



## STUDENT AGREEMENT

Erasmus Mundus Joint Master Degree in Work, Organizational and Personnel Psychology  
(EMJMD in WOP-P)

### I. STUDENT IDENTIFICATION DATA

Name(s):	Surname(s):
Passport/ID card number:	Email address:

### II. IDENTIFICATION DATA OF THE UNIVERSITY COORDINATOR FOR THE FIRST MOBILITY

Full name:	Email address:
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### III. STUDY PERIOD

First academic year: <b>2021/2022</b>	Study period duration: <b>from September 2021 to September 2023</b>
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### IV. TUITION FEES AND PARTICIPATION COSTS

The Tuition Fees and other Participation Costs are the following:

- Partner country students: EUR 9.000 per academic year (60 ECTS credits).
- Programme country students: EUR 3.500 per academic year (60 ECTS credits).

The EMJMD in WOP-P requires mobility, that is, two study periods (with at least 30 ECTS each) in two European universities from different countries. Travelling, accommodation and living costs are not included in the tuition fees and, therefore, students must bear these expenses themselves. This also applies to possible additional mobility upon student request to the Coordinating Committee of the Master, as well as the Winter School (Joint Intensive Learning Unit).

The participation costs include tuition fees, insurance policy as well as compulsory university insurance, student card, record management and Master's diploma issue (if requested in due time by the student).





The tuition fees do not include issues of transcripts or any other official document. If a student requires a transcript or any official certificate from any of our universities, they will have to cover the fees established by the university.

Master's registration is conditional to the fee payment. If the student does not cover the fees, any action as far as that moment will not have official validity and students will not receive a completion certificate for any course or part of the Master's Degree.

## V. STUDY PROGRAM DETAILS

### Mobility scheme

Your University during your first mobility (Home Institution, 1 <sup>st</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> term):
Your University during your second mobility (Host Institution, 2 <sup>nd</sup> term):

### Modules

Course Unit <sup>1</sup>	ECTS	Year
Orientation course	4	1
Advanced course in work psychology (explanatory)	4	1
Psychology of health and quality worklife (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 I	4	1
Free content course II	4	1
Intervention in work psychology (intervention)	4	2

<sup>1</sup> See the course catalogue: <https://www.erasmuswop.org/academic-subjects-and-principles/>



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 program offers the student three language itineraries:

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

(\*) English will always be used during the second mobility (at the Host University).

Rules and regulations concerning the professional Internship or practicum

During their internship or practicum, the student must observe rules and regulations from the University of the Work, Organizational, and Personnel Psychology (WOP-P) Consortium (henceforth, the Consortium) supervising their internship as well as those from the country where the internship will be conducted. The agreement between the company (or the organization) and the University must be adhered to.

## Diploma

The University of Valencia, as the Coordinating Institution of the Consortium, issues a Joint Diploma on behalf of the universities of Barcelona, Bologna, Coimbra, and Valencia. Students also receive a Joint Diploma Supplement reporting specific information about the program and the activities fulfilled by the student. In addition, the University of Bologna issues a national diploma to WOP-P Master students who stay at the University of Bologna for at least one term (30 ECTS) and will validate the joint diploma issued by the University of Valencia to all WOP-P Master students who request it according to the procedure.





Rules concerning student's compulsory attendance, active participation, permissions, penalties, calendar and holidays

As per what stated in their motivation letter, students are expected to be strongly motivated to achieve the Master's objectives. Thus, they are expected to deliver excellent academic performance, acquire rigorous and up-to-date scientific knowledge, and show positive attitudes towards work studies, research and professional practice in the field.

Objectives achievement is sought in cooperation with fellow students and teaching staff. Teaching staff will stimulate and support intrinsic motivation, providing opportunities for meeting tutors and interacting with students, as well as offering feedback. In the event that the student encounter any difficulty hindering their motivation to achieve these goals, they are expected to openly discuss it with their local institution coordinator to find ways to improve the situation. Scape or avoidance, in general terms, will not be considered acceptable coping strategies.

- Attendance is mandatory for all students. It cannot be replaced by virtual activities. It is one of the requirements for the joint diploma delivery, except in cases of force majeure.
- Each term consists of about 18 attending weeks. Weekends are obviously not included. Holidays will be established by the university the student is attending at the time.
- Students can apply for a leave of absence (e.g., to travel to collect data, or due to medical problems). Students must notify the university partner coordinator by email, sending a copy (CC) to the Master's coordinator (vicente.martinez-tur@uv.es), before buying the plane ticket.
- Failure to fulfil the Master's activities without any acceptable reasons will carry penalties. Teachers may consider active participation in the Master's activities when assessing the student performance.
- Students must meet their research tutor at least once every two weeks.

#### Approximate general academic calendar

EVENT	APPROXIMATE DATE
Beginning of the 1 <sup>st</sup> academic year	Mid-September
End of the 1 <sup>st</sup> term	During February
Beginning of the 2 <sup>nd</sup> term. Compulsory mobility begins at the Host University	Early March
End of the 2 <sup>nd</sup> term. Compulsory mobility and academic year end	Mid/Late-July





Beginning of the 2 <sup>nd</sup> academic year	Mid-September
Beginning of the Winter School (Joint Intensive Learning Unit): In-residence period	Late February - Early March
Beginning of the 2 <sup>nd</sup> term	Early March
Beginning of the Internship	Early/Mid-March
Presentation of the Master Thesis	Early/Mid-July
End of the 2 <sup>nd</sup> term and academic year. Graduation ceremony	Mid/Late-July

There are three main holiday periods: Christmas (from late December to early January), Easter (March or April) and summer (from August to the first two or three weeks of September).

## VI. STUDENT SERVICES AND SUPPORT. Commitments of the Consortium

The Consortium hereby agrees:

1. To provide adequate insurance for all students.
2. To provide suitable facilities for the proper development of the classes.
3. To offer support for visa application.
4. To offer administrative support for registration and accommodation.
5. To offer free language courses from the European country where the student stays for the first period (Italian, Portuguese or Spanish), should they not speak this language. These will be offered during the first term (or before, if possible), to avoid overlapping with regular Master's activities.
6. To offer support to find accommodation, taking into account whether the student is traveling with other family members. Such a situation would be considered for mobility.
7. To organize a welcome session and an orientation course to familiarize students with the Master's program, university services and the city.
8. To pay the Erasmus+ scholarship, corresponding to the EMJMD in WOP-P, in due time.
9. To offer each student a professional internship in a company (or organization) under adequate academic and professional supervision.
10. To inform about additional grants to cover for mobility expenses, etc.
11. To avoid any type of discrimination in the treatment of the students.
12. To offer support to students with special needs and manage special needs concerning diets and meals during the Joint Intensive Unit (Winter School).
13. To send the student a Handbook with useful information about the program, the universities, administrative aspects and valuable information about the cities.





## VII. GENERAL TERMS AND CONDITIONS

I, the undersigned, as a student of the Erasmus Mundus Joint Master's Degree on Work, Organizational and Personnel Psychology,

hereby agree:

1. To attend full-time the EMJMD in WOP-P for its entire duration of two academic years in at least two of the following universities (at least 30 ECTS in each of the two universities) of the WOP-P Consortium: Universitat de Barcelona (Spain), Alma Mater Studiorum - Università degli Studi di Bologna (Italy), Universidade de Coimbra (Portugal), Universitat de València (Spain). Both universities must be from different countries. An additional mobility to a non-European country (partner country institution) to undertake the compulsory professional internship is possible by participating in a specific call. The Coordinating Committee will have the final decision on mobility.
2. To know all requirements concerning Master's mobility periods. Student attendance during mobility is compulsory except in cases of force majeure. This does not apply to weekends and holidays established by the University for the mobility period. Attendance means active participation in the academic units and activities marked in the mobility calendar, fulfilling the student duties and following the guidelines set by the University and the Consortium. Should the student exceptionally require travelling to another city or country during their mobility period, they must ask permission to the General Coordinator and the Partner Coordinator of the institution where they are conducting their mobility providing the reasons for the trip before purchasing the travel ticket. Otherwise, the diploma will not be issued and the Consortium or the university will not be hold responsible for any potential problems regarding insurance.
3. To organize the travel plan considering the university's academic calendar and the Master's general calendar to avoid arriving late or leaving before the end of all academic activities.
4. To participate fully in all course activities of the EMJMD in WOP-P during both academic years, including all required examinations and other assessment activities. Absence from Master's activities may constitute a grade reduction. Students may apply for a leave of absence, but first they must request the partner coordinator's permission in advance providing reasonable reasons for their absence (e.g. medical issue). Active participation in the classroom may be considered by the professor in the student performance and grade assessment. Full participation means the following:
  - To prepare, attend and actively participate in all educational activities.





- To submit all assignments required for assessment.
  - To sit all required examinations, including necessary re-sits.
  - To follow the academic calendar as established by the universities involved and the one established by the Consortium.
  - To meet their host tutor at least three times (initial, progress, and final meetings) during the compulsory mobility (second term). A short summary of contents addressed in these meetings must be annexed to the research work and sent to home and host tutors.
5. To complete the professional internship and send the report in due time to allow graduation according to rules for graduation in each partner institution.
  6. To complete all Master's activities satisfactorily before October. Otherwise, it is mandatory for students to register and imburse the necessary credits again (e.g. 20 ECTS credits if professional internship; 4 ECTS credits if professional report, etc).
  7. To comply with legal framework from programme and the partner country institutions as established by the competent authorities of the countries involved. In case of non-compliance with the legal rules and regulations, student will assume all consequences.
  8. To report immediately to the university partner coordinator of any circumstance that may hinder the fulfilment of duties indicated in these terms and conditions.
  9. To comply with all university administrative and operational rules and regulations.
  10. To send a hard copy of this agreement duly signed, along with other required documents (e.g. Psychology undergraduate diploma and academic transcript under legal requirements), to the Coordinating University before the deadline set by the Consortium.
  11. To grant permission to the Consortium to share my contact data with the insurance company hired by the Consortium to provide insurance services.
  12. To acknowledge that, should I find funds to be insufficient during the academic year, the Consortium will not be able to provide any financial assistance either by grant award or fee remission.
  13. To acknowledge that all institutions of the Consortium are exonerated from any responsibility for accidents, illnesses, injuries, losses or damages to persons or goods resulting from or related in any way to the activities that are the object of this agreement. The student must accept the compulsory insurance for the total duration of the study period.



14. To accept terms and conditions for student participation in the Intensive Learning Unit (Winter School), regarding travelling, meals and accommodation costs that must be assumed by the student. The student must use the accommodation, meals and logistics organized by the Consortium and to respect the academic calendar.
15. To grant permission to use my image in photographs and/or videos taken in the course of my Master studies for the purposes of disseminating the Master's activities.

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

I, the undersigned, as a student of the Erasmus Mundus Joint Master's Degree on Work, Organizational and Personnel Psychology,

hereby agree:

1. To receive a scholarship from the European Commission under the Erasmus+: Erasmus Mundus Programme (E+ scholarship) amounting to a maximum payable of EUR 33,000 with the sole purpose of participating as a student. The grant amount allocated to each student may vary depending on the specifications provided by the European Commission (please see <https://www.erasmuswop.org/emjmd-student-scholarships/>).
2. To imburse the Consortium the participation costs amounting to EUR 3.500 per academic year.
3. To authorize the University of Valencia, as the Coordinating University of the Consortium, to deduct the amount of EUR 7.000 participation costs from the lump sum of my E+ scholarship in the following terms:
  - An amount of EUR 3.500 will be deducted between the months of September and October of the first academic year.
  - An amount of EUR 3.500 will be deducted between the months of September and October of the second academic year.
4. To receive monthly allowance payments and other amounts associated with the E+ scholarship, according to the rules established by the EACEA for Erasmus Mundus Joint Master Degrees.
5. To avoid receiving any other grant or bursary during the course from EU. Students benefiting from an E+ scholarship cannot benefit from another EU grant while still pursuing their Master studies.





6. That the E+: Erasmus Mundus programme or the Consortium will not supply further financial assistance in case the funds of the E+ scholarship are deemed insufficient.

7. To submit correct bank details from a European<sup>2</sup> bank account in the form required by the University of Valencia as the Coordinating University (see Annex 1-2). Grant amounts will only be transferred to bank accounts from Portugal, Spain and Italy. In case of incorrect data, student will assume the resulting bank charges.

8. That the E+ scholarship does not create or entitle an employer-employee relationship between the University and the student, and is therefore not subject to direct taxation.

9. That deliberate failure on the student's part to fulfill terms and conditions regarding attendance to the E+: Erasmus Mundus European Master's Degree or the terms and conditions stipulated in this agreement constitutes sufficient reason for action to resolve the issue, including the reimbursement of the scholarship awarded. In the case of reimbursement, the Consortium will determine the amount to be reimbursed by the student.

9. To authorize the Consortium to cease monthly payments in case of:

- Not attending classes regularly or straying from the study plan agreed with the academic advisor.
- The partner coordinator certifying that student work is not meeting the program objectives at the University where the student is doing the mobility.
- Missing participation in all or most of the program's activities.
- Poor performance, such as repeated failure to pass examinations or not compliance with the usual rules of conduct in the University

## IX. COMMITMENT OF THE PARTIES

By signing this document, both parties, the student and the Consortium, agree to this Student Agreement and commit to comply with all arrangements agreed by all parties. It implies a commitment to apply all the principles of the EMJMD in WOP-P and/or the principles agreed by the Consortium in the inter-institutional agreement with partner countries, and the Student Handbook.

Any modification to this agreement or its respective annexes must be communicated in writing. All changes to the student initial situation must be reported immediately by the student to the Consortium and the Coordinating University (University of Valencia). After a mutual agreement of

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<sup>2</sup> The bank account must be located in either Italy, Portugal or Spain, one of the WOP-P countries.



