

MSc MTEC Internship Guidelines

MTEC Internship Platform: mtec.sp.ethz.ch/internships

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1. Introduction

Knowledge and experience acquired by students through their own practical work and by observing others supplements their studies at ETH and prepares them for their subsequent professional careers. Therefore, the MSc programme in Management, Technology, and Economics includes a compulsory ten-week internship (minimum period). This compulsory internship earns 6 credit points.

2. Aims of the internship

The internship is intended to fulfil the following study aims. The student:

- understands the company or the organisation as a socio-technical system embedded in its own particular surroundings – as seen with his or her own eyes and on the basis of specific examples;
- is acquainted with the key operational functions of the organisation, and with how these interact;
- supplements knowledge gained at ETH with practical experience, and has the opportunity to apply his or her knowledge in the working world;
- experiences the attitudes and mentality of employees in different fields and at different organisational levels;
- gains insight into the wide variety of challenges that exist in the industrial and socio-economic world.

3. Basic principles governing internships

- 3.1 Internships are to be done in a company or an organisation (a government or international organisation) following consultation with the student's tutor or the Study Office. Internships in small companies (fewer than 30 employees) will only be considered on request. In this case the student's tutor must provide a specific reason for supporting the internship and the Director of Studies must approve the request.
Internships for pure software development activities or at colleges or universities will not be approved. Exception: KOF Swiss Economic Institute – Professor Jan-Egbert Sturm.
- 3.2 The internship lasts at least ten weeks. These ten weeks do not need to be continuous.
- 3.3 An internship completed during Bachelor's studies will only be eligible for credit if it took place after the 4th semester of the Bachelor's programme. In this case a written application for recognition must be submitted to the Study Office during the first semester of MSc MTEC studies.
- 3.4 During an internship, students are assigned specific tasks within projects or departments. See 4.2.
- 3.5 During an internship, students are integrated in project groups or work teams.
- 3.6 Students receive competent specialist supervision within their internship company or organisation.
- 3.7 Exceptions to points 3.1, 3.2 and 3.3 may be approved by the Director of Studies upon submission of a substantiated written request with the support of the student's tutor.

4. Completing the internship

- 4.1 Arrangement of internships: The MTEC Internship Platform (login required) provides orientation for identifying suitable internship opportunities and contacts. Students are however responsible for seeking out their own internship company or organisation.
Students contact companies or organisations that interest them and discuss specific deployment options.
The MSc MTEC Study Office is available to advise students and companies or organisations on internship-related issues.
- 4.2 Internship Plan: Once students and their supervisors at the internship company or organisation have agreed on the objectives of the internship, they draw up an internship plan, which includes the following points: description, in keywords, of motivation, objectives and areas of the internship (project groups, work teams, departments)
- description of the student's assignments
 - schedule for completion of assignments during the course of the internship
 - person(s) supervising the student
 - The internship plan must be submitted online via the MTEC Internship Platform. It must be approved by the Study Office before the start of the internship.
- 4.3 Supervision during the internship: Students are to be supervised by specialist supervisors in the internship company or organisation. The Study Office is available should problems or questions arise.
- 4.4 Internship report: At the end of their internship, students are to compile an internship report approximately two pages in length. This report summarises the results achieved and experience acquired during the course of the internship. The report should also contain a brief assessment of the internship tasks. The report must be submitted online through the MTEC Internship Platform.
- 4.5 Confirmation of the internship: Students receive a certificate from the internship company or organisation to confirm that they have completed their internship. A digital copy of this certificate is submitted online with the report.
- 4.6 Recognition of the internship: The Study Office will decide on the recognition of the internship. In exceptional cases the Director of Studies will make the decision. The completion of an internship is a prerequisite for starting work on the Master's thesis. The following documents must be submitted on the platform as the basis for recognition of the internship:
- approved internship plan (see 4.2)
 - copy of the internship certificate
 - internship report
- 4.7 Internship wages: The internship wages are to be agreed on by the student and the internship organisation. A performance-related component is recommended. Wages are also expected to cover travel and board/lodging expenses.
- 4.8 Accident insurance and health insurance: Students are insured against occupational and non-occupational accidents by the internship organisation for the duration of the internship. Students are responsible for their own health insurance.

5. Internships abroad

Internships abroad are governed by essentially the same guidelines. Students are encouraged to find internships abroad on their own initiative and arrange these with the Study Office. Support is also provided by other organisations at ETH such as the International Association for the Exchange of Students for Technical Experience (IAESTE).

6. Additional internships of the student's choice

In addition to the compulsory ten-week internship, we recommend that students complete additional internships of their own choice.