Internal regulations for the engineering internship for the Master in Environmental Sciences and Engineering (SIE) (valid since November 2015)

Preamble

1 Regulatory Basis

In conformity with the study plan and the implemented study control regulations of the SIE section (hereafter “the Section”), the students of the Master in Environmental Sciences and Engineering must complete an engineering internship of a minimum duration of 8 weeks outside of the academic field (hereafter “internship”).

2 Prerequisites

In order to be validated during the SIE Master cycle the internship must be carried out after the end of the Bachelor cycle, which must be successfully completed, and before the beginning of the Master Project.

Art. 1 Principles and objectives

1 Main objectives

a The internship objectives are the student’s immersion in a professional work setting, the gaining of teamwork experience and the familiarization with the company’s processes as well as the requirements of the environmental engineering profession.

b Companies may include: engineering consulting and design firms; industry or tertiary sector; NGO or environmental office; public or private research institution that does not award university diplomas; public service or administration.

c The internship differs from the master project in that the goal is not to evaluate the student’s capacity to individually carry out research and to individually solve scientific or technical problems.

1 Fields of activity

To achieve the objectives described above, the student does an internship in a field in which he/she can test his/her competences and put into practice the knowledge gained at EPFL.

2 General framework

a The company’s working conditions for the student are subject of an “Engineering internship agreement”, to be signed by all parties prior to the internship start.

b The intern is immersed in the host company. Working conditions must resemble those of a regular contributor as much as possible. Salary, hygienic and safety regulations, as well as other personnel duties, must be applied.

c In general, the student is paid by the company during the internship.

d The obtainment of a visa and/or work permit must be dealt with prior to the internship.
Art. 2 Responsible entities

1 Internship coordinator
   a The Section’s internship coordinator provides the interface for the companies, the students and the Section’s instructors.
   b Prior to the internship, the coordinator gathers and validates company internship offers based on descriptions provided by the companies. The coordinator informs students and provides the necessary support for their postulations.
   c During the internship, the coordinator intervenes in cases of conflict or of problems related to work relations between the intern and the company.

2 Internship mentor
   a The internship is supervised by an internship mentor, who is a ENAC faculty instructor (professor or the in-charge of an internal course). The mentor must have an understanding of the field in which the student interns. The mentor’s name must be included in article 4 of the internship agreement as the academic supervisor.
   b The mentor signs the internship agreement as the academic supervisor of EPFL.
   c If necessary, the mentor consults the student regarding scientific and technical internship aspects. He maintains communication with the intern and the company and ensures that the internship progresses smoothly.
   d At the end of the internship, the mentor receives an email reminder once the 2 evaluations on IS-Academia are completed by the student and the internship instructor. The mentor also receives the internship report written by the student within one month after the internship ends.
   e Based on these three elements (report, and student and internship instructor evaluations), the mentor must validate the internship (pass or fail) on IS-Academia administrator portal.

3 Internship instructor
   The internship instructor is responsible for a smooth internship progression within the host company. He/She is the contact person for the Section within the company. He/She handles the internship work and participates in the evaluation process at the end of the internship. For this purpose, the instructor receives an automatic email reminder generated by IS-Academia to complete the evaluation online.

Art. 3 Company and internship selection

1 Internship proposal by the student
   a The student is encouraged to ask for internship offers in companies that are not mentioned on the list provided by the Section.
   b If this is successful, the student communicates his/her proposal to the internship coordinator with all the necessary information for validation (description and conditions).

2 Internship offers
   If the student does not find an internship individually, the Section recommends students to consult the internship platform on IS-Academia. The Section can also propose internship offers gathered and validated by the internship coordinator from companies in Switzerland and abroad.

3 Internship selection
   The student may choose no more than two proposals, in order of preference, from the
validated internship offers and may submit his/her application (CV, letter of motivation) to the selected companies.

4 Mentor selection

The student asks an ENAC faculty professor or the in-charge of an internal course, who must have an understanding of the field in which the internship is carried out, to be the internship mentor. The internship mentor’s name must be mentioned in article 4 of the internship agreement.

5 Internship planning

The organization of the internship is discussed directly by the company and the student selected for a particular project. When all parties agree, three copies of the “Engineering internship agreement” are completed and signed by the student, the responsible person within the company and the internship mentor. One copy is given to each party. The student must register the internship on IS-Academia.

Art. 4 Internship progress

1 Internship period and duration

a In general, the engineering internship takes place during the summer holidays. In some cases, the Section may allow a student to do the internship during another time of the year.

b The internship must last for a minimum of eight weeks. Should an internship last for more than 6 months, prior approval must be requested from the Section.

2 Supervision

During the internship the student works under the responsibility and the directions of the internship instructor or of another person designated by the internship instructor. If necessary, the internship mentor advises the student regarding scientific and technical aspects.

3 Potential problems and conflicts

a The student or internship instructor must inform the internship mentor and/or internship coordinator as soon as possible regarding any problems or conflicts that prevent the internship from progressing smoothly.

During the internship, the company or the internship instructor may request the student to submit an internal report of activities and/or an oral presentation.

b In case issues related to work relations (activities unrelated to the objective, inadequate attitude of the intern, intern’s benefits judged as unsatisfactory by the internship instructor, mobbing, harassment, etc.) arise, the internship coordinator intervenes as a mediator and proposes a solution.

c Similarly, the internship mentor acts as referent in case scientific or technical problems arise.
**Art. 5 Internship evaluation**

1 **Internship report**
   
   a Within one month after the internship ends, the student must write a technical and/or scientific report, which must be submitted to the internship instructor and the internship mentor. The report describes the internship objectives, the methodologies applied and the results obtained, while respecting confidentiality requirements.

   b Within 2 weeks, the internship instructor and internship supervisor evaluate the report submitted by the student.

   c The internship instructor and the student receive an email reminder to evaluate the internship on IS-Academia.

2 **Passing or failing of the internship**
   
   a The internship mentor receives an email reminder once the 2 evaluations are completed by the internship instructor and the student.

   b Based on the internship report and the 2 evaluations, the mentor validates the internship (pass or fail) on the IS-Academia administrative portal.

   c In the case of failure, the Section requires the student to propose a second engineering internship of a minimum duration of 8 weeks.

   d The student must successfully complete the engineering internship and the Master Project in order to obtain the 30 credits attributed to this part of the Master cycle.

**Art. 6. Coming into force**

The present internal engineering internship regulation comes into force for all students of the Master in Environmental Sciences and Engineering on November 12, 2015.

On behalf of the Section

Environmental Sciences and Engineering

The director, Prof. Dr. Dr François Golay

Lausanne, November 12, 2015