Department of Biosystems Science and Engineering
Internship Regulations 2017 for the Industry Internship

in the Master’s degree programmes
– Biotechnology
– Computational Biology and Bioinformatics

Version: 19 September 2017

Art. 1 Subject and scope

1 These Internship Regulations stipulate the requirements for acquiring credits via the industry internship of the Master’s degree programmes in Biotechnology and Computational Biology and Bioinformatics of the ETH Zurich Department of Biosystems Science and Engineering (D-BSSE).

2 In the Master’s degree programme in Biotechnology the industry internship belongs to the category “Research Project and Industry Internship”.

3 In the Master's degree programme in Computational Biology and Bioinformatics the industry internship belongs to the category “Applications”.

Art. 2 Goal of the industry internship

During the industry internship the students – as future biotechnologists, bioinformaticians or computational biologists (Master of Science ETH) – gain a broad view of the various levels of performance generation in industry. The goal is to further their understanding of economic solutions to biotechnical or bioinformatics problems which take into account the special characteristics of biological systems, quality assurance regulations, security and other relevant parameters. In the framework of an appropriate, demanding task students learn to see their respective fields from an economic and social perspective and experience the manifold conditions and factors which influence working life.

1 Pursuant to the decision of the D-BSSE Department Conference of 19.09.2017, based upon the pertaining articles in the programme regulations of the two degree programmes. Approved by the Rector on 04.10.2017.
**Art. 3**  Internship procedure

1 The industry internship is generally undertaken in a medical, bioinformatics, biotechnical and/or pharmaceutical firm (internship provider) in Switzerland or abroad (this includes hospitals). In well-grounded cases the Director of Studies may, on request, approve other internship providers.

2 Students seek out their own internship providers. They may refer to the mentor, the department study programme coordinator or further persons/organisations for advice and help.

**Art. 4**  Duration, timing

1 The industry internship in the Master’s degree programme in Biotechnology lasts at least 12 weeks. With the agreement of the internship provider the internship may be interrupted once, but as far as possible it should be completed in one stretch.

2 The industry internship in the Master’s degree programme in Computational Biology and Bioinformatics lasts at least 8 weeks. It must be completed in one stretch.

3 If a student breaks off an internship to change firms, the time spent on the first internship is not recognised.

4 In the Master’s degree programme in Biotechnology the industry internship may also be completed before the student begins Master’s degree studies.

5 The industry internship must be completed before the student begins the Master’s thesis (prerequisite for admission to begin the Master’s thesis).

**Art. 5**  Components of the industry internship

The industry internship involves the following:

a. **Sojourn in the firm:** Work in an industrial firm for at least an 8- or 12-week period. The work schedule is stipulated by the internship provider.

b. **Activity report:** Students must compile a comprehensive report (10 pages) which, while respecting any points of industrial confidentiality, provides details regarding the internship provider (e.g. industrial sector, size, products, organisation, competitive environment); the units where the student spent time; the tasks set; the work completed; and the knowledge and skills acquired thereby. The report must be signed by an authorised person from the internship provider.

c. **Confirmation of internship** from the internship provider.
Art. 6  Content of the industry internship

During the internship students deploy their diverse knowledge and skills (e.g. practical and theoretical skills in the areas of biotechnology, bioinformatics and computational biology in the broad sense) in their workday and in doing so become familiar with the potential and limits of implementation in practice. Pure marketing or purchasing internships are not recognised. Examples of internship activities might be (selection):

- Strain or assay development
- Other areas of company research and developmentg
- Design of biotechnical machines and apparatus
- Collaboration in production processes (up- and downstream)
- Development of GMP-compliant processes
- Ecological investigation of products and processes
- Statistical evaluation of biological and medical data
- Implementation of a bioinformatics pipeline for processing biological data
- Modelling of biological processes

Art. 7  Requirements for the internship provider and for the student

1 The internship provider integrates the student into its day-to-day operations and organises competent supervision. The tasks assigned to the student during the internship must lie in an area of the biotechnical, bioinformatic, medical and/or pharmaceutical industries in the broad sense, and must be oriented towards practice and problem-solving. At the end of the internship the internship provider issues an internship confirmation which, among other things, lists the individual skills learned.

2 Students learn and acquire the disciplinary skills required of them. After completing the industry internship they submit an activity report (see Art. 5 (b)) and the internship confirmation issued by the internship provider (see Art. 5 (c)) to the D-BSSE study programme coordinator.

3 During the internship students are subject to the company regulations of the internship provider and any special provisions for interns. If performance is insufficient, after issuing a warning the internship provider may dismiss students early or break off the internship.

Art. 8  Recognition, allocation of credits

1 After the internship confirmation and the activity report have been submitted, the Director of Studies decides whether the industry internship, conducted either in Switzerland or abroad, will be recognised and therefore whether credits will be issued for it or not.
2 In the Master’s degree programme in Biotechnology, a completed, relevant vocational diploma or a recognised internship from a university of applied sciences is also recognised as an industry internship.

3 A failed industry internship may be repeated once.

Art. 9 Special cases

The Director of Studies rules on cases which are not or are not sufficiently addressed by these Internship Regulations or other relevant ordinances or directives.

Art. 10 Entry into force

These Internship Regulations enter into force at the beginning of Autumn Semester 2017.