

## Internship Guidelines for MSc Earth Sciences Students

### Duration

To validate the internship, the duration of the internship must be equal to or greater than one month of 100% work. With the agreement of his master's thesis supervisor, the student can have this internship validated in the "Free choice courses" part up to 5 ECTS for an internship lasting 1 month at 100%, or 10 ECTS for an internship lasting 2 months at 100%. Exceptions are possible, under the agreement of the ELSTE committee.

For the student having started their Master program before September 2022, the duration is at least one month of 100% work. The internship can be validated for 6 ECTS.

### Designation of an internship supervisor at ELSTE

A supervisor of the internship at UNIL must be appointed, this is the supervisor of the student's Master Thesis. A contact person within the host organization must also be appointed, named the referent.

### Validation and evaluation of the internship

The internship is validated by the assessment of the ELSTE supervisor of the internship report written by the student. This report must certify and provide evidence of the student's activity during the internship. These may be reports or documents produced by the student during the internship. The referent completes an internship evaluation form according to the model provided by the ELSTE. This form specifies the duration and the main tasks carried out by the student as well as a short evaluation. The signature of the Master Thesis supervisor certifies its acceptance and validates the document. If successful, the rating "passed" will be mentioned on the transcript during the upcoming exam session.

### Procedure for carrying out an internship

1. The student discusses with his Master's Thesis supervisor on the opportunity to do an internship, as well as its aims and planning.
2. The student himself finds a host organization (company, state service, NGO, foundation, etc.) ready to host him and contacts it.
3. A first internship proposal is provided by the host organization.
4. A discussion takes place between the three parties: the student, the Master Thesis supervisor and the referent of the internship. This discussion is about the following points: the objectives of the internship; the type of tasks done by the student; responsibility and safety issues (insurance); the form of the evaluation: report, access to documents and activities of the student during his internship are clearly defined.
5. The internship agreement is signed and submitted to the ELSTE coordinator no later than two weeks before the start of the internship.
6. At the end of the internship, the student submits an internship report to the Master's Thesis supervisor.
7. The internship evaluation form is completed by the referent and signed by the Master Thesis supervisor, by doing this, the document is attested.
8. The form is sent to the ELSTE coordinator within the time limits for the submission of marks, established for each examination session.
9. An internship (work) certificate is produced by the host institution to the attention of the student