



STUDENT AGREEMENT FOR EMJMD in Work, Organizational, and Personnel Psychology (WOP-P)

I. STUDENT IDENTIFICATION DATA

Name:	Surname:
Passport/ID card number:	Email address:

II. COORDINATOR UNIVERSITY IDENTIFICATION DATA

Name:	Email address:
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III. STUDY PERIOD:

Starting academic year: 20__/20__	Duration study period: From __/__/__ to __/__/__
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IV. ACADEMIC FEES AND PARTICIPATION COSTS

The Tuition Fee and other Participation Costs for the WOP-P is:

- **Partner country students:** 9,000 Eur (nine thousand Euro) per academic year (60 ECTS).
- **Programme Country students:** 3,500 Eur (three thousand five hundred Euro) per academic year (60 ECTS).

The WOP-P Master programme requires mobility, which implies to study in at least two universities from two European countries. The costs of traveling, lodging, living, etc. are not included in the fees of the Master, so the WOP-P student has to cover these costs necessarily by herself or himself.

Insurance policy, the compulsory university insurance, registration, university identity cards and the student's record management, and issue of the WOP-P diploma if requested in due time by the student, as stated in the Handbook for students, are considered as participation costs, and are included in the Tuition fee (thus, they do not require additional payment by the students).

Students who do not pay the fee of the WOP-P Master cannot receive any document certifying that they have performed one or more courses or parts of the Master. As the enrollment in the master was conditioned to the payment of the fees, as the condition is not fulfilled, the actions carried on do not have official validity.

Tuition fee for registration in WOP-P Master does not include the costs needed to obtain certificates of marks or any other official document that the student may request. So, if any student requests any mark certificate or any other official certificate in any University of the WOP-P consortium, he or she should pay the fees established for those official documents.

Note 1: See differentiation between Partner country students vs. Programme Country students:

<https://www.erasmuswop.org/are-you-a-partner-or-a-programme-country-student/>

Note 2: More information about WOP-P programme: <https://www.erasmuswop.org/>

Note 3: Online resources related to the EMJMD action in general:



http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

V. DETAILS OF THE STUDY PROGRAMME

Your University for your first mobility (1 st semester first year):
Your University for your second mobility (2 nd semester first year):
Your University for your third mobility (3 rd semester second year):
Your University for your fourth mobility (4 th semester second year):

Web link to the course catalogue

<https://www.erasmuswop.org/academic-subjects-and-principles/>

Course Unit	Number of ECTS	Year
Orientation Course	4	1
Advance Course in Work Psychology (explanatory)	4	1
Psychology of Health and Quality Work Life (explanatory)	4	1
Organizational Psychology and Organizational Behaviour (explanatory)	4	1
Organizational Structure and Processes (explanatory)	4	1
Fundamentals of Human Resources Psychology (explanatory)	4	1
Research and multivariate analysis (explanatory)	4	1
Position paper	6	1
Research work	14	1
Methodology course of the research work	4	1
Free content course II	4	1
Free content course I	4	1
Intervention in Work Psychology (intervention)	4	2
Intervention in organizational change and development (intervention)	4	2
Psychological assessment and guidance in Human Resources Management (intervention)	4	2
Psychosocial Intervention in Human Resources Development	4	2
Basic Intervention techniques and evaluation (intervention)	4	2
Professional Internship	20	2
Professional Report: Integration of Research and Practice	4	2
Master Thesis	4	2
Joint Intensive Learning Unit (Winter school)	12	2

This programme offers three language tracks to the student:

- English track (Valencia and Bologna): English language will be used all the time
- Portuguese and English track (Coimbra): Portuguese language will be used with an exception (*)
- Spanish and English track (Barcelona): Spanish language will be used with an exception(*)

(*) The second mobility period will be in English.



Regulations related to the professional internship or practicum

The regulation and the administrative procedures that the student has to follow in order to run the professional internship are the regulations of the University of the Consortium that supervises the professional internship and the regulation in the country where the internship is done. The agreement between the company and the University of the Consortium supervising the internship should be fulfilled.

Diploma

The University of Valencia issues a Joint Diploma as the Coordinating Institution of the Consortium ("Master Universitario Erasmus Mundus en Psicología del Trabajo, de las Organizaciones y de los Recursos Humanos"). In addition, in order to practice in Italy, also the University of Bologna issues a joint diploma to WOP-P Master students ("Laurea Magistrale in Work, Organizational and Personnel Psychology").

Students also receive a Joint Diploma Supplement, which reports specific information about the program and the activities fulfilled by the student for his/her participation in the WOP-P Master.

Rules referring to the compulsory physical presence of students, active participation, permissions, penalties, calendar, and holidays

It is expected that students, adhering to what they report in their letter of motivation, are highly motivated to achieve the goals of the Master by developing high qualification, acquiring rigorous and updated scientific knowledge, and displaying positive attitudes to work studies, research and professional practice in the field. These goals are pursued in cooperation with the other students and the staff. Teaching staff will stimulate and support this intrinsic motivation providing opportunities for meetings with tutors, for interaction with students, and offering feedback to them. If students perceive barriers or any kind of difficulties that hamper their motivation to achieve these goals, it is expected that they will discuss in an open way these difficulties with the local coordinator in each institution, to find ways to improve the situation. Scape or avoidance will not be, in general terms, acceptable coping strategies.

- Physical presence of students is compulsory. This physical presence cannot be replaced by virtual activities.
- Each semester consists of about 18 weeks of physical presence. Holidays are the official holidays of the university where the student physically is, and weekends are free for students.
- Physical presence is one of the requirements for the delivery of the joint diploma.
- Students can ask for absence permission (e.g., travelling for data collection, medical problems). This permission should be requested sending one e-mail to the partner coordinator with copy to the coordinator of the Master (vicente.martinez-tur@uv.es), before buying the flight ticket.
- Non-attendance to the activities of the Master, without acceptable reasons, generates penalties. Active participation during the activities of the master can be considered by the teacher in the evaluation of the performance and marks of students
- The situation of students who fail in two thirds of the credits or more (about 40 out of 60 credits or more) during one academic course will be analyzed for a final decision about their continuation in the Master, considering possible force majeure. Also, each request regarding "breaks" (discontinuation between first and second year of the Master) will be analyzed by the Coordinating Committee on a case-by-case basis.
- The student has to meet with his/her research tutor at least once per two weeks period.
- In each partner institution there is a calendar describing the different activities of every semester. At least one day per week, students should be available for questions beyond the established courses of the master (e.g., meeting with the partner coordinator, meeting with the tutor). This day will be announced in the calendar of each partner institution.
- Students will have at least two chances to pass any activity/subject on the course Master. But the rules of the University where the student stay will apply.



Approximate General Academic calendar

EVENT	APPROXIMATE DATE
Beginning of academic year (welcome week) - 1st semester	Middle September- Beginning October
Christmas Holidays	Finishing December- Beginning January
Exam period 1st semester	During February
End of 1st semester	Finishing February
Winter School (Joint Intensive Learning Unit)	Finishing February - Beginning March
Beginning of 2nd semester (welcome week) Compulsory mobility period starts in your Host University (for mobility 2)	Beginning March
Internship start period	Beginning – Middle March
Easter Holidays	Finishing March- Beginning April
Presentation of Work Research/ Master Thesis	Beginning - Middle July
End of 2nd semester and end of compulsory mobility period / Final defense Master thesis/ Graduation ceremony	Middle - Finishing July
End of 1st academic year	31st July

VI. SERVICES AND SUPPORT TO STUDENTS

1-The Consortium will offer an adequate insurance scheme for all students. The minimum requirements for the health and accident insurance coverage of EMJMD will be offered to the “Erasmus+: Erasmus Mundus scholarship holders”.

2-The Consortium will offer suitable facilities for the correct development of the classes.

3-The Consortium will offer support for visa request.

4-The Consortium will offer administrative support for registration and for the search of lodging.

5-During the first semester (and, if possible, before starting the first semester) the Consortium will offer free courses in the local language of the European country where the student stays (Italian, Portuguese or Spanish), if the student is not fluent in this local language. Overlap between these courses and regular activities of the WOP-P Master will be avoided.

6-The Consortium will consider family needs if the student is traveling with his/her family members. More specifically, the Consortium will offer help in searching lodging and will consider the family situation in the mobility track decision.

7-The Consortium is committed to organizing a welcome session and an orientation course to familiarize students with the Master programme, the university services, and the city.

8-The Consortium is committed to paying the Erasmus+: Erasmus Mundus scholarship in due time, to scholarship holders.

9-The Consortium is committed to having two research tutors from different countries by student to develop the research skills.

10-The Consortium is committed to offering each student a professional internship in a company under adequate academic and in-company supervision.

11-The Consortium will inform and encourage obtaining other grants (to cover mobility, fees, etc.).

12-All the Universities of the Consortium have a service to offer support to students with special needs.

13-Students will receive a Handbook with useful information about the programme, the Universities, bureaucratic aspects, and the useful information of the cities.

14-Competent professors in WOP-P will participate in the Master

VII. GENERAL TERMS AND CONDITIONS

I, the undersigned as student of the Master in Work, Organizational, and Personnel Psychology, hereby agree:

1. To attend full time the Master on Work, Organizational, and Personnel Psychology, having a duration of 2 academic years, in at least two of the following participating Universities of the WOP-P Consortium: Universitat de Barcelona in Spain, Alma Mater Studiorum - Università degli Studi di Bologna in Italy, Universidade de Coimbra in Portugal, Universitat de València in Spain. The two universities must be from different countries. Additional mobility to a non-European partner (partner country institution) for compulsory professional internship is optional and final decision corresponds to the Coordinating Committee. The physical presence of the student during the mobility periods is compulsory. If the students have to travel to another city or country during a specific mobility period, he/she must ask permission to the general coordinator of the programme and the partner coordinator where he/she is developing the mobility period, explaining the reasons for the trip. If not, the diploma for the student cannot be issued.
2. To participate fully in all course components of the Master on Work, Organizational, and Personnel Psychology programme during both academic years (24 months), including required exams and other evaluation activities. Full participation means the following:
 - Preparation, attendance and active participation in all educational activities of the Master on Work, Organizational, and Personnel Psychology.
 - Taking all the required exams and evaluations, including necessary re-sits.
 - Submit (to the supervisor) the assignments required.
 - Fulfill with the academic calendar established in the involved universities and in the Calendar of the Consortium.
3. To fulfill with the legal requirements of my stay in programme and partner country institutions before the competent authorities of the involved countries. And in case of failure to comply with legal status/regulations, any consequences will be only under my responsibility.
4. To inform the Partner coordinator of the University where I stay immediately of any circumstances that may hinder the fulfillment of the obligations signaled under these clauses.
5. To comply with all administrative and operational regulations in force at the university where I stay.
6. The mandatory participation of the EMJMD students in programme surveys/evaluations, as well as the joining of the Erasmus Mundus Students and Alumni Association (EMA, see <http://www.em-a.eu/>).
7. To send the hard copy duly signed by myself and other required documents (such as university diploma and transcripts in Psychology with legal requirements, this very contract, etc.) to the Coordinating University before the deadline established by the WOP-P Consortium.
8. That the WOP-P Consortium provides my contact data to the EACEA (Education, Audiovisual and Culture Executive Agency) and to the Erasmus Mundus National Structures, if necessary.
9. That the WOP-P Consortium provides my contact data to the Erasmus Mundus Student and Alumni Association (EMA).
10. That the WOP-P Consortium provides my contact data to the Insurance Company hired by WOP-P Consortium which will supply the insurance services.



11. That, if my funds should at any time during my course prove to be inadequate, the WOP-P Consortium or Erasmus+: Erasmus Mundus programme will not be able to provide financial assistance either by grant or by remission of fees.
12. That any institution of WOP-P Consortium is exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or in any way related to the activities that are the object of the present contract. The student is obliged to accept the necessary insurance related to the activities for the full duration of the study period.

VIII. SPECIFIC TERMS AND CONDITIONS (THIS SECTION ONLY APPLIES FOR ERASMUS+: ERASMUS MUNDUS SCHOLARSHIP HOLDERS - PARTNER COUNTRY STUDENTS)

I, the undersigned as student of the Master on Work, Organizational, and Personnel Psychology, hereby agree:

1. To receive a grant (or scholarship) from the European Commission under the Erasmus+: Erasmus Mundus programme of EUR 49,000 only with the purpose of participating as student, as the maximum payable scholarship amount. The amount of the grant for each student can vary depending on the specificities provided by the European Commission: <https://www.erasmuswop.org/emjmd-student-scholarships/>
2. To pay the participation costs of EUR 9,000 (per academic year) to the WOP-P Consortium.
3. To authorize the Coordinating University of WOP-P Consortium, the Universitat de València, to deduct the participation costs of EUR 9,000 from the lump sum of my Erasmus+: Erasmus Mundus grant in the following terms:
 - An amount of 4,500 Euros will be deducted in October of the first academic year;
 - An amount of 4,500 Euros will be deducted in December of the first academic year;
 - An amount of 4,500 Euros will be deducted in September or October of the second academic year;
 - An amount of 4,500 Euros will be deducted in December of the second academic year.
4. To submit the correct data of my bank account in Europe¹ in the form which the Coordinating University (Univesitat de València) requires (see Annex 1-2) and I agree that the grant amounts will be only transferred to bank accounts in Portugal, Spain and Italy. And in case of wrong data, the respective bank charges will be charged to me.
5. Not to receive any other scholarship or subvention under the EMJMD course. Students benefiting from an EMJMD scholarship cannot benefit from another EU grant while pursuing their EMJMD studies.
6. That the Erasmus+: Erasmus Mundus programme or the WOP-P Consortium will not be able to supply me with any other financial assistance in case the funds of the Erasmus+: Erasmus Mundus scholarship prove to be insufficient.
7. To receive monthly allowance payments, and other amounts associated with the Erasmus+: Erasmus Mundus scholarships, according to the rules established by the EACEA for Erasmus Mundus Joint Master Degrees.
8. That the Erasmus+: Erasmus Mundus scholarship does not create or entitle an employer-employee relation between the University and the Student, and therefore is not subject to direct taxation.
9. Any deliberate failure on the part of the student to fulfill the conditions expected in terms of attendance at the Erasmus+: Erasmus Mundus European Masters, in particular, non-fulfillment of the conditions stipulated in the present contract, constitutes sufficient reason for action to be taken towards resolving the issue and could imply the reimbursement of the

¹ The bank account must be located in a WOP-P European country: Italy, Portugal or Spain.



scholarship awarded. In the case of reimbursement, the WOP-P Consortium will determine the amount to be reimbursed by the student.

10. To authorize WOP-P Consortium to stop transferring me the monthly payments in case of:

- not regularly attending classes or moving too far away from the study plan agreed with the academic advisor,
- in case my personal academic tutor certifies that my work in the programme is not fulfilling the objectives,
- missing participation in all or most of the programme's activities,
- insufficient proficiency such as repeated failure to pass exams or not compliance with the usual rules of conduct in the university where I stay

VIII. SPECIFIC TERMS AND CONDITIONS (THIS SECTION ONLY APPLIES FOR ERASMUS+: ERASMUS MUNDUS SCHOLARSHIP HOLDERS - PROGRAMME COUNTRY STUDENTS)

I, the undersigned as student of the Master on Work, Organizational, and Personnel Psychology, hereby agree:

1. To receive a grant (or scholarship) from the European Commission under the Erasmus+: Erasmus Mundus programme of EUR 33,000 only with the purpose of participating as student, as the maximum payable scholarship amount. The amount of the grant for each student can vary depending on the specificities provided by the European Commission: <https://www.erasmuswop.org/emjmd-student-scholarships/>

2. To pay the participation costs of EUR 3,500 (per academic year) to the WOP-P Consortium.

3. To authorize the Coordinating University of WOP-P Consortium, the Universitat de València, to deduct the participation costs of EUR 3,500 from the lump sum of my Erasmus+: Erasmus Mundus grant in the following terms:

- An amount of 3,500 Euros will be deducted in October of the first academic year;
- An amount of 3,500 Euros will be deducted in September or October of the second academic year.

4. To submit the correct data of my bank account in Europe² in the form which the Coordinating University (Univesitat de València) requires (see Annex 1-2) and I agree that the grant amounts will be only transferred to bank accounts in Portugal, Spain and Italy. And in case of wrong data, the respective bank charges will be charged to me.

5. Not to receive any other scholarship or subvention under the EMJMD course. Students benefiting from an EMJMD scholarship cannot benefit from another EU grant while pursuing their EMJMD studies.

6. That the Erasmus+: Erasmus Mundus programme or the WOP-P Consortium will not be able to supply me with any other financial assistance in case the funds of the Erasmus+: Erasmus Mundus scholarship prove to be insufficient.

7. To receive monthly allowance payments and other amounts associated with the Erasmus+: Erasmus Mundus scholarships, according to the rules established by the EACEA for Erasmus Mundus Joint Master Degrees.

8. That the Erasmus+: Erasmus Mundus scholarship does not create or entitle an employer-employee relation between the University and the Student, and therefore is not subject to direct taxation.

9. Any deliberate failure on the part of the student to fulfill the conditions expected in terms of attendance at the Erasmus+: Erasmus Mundus European Masters, in particular, non-fulfillment of the conditions stipulated in the present contract, constitutes sufficient reason for action to be taken towards resolving the issue and could imply the reimbursement of the

² The bank account must be located in a WOP-P European country: Italy, Portugal or Spain.

scholarship awarded. In the case of reimbursement, the WOP-P Consortium will determine the amount to be reimbursed by the student.

10. To authorize WOP-P Consortium to stop transferring me the monthly payments in case of:

- not regularly attending classes or moving too far away from the study plan agreed with the academic advisor,
- in case my personal academic tutor certifies that my work in the programme is not fulfilling the objectives,
- missing participation in all or most of the programme's activities,
- insufficient proficiency such as repeated failure to pass exams or not compliance with the usual rules of conduct in the university where I stay

X. COMMITMENT OF THE PARTIES

By signing this document, the student, and the WOP-P Consortium confirm that they approve the proposed Student Agreement and that they will comply with all the arrangements agreed by all parties. This undertake to apply all the principles of the Master on Work, Organizational, and Personnel Psychology programme and/or the principles agreed for the WOP-P Consortium in the inter-institutional agreement in partner countries, and the Handbook for students.

Student has to participate actively in the Master during the established calendar of the Master, with the exception of holiday periods and weekends in the University where he or she stays.

Students can request absence days but they have to request permission in advance to the partner coordinator showing reasonable reasons for the absence (e.g., medical problems).

Lack of attendance in the activities of the Master can implicate a reduction of the mark. Active participation in the classroom can be considered by the teacher in the evaluation of the performance and marks of students.

Related to the professional internship, students have to finish the professional internship and send the report in due time to allow graduation respecting the rules for graduation in each partner institution. If students send the professional internship report on October or later, or in October has still to pass some other activity of the WOP-P Master, they have to register in Valencia again for the missing credits (e.g. 20 ECTS in case of the professional internship; 4 ECTS of the Professional report, and so on). Any activity of the WOP-P Master has to be finished before October. If not, registering and paying again the missing credits are compulsory.

Related to the mobility periods, the WOP-P Master student signing below has knowledge of the requirements related to mobility periods of this Master course. Accordingly, my physical presence at the university where I develop the mobility period is compulsory. This compulsory physical presence does not apply for weekends and holiday periods corresponding to the University where I stay for the mobility period. The physical presence means an active participation in the academic modules and activities established in the calendar for the WOP-P Master for the mobility period, fulfilling the duties and following the guidelines established in the University and by the WOP-P Master Consortium. If, exceptionally, I have to travel to another city or country during a specific mobility period, I must ask permission to the general coordinator of the programme and the partner coordinator where I stay for the mobility period before buying the ticket for traveling, explaining the reasons for the trip. If not, the diploma for the student cannot be issued and potential problems related with insurance are not under the responsibility of the Consortium and/or the university where I am registered. In addition, no permitted absences can result in penalties in the marks. When the mobility period corresponds to the second semester, at least three meetings (initial, progress, and final) with the host tutor are compulsory. A short summary of the contents of these meeting should be in the research work document I will send to my home and host tutors, as an annex.

