

Internship program Student guide

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Presentation background

This presentation summarizes the student guide for industry internship, which can be found in a more complete form on Switch drive:

<https://drive.switch.ch/index.php/s/Tlo7N08EOcSOqjJ> ; password: EPFLSV2018

- Guidelines stage en Industrie SV 2018_fr
- Industry internship guidelines SV 2018_eng
- Industry Internship short guidelines SV 2018_eng
- “Company list” (list of companies which hired student for an internship for 2016 to now).
- Convention de stage fév 18_fr
- Internship agreement Feb 18_eng

Presentation outline

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Why an Industry internship?

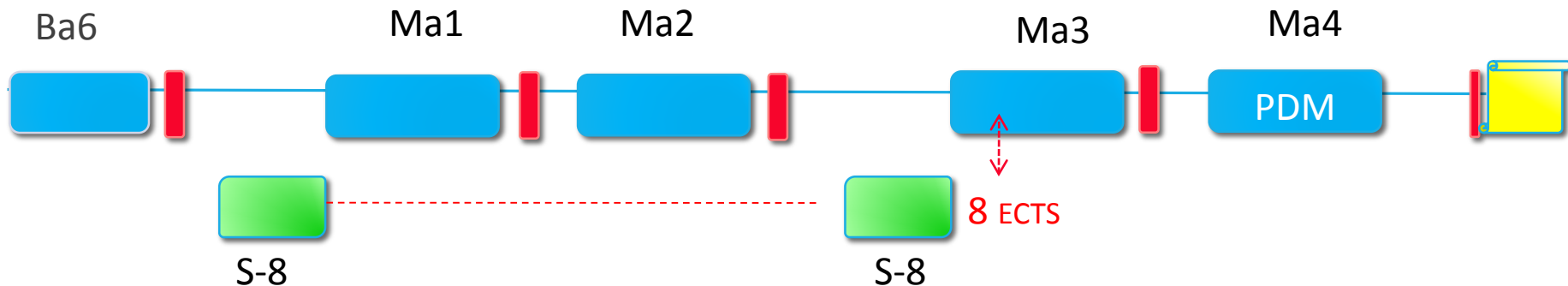
All the Master's degree programs leading to a degree in engineering include a compulsory internship in their curricula. The internship is a component in the Master's degree cycle which must be successfully validated in order to receive the degree.

Out of preference, the internship should be done in a company or at least in an organization which is not academic.

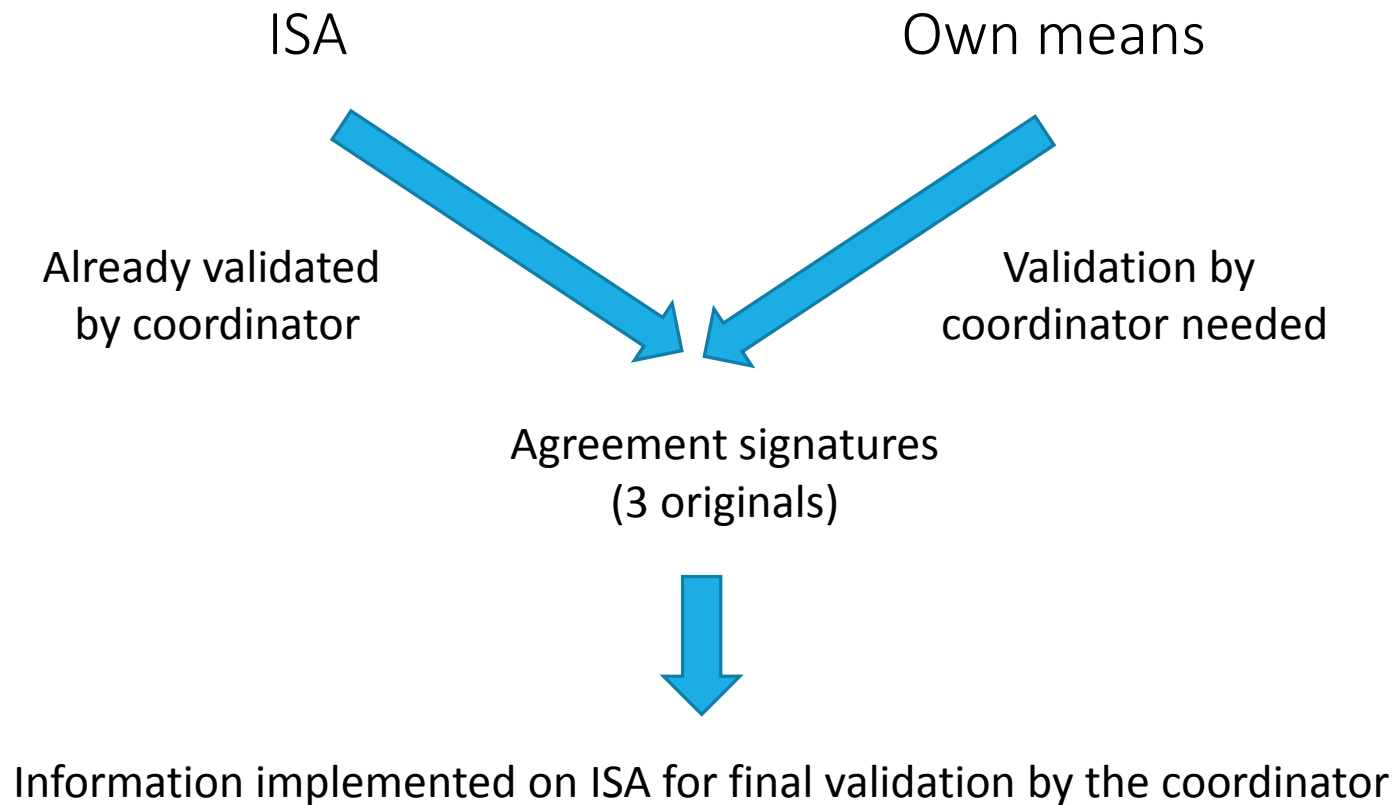
As its primary purpose is the immersion in a professional environment, the familiarization with the processes of the company and with all aspects of the engineering profession, it cannot take place in a school or in a university.

The internship is part of the master cycle

- It is **mandatory**
- It is worth **8 credits** and validates the master « Industry internship » group.
- duration: **2 to 6 months full time** just before or during master cycle
- During a **semester FRAC « Stage »**, doesn't count in the master cycle duration



Internships can be found on ISA or by yourself



The student is responsible for finding his internship

In a non-academic organisation: companies, administrations, in Switzerland or abroad

The internship subject must be validated by the section by contacting the internship coordinator. Please check with the coordinator before moving forward.

SV faculty doesn't accept fundamental research projects (like lab immersion) as industry internships. The aim is to gain experience to the industry world not in academia. There were exceptions in the past, but not any more.

In particular, at institutions such as University Hospitals, acceptable internships are limited to the service areas of the hospital (central laboratory, imaging, nuclear medicine, pharmacy, etc.). Fundamental research labs within the clinical setting are not acceptable.

The ISA list is an efficient mean to find internships (and master project in industry)

The list includes each year tens of internships proposed by companies.

- The list is mainly filled after two mailings sent by EPFL (all faculties) at the semester start
- Internship positions are mainly in Switzerland and in near european countries

Through the ISA portal, companies can propose internship or master project (PDMe).

- **Only the internships found are validated by the coordinator. Internship registration is done through the internship portal. Do not register your internship as a course!**
- **PDMe are proposed but not validated. Need to find an EPFL supervisor and the validation by the section (through the PDMe application form found on SV web site, in case ask Pascale Zbinden). As opposed to an internship, PDMe registration done trough ISA as a course (BIO-598-599)!**

An internship list is validated and published on ISA but...

Searching an internship outside the ISA list is possible and welcome provided the topic and the company are validated by EPFL

- **Provide the internship coordinator with a short description of the topic before commitment**

To identify companies of interest, valuable means are :

- Search engines, conference programs, professional associations, EPFL Forum (October), specialised press, professor and assistant network
- Spontaneous applications are rarely successful – prefer job advertisements or a simple contact to ask about internships

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Applications are done through ISA

Upload necessarily a CV and a motivation letter.

- The motivation letter must be **specific** to the company and internship topic
- Optionally, other documents (certificates, grades, annexes, etc...)

ISA sends applications weekly (Monday 2 pm)

- The recruiter contact information are often not available
 - It is recommended to apply through ISA even if the recruiter's email is available
- An internship is often proposed to several masters

The application status is updated through ISA

Transmitted to the company: the application has been sent to the company by EPFL (the student receives an email copy)

- The company may take time to contact you contact

Selection in process: student's documents have been open 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 internships in the ISA list occur at a different pace

... from the academic calendar

Internships can be received all around the year

Old internships can still be in the list but are no longer open

Advices:

- **Apply as soon as possible to avoid the internship being taken by someone else**
- **Apply to several internships in parallel but be strategic**

The company selects the period and the masters of interest

The 3 periods are:

- P1: internships between February and September
- P2: internships between July and February
- P3: summer internships

Do not pay too much attention on that information (dates and type internship or master project)

- **Companies are often open to discuss**

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Several courses are proposed – Autumn semester (Catherine Marselli, SB et Centre de Carrière)

Course 1: Understanding the recruiter (oct)

- Understanding the decision-making process
- Increase the impact
- Do a self assessment
- Basics for courses 2 and 3

Course 2: The CV sections (oct-nov)

- Review of the CV sections

Course 3: The motivation letter (nov)

- Role of the letter of the motivation
- Structure and writing technique
- French and english vocabulary

Several courses are proposed – Spring semester

Course 4: Job interview (march)

- Before, during and after the interview

Course 5: Advices for a successful internship (apr-may)

- Communication including difficult ones
- Work organization including objectives definition
- Relationship with your supervisor

In english and french

About 1h30

Optional but mandatory registration (<https://bookwhen.com/stages>).

Registration information will be sent to you by Catherine Marselli.

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The salary is about 2000 CHF/month

Part of it can be paid in kind (e.g. food, transport, accomodation)

Abroad, salaries are different but corresponds to the cost of living

It can range form 0.- to.....

It may depends on the legislation, EPFL can't force a company to give you a salary

Non european students can undertake an internship in Switzerland provided...

The internship is mandatory

- The internship coordination will provide the company with a document stating that the internship is mandatory for the studies

The salary must stick to the law requirements (about 2000 CHF/month) or the work authorization may not be given (if internship done during a semester).

The company applies for the work autorisation

Please check with the company for the rules that applied to you

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The EPFL internship agreement is mandatory

3 signed originals (*or scanned documents*) must be obtained by the student before the internship starts

Use the template that can be found on ISA or here (<https://stages.epfl.ch/page-146936-en.html>) and fill the empty fields

If the company refuses to sign it, get back to the internship coordination

Internship agreement main points

The document must be read carefully by the student

Art. 3:

- Full time work done in the company's premises
- Duration changes subject to authorization

Art. 4:

- The company must fulfill a list of conditions, including providing a student supervisor who will evaluate the student

Art. 7:

- Insurance, civil liability

Art. 12:

- End of internship, internship report and evaluation report

Art. 13:

- Interruption of the internship (termination of the Agreement)

Art 14-5:

- Confidentiality and Intellectual property

Health and accident insurances

The Student is responsible for obtaining his own health and accident insurance throughout his internship, whether it is carried out in Switzerland or abroad

- He must check that his insurance coverage also extends to the country in which the internship will be done.
- For certain countries (e.g. USA, Japan), he is advised to take out additional insurance to cover certain medical expenses not reimbursed by his basic insurance (LAMal).

Assistance abroad

For internships abroad, the student must contact the EPFL security through securite.epfl.ch/voyages to take benefit from the assistance program

- Prevention, on-site advices, emergency assistance

The student must however keep his health insurance, including coverage for professional and non professional accidents, and ckeck that he is covered for medical expenses abroad.

Civil liability (RC)

The Student must have taken out individual insurance covering any damage he would cause in the context of the internship

- He must check that the insurance certificate also covers internship activity abroad if necessary

To do before accepting an offer

If the internship is not in ISA, ask for the topic validation through the intership coordination

If the internship is in ISA, ask the company to update the application status to 'Accepted'

Verify the duration and the ending date

- 2 to 6 months

Verify that the internship begins after the an exam session and ends before the next semester (tolerance until 1st october and 1st march)

Verify that the salary is high enough to apply to the work authorisation

4 important steps must be finalised as soon as a validated internship has been found and accepted by the student and by the company

1. Inform the internship coordination that an internship has been found

Provide the following information

- #ISA – inform if the topic has changed
- Company name and adress
- Starting and ending dates
- Contact name (supervisor or HR)

2. Inform other companies...

...with which one had an interview that another internship has been found

- Tactfulness and polite way

The student status will be modified to '*Hired elsewhere*'

3. Get the internship agreement signed

The document must be signed by the company, the student and EPFL

It does not replace the company contract between the student and the company

Get 3 originals signed by the 3 parties that can be found on ISA or here (<https://stages.epfl.ch/page-146936-en.html>).

4. Register the internship on ISA

Internship from ISA: edit the internship data (pen icon) by updating the exact internship dates, and the supervisor detail information, or the title and description

Internship found outside ISA: create the internship (see red text at the top of)

Please do that before the internship starts. Note that it is your responsibility to finalized your internship registration before it starts

Internship end

Fill in the evaluation form sent by ISA

The supervisor will also fill in an evaluation form. Please note that SV only requires the evaluation form to validate your internship, but the company can ask for a written report. You are their employee.

In case of success, 8 credits.

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The administrative contact for the SV school is :

Igor Allaman- 021 693 16 66 – office AAB 103.

Please before contacting me:

- Check the files on Switch Drive (guidelines):

<https://drive.switch.ch/index.php/s/Tlo7N08EOcSOqjI> ; password: EPFLSV2018

- Check information of the industry internship web page (<https://stages.epfl.ch/students>)
- Check the FAQs on the SV web site (<https://sv.epfl.ch/internships/questionsFromStudents>)

For urgent question you can come to my office. In case of absence contact Dr. Barbara Grisoni or Dr. Harald Hirling for SV-related question and Dr Catherine Marselli for general question (supervisor of coordinators).