Master's project at the section of chemistry and chemical engineering

INSTRUCTIONS SPRING 2018

1. Inscription

The student:
- chooses an advisor (professor or MER) linked to ISIC laboratories where he/she plans to complete the Master's project.
- presents himself to the advisor of his choice who will then give him a Master's project subject. The student then fills in the application form together with the advisor: http://sb.epfl.ch/op/edit/page-121149.html
- brings the inscription form to the Secrétariat SCGC (BCH 3312).
  Deadline: 24th November 2017
- fills in the official inscription on IS-Academia following the usual deadlines given by the SAC (Registrar's office). From end of May until two weeks after the beginning of the semester.

The advisor:
- chooses a subject in a domain accepted by the Section which allows to judge the student's aptitudes to execute a research work, to evaluate the collected results and to present the results in a report.
- fills in the application form with a project's title and its description.

2. During the master's project

The student:
- will work in the advisor's laboratories for 4/6 months. The student can ask for a key to have access to the laboratories.
- attends the seminars of the research's group in which he/she is involved.

The advisor:
- welcomes the student on the first day of the semester and gives his initial instructions.
- advises the student during the whole duration of the project.
- chooses one or several independent experts in agreement with the art. 30 of the Ordonnance sur le contrôle des études to evaluate the Master's project.
3. At the end of the Master's project

→ Confidential Master's project paper

The student:

- prepares the following Master's project paper copies:
  - 1 for the Section
  - 1 for the advisor
  - 1 for each expert
  - 1 personal copy
- brings these copies signed on the conclusions' page to the Secrétariat SCGC.

→ Non-confidential Master's project paper

The student:

- uploads an electronic version (pdf) of the Master's project paper on IS-Academia. The examining board and the Section will receive an email confirming the upload. This file is not in open access.
- prepares a poster of his/her Master's project and delivers it at the Secrétariat SCGC with the same deadline than for the paper.

The advisor:

- judges the work with the expert(s) taking the following into account:
  - quality of experimental work
  - quality of the project paper
  - quality of the public presentation
- chooses the date of the oral examination and informs the SAC about it.
- communicates the mark to the SAC: sac-etudes@epfl.ch.

Posters' exhibition:

- The poster exhibition takes place in October 2017 just before the Magistrale.
- The tree best posters are rewarded by the section.

Oral defense of Master's project

- Approx. 2 or 3 weeks later, the student defends her/his work during an oral examination organised by the internal (EPFL) member of the examining board.
- As soon as the grade is registered by the SAC and if the student has also completed the master cycle, he/she becomes an official graduate.
Master's project in industry/abroad

The student:

- has the possibility to conduct his/her Master's project outside EPFL.
- should find an advisor among the ISIC professors.

Master’s projects in other Swiss universities (like EPFZ) have a duration of 25 weeks.

The advisor (EPFL):

- is officially supervising the Master's project and will preside the examining board.
- verifies the level of the proposed subject by the partner and follows up the progress of the project.
- informs the partner about EPFL requirements and interferes with the partner in case of problem.