



# Student Agreement

## Table of contents

1. INTRODUCTION.....	2
1.1. Introduction.....	2
1.2. Agreement.....	2
2. ACADEMIC MATTERS.....	2
2.1. The Consortium obligations.....	2
2.2. Student obligations.....	2
2.3. Study track.....	3
2.4. Expected Academic Outputs.....	5
2.5. Academic activities.....	6
2.5.1 Assessment, examinations and grading system.....	6
2.5.2. Internships.....	7
2.5.3. Master Thesis.....	8
2.6. Degrees awarded.....	9
2.7. Accompanying person's policy.....	10
2.8. Student common services.....	10
2.9. Health insurance.....	11
3. FINANCIAL ISSUES.....	12
3.1. WINTOUR participation fees.....	12
3.2. Financial conditions for EMJM scholarship holders.....	13
3.3. Financial conditions for self-funded students.....	14
4. ADMINISTRATIVE MATTERS.....	15
4.1. Consortium organisation.....	15
4.2. Academic rules and regulations.....	16
4.3. Other rules and regulations.....	17
4.4. Dissemination and exploitation of results.....	17
5. FINAL CONSIDERATIONS.....	18
5.1. WINTOUR Consortium Universities' liabilities.....	18
5.2. Termination of the Agreement.....	19
5.3. Requirements on termination of this Agreement.....	19
5.4. Notices.....	20
5.5. General.....	20
5.6. Law and jurisdiction.....	20
ANNEX 1. Student Code of Ethics and Conduct.....	21

## 1. INTRODUCTION

### 1.1. Introduction

This Agreement sets out the relationship between the International Master on Wine Tourism Transitions and Innovations (WINTOUR) Consortium and its students, while specifying the rights and obligations of the WINTOUR Consortium and WINTOUR students. It is intended to provide a framework through which the Universities and their students can work together to create a positive environment for learning and academic achievement.

### 1.2. Agreement

The standard enrolment conditions for WINTOUR students are set out below.

The Agreement between you and the WINTOUR Consortium starts when you accept the offer of a place on the programme.

If the Agreement between you and the WINTOUR Consortium is inconsistent with any other document prepared by or on behalf of the Consortium, the Agreement will prevail. The Agreement comprises the entire understanding between you and the WINTOUR Consortium about the programme and replaces any other undertakings or representations.

## 2. ACADEMIC MATTERS

### 2.1. The Consortium obligations

The Consortium, through the three universities involved, will provide you with the tuition and learning assistance required for the program with reasonable care and expertise. The Consortium will make all reasonable efforts to provide a high-quality study programme, including the main milestones in the master course calendar, examination periods, the nature of the exams and the grading system used to assess the students' performance, the students' obligations regarding both course attendance and academic performance, and the consequences for failing to meet these obligations.

The Consortium, through the Universities involved, will give the students access to learning support facilities and other services as it considers appropriate for their proper participation in the programme.

### 2.2. Student obligations

In accordance with the WINTOUR Consortium, students are required to:

- Attend compulsory lectures, courses, tutorials, examinations, field trips and other activities which form part of the programme.

- Justify ALL absences for medical or other reasons for which students are not responsible (students must present proper documentation to the semester Local Coordination no more than 5 days after the absence). Absences (always with the necessary permission of the Local Coordinator) can sum a maximum of 25% in each teaching unit or module.
- Students who do not meet the attendance requirements specified above, may:
  - be applied a grade deduction in the affected teaching unit/s or module/s according to the regulations of each institution.
  - be excluded from the regular exam of a teaching unit or module (in this case, each institution will inform about the procedures to be followed according to their regulations)
  - be excluded from further participation in the WINTOUR Master's Degree Program and have their scholarships suspended.
- Commit to attending local language courses organised in the first three semesters at URV, UBx and UP.
- Meet program deadlines for course work and assignments, subject to exceptional circumstances such as illness.
- Reach the level of academic attainment required for the programme and the Academic Committee.
- Behave appropriately, on the Universities' premises, according to the WINTOUR Code of Ethics and conduct attached to this agreement (Annex 1).
- Be adequately prepared for any activity that may be required to undertake as part of the programme outside the Universities, at all times conducting themselves according to the WINTOUR Code of Ethics and conduct attached to this agreement (Annex 1).
- Abide any special conditions related to the programme, notified to them by the WINTOUR Consortium.
- Actively participate in the Quality Assessment of the WINTOUR programme and evaluations/surveys conducted by the EACEA.

### 2.3. Study track

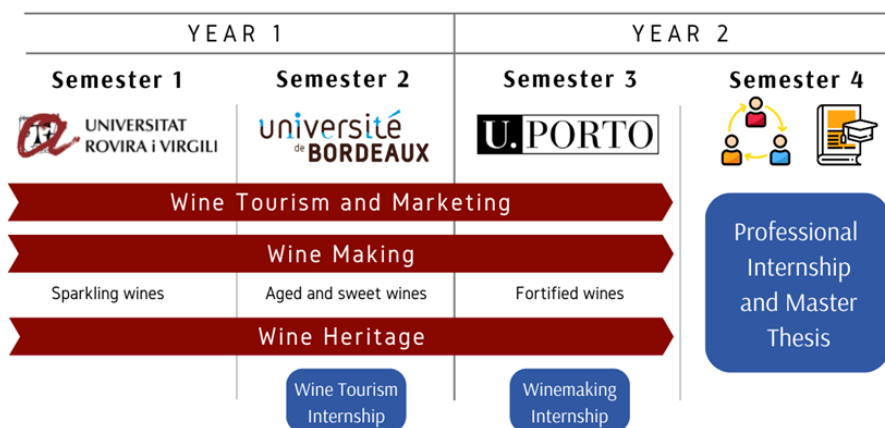
The Master's Programme of WINTOUR consists of two academic years (120 ECTS). The programme starts once a year in autumn. The first academic year is jointly delivered at the URV (S1, 30 ECTS) and at the UBx (S2, 30 ECTS). All students have to follow the second academic year, which constitutes the third semester (S3, 30 ECTS) taught at the UP. The second semester includes a Wine Tourism Internship where students learn and experience the different wine tourism activities offered, and how they are planned, organised and managed. The third semester incorporates a Winemaking Internship in a winery (preferably from one of the three winemaking regions) where students participate during the harvest and winemaking process. Finally, in the fourth semester (S4, 30 ECTS) students develop their Master Thesis in the context of a Professional Internship in an institution or

entity, public or private (Associated Partner of the Consortium or other organisations) and supervised by one of the Partner HEIs. Each university will register and supervise, through academic supervisors, one third of the students for the Master Thesis in each edition. Each university will have a Local Master Thesis coordinator and UP will act as General Master Thesis Coordinator.

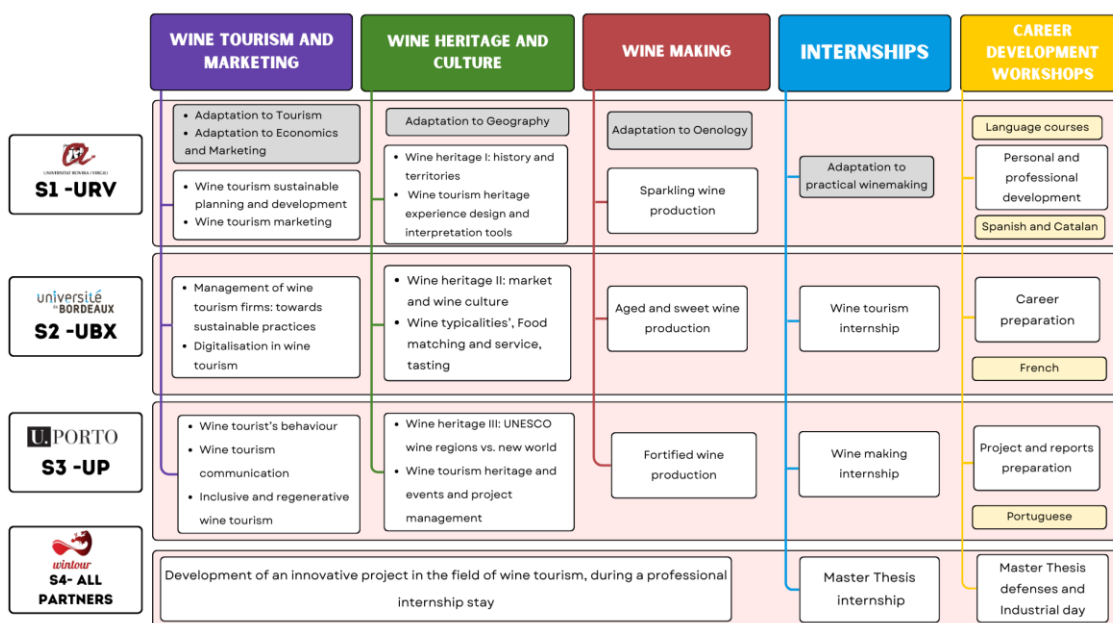
### General Structure of the WINTOUR academic programme

COURSE	COMPULSORY	OPT	Internship	Master Thesis	TOTAL
Year 1	48	6	6		60
Year 2	24		6	30	60
<b>Total</b>	<b>72</b>	<b>6</b>	<b>12</b>	<b>30</b>	<b>120</b>

### International Master on Wine Tourism Transitions and Innovations



### Graphical presentation of the WINTOUR General Structure



### Detailed structure and curriculum of the WINTOUR Master

## 2.4. Expected Academic Outputs

The Expected Academic Outputs or Intended Learning Outcomes comprise knowledge, skills and competences outlined by the industry as crucial for future executive professionals. They are the following:

K=Knowledge	SE= Specific Skills	COE= Specific Competences
	ST= Transversal Skills	COT= Transversal Competences

K1	Identify the key elements related to the wine and wine tourism industry, from a sustainable, responsible and competitive perspective.	K1.1	Distinguish the fundamentals and strategic business principles of the tourism industry, as well as the different development models
		K1.2	Identify the strategic and operational concepts of marketing
		K1.3	Identify the wine production processes, as well as the equipment necessary for the production of different types of wines and special wines (sparkling, sweet, crianza, fortified,...)
		K1.4	Identify the relevance of geographical context, heritage and history in the wine industry and wine tourism development.
		k1.5	Relate the Sustainable Development Goals to the impact of the wine tourism industry
SE1	Differentiate existing types of wine and wine production processes, from the treatment of the raw material to the obtaining of the final product.	SE1.1	Differentiate the different types of wine and the production methods used to make them.
		SE1.2	Categorise the sensory properties of different wines and specialty wines.
SE2	Translate the challenges and new trends of the sector into an innovative wine tourism strategy, creating experiences for customers that are inclusive and respectful with the environment and the local community.	SE2.1	Apply the principles of sustainability in the management of wine tourism companies.
		SE2.2	Use marketing variables in the field of wine tourism.
		SE2.3	Translate new trends into the sustainable development of wine tourism products and destinations.
SE3	Integrate the historical, geographical, cultural and social context of wine-producing regions into product designs and wine tourism experiences.	SE3.1	Explain the role of the history, geography and culture of wine in the development of wine tourism in the world's wine regions, and in their international recognition.
		SE3.2	Apply tools for interpreting heritage and geographical context in the design of wine tourism experiences and events.
		SE3.3	Determine specific pairings between wines and local cuisine, using appropriate serving and tasting techniques.
ST1	Formulate evaluations through the efficient use of IT tools.	ST1.1	Process information with criteria of relevance, reliability and pertinence, and using the appropriate IT tools and formats.
		ST1.2	Prepare evaluations, using the appropriate IT tools and formats.
		ST1.3	Exchange results and evaluations in academic, scientific and/or professional contexts using IT tools.
ST2	Solve complex problems critically, creatively and innovatively in multidisciplinary contexts.	ST2.1	Follow a systematic method to solve complex problems with a comprehensive approach in multidisciplinary settings. (Identify the problem, divide a complex problem into parts, identify its causes, and apply scientific and professional knowledge to solve it).
		ST2.2	Design a new solution using only the resources that are necessary and available to solve the problem.
		ST2.3	Assess the proposed solution with a realistic model and a multidisciplinary approach. (Find drawbacks and propose improvements).

ST3	Explain information clearly and precisely, orally and in writing, to all sorts of audiences.	ST3.1	Construct structured, clear, cohesive, rich discourse of the right length to transmit complex ideas. [oral communication].
		ST3.2	Use verbal, non-verbal and paraverbal communication to effectively communicate complex ideas in an understandable way to an audience. [oral communication].
		ST3.3	Produce quality texts (with no grammatical or spelling errors, which are presented accurately and formally, and which use formal and bibliographic conventions appropriately and consistently). [written communication].
		ST3.4	Construct a text appropriate to the communicative situation that is structured, clear, cohesive, rich and of the right length with the capacity to convey complex ideas. [written communication].
COE1	Translate the real challenges of the wine and wine tourism industry into the operational and management processes of a wine and/or wine tourism organisation, taking into account the principles of sustainability and responsibility.	COE1.1	Design innovative wine tourism proposals that apply the principles of sustainability and responsibility.
		COE1.2	Integrate theoretical knowledge with the tasks necessary for winemaking, in a real context.
		COE1.3	Integrate theoretical knowledge into tasks related to wine tourism activities, in a real context.
COT1	Work in teams and in complex contexts.	COT1.1	Identify the team's objectives and tasks and the role of the team members in complex contexts.
		COT1.2	Work with other teams towards shared objectives.
		COT1.3	Apply changes and improvements to achieve objectives by establishing positive synergies within the team and without.
COT2	Evaluate your own learning process to improve academically and professionally.	COT2.1	Identify motivations, expectations, strong points, and areas for improvement in the professional sphere.
		COT2.2	Analyse the professional environment of the speciality.
		COT2.3	Design specific professional pathways for the continuous improvement of personal learning.
COT3	Apply democratic principles and values including a diversity perspective.	COT3.1	Incorporate the environmental perspective in arguments, productions, and decision-making.
		COT3.2	Incorporate the gender perspective in arguments, productions, and decision-making.
		COT3.3	Incorporate the ethical and deontological concepts of the area of knowledge in arguments, productions, and decision-making.

## 2.5. Academic activities

### 2.5.1 Assessment, examinations and grading system

Examinations for each subject will be used to evaluate student achievement on the WINTOUR Master course. Examinations take place in the sessions organised by the local partner institution, in accordance with the rules of their institution, and may consist of several partial examinations and or a final examination at the end of each subject/semester. In general, WINTOUR examinations may take the form of:

- TESTS: oral/written, multiple choice or practical questions.
- PRESENTATIONS / EXPOSITIONS.
- SEMINARS or PRACTICALS: problem solving, exercises, forums of discussion, laboratory practicals or field visits.

The form of examination will be specified in each of the module descriptions and may be adapted for students with special needs.

WINTOUR students must successfully pass subject examinations to complete each of the Master's subjects. Students get two attempts to pass a final course examination (regular examination and retake). If a student fails the two attempts of an examination, registration for further examinations may incur additional costs that are charged to the student student in accordance with the rules of each institution, even in case of students awarded with an EMJM scholarship. The WINTOUR Consortium has established that admission and registration for the second year is validated when:

- at least 48 ECTS of the first academic year are successfully completed and
- the study fees have been paid according to the instalments established and there are no due payments (for non-scholarship holders).

The semester's marks are specified using the grading system of each host university and the final grades for their performance in the WINTOUR Master's Programme are set using the translation table below.

Grades description	Spain	France	Portugal
<b>Excellent/Very Good</b> <i>Sobresaliente *</i>	9 - 10	18 - 20	18 - 20
<b>Good</b> <i>Notable</i>	7 – < 9	14 – < 18	14 – < 18
<b>Satisfactory</b> <i>Aprobado</i>	5 – < 7	10 – < 14	10 – < 14
<b>Fail</b> <i>Suspense</i>	0 – < 5	0 – < 10	0 – < 10

The Coordinating Institution (URV) keeps record of all the students' transcripts and forwards the students' results to each partner institution.

### 2.5.2. Internships

The program offers intensive training through different internship periods:

#### **Wine Tourism Internship**

##### **1st year – Semester 2 – 4 weeks in June (with possibility of extension over the summer)**

Students are placed in a public organisation or private company developing its activity in the field of wine tourism. The objective is for the student to learn and experience first-hand the different wine tourism activities offered by the hosting organisation, and how these are planned, organised, and managed.

Ideally, this internship can be completed at the same host as the final Master Thesis Internship, allowing the student to propose, improve, and develop an innovative project as a Master Thesis in the final semester using the knowledge and experience gained from the company's various wine tourism activities.

## Practical Winemaking Internship

### 2nd year – Semester 3 – 4 weeks between August and September

Students are placed in a winery (preferably, but not restricted to, in Spain, France, or Portugal), and actively participate in the harvest and wine making process. The outcome of this training is to familiarise the students with the regular wine making practices, skills that are fundamental for any wine related professional.

### 2.5.3. Master Thesis

The Master Thesis is the result of the whole academic program, in which the students have to develop a project related to the field of wine tourism during a professional internship stay in an institution or entity, public or private (Associated Partner of the Consortium or not). This is the final outcome of the overall programme, thus it must demonstrate and apply the information and competencies acquired throughout the master's degree courses. The successful completion of the master thesis leads to obtaining a diploma from the three partner universities.

**The Master Thesis Project** has to be linked to the Master Thesis Professional Internship.

The Master Thesis should focus on the development of an innovative project in the field of wine tourism, such as:

- The design of a new wine tourism product.
- The design of a plan or proposal to improve the marketing aspects of a wine tourism company or organisation.
- The design of a plan with the definition of strategies for the development of wine tourism in a wine-growing region.

The list of projects developed in previous WINTOUR editions can be found on URV Moodle and on the WINTOUR website.

The thesis is presented in written format and defended in front of an evaluating committee (everything conducted in English).

### Master Thesis Professional Internship

- Students can propose placement and project for the Master Thesis (the proposal needs to be approved by the coordination). The Consortium can also collect expressions of interest from Associated Partners and disseminate them among the students.
- The internship can be performed at a company, research centre, institution or entity, public or private, related with wine tourism (already Associated Partners of the Consortium or not). The internship can't be performed at the students' own or family business. If students are interested in doing the internship in the company they are working at as employee, the proposal needs to be presented and approved by the coordination.
- Internships are meant to be performed **on-site** and require the physical mobility of the student to the host offices. If there is any duly justified issue preventing the student from meeting this requirement, the coordination shall evaluate the case and confirm if exceptional measures can be applicable to temporarily perform the internship on remote, partially or entirely.



- Students must complete **at least 600 hours of professional work** (500 hours at the company + 100 hours of thesis writing between February and June), adapting to the company's working hours.
- Entities hosting WINTOUR students must sign a collaborative agreement with the supervising university and the student. This agreement should determine the training purposes and tasks that the student will develop, according to the learning outcomes and skills established by the programme. Templates and procedures for this paperwork are specific to each university (students can download the collaborative agreement template from URV Moodle-Master Thesis space).

## 2.6. Degrees awarded

The EMJM WINTOUR offers a truly integrated study programme, recognised in all three participating countries. The three universities have obtained the official accreditation approved by the respective national agencies for evaluation of higher education and public research. The most recent accreditations obtained are as follows:

- Universitat Rovira i Virgili: Máster Universitario Erasmus Mundus en Innovación en Enoturismo por la Universidad Rovira i Virgili, Universidade de Porto y Université de Bordeaux (Comisión de Verificación y Acreditación de Planes de Estudios del Consejo de Universidades - 17/01/2024, valid until 17/01/2030).
- Université de Bordeaux: Master Sciences de la vigne et du vin, parcours WINTOUR (Mundus) (HCERES Haut Conseil de l'évaluation de la recherche et de l'enseignement supérieur - 19/07/2022, valid until 19/07/2028)
- Universidade do Porto: Mestrado em Transições e Inovações no Enoturismo (Erasmus Mundus) (31/07/2023, valid until 31/07/2027)

These accreditations will be subject of modification, updating or re-accreditation according to the regulations of national accreditation agencies.

Successful completion of the jointly delivered WINTOUR programme (minimum 120 ECTS) entitle the graduates to obtain an official international Joint Degree Diploma awarded by the coordinating institution, URV. This joint degree diploma is issued by the UNIVERSITAT ROVIRA I VIRGILI in accordance with the national legislation for Erasmus Mundus Joint Diplomas (Orden ECD/760/2013, 26th April; Real Decreto 1002/2010, 5th August), and contains the name of the Consortium, the name of the participating institutions, and the signatures of the rector from UNIVERSITAT ROVIRA I VIRGILI as Coordinating Institution. In addition to the Joint Degree Diploma, students will also receive complementary national Master's diplomas from UNIVERSITÉ DE BORDEAUX and UNIVERSIDADE DO PORTO, respectively.

Graduated students also receive a Joint Diploma Supplement, issued by the coordinating institution (URV), which follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international transparency and fair academic and professional recognition of qualifications. It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the student.

## 2.7. Accompanying person's policy

Field trips, visits, workshops, seminars and other academic activities offered by the WINTOUR Consortium in each of the hosting institutions (Universitat Rovira i Virgili, Université de Bordeaux – ISVV, and Universidade do Porto) are organised **solely to WINTOUR students**. WINTOUR students' relatives and friends cannot participate in these activities.

## 2.8. Student common services

The three Partner Institutions provide support services for the implementation of WINTOUR. The quality and variety of the services provided for students correspond to the standards set out in the guidelines for the ERASMUS+ Programme, with particular emphasis on the following aspects:

- **Visa:** the Partners provide general information and support to students on the issuing of visas and residence permits in the participating countries. The Partners are committed to provide any academic documentation that students may need for their visa or residence permit application procedures.
- **Languages:** the Consortium believes that having basic knowledge of the local languages is very important for students' good social integration, finding appropriate internships, and developing essential skills for future employability. For this reason, the three Partner Institutions offer complimentary local language courses during the first 3 semesters of teaching for the students who have basic or no knowledge of Spanish, Catalan, French, and/or Portuguese.
- **Attention to students with special needs:** the Partner Institutions will offer adequate services and facilities, considering the requirements of students with special needs. Potential obstacles will be anticipated and controlled by the Partner Institutions. Assistance will be offered to students with disabilities, including the removal of physical obstacles, linguistic help to follow courses, and the adaptation of exams and assignments, evaluation materials and activities, when necessary.
- **Insurance:** the Coordinating Institution of the Consortium subscribes to an insurance system that provides coverage for WINTOUR students and fulfils the insurance requirements of the Erasmus+ Programme. This insurance covers all enrolled WINTOUR students participating in the mobility under the umbrella of this Consortium (see further information on section 2.9).
- **Welcome guide:** upon enrolment, all students receive an electronic version of the general WINTOUR Welcome Guide, including information about the Partner Institutions (faculties and professors), objectives of the course, mobility path, general structure, module & courses, internships, master thesis, academic calendar, evaluation criteria, degree diplomas and career opportunities. This information is explained in detail during the Welcome days organised at URV (1st hosting Partner Institution). The general overview is supplemented with a Welcome Guide for each semester at URV, UBx, and UP, which includes additional information about the class schedule, semester calendar, teachers, faculties, and other

useful information such as accommodation options. These additional details are explained during the Welcome days at the beginning of each semester. Once students' registration is completed, students are granted access to universities' computer services and pedagogical platforms.

The three Partner Institutions commit to making all the university and campus facilities available for WINTOUR students. In addition to the services already mentioned, students will also have access to local academic coordinator and technical support personnel who will assist them with any programme-related concerns they may have throughout the master's programme.

Being a WINTOUR student also permits getting access to the global network of **Erasmus Mundus Students and Alumni Association (EMA)**, a world-wide network that gathers more than 16.000 students of Erasmus Mundus programmes. Check out their website for further details on how to become a member, benefits offered and activities they organize: <https://www.em-a.eu/>

## 2.9. Health insurance

The Coordinating institution of the Consortium subscribes to an insurance system that provides coverage for WINTOUR students and fulfils the insurance requirements of the Erasmus+ Programme. This insurance covers all registered WINTOUR students participating in the joint programme, following the required mobility scheme.

The insurance covers:

- sickness, pregnancy/childbirth, and accident, in particular:
  - direct payment of hospital stays
  - reimbursement of outpatient care and other medical expenses
  - 100% cover for doctor's fees, medicines, examinations and analyses prescribed by a physician, urgent dental care following an accident, all hospital expenses and surgical fees (including advances on hospital expenses), repatriation in the event of serious illness or accident
  - costs for urgent dental care without accident up to 250 EUR per year
  - non-permanent and non-chronic mental disorders
  - pregnancies of less than 6 months (at the moment of departure from the home country to participate in the action) may not be excluded from cover
- death (whether attributable to the activities under the action or not and covering all cases, including suicide), in particular:
  - transport of the mortal remains to the place chosen by the deceased's family
  - funeral and laying-out costs
  - costs of the coffin
- permanent invalidity (whether attributable to the activities under the action or not), in particular partial or full permanent disability resulting from an accident
- third party liability occasioned by physical or material damage to third parties (as provided for under the applicable national law)
- theft and loss of personal belongings, in particular:

- Identification documents (identity card, passport, etc.)
- Travel tickets
- Luggage

Students are given an insurance certificate and informed by the coordination about all related information concerning the insurance scheme and services offered by the company, including the procedures to follow in case of illness or health incident.

### 3. FINANCIAL ISSUES

#### 3.1. WINTOUR participation fees

WINTOUR fees distinguish two types or categories of students:

- Students from Third countries not associated to the Erasmus+ programme: **8.000 € / year** (16.000 € for the whole Master)
- Students from EU Member States and third countries associated to the Erasmus+ programme: **6.000 € / year** (12.000 € for the whole Master).

For the students awarded with an **EMJM scholarship**, participation fees are obtained directly by the WINTOUR Consortium from the project grant budget. Students do not have to pay participation fees.

**Self-funded students** should pay their yearly participation fees to the WINTOUR Consortium, following the consortium regulations on these matters (see section 3.3 below). The Consortium may decide yearly to award a limited number of Consortium fee-waivers to the best ranked self-funded students from each category, which will cover part of the cost of the participation fees for the first and second years of study.

Participation fees include:

- Registration in the three host institutions, including academic resources and services of the three universities (tuition fees).
- Full insurance coverage in line with the minimum requirements established by the EACEA.
- Local language courses for students who have basic or no knowledge at all of the local language (Catalan, Spanish, French and Portuguese) during the first 3 semesters of teaching.
- Other expenses such as welcome sessions or part of the expenses derived from the participation in the graduation ceremony, field trips, workshops, invited lectures and other academic activities.
- Issuance of Diplomas, transcript and Diploma Supplement after completion of the master.
- Other administrative costs at hosting universities.

Participation fees do not include:

- Living expenses
- Transportation costs to and within Europe
- Translations or other bureaucratic services required

### 3.2. Financial conditions for EMJM scholarship holders

The EMJM student scholarship is considered a full scholarship, which covers most of the expenses students incur throughout the 2-year duration of the WINTOUR master. Details on the scholarship amounts and conditions are as follows:

<b>Full scholarship to subsistence, travel and installation costs</b> <i>(in addition to participation fee waiver for the whole duration of the programme)</i>	1400 EUR per month (up to a maximum of 24 months)
---	---

#### EMJM scholarship general conditions

- The contribution covering subsistence, travel and installation costs is a monthly non-taxable stipend of 1400€ for the entire duration of the programme (up to a maximum of 24 months, from the starting date to the end date of academic activities).
- Scholarship holders selected must not have already benefitted from a previous Erasmus Mundus Joint Masters (EMJM) scholarship.
- Scholarship holders may receive additional funding for study/research activities as long as these are not from other EU funding sources/programmes.
- Scholarship holders may have a remunerated work while enrolled in the programme provided that they can dedicate the necessary time and efforts to the WINTOUR mandatory activities in order to successfully complete the entire study programme within the 2-year study duration.
- In case of no-shows<sup>1</sup> or cancellations<sup>2</sup> the WINTOUR Consortium will automatically stop all scholarship payments. Any payments unduly received by the students must be returned to the WINTOUR Consortium.

#### Bank account and payment arrangements

The contribution covering subsistence, travel and installation costs is made monthly by the Coordinating institution to the granted students. These payments require that students open a bank account in a bank office located in Spain or in an online bank service that provides a bank account with Spanish IBAN. Students must keep it active for the whole duration of the masters. Students may begin the process in a bank of their choice before the masters' official starting date. Students will also need to obtain a valid Spanish NIE. The first payment will be effective as soon as the bank account is open and registered at the URV's administration system. During the welcome week the

<sup>1</sup> Scholarship holder that accepted the scholarship but for whatever reasons does not start the study programme without having informed the Consortium in advance.

<sup>2</sup> Scholarship holder that accepted the scholarship and started the course but decides to cancel his/her participation in the master for whatever reasons.

WINTOUR Secretariat informs the students about the procedures and paperwork to be done in order to formalise the registration of their bank account in the URV's administration system.

### 3.3. Financial conditions for self-funded students

**Self-funded students** should pay their yearly participation fees to the WINTOUR Consortium, following the consortium regulations on these matters. Candidates have to pay a deposit of 400€ to guarantee their place in the programme after communication of their selection. The remaining participation fees can be paid in 4 different instalments (2 per academic year) – see Tables below. Payments must be made by bank transfer. The information on how to proceed is provided to the students once they are admitted (Student Agreement).

#### Self-funded students from EU Member States and Third countries associated to the Erasmus+ programme

Academic year 1	<b>Payment 1 = 400€ to guarantee a place in the programme.</b> Deposit to be paid in maximum 10 calendar days after communication of admission) This amount will not be refunded, even in case of not registering to the master course.
	Payment 2 = EUR 2800 by September 15th
	Payment 3 = EUR 2800 by January 15th
Academic year 2	Payment 4 = EUR 3000 by September 15th
	Payment 5 = EUR 3000 by January 15th

#### Self-funded students from Third countries not associated to the Erasmus+ programme

Academic year 1	<b>Payment 1 = 400€ to guarantee a place in the programme.</b> Deposit to be paid in maximum 10 calendar days after communication of admission) This amount will not be refunded, even in case of not registering to the master course.
	Payment 2 = EUR 3800 by September 15th
	Payment 3 = EUR 3800 by January 15th
Academic year 2	Payment 4 = EUR 4000 by September 15th
	Payment 5 = EUR 4000 by January 15th

The number of instalments and amounts shall be adapted in case of self-funded students receiving WINTOUR Consortium fee-waivers or grants from their countries of origin, organizing universities (like, for instance, URV Master's Degree grants or discounts for students from CPLP countries applied at UP), or other institutions. Follow-up instructions in these cases will be sent by e-mail prior the instalments are due.

These students are bound by the Consortium's regulations on the payment of fees, and the consequences of non-payment. If the fees due to the WINTOUR Consortium remain unpaid 28 days after the date they are due, the Consortium is entitled to take legal action to recover the debt and/or take any or all of the following steps:

- exclude the student from the program and end this Agreement,
- withhold from the student any award or qualification which would otherwise have been made to you, suspend further performance of its obligations under this Agreement and/or to refuse to allow you to proceed to any further stage of the program, until all outstanding

amounts have been paid, or arrangements for payment have been established which the Consortium considers satisfactory.

### Conditions for self-funded students

- WINTOUR self-funded students may apply for and receive funding that facilitates them the partial or total covering of costs incurred throughout the entire course.
- WINTOUR self-funded students can have a paid job in addition to the WINTOUR activities provided that the student can dedicate the necessary time and efforts to the WINTOUR mandatory activities in order to successfully complete the entire study programme within the 2-year study duration.
- The first payment of EUR 400 for a place reservation in the WINTOUR programme **will not be refunded, even in case of not registering to the master course.**
- If payments are not made by the established due date, students' registration to the master will be temporarily suspended (even without sending a notification to them). In order to rectify the situation, students can request the reactivation of their registration at the WINTOUR Secretariat (master.wintour@urv.cat) and pay the remaining bills with an increase that will be informed when those circumstances occur.
- Fees may be partly refunded if the self-funded student cancels the registration before the start of each course due to illness or if they have good cause. In that case, the student can apply for a refund through the WINTOUR Secretariat. The WINTOUR Executive Committee will decide the amount refunded within the following month. The refund takes into consideration the presence of the student within the programme and is implemented in accordance with the rules of the different partner universities. The registration taxes and national charges will not be refunded.
- In the event that students fail any of the courses and have to retake them the following year, the registration fees may increase in the subsequent year in accordance with the rules of the participating universities.

## 4. ADMINISTRATIVE MATTERS

### 4.1. Consortium organisation

The coordination of the master is ensured by the following committees:

The Executive Committee will be in charge of the coordination and management of the programme. These may include academic and administrative decisions concerning changes to the Consortium, financial supervision, promotion and dissemination strategy, interactions with the Agency for matters related to the implementation, monitoring and evaluation of the programme (including the approval of deliverables and technical reports).

The Academic Committee will be responsible for all decisions regarding the academic curricula and academic supervision, including module and subject coordination among the Partner Institutions. Another key task will be the selection and admission of all students and allocation of scholarships



following the Agency rules. Finally, this committee will also deal with conflicts or concerns raised by the students.

The Quality Committee will take care of discussing the results of the internal quality assurance mechanisms (surveys, meetings, etc.), and will decide the actions to be taken to improve the general academic curriculum, the teaching methodologies or organisational aspects concerning student services for each semester. All these aspects shall be informed to or enriched by the meetings organised for the Strategic Advisory Board. External quality assurance procedures (accreditations) will also be discussed.

Finally, a Strategic Advisory Board will assess the scientific and professional quality of the WINTOUR programme, as well as the promotion and dissemination strategy to enhance its internationalisation and the employability of graduates. The inputs obtained from this board will help promoting adjustments needed to improve the programme and its management.

In addition to the committees listed above, the Executive Committee may designate, if necessary, the creation of other specific committees to meet any other needs that may arise.



## 4.2. Academic rules and regulations

You must comply with all relevant regulations relating to the programme, as amended from time to time. They include the following:

- relevant statutes, ordinances and regulations, as set out in the Consortium Universities Statutes, Ordinances, Regulations and Official Record;
- faculty rules on academic progress and the consequences of poor academic performance;
- regulations on suspension or extension of studies;
- examination regulations;
- health and safety regulations relating to the programme;
- codes of practice on research conduct and misconduct;
- the Universities' intellectual property policy;
- any relevant third-party requirements;
- all codes, rules and regulations of any other relevant organisation or university, if attendance is required as part of the programme.



### 4.3. Other rules and regulations

You must comply with all other relevant rules and regulations of the Consortium Universities, which are amended from time to time. They include the following:

- health and safety regulations;
- student code of ethics and conduct (which include the Consortium right to suspend or exclude a student in exceptional circumstances on disciplinary grounds);
- computing regulations;
- regulations on investigation of computers;
- library regulations;
- regulations on equal opportunities, discrimination, bullying and harassment and dignity at work and study;
- data protection information for students and data protection guidelines;
- provisions relating to confidential information;
- regulations on freedom of speech;
- regulations concerning students with mental health problems;
- public interest disclosure policy (whistleblowing);
- grievance and complaints procedures;
- use of student ID/library/swipe cards.

### 4.4. Dissemination and exploitation of results

Any communication or publication related to the WINTOUR project, made by the beneficiaries jointly or individually (including media relations, conferences, seminars, information material, such as brochures, leaflets, posters, presentations, etc., in electronic form, via traditional or social media, etc.), not only must acknowledge the connection with the WINTOUR programme but also acknowledge the EU support by displaying the European flag (emblem) and funding statement. See below further details on how to implement correctly this acknowledgement. Also, the disclaimer needed.

#### ► **Authorship:**

Any communication or publication related to the project developed during the WINTOUR Master Thesis must include among the list of authors the Academic supervisor, with their affiliations (Department/faculty, University, Address and Country).

Example:

Name of WINTOUR student <sup>1</sup>, Name of professional supervisor or some person/s from the company<sup>2</sup>, Name of academic supervisor <sup>3</sup>

<sup>1</sup> WINTOUR Intern, address of the hosting company

<sup>2</sup> Affiliation and address of the company

<sup>3</sup> Affiliation and address of the university

► **EU logo and WINTOUR logo:**

The project's publications and results that are distributed must include the following WINTOUR and EU logo. The EU emblem must remain distinct and separate and cannot be modified by adding other visual marks, brands or text. No other visual identity or logo may be used to highlight the EU support. When displayed in association with other logos (e.g., of beneficiaries or sponsors), the EU and WINTOUR emblems must be displayed at least as prominently and visibly as the other logos.



► **Disclaimer (in Acknowledgements section):**

Any communication or dissemination activity must indicate the following disclaimer (translated into local languages where appropriate):

*"This project has been developed within the International Master on Wine Tourism Transitions and Innovations (WINTOUR), funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency. Neither the European Union nor the granting authority can be held responsible for them."*

## 5. FINAL CONSIDERATIONS

### 5.1. WINTOUR Consortium Universities' liabilities

The WINTOUR Consortium Universities cannot accept responsibility, and expressly excludes liability, for:

- any loss or damage to your property, including damage to any motor vehicle or cycle, while on the Universities premises, unless caused by the negligence of the Universities or their employees;
- death or any personal injury suffered by you, unless caused by the negligence of the Universities or their employees.

Although the Consortium Universities will try to ensure that computer equipment and software available for your use has reasonable security and anti-virus facilities and protections, you use such computer equipment and software provided by the Universities at your own risk. The Universities shall not be liable for loss or damage suffered by you as a result of the use of any computer equipment or software provided or made available by the Universities, including any contamination of software or loss of files.

## 5.2. Termination of the Agreement

This Agreement will end automatically, subject to your rights of internal appeal, if your studies with the WINTOUR Consortium are terminated as a result of:

- action taken against you in accordance with the WINTOUR Consortium Universities disciplinary procedures or as a consequence of violating the WINTOUR Code of Ethics and Conduct;
- a decision of the WINTOUR Academic Committee, based on your academic performance;
- non-payment of fees, in accordance with the WINTOUR Consortium regulations on payment of fees.

If you are expelled or dismissed from any university or other organisation which you are required to attend or be a member of as part of the programme, the WINTOUR Consortium may end this Agreement immediately by written notice to you.

In addition, the Consortium may end this Agreement by written notice to you in the following circumstances:

- if, between accepting an offer and starting the programme, there is a change in your circumstances which, in the reasonable opinion of the WINTOUR Consortium, makes it inappropriate for you to study on the programme;
- if the Consortium becomes aware of information about you which it did not know before (for example, unspent criminal convictions) which, in the reasonable opinion of the Consortium, makes it inappropriate for you to study on the programme;
- if, in the reasonable opinion of the WINTOUR Consortium, you have failed to provide the Consortium with all relevant information, or have supplied false or misleading information, relating to your application for the programme.

## 5.3. Requirements on termination of this Agreement

If at any time this Agreement terminates:

- the WINTOUR Consortium shall be entitled to refuse to enrol students on the programme (if, at the date of termination, students have not already enrolled);
- the WINTOUR Consortium shall be entitled to require students to stop studying on the programme and to leave the University immediately (if, at the date of termination, the students have enrolled);
- students are required to return to the Universities' faculty offices the Student Identification Cards issued on enrolment, together with all property owned by the Universities;
- students must pay all outstanding fees immediately;

Any action taken by the WINTOUR Consortium under the above provisions will not restrict its ability to take other action against you to which it may be entitled. Provided the action taken to terminate

the Agreement is in accordance with these conditions or the Consortium procedures, the Consortium will not be liable for any loss or damage which you may suffer as a result.

#### 5.4. Notices

Any notice made under this Agreement shall be in writing. Letters will be addressed to you at your term time or home address as appropriate, at the last address you gave to the Consortium. A scanned copy of letters may also be given to the last email address you gave to the WINTOUR Secretariat.

#### 5.5. General

If any provision of these terms and conditions is or becomes illegal, invalid, void or unenforceable, that shall not affect the legality, validity or enforceability of the other provisions.

Neither you nor the WINTOUR Consortium shall be liable to each other for any failure or delay in performing obligations, if the failure or delay is due to any cause beyond that party's reasonable control, for example fire, flood or industrial dispute.

#### 5.6. Law and jurisdiction

This Agreement shall be governed by and construed in all respects in accordance with the laws of Spain, France and Portugal and the parties agree to submit to the jurisdiction of the corresponding courts.

Student's name, passport and signature: \_\_\_\_\_

General coordinator's signature: \_\_\_\_\_



## ANNEX 1. Student Code of Ethics and Conduct

Students enrolled in the WINTOUR programme are expected to maintain the highest standards of integrity and ethical principles. This Code provides a frame of reference for the ethical behaviour of WINTOUR students in the classrooms, on campus or while participating in any activity involving the name of WINTOUR.

The WINTOUR Consortium fosters an atmosphere of high integrity by maintaining an on-going dedication to honesty and responsibility. Any act of lying, cheating, plagiarism, deliberate misrepresentation, theft, misappropriation of the Universities' resources, scientific fraud, dishonesty, discrimination of individuals or ill use of other human beings is a blatant violation of this Code and will be treated as such.

### Academic pursuits

The WINTOUR student is expected to present his or her academic products honestly and fairly. The student will not knowingly use any dishonest method to gain unfair advantage over other students in academic pursuits, especially through, but not limited to: (a) giving or receiving any unauthorised aid on an assignment or exam, including working in groups on any assignment that has been designated as individual by the professor; (b) misrepresenting the originality of one's work (plagiarism), particularly through failing to reference the contributions of another, except as permitted by the instructor; or (c) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor.

### Institutional behaviour

The WINTOUR student is expected to represent himself or herself honestly in all oral or written statements. The student will not knowingly misrepresent any material fact to other students, faculty, staff, prospective employer or anyone else while representing himself or herself as a member of the WINTOUR community, especially through, but not limited to: (a) lying to prospective employers, either directly through oral or written statements or indirectly through misrepresentation of background in resume; (b) misrepresenting any material fact on the WINTOUR application, financial aid form, or other official document; or (c) lying to a fellow student, a faculty member or an administrator in order to gain preferential treatment.

### Social behaviour

WINTOUR students are expected to behave themselves in a caring and civil manner at all times and never harass, mistreat, belittle, harm or take unfair advantage of anyone. Any physical, verbal or

psychological attempt to abuse or actual abuse of others is considered a violation of the Code and will be treated accordingly.

WINTOUR nurtures an environment of mutual respect and tolerance. The members of the WINTOUR community treat everyone with respect and dignity and speak out against hatred and bigotry whenever and wherever they are found. WINTOUR students as all member of the WINTOUR community are expected to respect for the rights of others, tolerance of expressed differences in views, openness to accept and engage others, and a conviction to celebrate and encourage diversity.

### Property

As responsible citizens, students are expected to respect the WINTOUR Consortium Universities' property. Any attempt to intentionally cause damage or destruction to Universities' property or any property within the Universities campuses, will be treated as violation of this Code. The student will not misuse or misappropriate the materials, data or other property of another, especially through, but not limited to: (a) accessing, removing or destroying any information, materials, or other property from another student's or student organisations, premises, locker, computer files, or mail folder without prior permission; (b) accessing or removing without prior permission, or hiding or destroying any corporate record, files, job postings, or academic materials from the libraries or any other administrative office; (c) divulging proprietary or confidentially provided information obtained for class assignments; or (d) utilizing for commercial gain any material, systems, websites, or software provided to or by WINTOUR specifically and restrictively for educational purposes without prior permission of the provider.

### Reporting

The WINTOUR community members are expected to report any violation of this Code to the WINTOUR General Coordinator or the WINTOUR secretariat. The complaint will be processed with the adequate confidentiality and promptly dealt with by the WINTOUR Academic Committee who will implement the corresponding measures in each case.