

巴黎卓越工程师学院工程师实习管理办法 (2025)

注重实践与实习是法国工程师培养的主要特色之一，巴黎卓越工程师学院工程师培养过程中包含 3 个阶段的实习：认知实习、研究实习与工程师实习。三个实习循序渐进、相辅相成。其中，硕士培养方案中要求完成的 24 周工程师实习，于 2.5 年硕士培养的最后一年进行，作为工程师培养的尾声。工程师实习进行学分制管理，计入硕士培养方案要求的总学分。

工程师实习旨在让学生以一名工程师的身份，结合未来职业规划，参与到企业项目中。通过实习，学生可运用所掌握的所有专业知识与技能，包括专业交流能力与社交能力，与不同背景的专业人士一起工作，体验工程师职业生涯起步所需的各种工作要求，确定自己未来的职业定位，并为复杂的企业项目做出一定的贡献。

为实现实习目标，保证学生有序且高质量地完成实习，特制

定本管理办法。

一、工程师实习概述

工程师实习要求在企业或类似机构全职完成，实习时间原则上不少于 24 周，通常自硕士第二学年第一学期结束，学生完成在校的课程类学习后开始。学生的实习申请须经导师及学院审核同意后，方可进行。

计划继续攻读博士学位者，经学生本人申请，学院审核批准，可与硕士论文相结合，在专业实验室内完成实习，但在硕士培养期间，在企业实习时间累计不少于 14 周。申请人需提交“攻读博士意向书”，同时提供实习相关的实习协议、实习报告及企业评估表。

对于中断学业申请休学在中国、法国或其他国家企业内进行全职实习的情况，如要认定为 24 周的工程师实习，学生应在申请休学时提出，经学院审核批准后，方可认定为工程师实习。实习结束后，须一并提交实习协议、实习报告与企业评估表，并参加实习答辩。

申请到海外开展工程师实习的学生，除导师及学院审核同意外，还应按照上海交通大学的要求办理《上海交通大学因公出国（境）审批》手续、出国（境）超过 3 个月（含）的学生还需办理研究生休学手续后，方可离校。学生自行负责签证申请与实习

期间的安全问题。

二、实习岗位与领域要求

学院将为学生提供部分校企合作企业的实习岗位，同时学生也可根据自身兴趣与职业规划自行寻找实习机会。

实习岗位须具备一定的技术性，可以但不局限于以下领域：

- 1) 技术或产品开发；
- 2) 工程或项目设计；
- 3) 工程或项目管理；
- 4) 应用研究类；
- 5) 工艺流程；
- 6) 市场以及服务类；
- 7) 金融与管理类；
- 8) 软件开发类；
- 9) 其他技术相关领域。

三、实习申请流程

实习开始前，学生应提前发起实习申请，经学院审核批准后，再与企业签订实习协议。学生应按照签署的实习协议开展实习，原则上实习期间应有保险，保险期限覆盖实习期限。如须更改实习时间、地点或职位等，应在三个工作日前通知学院备案。申请流程以当年通知为准。

四、实习导师

学生需要至少两名导师来指导实习，一名上海交通大学校内导师以及一名实习企业的专家。

五、实习过程管理

在实习过程中，学生应与校内导师保持联系，定期向校内导师汇报实习情况。在实习中期，学生应按要求向学院提交中期检查材料。

六、实习考核标准

实习结束，学院将统一组织实习答辩，评估实习成果。考核结果为“通过”或“不通过”。考核内容主要包含三部分：企业导师评价、实习报告撰写质量以及实习答辩表现。

1、企业导师评价

评价内容包含有：实习纪律（出勤、安全意识等）、工作态度（认真努力，责任心等）、专业精神（自我管理能力、沟通能力、团队合作精神等）、专业能力（知识掌握、应用和实践技能、适应能力和快速学习能力等）以及加分项（领导力、创新能力等），具体见企业评估表。

2、实习报告

答辩前学生必须按时提交实习报告。正文一般包含以下几部分内容：

- 1) 相关领域与行业的发展现状;
- 2) 工作职责及要解决的主要问题;
- 3) 采取的主要解决方案与取得的结果;
- 4) 对实习企业的主要贡献;
- 5) 实习体会与收获。

实习报告撰写具体要求如下:

- 1) 需用英文撰写、小四号字体、A4 大小纸张,须提供至少 2 页中文大摘要。
- 2) 报告正文不少于 25 页,封面、摘要、参考文献和附录不包括在内。具体要求请参考学院实习报告模板。
- 3) 图片(表格、流程图和图表除外)所占比重不可超过正文全部的 20%,且必须与正文相关,图片下附简要说明。

3、实习答辩

学生完成实习主体内容后,可申请参加实习答辩。实习答辩由学院在每年 11 月统一组织,如因特殊客观情况无法参加统一答辩的学生,经学生申请学院审核同意后,须在硕士学位申请前完成实习答辩。原则上学生答辩时应已完成实习内容的主体部分。学生应按时提交实习报告、企业签章版的企业评估表,否则无答辩资格。答辩组至少由三名评委组成,学院将邀请本院教师、校内合作单位教师、企业专家、法国合作院校来访教师等担任评委。

七、其它

实习申请人应充分评估因各种原因导致学习年限延长的情况，充分考虑实习安排与学习年限的适配问题，因个人实习安排与学校相关规定不适配导致的相应后果由本人承担。

本办法自 2025 级研究生起开始执行，解释权归属巴黎卓越工程师学院。

上海交通大学巴黎卓越工程师学院

2025 年 9 月

SPEIT Rules and Requirements of Engineer Internship

One of the hallmarks of French engineering education emphasizes on practice and internships. The curriculum of SJTU Paris Elite Institute of Technology comprises three progressive and mutually reinforcing internship phases: an operational internship, a research internship and a final engineer internship. The engineer internship, which lasts no less than 24 weeks, is scheduled in the last year of the 2.5-year master's program. It is credit-bearing and counts toward the total credits required for the master's degree.

The engineer internship is designed to immerse students, acting as junior engineers, in real industrial projects that align with their career plans. During the internship, students apply the full range of knowledge and skills acquired during their studies, including technical expertise, professional communication, interpersonal abilities, while collaborating with professionals from diverse backgrounds. Through this experience, they gain first-hand insight

into the demands of launching an engineering career, clarify their professional goals, and make meaningful contributions to complex corporate projects.

To ensure that these objectives are met and that every student completes the internship in an orderly and high-quality manner, the following rules and requirements are hereby established

I. Overview of the Engineer Internship

The engineer internship must be completed full-time in a company or equivalent organization and, in principle, lasts no less than 24 weeks. It usually begins at the end of the first semester of the second year of master cycle, while all the courses are completed. The application must first be approved by the student's academic supervisor and by the institute.

Students who intend to pursue a PhD may, upon personal request and with the Institute's approval, combine the internship with their master's thesis in an academic laboratory. In this case, the student must still accumulate a minimum of 14 weeks of internship in industry during the master's program. The student must submit a "PhD Intention Form" together with the internship agreement, internship report and company evaluation form.

If a student interrupts his/her studies to take a full-time leave of absence for an internship in a company located in China, France or any other country, the experience can only be recognized as the 24-week engineer internship if the student applies for the leave with this intention and obtains prior approval. After the internship, the student must submit the internship agreement, internship report and company evaluation form and attend the internship defense.

Students wishing to carry out their engineer internship overseas must, in addition to obtaining approval from their supervisor and the institute, complete Shanghai Jiao Tong University's "Approval Procedure for University-Sponsored Travel Abroad". Students who will be abroad for three months or more must also apply for a leave of absence before leaving campus. Visa applications and personal safety during the internship are the student's sole responsibility.

II. Position and Field Requirements

The institute will publish a list of internship positions offered by partner companies; students may also search for positions on their own according to their interests and career plans. The internship must be technical in nature and may fall into, but is not limited to, the following areas:

1. Technology or product development
2. Engineering or project design
3. Engineering or project management
4. Applied research
5. Process engineering
6. Marketing and services
7. Finance and management
8. Software development
9. Other technology-related fields

III. Application Procedure

Students must initiate the internship application in advance. The internship must be carried out in accordance with the signed agreement, and the student must be covered by insurance for the entire duration of the internship. Any change of dates, location or position must be reported to the Institute at least three working days in advance.

IV. Internship Supervisors

Each student must be supervised by at least two persons: one academic supervisor from Shanghai Jiao Tong University and one professional supervisor from the host company.

V. On-going Management

During the internship, the student must maintain regular contact with the academic supervisor and submit progress reports as required. A mid-term check must be submitted to the Institute as required.

VI. Assessment

After the internship, students need to participate in the defense organized by SPEIT. The result will be “Pass” or “Fail”. The assessment is based on three components: evaluation by the company supervisor, quality of the internship report and defense performance.

1. Company Supervisor Evaluation, which includes: discipline, work attitude, professionalism, technical competence, bonus items, details are provided in the Company Evaluation Form.

2. Internship Report, which must be submitted before the organization of defense. The main content should be:

- 1) Current status of the relevant sector and industry
- 2) Duties and main problems to be solved
- 3) Key solutions adopted and results achieved
- 4) Main contributions to the host company
- 5) Reflections and takeaways from the internship

Formatting requirements as follow:

1) Written in English, font size 12 pt, A4 paper, accompanied by a Chinese summary of two pages.

2) Main text more than 25 pages (cover page, abstract, references and appendices excluded). Follow the Institute's template.

3) Illustrations (excluding tables, flowcharts and graphs) may not exceed 20 % of the main text and must be relevant; each must carry a brief caption.

3. Defense, after completing the core internship tasks, the student may apply for the defense, which will probably be held in November. Students who cannot attend the scheduled defense for objective reasons must, upon approval, complete the defense before applying for the master's degree. Students who fail to submit the internship report and the company-stamped evaluation form on time will not be allowed to defend. The defense jury members consist of at least three members from Institute faculty, partner university teachers, company experts or visiting professors from French partner institutions.

VII. Miscellaneous

Applicants should fully evaluate the risk of study-extension caused by

various factors and ensure that internship arrangements are compatible with the prescribed length of study. Any consequences arising from a mismatch between personal arrangements and University regulations are the student's sole responsibility.

These regulations take effect from the 2025 master students and are interpreted by SJTU Paris Elite Institute of Technology.