Internal regulation under engineering internship for the Master in chemical engineering and biotechnology

Preamble

1 Regulatory Basis

In accordance with the study plan and the regulation under the studies control of the section of chemistry and chemical engineering (hereafter “the Section”) in force, students following Master in the chemical and biochemical engineering have the choice of performing an engineering internship in a company (hereafter “internship”), for a period of four months at least and six months to the maximum.

2 Prerequisites

Prerequisites are specified in the regulation under the studies control. The internship can only be performed after taking two semesters in the Master cycle at least.

3 Gender

In this regulation, the masculine form is used to designate people (such as students, engineer, coordinator, trainee, professor …) refers to women as well as men.

Art. 1 Object and scope

1 Main objectives

a The internship aims the student’s immersion into the industrial world, his awareness of teamwork, and to get him acquainted with the company’s processes and to the requirements of the chemical engineer profession.

b The internship differs from the master project in that it is not intended to assess the ability of the students to conduct an individual research work and solve by themselves a scientific or technical problem.

2 Field of activity

To achieve the objectives mentioned above, the student must perform an internship within a company which activities highlight the skills of chemical engineer.

3 General scope

a Working conditions of the trainee within the company are subject to an agreement signed by the two parties before the internship begins.

b The trainee is immersed in the host company. His working conditions are as close as possible to those prevailing for the regular employees. Schedules, rules of occupational health and safety, as well as other duties of company personnel are normally applied.

c The trainee is paid by the company during the period of his internship.

d Issues related to an eventual granting of a visa and/or a working permit are settled by the student before his internship.

Art. 2 Responsible bodies

1 Internship Delegate

a The internship delegate is chosen among the Senior scientists of the Section teaching in the chemical and biochemical engineering field.

b The delegate validates internships offers based on descriptions received from the companies.

c If required, he advises students about the scientific aspects of the internship offers, as well as the internship coordinator (see point 2 below) during the postulation selection stage.

d At the end of the internship, he takes part at its evaluation and to the validation of the associated credits.

2 Internship Coordinator

a The internship coordinator of the School of Basic Sciences provides an interface between companies, students and Section's teachers.

b Before the internship, he gathers the offers from the companies and organizes their validation with the internship delegate. He
informs the students and gives them the necessary support with their postulations.

c During the internship, he maintains communication with the company and the trainee and ensures the internship goes as well as possible.

d At the end of the internship, he organizes its evaluation.

3 Internship Tutor

The internship tutor is responsible for running the internship in the host company. He is the Section's contact person within the company. He directs the student's work and participates in his evaluation at the end of the internship.

Art. 3 Choice of the company and the internship

1 Internship proposals

The Section offers internship proposals to the students in Chemical and Biochemical engineering master cycle gathered from companies in Switzerland and abroad and previously validated by the internship delegate.

2 Internship proposals by the student

a The student is allowed to directly solicit other internship offers with companies not included in the list proposed by the section.

b If the approach is successful, the student shall communicate his proposal to the internship coordinator with all necessary information for its validation.

3 Selection of a project

a The student chooses at least three projects among the proposed and validated offers. For each of them, he provides to the internship coordinator a cover letter and a resume. The content of the letter must be imperatively adapted to the companies' announcement.

b The coordinator transmits the applications to each internship tutor. The companies are free to accept or reject a student as trainee, or to choose him among several candidates.

c The Coordinator, after consultation with the Delegate, may make a preliminary selection of candidates if the profile of an internship requires special skills, or if the number of applications for a same project is too large.

4 Internship planning

The practical organization of the internship is discussed between the company and the selected student for a particular project. When an agreement is achieved by both parties, a convening is signed by the student, a representative of the company and by the Section. Each party receives an exemplary. In absence of a tripartite convening, the company's contract with the student is valid and must be transmitted to the Section.

Art. 4 The internship

1 Period and duration of the internship

a The internship takes place during the periods extending from February to September and from mid-July to mid-February. In special cases, the Section may authorize a student to perform his training during a different period.

b The duration of the internship is at least four consecutive months. It is based on the company and the projects requirements. It cannot be extended beyond six months and may not interfere with the next semester of study.

2 Supervision

During the internship, the student works under the supervision and guidance of the tutor or other person designated by him.

3 Issues and potential conflicts

a The student or the tutor should inform as soon as possible the coordinator if any problem or conflicts prevents the proper unwinding of the training.

b In case of working relationships issues (mobbing, harassment, activities unrelated to the objectives, trainee inadequate attitude,...) or if the trainee's work is judged
unsatisfactory by the tutor, the coordinator acts as a mediator and proposes a solution.

c The Delegate as well can be referred to in case of problems related to scientific or technical aspects.

Art. 5 Internship success

1 Internship report

a At the end of the training, the tutor sends a report to the Section for evaluation.

b The student as well submits to the Section a report on his progress, the quality of reception in the company, the experience gained and the means at his disposal.

c The company may require from the student's other deliverables during the internship (internal report, oral presentation, ...)

2 Internship evaluation

a Based on the two evaluation reports, the Delegate determines the internship success. An eventual failure must be confirmed by a jury composed by the Delegate and at least another Teacher of the field.

b The result of the evaluation is communicated the Registrar’s Office as “Success or Failure”. No score is awarded.

c In case of success, the 30 ECTS credits associated to the internship are granted to the student.

d If the requirements for the validation of the training are not met, particularly the minimal length, or if the trainee’s work is proved inadequate, the jury states a failure. It then suggests remedial measures to the Section.

3 Remediation

In case of failure, and depending on the reasons thereof, the Section may require the student’s completion of a new full internship from four to six months, a complementary internship of a shorter period length, or an another alternative work.

On behalf of the Section of Chemistry and Chemical Engineering,

Director, J.-E. Moser

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