

REGULATIONS FOR IN-COMPANY INTERNSHIPS FOR UPM DOCTORAL STUDENTS

(Approved by the Doctoral Committee on 6 June 2018; revised on 17 July 2019)

Royal Decree 592/2014, of 11 July, regulates external academic internships for university students. However, unlike in the case of bachelor's and master's programmes, in which students can obtain credits for internships in companies following a regulated procedure, the training of doctoral students does not generally require these activities and there are no credits with which to recognise them.

However, companies can benefit and add value to the training of research staff by means of different actions through collaboration agreements with doctoral students. This includes

- a) **Internships in companies**, for doctoral students who do not have other contracts, if the activity to be carried out is research and is directly related to the thesis, by means of an Educational Cooperation Agreement managed by the Internships Office of the Centre responsible for the Doctoral Programme;
- b) **Industrial doctorates**, managed by the Vice-Rectorate for Research, Innovation and Doctoral Studies, following the regulations approved by the Consejo de Gobierno of the UPM; or
- c) training collaborations with the University over a long period of time, such as an **Agreement of University- Company Chair/Classroom**, whose in-company internships are managed by the COIE.

This document describes the internships listed in section a), according to the following conditions:

1. Internships shall be applied for from the Vice-Rectorate for Research, Innovation and Doctoral Studies, for the attention of the International Doctoral School, by means of the Annex at the end of this document.
2. When the Vice-Rector's Office authorises the internship, an Educational Cooperation Agreement will be signed which, given the extracurricular nature of this type of internship, will be managed through the UPM COIE. The Agreement shall state that the external internships are of a training nature, are directly related to the thesis and are in line with the student's training and skills, and their content may not replace the work involved in a particular job.
3. The internship will be paid, the doctoral student will be included in the General Social Security System, and will have national or international mobility insurance, depending on

the case, with all expenses being covered by the collaborating company.

4. The internships agreement must state the duration of the internships, the hours to be worked and the link with the thesis, as stated in the application. Given that the work required for the internships is directly related to the research activity being carried out, its completion will not imply any delay to the thesis submission date.
5. The calendar and timetable for the internship shall be established in accordance with the characteristics and availability of the collaborating entity, and shall be compatible with the academic, training, representation and participation activities carried out by the student at the university.
6. The agreement shall establish that the distribution of ownership of the results derived from the thesis work that may be protected by patents, software registrations or other intellectual and industrial property rights shall be determined according to the nature of the work, the percentage of funding of the doctoral student by the company and the university, the contracts previously signed and the participation of researchers from both parties in the results.
7. It will not be possible to sign an agreement as described above or to carry out an internship in a company if the activity that the doctoral student wishes to carry out is not directly related to the thesis. In that case, the university will be completely excluded from any relationship between the company and the doctoral student. However, the doctoral student must comply with the provisions of Royal Decree 99/2011, of 28 January, regarding his/her obligations relating to the doctoral thesis, and have the written authorisation of the tutor/supervisor and the Doctoral Programme Academic Commission (CAPD) to ensure that the thesis is not harmed by such activity.

MANAGEMENT PROCEDURE FOR INTERNSHIPS FOR UPM DOCTORAL STUDENTS

- The doctoral student must complete the "UPM doctoral student internship application" (at the end of this document).
- The tutor/supervisor of the thesis must authorise the internship, by signing the above application form, indicating the relationship and suitability of the internship with the doctoral thesis.
- The Doctoral Programme Academic Commission (CAPD) will approve the internship by means of the coordinator's signature on the document indicated above.
- The application, duly completed and signed, must be sent via the Registry for the attention of the International Doctoral School (EID).
- Once the EID has checked that the documentation provided is correct, it will send the approved application to the COIE (coie.practicas@upm.es).
- The company where the student is going to carry out the internship linked to the doctoral thesis will create the internship, with extracurricular character, in the UPM internship platform, marking in the system that the internship is addressed to the International Doctoral School (regardless of the Doctoral Programme to which the student belongs).
- Once the COIE has received the approval of the internship from the EID, the internship generated on the platform will be validated, implementing the standard procedure for the generation and signing of annexes for extracurricular internships.
- The doctoral student must be up to date with the payment of academic fees and take out National or International Mobility insurance, depending on whether or not the internship is undertaken in Spain.
- The internship annex must be in accordance with the provisions of the UPM Internship Regulations for Doctoral Students.

ANNEX: APPLICATION FOR IN-COMPANY INTERNSHIP FOR DOCTORAL STUDENTS

DOCTORAL STUDENT'S DETAILS

DOCTORAL STUDENT _____ DNI/NIE/ PASSPORT: _____
EMAIL _____

UPM-RELATED INFORMATION

DOCTORAL PROGRAMME _____
THESIS TUTOR OR SUPERVISOR (1) _____

COMPANY-RELATED INFORMATION

COMPANY NAME _____
COMPANY MANAGER (PROFESSIONAL TUTOR) _____
PAY (2) _____ HOURS TO BE WORKED (3) _____
START AND END DATES _____

PLACE	WHERE	INTERNSHIP	WILL	BE	UNDERTAKEN

JUSTIFICATION OF THE INTERNSHIP ACTIVITY IN RELATION TO THE DOCTORAL THESIS

Doctoral student

Tutor or Supervisor

CAPD Coordinator

Signed: _____ Signed: _____ Signed: _____

1. Where different, one signature is sufficient, and the signatory should inform the other supervisor
2. Minimum pay is €150 per each 20 hours worked
3. The maximum hours permitted are 20 hours/week

For the attention of the International Doctoral School