

Procedures for Thesis in a company

External Relations
Building Campus CBL. Ground floor
Telf. 935 523 566
eetac.practiques.empresa@upc.edu



UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Escola d'Enginyeria de Telecomunicació
i Aeroespacial de Castelldefels

End of Studies Project in a Company (TFE)

In-company TFEs must follow the steps established in the usual procedure of any other TFE in the School.

In addition, **an agreement must be signed for the traineeship in the TFE modality** for the purpose of an academic enrolment and subsequent defence of the thesis in front of a court at the School.

People involved

Apart from the student, it will be necessary:

- A **TFE supervisor** – will be the person **from the company** who directs the TFE
- A **TFE director** – **professor from the EETAC** who will be in charge of the academic review of TFE
- A **tutor of the traineeship**– **EETAC professor** (by default, it will be the student's academic tutor)

Formalities

Procedures prior to enrolment of the TFE

Before enrolling the TFE, it is necessary to also complete the two following steps, which correspond to the management of the traineeship agreement and of the TFE proposal.

STEP 1 – MANAGEMENT OF THE TRAINEESHIP AGREEMENT

The TFE procedures in the company begin with the publication of an offer by the company in the SIA agreement management application. This offer can be open, therefore a candidate selection process will follow, or it can be directed to a specific student, with the direct creation of the work plan. Internship agreements in external companies associated with the TFE must include a specific number of hours that can be FOUND in this table: <https://eetac.upc.edu/en/study/internships>.

The company can find all the information about how to manage the agreement in the [web EETAC/companies](#). Once created by the company, the work plan will be validated by the tutor of the traineeship, the responsible deputy director and the student. As a result of this, both the TFE director and the tutor of the traineeship will be identified, and **the agreement will be generated** for its signature by the three parties involved: the company, the school and the student.

STEP 2 – MANAGEMENT OF THE TFE PROPOSAL

The student must choose a **director of the TFE (EETAC professor)** and send him the following information agreed with the company, so that he/she can enter it in the [management application of the TFE of the SIA](#)

- The title and content of the TFE
- Name and surname of the supervisor of the TFE (person of the company who must be entered as "External Supervisor"), his/her NIF, the name of the Institution/Company and his/her degree.

Previously, it is important to review the information in <https://eetac.upc.edu/ca/serveis-i-tramits/treball-fi-de-grau-i-master/tfg-tfm-english>

Once the two previous steps have been completed, the External Relations staff will modify the status of the TFE assigned to the student to “assigned and accepted”. **From this moment on, the student will be able to enrol the TFE.** As there are many parties involved, this whole procedure may take some time and you should start the process on time.

Procedures after the enrolment of the TFE

From this moment on, the general procedures of any EETAC Thesis are followed. You can find them in: <https://eetac.upc.edu/ca/serveis-i-tramits/treball-fi-de-grau-i-master/tfg-tfm-english>

This table summarizes the mentioned procedures:

	COMPANY	STUDENT	TRAINEESHIP TUTOR (EETAC professor)	TFE DIRECTOR (EETAC professor)
TIMELINE	IDENTIFY THE TFE PROPOSAL: Title, tasks to be carried out, TFE director, schedule in the company, time period and where, compensation, etc.			
		SEARCH PROFESSOR WHO PUBLISHES THE TFE (TFE director)		
	PREPARES THE WORK PLAN OF THE TRAINEESHIP AGREEMENT FOR TFE			CREATES THE TFE OFFER
	VALIDATION OF THE WORK PLAN AND CREATION OF THE AGREEMENT	VALIDATION OF THE WORK PLAN	VALIDATION OF THE WORK PLAN	ASSIGNMENT OF THE TFE TO THE STUDENT
	SIGNING OF THE AGREEMENT BY THE THREE PARTIES INVOLVED			
		ENROLLMENT IN PRISMA		
	CARRYING OUT THE WORK IN THE COMPANY + DRAFTING THE TFE REPORT			
	EVALUATION OF THE TRAINEESHIP AGREEMENT	EVALUATION OF THE TRAINEESHIP AGREEMENT	EVALUATION OF THE TRAINEESHIP AGREEMENT	SUPERVISES THE TFE REPORT
		UPLOADS THE TFE REPORT + DEFENCE OF THE TFE IN FRONT OF A COURT		MANAGES THE COURT FOR THE DEFENCE AND EVALUATES THE TFE

IMPORTANT:

Students with a **contract as employees in the company** - not a traineeship agreement - will not need to sign a further agreement. They must send us an [email](#) and we will provide them with the documentation.

TFEs that take place inside the UPC but outside the EETAC do not need to sign an agreement.

Finally, there are TFE in companies that, even if carried out outside the EETAC, do not imply frequent assistance to the organization or institution. It will also be necessary to inform eetac.practiques.empresa@upc.edu to deliver the specific document.