

Procedures for in-company theses

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Final theses in a company

In-company final theses follow the same procedure as other final theses produced at the School.

In addition, **an external academic placement agreement of the final thesis type must be signed** for the purpose of enrolling and later defending the thesis before an examination committee at the School.

People involved

In addition to the student, the following people are involved:

- An **external supervisor at the company** who supervises work on the thesis.
- A **thesis supervisor: the EETAC professor** who is in charge of reviewing work on the thesis academically.
- A **tutor for the agreement: generally, the EETAC professor** who is the student's academic tutor.

Procedures

Procedures prior to final thesis enrolment

Before enrolling for the thesis, the following two steps, which are related to managing the agreement and the thesis proposal, must also be taken.

STEP 1 – MANAGEMENT OF THE AGREEMENT

Thesis procedures at the company begin with the company **publishing an offer** in the SIA's agreement management application. The offer may be open, in which case it will be followed by a candidate selection process, or addressed to a specific student, which will involve designing a work plan. External placement agreements involving a thesis must specify the number of hours for the placement, in accordance with this table: [https://eetac.upc.edu/en/study/internships/Internship related with the Final Thesis](https://eetac.upc.edu/en/study/internships/Internship%20related%20with%20the%20Final%20Thesis).

Companies can find all the information on how to arrange an agreement on the [EETAC/companies website](#). Once it has been created by the company, the work plan is validated by the tutor for the agreement, the relevant assistant director and the student. This procedure identifies both the thesis supervisor and the tutor for the agreement, and **the agreement is then generated** for it to be signed by the three parties involved: the company, the School and the student.

STEP 2 – MANAGEMENT OF THE THESIS PROPOSAL

The student must choose a **thesis supervisor (an EETAC professor)** and send them the following information agreed with the company, so that they can enter it in the [SIA's thesis management application](#).

- Title and content of the final thesis
- Full name of the external supervisor at the company (the person at the company who must be entered as the "external supervisor"), their NIF, the name of the institution/company and their degree.


Before you do, please check the information in <https://eetac.upc.edu/ca/serveis-i-tramits/treball-fi-de-grau-i-master/tfg-tfm-english>.

Once the previous two steps have been taken, the External Relations staff changes the status of the thesis assigned to the student to “assigned and accepted”. **From this moment on, you can enrol for the thesis.** Because many parties are involved, the entire process may take a while, so you should start it in good time.

Procedures after final thesis enrolment

From this moment on, follow the general procedure for EETAC theses, as described in <https://eetac.upc.edu/ca/serveis-i-tramits/treball-fi-de-grau-i-master/tfg-tfm-english>.

The table below summarises the aforementioned procedures.

	COMPANY	STUDENT	AGREEMENT TUTOR (EETAC professor)	THESIS SUPERVISOR (EETAC professor)
 TIMELINE	COMPANY AND STUDENT ESTABLISH THESIS PROPOSAL: title, work to be carried out, thesis supervisor, company office hours, period and place, remuneration, etc.			
		CHOOSES THESIS SUPERVISOR		
	PREPARES WORK PLAN FOR PLACEMENT AGREEMENT			CREATES THESIS OFFER
	VALIDATES WORK PLAN AND PREPARES AGREEMENT	VALIDATES WORK PLAN	VALIDATES WORK PLAN	ASSIGNS THESIS TO STUDENT
	THREE PARTIES INVOLVED SIGN THE AGREEMENT			
		ENROLS FOR THESIS IN PRISMA		
		PERFORM WORK AT THE COMPANY + WRITE THESIS		SUPERVISES THESIS
	EVALUATES PLACEMENT AGREEMENT	EVALUATES PLACEMENT AGREEMENT	EVALUATES PLACEMENT AGREEMENT	
		UPLOADS THESIS + DEFENDS THESIS BEFORE EXAMINATION COMMITTEE		MANAGES THESIS EXAMINATION COMMITTEE

N.B.:

Students who have an **employment contract with the company** - not a placement agreement - do not need to sign a further agreement. They must send us an [e-mail](#), and we will provide them with the necessary documents.

For final theses that take place at the UPC but outside the EETAC, an agreement does not need to be signed.

Certain final theses in companies, even though they are carried out outside the EETAC, do not involve attending the organisation or institution regularly. If this is your case, you must write to eetac.practiques.empresa@upc.edu so that we can send to you the specific document.