an EPFL lab.**

During and after the internship or Master's project

- In case of any issues, such as an accident, illness, personal problems, conflicts with supervisors, etc., **urgently contact the IC Internship Coordinator at patricia.genet@epfl.ch.**
- For an internship, no written report is required by EPFL but may be requested by the company.
- To validate your internship, both you and your company supervisor must complete **an evaluation form**, which will be sent out via email automatically 2 weeks before the internship ends.
- For a Master's project, you will have a **hard deadline to submit your written report, followed by an oral defense**. You will receive the details for submitting your Master's project report about 4 weeks before the hard deadline.

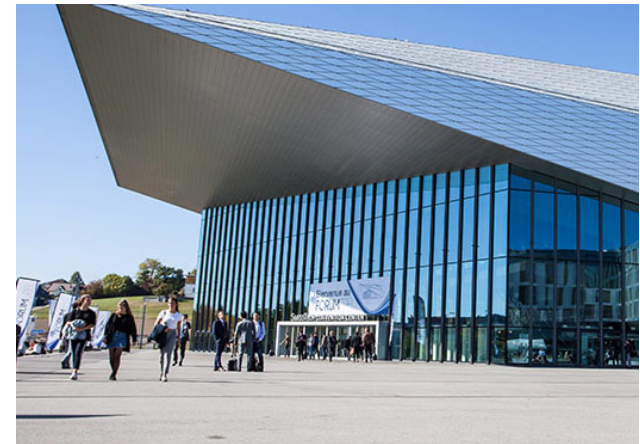
Last but not Least

- As an EPFL student, you will represent the university as an ambassador in the industry.
- Through your hard work and positive attitude, you will leave a positive impression within the company.
- This is not only important for your future professional career but also strengthens the EPFL internship program, which will grow from your commitment.
- **It is your responsibility** to be perfectly aware of the internships and Master's projects rules and regulations. No exceptions will be made!

Upcoming Events @ EPFL



Next edition:
Spring 2025 Semester



Next edition:
October 7-11, 2024

[Forum EPFL](#)

EPFL Prepare your internship campaign

- The EPFL Career Center proposes several modules:
 - Understanding recruiters – 19 Sept – 12:15
 - Crafting an effective CV – 23 Sept – 17:15
 - How to leverage Alumni network to find an internship or a job? Oct 2 – 17:15
 - Crafting a standout letter of motivation – Oct 8 – 12:15
 - Mastering the job interview – Oct 28 – 12:15
 - Influencing and convincing – Oct 31 – 12:15
 - 10+ successful techniques for communication & organization at work – Nov 4 – 12:15

Registration at: <https://epflcareer.ch/fr/formations/>



Contact Details

- **Our website:**
go.epfl.ch/IC-internships
- Monday and Friday
available by email / phone
- Tuesdays and Thursdays (INN 131)
Office hours:
10h00 - 12h00 / 14h00 - 16h00

Internship Office



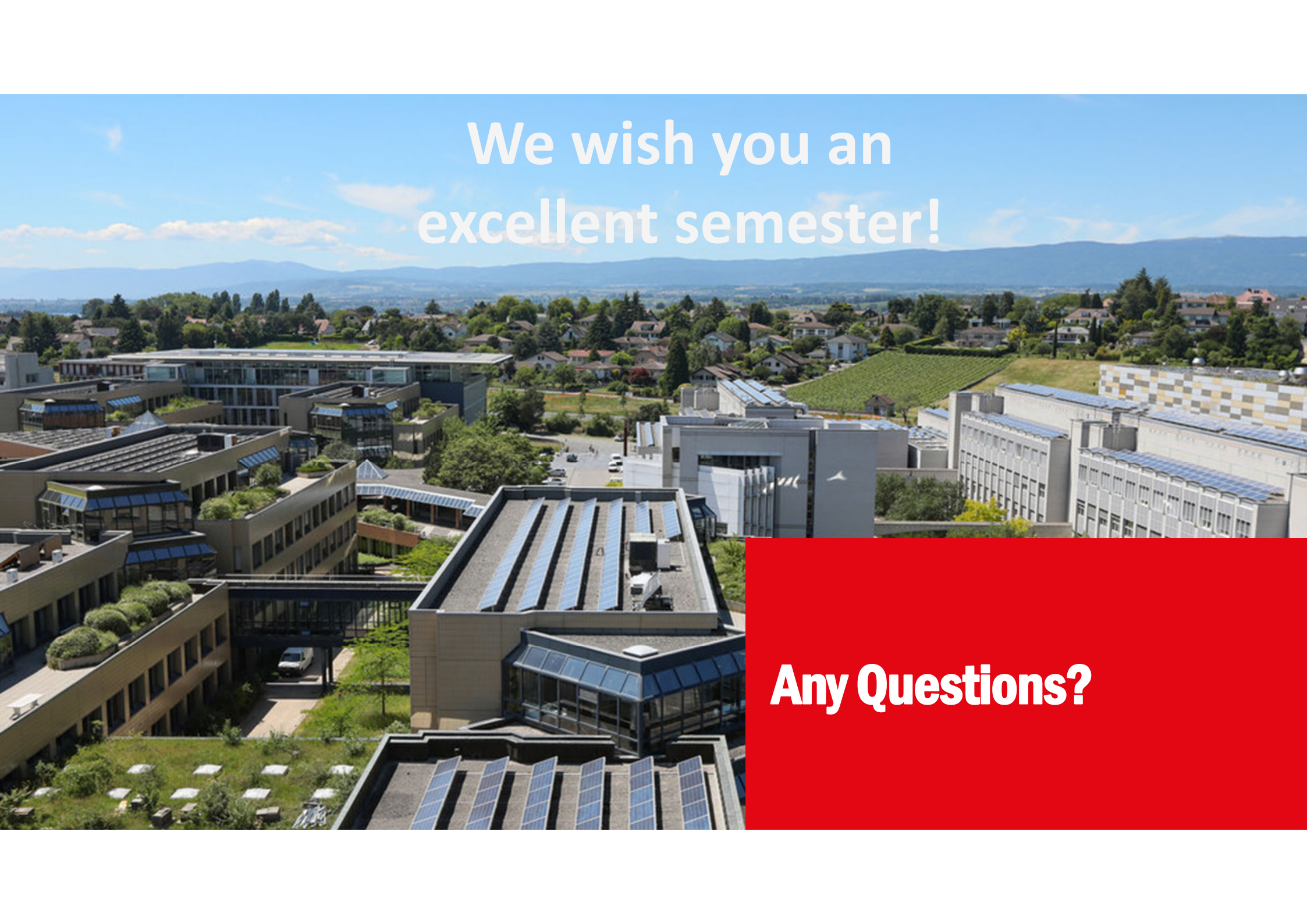
Patricia Genet

Internship Program Coordinator

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Building INN - Office 131

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We wish you an
excellent semester!

Any Questions?