

**RESOLUCIÓN DE 2 DE DICIEMBRE DE 2015, DEL VICERECTOR DE ESTUDIOS DE POSTGRADO DE LA UNIVERSITAT DE VALÈNCIA, POR LA QUE SE CONVOCAN BECAS DE MOVILIDAD INTERNACIONAL PARA EL CURSO 2016-2017 EN EL "MÁSTER UNIVERSITARIO ERASMUS +: ERASMUS MUNDUS EN PSICOLOGÍA DEL TRABAJO, LAS ORGANIZACIONES Y LOS RECURSOS HUMANOS".**

Visto que el consorcio de universidades que organiza la titulación conjunta de Máster Erasmus Mundus en Psicología del Trabajo, las Organizaciones y los Recursos Humanos ha decidido apoyar una convocatoria de becas específica con el objeto de facilitar el acceso a estos estudios.

En virtud de las atribuciones que le confiere la Resolución de 1 de octubre de 2015, del Rectorado de la Universidad de Valencia (DOCV de 14/10/2015) por la que se aprueba la delegación de funciones en los vicerrectores y las vicerectoras, la Secretaría General, el Gerente y otros órganos de esta Universidad y de acuerdo con los Estatutos de la Universidad de Valencia, este Vicerectorado,

#### **RESUELVE**

**Primero.** Convocar las becas de matrícula y costes de participación y movilidad adscritas a estudiantes que vayan a cursar la edición 11ª de los estudios oficiales de "Máster universitario Erasmus Mundus en Psicología del Trabajo, de las Organizaciones y de los Recursos Humanos" con inicio en el curso académico 2016/2017.

**Segundo.** Aprobar las bases que regulan esta convocatoria, incluidas como Anexo I y II de esta resolución.

**Tercero.** La ayuda será financiada con cargo al crédito del presupuesto del ejercicio 2015, capítulo IV, orgánica 1210009161, específica 20060818, por importe de 138.400,00 euros.

Contra esta resolución, que agota la vía administrativa, se podrá interponer recurso potestativo de reposición en el plazo de un mes desde el día siguiente de su publicación, ante el mismo órgano que ha dictado la resolución, o bien directamente un recurso contencioso-administrativo ante los órganos de la jurisdicción contencioso-administrativa de la Comunidad Valenciana en el plazo de dos meses, contados desde el día siguiente de su publicación.

Por delegación del Rector  
(Resolución de 1 de octubre de 2015 del Rectorado de la Universitat de València, DOCV 14/10/2015)



Rafael CRESPO GARCÍA  
Vicerrector de Estudios de Postgrado



## Anexo I

**Bases reguladoras de la convocatoria de becas de matrícula y costes de participación y movilidad para estudiantes de la 11ª edición del "Máster universitario Erasmus Mundus en Psicología del Trabajo, las Organizaciones y los Recursos Humanos" con inicio en el curso 2016-2017.**

### 1. Objeto

1.1. La presente convocatoria tiene por objeto ofrecer las siguientes becas para poder cursar los estudios completos del "Máster Universitario Erasmus Mundus en Psicología del Trabajo, las Organizaciones y los Recursos Humanos" en su undécima edición durante los cursos 2016-2017 y 2017-2018:

a) 3 becas para estudiantes Tipo A de países socios<sup>1</sup> que comprenden:  
8.000 € por curso académico para sufragar las tasas de matrícula, más una ayuda de 10.000 € por curso académico para cubrir los costes de vida.

b) 2 becas para estudiantes Tipo B de países del programa<sup>2</sup> que comprenden:  
2.600 € por curso académico para sufragar las tasas de matrícula, más una ayuda de 5.000 € por curso académico para cubrir los costes de vida.

1.2. La participación de los estudiantes en la presente convocatoria se ajustará a aquello dispuesto en estas bases y el resto de la normativa aplicable.

### 2. Participación en la convocatoria

Los/las estudiantes podrán participar en esta convocatoria en los términos y los plazos establecidos en el anexo II de estas bases.

### 3. Condiciones de la beca

La beca consiste en una asignación económica de los importes expresados en la base primera. La beca no tiene por objeto cubrir necesariamente la totalidad de los gastos de los estudiantes, sino ayudar a subvenir los costes de matrícula y participación, así como las relativas a desplazamiento, manutención, gastos de viaje y alojamiento.

La obtención de cualquier otra ayuda, beca o subvención para esta finalidad es incompatible con la condición de beneficiario de esta convocatoria. En este sentido, el beneficiario está obligado a comunicar la obtención de otras subvenciones, ayudas, ingresos o recursos que financian las actividades subvencionadas.

### 3. Criterios de valoración y concesión de becas

A los efectos de seleccionar los estudiantes beneficiarios de esta convocatoria regirán las bases y criterios que figuran como anexo II.

### 4. Ordenación del procedimiento

4.1. El procedimiento de concesión de las becas se realizará en régimen de concurrencia competitiva, según aquello dispuesto en el artículo 22 de la Ley 38/2003, General de Subvenciones.

4.2. La tramitación del procedimiento de concesión de las becas se realizará por el Servicio de Postgrado de la Universitat de València.

<sup>1</sup> According to the definition established in the Erasmus+ programme guide valid for the applications corresponding to 2016

<sup>2</sup> According to the definition established in the Erasmus + programme guide valid for the applications corresponding to 2016

4.3. El lugar de publicación de cualquier acto administrativo relacionado con esta convocatoria (notificación, requerimientos, subsanación, ampliación de plazos, resolución, etc.) será en la página web y tablón de anuncios del Servicio de Postgrado.

4.4. La Vicerectora de Estudios de Postgrado de la Universitat de València resolverá la presente convocatoria de becas de acuerdo con los criterios de valoración establecidos en estas bases y después de haber comprobado el cumplimiento de los requisitos especificados en la convocatoria y a la vista de la propuesta elevada por la comisión de baremación, integrada por profesorado de la comisión de coordinación académica del "Máster universitario Erasmus Mundus en Psicología del Trabajo, las Organizaciones y los Recursos Humanos".

4.5. Los candidatos que, a pesar de cumplir los requisitos establecidos en esta convocatoria, no resulten adjudicatarios en el procedimiento de concesión de becas constituirán una lista de reserva, debidamente ordenada según los criterios de selección, y podrán resultar beneficiarios en sustitución de alguno de los beneficiarios inicialmente aprobados en caso de que la renuncia expresa de éste genere una vacante.

## **5. Régimen de goce y justificación de las becas**

5.1. Los beneficiarios de las becas tendrán las siguientes obligaciones:

- a. Aceptar íntegramente las condiciones de la beca.
- b. Incorporarse a la Institución de destino en la fecha establecida
- c. Reintegrar en caso de renuncia total o parcial, ausencia temporal o disminución del período de beca las ayudas que corresponda.
- d. Cumplimentar y presentar cualquier documento oficial que, en relación con su beca, le fuera requerido por la Universitat de València.

5.2. La Universitat de València realizará el pago del importe de la ayuda de movilidad con pagos mensuales durante 10 meses por cada uno de los cursos académicos, mediante transferencia bancaria a la cuenta corriente abierta a nombre del beneficiario y por lo que respecta a la beca de matrícula y costes de participación se compensarán internamente.

## **6. Resolución**

La selección de los becarios se realizará atendiendo a los criterios establecidos en estas bases y en particular en el anexo II de esta convocatoria. La resolución será publicada en la página web y el tablón de anuncios del Servicio de Postgrado.

## **7. Derecho a la información en la recogida de los datos de carácter personal.**

7.1. Los datos personales de los candidatos se incorporarán a los sistemas de información de la Universitat de València con las finalidades descritas en la presente convocatoria.

7.2. Los derechos de acceso, rectificación, cancelación y oposición al tratamiento podrán ejercerse por escrito adjuntando un documento identificativo ante del Servicio de Postgrado de la Universitat de València, Avda. Blasco Ibáñez, 13, 46010 Valencia, de acuerdo con el artículo 5 de la Ley Orgánica 15/1999 de Protección de Datos de Carácter Personal.

## **8. Reclamaciones.**

Contra la resolución que adjudique las becas, que agota la vía administrativa, se podrá interponer recurso potestativo de reposición en el plazo de un mes desde el día siguiente de su publicación, ante del mismo órgano que ha dictado la resolución, o bien directamente un recurso contencioso-administrativo ante de los órganos de la jurisdicción contencioso-administrativa de la Comunidad Valenciana en el plazo de dos meses, contadores desde el día siguiente al de su publicación.

**Anexo II**

**CALL FOR MASTER GRANTS to study the 11<sup>TH</sup> EDITION OF the WOP-P - Master on  
 Work, Organizational and Personnel Psychology (2016-2018)**

**1. Admission Criteria**

Common criteria and procedures related to admission and selection of students apply to all candidates (Type A and Type B) for WOP programme.

**Compulsory admission criteria are:**

1. University Undergraduate Degree in Psychology (i.e.: bachelor of 3, 4 or 5 years)
2. Commitment in writing to full-time dedication for the 2 years of the programme and other commitments for students with WOP-P Consortium grants and commitments for students without WOP-P Consortium grants.
3. Fluency in English (level B1), using the common European Framework of reference for languages.

**Criteria Ponderation:**

<b>Compulsory admission criteria and merits</b>	<b>Percentaje</b>
Marks	25%
English Language	20%
Spanish Language	1:25%
French Language	1:25%
Italian Language	1.25%
Portuguese Language	1.25%
Knowledge in Psychology	15%
Knowledge in WOP-P	15%
Experience in WOP-P	5%
Motivation	5%
Recommendation Letters	10%
<b>Total</b>	<b>100%</b>

## 2. How to apply

### ***Student applicants (Type A or Type B).***

**IMPORTANT NOTICE:** Please, consider that if you upload/updated additional information or documentation to your initial application you must inform us. **Click [here](#) to inform about the changes.** **IF YOU HAVE ANY PROBLEMS WITH ONLINE APPLICATION CONTACT TO [entreu@uv.es](mailto:entreu@uv.es)**

- 2.1. Who is a Type A student and a Type B student )
- 2.2. Application procedure
- 2.3. Selection procedure
- 2.4. Grants for students (Type A and Type B)

#### **2.1. Who is a Type A student (partner country student) and a Type B student (programme country student)**

Both types of students can apply to WOP-P Master programme and/or to **WOP-P Consortium** scholarships. The distinction between Type A and Type B students is based on the awarding criteria of the European Commission for the EM Master grants. Type A is equivalent to the partner country student candidates and Type B is equivalent to the Programme country student candidates. There are also different tuition fees for Type A and Type B students.

**Type A student** is a student who comes from a country **other than** Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom, Former Yugoslav Republic of Macedonia (FYROM) **and** who is not a permanent resident nor has carried out his/her main activity (studies, training and work) for more than a total of 12 months over the last five years in at least one of the mentioned countries in this paragraph, (until 29 February 2016) in one of the Programme countries.

**Type B student** is a student who comes from Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lichtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom, Former Yugoslav Republic of Macedonia (FYROM) **or** who, not coming from the mentioned countries, is a permanent resident or has carried out his/her main activity (studies, training and work) for more than a total of 12 months over the last five years in at least one of the mentioned countries in this paragraph, (until 29 February 2016) in one of the Programme countries.

#### **2.2. Application procedure**

Students (Type A and Type B) who want to apply for WOP-P Programme have to follow the below described procedure, either if the student is applying for only WOP Master's programme or if the student is also applying for the grants offered by the programme (Consortium Scholarships). Please, consider that the application is to study in any of the five European universities involved. The student applicant should indicate his/her

preference for Home (mobility 1) and Host (mobility 2) European universities. In this preference the language of instruction should be considered.

The application form is an on-line application where the student applicants should introduce all required data and upload also the required documents. Applying is very easy. Follow the 3 steps below!

To help you during the application process, we have written a Guide for Application which you can find in this pdf file or in this Power Point file. Be aware that before applying to WOP Master's, most of you will have to create a Personal Account in the Coordinating University (University of Valencia). Please, consider that you do not have to create a Personal Account if you are already a member of the University of Valencia or if you have an electronic signature accepted by Spanish institutions.

This Personal Account simply consists of an e-mail address and a password of your choice (which you both provide while accessing). Your e-mail address should be your real e-mail address (hotmail, gmail, etc).

At some times the computer servers of the University of Valencia are overloaded and it might take them a while to process your application. Please, be patient when applying!!!

**IMPORTANT:** Please, consider that if you upload/updated additional information or documentation to your initial application you must inform. **Click here to inform about the changes**

**Step 1:** Make sure that you have all the following documents\* ready before introducing your data in the on-line application because you will have to upload them at the end of it. Also, make sure that you prepare only one file for each of the following documents. Please, read important instructions about your files.

- Your official degree in Psychology. If you do not have it yet, please give an explanation in a text document and upload this document. There are formal requirements for your degree in Psychology. Please, read them carefully
- Your official academic transcripts in Psychology (including also mean of your transcript). If they are not complete yet, please upload them anyway. Incomplete transcripts must be also official. There are formal requirements about your academic transcripts in Psychology. Please, read the carefully
- English language certificate, if available. If you have no official language certificate (TOEFL, Cambridge, etc.), please upload a document (.doc or .txt) explaining how you have learnt English. A certificate is not compulsory for applying!
- CV – Standard European Format only (in English)
- 2 letters of reference (one preferably academic). These letters must be sent to wopstud@uv.es directly from the referee. You will find instructions in the model of WOP Letter of Reference. We will not accept letters uploaded by candidates. Remember to your referees to put your NAME AND SURNAME in the subject of the e-mail.
- A proof of nationality (preferably your passport)
- A recent photo of yourself
- The WOP Student Commitment. If you are applying between 4th December 2015 and 29th February 2016, use this document.
- A motivation letter

- **To verify the place of residence of the student candidate. The place of residence should be verified on the basis of the provision of:** a residence certificate issued in accordance with the candidate's municipality normal registration rules; a certificate from the candidate's place of work, study or training issued by the employer or institution in question. Both documents must have been issued within 12 months before the submission deadline of applying for the WOP-P International Master student scholarship (29th of February 2016).
- Any other document you would like to provide

\* The documents should be all in English. Other languages as French, Italian, Portuguese or Spanish will be also accepted. Documents in other languages should be translated in English by a sworn translator.

**Step 2:** Fill in the online application, which you will find [HERE](#). Required digital or electronic documents will be uploaded at the end of the on-line application process. Students should not send any document regarding the application by e-mail, fax or postal mail. If this link does not work, please copy the following link ([here](#))

[https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idtramite=WOP\\_ST16](https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idtramite=WOP_ST16)

and paste it on your internet browser. As explained in this guide, you have three ways to access the online application but most probably you will have to choose the option of creating a user and password. Please, keep this user and password in a safe place because they will let you enter in the online application as many times as you need (to make changes in some of your data or to upload new documents) You will be able to follow the whole process of selection by using this user and password.

**IMPORTANT:** Please, consider that if you upload/updated additional information or documentation to your initial application you must to inform. [Click here](#) to inform about the changes

**Step 3:** If you find any technical problem during the application process, please send an e-mail to [erasmuswop@uv.es](mailto:erasmuswop@uv.es) and explain your problem in detail. We will try to solve it and give you some feedback as soon as possible. Otherwise, try to send the on-line application without documentation. Then, to consider your application you should upload all the documents required in due time. You can do it following the application guide, from slide 20, go to "actions" and then "annex".

Applications and documents sent by e-mail, fax or postal mail will not be accepted. Application must be done on-line by clicking on this [link](#) and/or copying the following link:

[https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idtramite=WOP\\_ST16](https://webges.uv.es/uvEntreuWeb/menuSEU.jsp?idtramite=WOP_ST16)

Please, remember deadlines for your application!!

**PROBLEMS UPLOADING DOCUMENTATION WITHIN THE ONLINE APPLICATION:** Try to send the on-line application without documentation. Then, to consider your application you should upload all the documents required in due time. You can do it following the application guide, from slide 20, go to "actions" and then "annex".

Additionally, be aware that most probably that is related to a technical problem. We strongly recommend you to send this information to the e-mail address: [entreu@uv.es](mailto:entreu@uv.es).

## LETTERS OF REFERENCE:

The deadline to receive directly from the referees the 2 reference letters is the same as the student applicants. Referees can send the letter after and/or before student applicants online application but in due time.

### 2.3. Selection procedure

The procedure of students' selection is oriented to quality and successful study fulfilment. As WOP master programme requires a great effort, students should be willing to dedicate an important number of hours to different types of tasks (e.g. reading articles, preparing reports, front-teaching). So, students' selection involves a rigorous evaluation of knowledge skills and motivational aspects. The process of selection includes the presentation of the CV and an interview with the candidate. Usually, before interviewing the selection Committee analyses the Undergraduate Degree (i.e., Bachelor degree) to assess its validity to study the Master. According to the rules of the WOP-P Consortium, it is required that all of the five European partner Universities consider valid the University Undergraduate Degree of the candidates according to the regulations of the country of each partner University. Under these circumstances, if one or more partner Universities of the WOP-P Consortium does/do not consider as valid the University Undergraduate Degree of the candidate, his/her candidacy will not be considered as valid for the scholarships of the Consortium and for the acceptance in the Master WOP-P. Otherwise, because of the complexity of selection process of candidates for WOP-P Consortium grants and/or for the acceptance in the Master, the steps corresponding to this selection process should be implemented in parallel. Thus, interviewing one candidate for WOP-P Consortium grants and/or for the acceptance in the Master does not assure he/she fulfil the compulsory requirements of the WOP-P Master (e.g., Psychology Diploma).

During the process maybe the candidate is requested to present additional documents, which can provide further evidence of their preparation and qualification.

So, in every institution the internal coordinator interviews the candidates, and carries out the exam or tests to assess previous knowledge and skills related to the discipline. Afterwards, such coordinator establishes a ranking considering applicant's merits and formulates a proposal of the candidates to be accepted by the WOP Coordinating and Selection Committee. Please, consider that the interview is an important part of the selection process. If the interviewer does not receive any answer from the student candidate to schedule the interview in due time, his/her candidacy will be withdrawn from the process. Taking this into consideration, his/her candidacy will not be considered as valid for the WOP-P Consortium Scholarship and/or for the acceptance in the Master WOP-P.

The Selection Committee decides on both the grant holders and the candidates accepted to be enrolled in the WOP master programme. There is no appeal procedure against the decision of the WOP International Selection Committee. Please, also be aware that no further information about the results of your selection process of interview will be provided by phone, e-mail or personally.

The European universities (Home for mobility 1 and Host for mobility 2) where the selected students will be enrolled will be decided by the WOP Coordinating Committee. The decision will be based on the students' preferences; the need to obtain a balanced distribution among partner institutions; and the students' fluency in the languages used in WOP programme (English, French, Italian, Portuguese and Spanish)



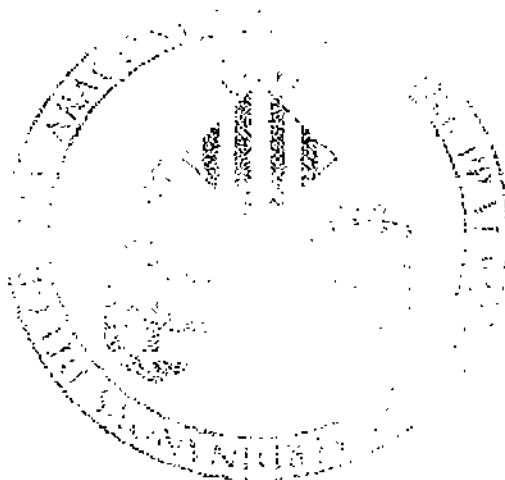
### 3. WOP-P CONSORTIUM GRANTS/SCHOLARSHIPS

**A) 3 GRANTS for Type A students coming from partner countries<sup>3</sup>:**

8.000 € per year for registration fees + 10.000 € per year to cover costs of living.  
Total = 18.000 € per year. Total amount corresponding to each grant (two years):  
36.000 €

**B) 2 GRANTS for Type B students coming from programme countries<sup>4</sup>:**

2.600 € per year for registration fees + 5.000 € per year to cover costs of living.  
Total = 7.600 € per year. Total amount corresponding to each grant (two years):  
15.200 €



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<sup>3</sup> According to the definition established in the Erasmus+ programme guide valid for the applications corresponding to 2016

<sup>4</sup> According to the definition established in the Erasmus + programme guide valid for the applications corresponding to 2016

#### 4. Tuition Fee

The Tuition Fee and other Participation Costs for the WOP-P Programme for academic year 2016-2017 is:

- **STUDENTS TYPE A:** 8,000 Eur (eight thousand Euro) per academic year.
- **STUDENTS TYPE B:** 2,600 Eur (two thousand six hundred Euro) per academic year.

The WOP-P Programme requires mobility, which implies to study in different universities. The costs of the fees of these activities are included in the fees of the Master. However, 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.

Tuition fee for registration in WOP-P Master does not include the amount for mark certificates or any kind of official document that the student may need. So, if any student needs any mark certificate or any kind of official certificate in one of our WOP-P Universities, he or she should pay the current fees for those official documents.

Participation costs include an insurance policy, the compulsory university insurance, registration, university id. cards and the student's record management.



## **5. Deadline for Application**

Deadlines for applications for the WOP-P Consortium Scholarships:

**From 4th December 2015 to 29th February 2016 (24 h UTC/CUT +1).**

Selection results will be provided to these applicants from 15th April 2016.

