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 related with the Final Thesis).

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](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](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 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 | 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 | MANAGES THESIS EXAMINATION COMMITTEE | UPLODES THESIS + DEFENDS THESIS BEFORE EXAMINATION COMMITTEE | MANAGES THESIS EXAMINATION COMMITTEE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| COMPANY | STUDENT | AGREEMENT TUTOR (EETAC professor) | THESIS SUPERVISOR (EETAC professor) | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**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.