

Internship regulations for students of the Master in Environmental Sciences

Professional internship

In accordance with article 18 of the MSc in Environmental Sciences regulations, students can carry out a professional internship in a private company, a public administration, a consulting firm, an association, a non-profit organization, government or research institute. Under no circumstances can the internship be carried out within UNIL. A UNIL member can be a minority collaborator in the internship project but cannot be the main host.

Project

The student proposes to his/her supervisor of the Master's thesis a project for his/her experience in a company or administration. If the supervisor supports the project, it is submitted to the Scientific Committee for approval

Validation

An agreement is established between the student, the thesis supervisor and the internship manager in the company / administration, regulating in particular the terms of the hiring process, remuneration and objectives of the experience in company or administration, as well as the number of ECTS credits awarded. The number of credits awarded to the internship is calculated on the basis of 1.2 ECTS per full-time work week (42 hours), within the limit of 20 ECTS for internships exceeding 17 weeks. The number of credits includes the writing of the report and, if required, the preparation of the oral defence.

The internship and the corresponding ECTS credits are validated by the thesis supervisor on the basis of:

- A report written by the student, accompanied by an activity certificate, an established by the host organization and the documents produced by the student.
- For an internship of 10 ECTS and over, an oral presentation is required.

The documents relating to the report, the defence and the internship evaluation can be found on the dedicated page of the Master's website.

The Master's Thesis

The supervisor of the Master's thesis must ensure that the subject of the internship is distinct from the thesis work. The student clarifies with his/her master's thesis supervisor and the project manager in the company, the methods of carrying out the thesis and its articulation with the internship report.

SEMP internship program in Europe

Internships abroad in the EU may give rise to mobility grants. These internships must meet with UNIL requirements:

<https://www.unil.ch/perspectives/home/menuinst/offres-de-stageemploi/trouver-un-stage/stages-a-letranger.html>

Procedure for carrying out a professional internship

1. Find an internship project (paid or unpaid) at least 6 months before the planned start (as in the case of mobility).
2. Complete the Internship agreement form in collaboration with the supervisor of the Master's thesis and the internship manager within the host structure. These specifications must be precise enough to allow the scientific committee to assess the eligibility of the internship.
3. Submit the completed and signed form to the Master's secretariat without delay.
4. The request will be examined and approved by the scientific committee which will render its decision as soon as possible.
5. At the end of the internship, write a final report. For internships credited with 10 ECTS credits or more, an oral presentation is also required.
6. Submit the activity certificate and the assessment form established by the host organization and the final report to the master's secretariat.

Lausanne, May 2021

The Scientific Committee of the Master in Environmental Sciences