# Creating a programme position

Creating a position is a prerequisite for taking part in the programme. By creating a position, you ought to figure out and phrase whom you want to join you and what they would be doing. The positions created by the participating partners will be made public from April. The students apply according to the publicized positions and hereby you compete with our other partners that have put forth their positions.

What to bear in mind when formulating and phrasing the position? Take into consideration that the university will format the positions in a [visually similar fashion](https://cs.ut.ee/et/sisu/positsioonid) for everyone. In addition to the text, you can include a link to an image/video and a separate file.

**Please inform us of your intention to participate by 31 January 2024 at the latest. The deadline for submitting descriptions of Industrial Master's Program** **is 1–15 April 2024 and The positions must be sent to the programme director Edith Viirlaid (****edith.viirlaid@ut.ee****) in the form of a Word or Google Docs document.**

A position must cover the following:

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| --- | --- |
| **Topic** | **Explanation** |
| General info on company/organization: | Name, business domain, link to website |
| Introductory paragraph |  ~200 characters |
| Image/video | Add a link to an image/video that would introduce the organisation, its culture, etc., if desirable! |
| Arrangement of collaboration:* Location
* Format (physical presence vs working from a distance)
* Language requirements (Estonian/English/either-or/both)
 | Bear in mind that students have to take a certain amount of courses and, thus, have to be present in Tartu on a regular basis. If the programme requires the student to be present somewhere other than Tartu, then the feasibility is entirely dependent on the willingness of the individual students to take a regular trip between Tartu and Tallinn, for example. If a student is from Tallinn themselves, then it might be entirely welcome. All expenses related to commuting would have to be covered by the partner. If there are several offices/locations where students could work from, mention that as well.  |
| Expected general assignments | Being precise and specific is desirable; try and avoid making “promises” that are unlikely to be fulfilled. |
| Expected topics for master’s thesis | Being precise and specific is desirable; try and avoid making “promises” that are unlikely to be fulfilled. |
| Expectations for applying student | For example:* Feels comfortable
* Ready to work
* Basic understanding
* Proactive in communication
* Good team player
* …
 |
| Supervisor designated by the partner | Name, role in the company/organisation |
| Why should you join us? | <500 charactersThis is your chance to shine! |
| Application process | For the first round of admission, formulate up to four questions you would like answered by the students in a written form or in a video.Also, describe what can the students expect in the second round of admission: a face-to-face chat, virtual interview, personality test? |

# Timeline of students’ admission

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| **Stage** | **What’s happening?** | **Period****(2024/25)** |
| **I round of admission** | Students may apply to up to two positions.The suitability of the candidates for the positions is checked. | 1–29 November |
| **Partners get the input for II round of admission** | The program manager presents the partner companies with the following information on applicants: CVs, academic profiles, answers to up to four questions formulated by the partner. | Until 6 December |
| **II round of admission** | The partners commence with their internal admission processes. | 12–31 December |
| **Signing contracts** | If a suitable candidate is found, we will sign a tripartite agreement. If not, the partner has no further obligations, and for this time, the process is over.Ownership models of the intellectual property created in the course of the industrial master’s programme:  1. The student works at the company as a trainee and, as part of the traineeship, completes the master’s thesis, performs tasks assigned by the supervisor from the company, and/or uses the company’s infrastructure. The student uses the results and/or the know-how generated at the company in the master thesis. The student may assign the economic rights to the results generated at the company to the company.  The student does not participate in the university’s development projects or otherwise (through the supervisor) receive the university’s intellectual property (know-how, software, etc.) as input to the thesis.The thesis does not contain intellectual property belonging to the university. The student will own the copyright in the thesis, as a work. The thesis may contain trade secrets belonging to the company. The thesis defence may be declared closed, and restrictions may be established on the publication of the thesis for a period set by the company.  2. The student works at the company as a trainee, performs tasks assigned by the supervisor from the company and/or uses the company’s infrastructure. During the master’s studies, the student also participates in the university’s development project(s) or uses the university’s intellectual property (know-how, technology specifications, software, etc.) in the master’s thesis. The student assigns the economic rights to the results generated in the university’s research projects to the university. The thesis may contain intellectual property belonging to the university and to the company. In the case it is the university’s and the company’s joint intellectual property, the university and the company will agree on the proportions and management of the joint intellectual property.  A tripartite agreement (between the place of traineeship, student and university) will be concluded based on the ownership model of the intellectual property created in the course of the industrial master’s programme.  | January |
| **Start of program** | The exact time of beginning is agreed so that it suits both the partner and the student. | February (2. semester) |