

## **VEVU INCLUSION SUPPORT GUIDE FOR INCOMING PARTICIPANTS**

VEVU are committed to fostering an inclusive and supportive environment for all students. This guide aims to provide you with information on the inclusion support available to make your transition and academic journey smoother.

Through mobility you can turn your limitations into advantages – international mobility often becomes an opportunity for personal and professional growth, strengthening self-confidence and developing new competencies. Students with difficulties or fewer opportunities bring a unique perspective and strength, and mobility can be a space in which these characteristics become an advantage. You are not alone – VEVU as host HEI, provides support at every step, from preparation to implementation of mobility. Our role is to ensure an environment in which everyone can develop and participate on an equal basis.

If you do not inform us about your needs, we cannot know or adequately address them. We therefore invite you to indicate them in the registration form – there is a designated section for this purpose. All information you provide is treated with full confidentiality, and the aim is to offer support tailored to your individual requirements. The institution actively strives to prevent any form of stigmatization and to create an inclusive environment in which everyone feels safe and respected.

### **What this guide means for incoming students**

This guide is here to help you feel supported before, during and after your mobility at VEVU.

You will find:

- who to contact if you need help,
- what kind of support is available,
- how VEVU ensures an inclusive and welcoming environment for all students.

You do not need to face challenges alone — asking for support is a normal part of your mobility experience.

## What support you can expect

Before mobility:

- Information about financial top-ups available for students with fewer opportunities. KA131 incoming students ask you home HEI coordinator; Including opportunities under internal calls for incoming mobilities KA171.
- Collection of information about your individual needs through the registration form, where a dedicated section is provided for declaring such needs.

During mobility:

- Support as described in this guide.

**ENHANCED MENTORING** – an intensified mentoring approach that provides closer and more frequent guidance for participants requiring additional support. This includes regular check-ins, increased availability of the mentor, and extended assistance for completing tasks and project activities. Enhanced mentoring aims to enable participants to achieve greater autonomy and successful participation while receiving support at every stage of the mobility process, including outside regular working hours.

If you would like enhanced mentoring, please indicate this in the registration form under the “fewer opportunities request” section prior to arrival.

### When should you request enhanced mentoring?

Enhanced mentoring may be helpful if you:

- need additional guidance adapting to a new academic system,
- experience stress, anxiety or cultural adjustment challenges,
- require additional academic clarification,
- have health-related or accessibility needs,
- feel unsure whom to contact when difficulties arise.

Requesting enhanced mentoring does not affect your academic evaluation — it is simply an additional support tool designed to help you succeed.

[EXTRA-CURRICULAR ACTIVITIES / INTEGRATION & ACTIVE ENGAGEMENT OPPORTUNITIES](#)

[Vannastavne aktivnosti/integracija i aktivno uključivanje](#)

**After mobility:**

- We invite students to share their experiences and suggestions so we can improve our programmes and encourage future participants to take part in mobility.
- Feedback from incoming students is valuable for strengthening inclusive practices and enhancing international cooperation.

Support is provided by VEVU in line with our commitment to an inclusive and accessible mobility experience for all participants. All information shared is treated with confidentiality, and our goal is to create an environment where every student feels supported and empowered.

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### **1. Inclusive Campus Environment:**

- VEVU promotes a diverse and inclusive academic culture where every student is valued and respected.
- Familiarize yourself with VEVU facilities and services to ensure accessibility.

### **2. Orientation and Welcome Activities:**

- Attend orientation sessions tailored to incoming students to get acquainted with our university and dormitory, academic structure, and available resources.

Orientation sessions at VEVU are organized through:

**Before arrival:** remote open day – VEVU presentation for incoming participants, on-line individual consultation according to the agreed time.

- Participate in welcome activities organized by the university to meet fellow students and learn about support networks.

**Upon arrival:** introductory meeting with the relevant VEVU hosts

### **3. Academic Support:**

- Explore academic support services such as tutoring, writing centres, and workshops to enhance your learning experience.
- Connect with professors during office hours for additional assistance or clarification.

Host academic department ECTS coordinator for SMS students.

Host academic department Traineeship Supervisor for SMT students.

### **4. Inclusive Policies:**

- Familiarize yourself with the university's inclusive support, including anti-discrimination and harassment policies.
- Understand your rights and responsibilities as a student

[Erasmus student chart](#)

[PRIRUČNIK ZA STUDENTE S INVALIDITETOMhr](#)

[Handbook for Students with Special Needs at the University of Applied Sciences “Lavoslav Ružička” in Vukovar](#)

- [Kategorije studenata s manje mogućnosti - KA171 projekti](#)
- [Categories of incoming students – fewer opportunities: KA171 projects](#)

For report any concerns contact VEVU University secretary legal service office:

Duško Simić, dipl. iur.; e-mail: [dusko.simic@vevu.hr](mailto:dusko.simic@vevu.hr); tel: 032/492-262

## 5. Accessibility Services:

- If you have specific accessibility needs, contact the university's accessibility services to discuss accommodations, such as assistive technology or note-taking support.
- Ensure you know the locations of accessible facilities on campus.

Inclusion officer: Marko Kunac, mag. cin., pred.

E-mail: [marko.kunac@vevu.hr](mailto:marko.kunac@vevu.hr)

## 6. Mentorship Programs:

- Take advantage of mentorship programs that pair incoming students with experienced peers or faculty members.
- Mentors can provide valuable insights into university life and offer guidance on academic and social matters.

VEVU mentors: Student buddy support and VEVU Student Council

## 7. Cultural, Diversity Programs and Social Inclusion:

- Join clubs, societies, or student organizations aligned with your interests to build a sense of community.
- Attend social events to meet new people and make connections.

Some of VEVU Collaborative Organizations:

- **PRONI VUKOVAR** ([Volunteer Centre Vukovar](#) / [Vukovar Youth Info Center](#))
- **Organization YPGD - MGM "Dunav" YPGD**
- [Udruga Vukovarski Leptirići](#)
- [Društvo naša djeca Vukovar](#)
- [Europski dom Vukovar](#)
- [Muzej vučedolske kulture](#)
- [Vukovarske iskrice](#)
- [Udruga MOGU](#)
- Participate in cultural and diversity programs and events to celebrate and learn about various backgrounds and perspectives.
- Engage with student organizations that promote inclusivity and cultural exchange.

[Student Sport Association](#)

[Career Development Center](#) - [czrk@vevu.hr](mailto:czrk@vevu.hr)

VUKOVAR [EVENTS and FESTIVALS](#)

[Sportski objekti Vukovar](#)

## 8. Mental Health and Counselling Services:

- Be aware of mental health and counselling services available on campus for confidential support and resources.
- Prioritize your well-being and seek help if needed.

## ♥☐ Well-being during mobility

Adapting to a new country, academic environment and culture can sometimes feel overwhelming — this is completely normal.

You are encouraged to seek support early if you experience:

- homesickness,
- stress or anxiety,
- academic pressure,
- difficulties adjusting to daily life.

VEVU and its partners aim to provide a safe and supportive environment where students feel comfortable asking for help.

All conversations with support services remain confidential.

### [VEVU COUNSELING SERVICES](#)

## 10. Feedback Channels:

- Utilize feedback channels to share your experiences and suggestions for improvement.
- Your input is valuable in shaping a more inclusive university environment.

Send your feedback to this email: [erasmus@vevu.hr](mailto:erasmus@vevu.hr)

Remember, you are not alone. VEVU is committed to providing a supportive and inclusive community for all incoming participants. If you have any questions or concerns, don't hesitate to reach out to the relevant university offices or support services.

We wish you a successful and enriching academic journey at VEVU.

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## INCLUSION AND DIVERSITY ERASMUS+ SUPPORT

The Erasmus+ Programme seeks to promote equal opportunities and access, inclusion, diversity and fairness.

## ERASMUS+ FEWER OPPORTUNITIES LUMP SUM TOP UP FINANCIAL SUPPORT FOR INCOMING STUDENTS

Participant with fewer opportunities - means person who, for economic, social, cultural, geographical or health reasons, a migrant background, or for reasons such as disability and educational difficulties or for any other reasons, including those that can give rise to discrimination under article 21 of the Charter of Fundamental rights of the European Union, face obstacles that prevent them from having effective access to opportunities under the programme.

Accompanying person - A person who accompanies participants (learners, staff, young people or youth workers) in a mobility activity in order to ensure their safety, provide support and assistance, as well as assist with the participant's effective learning during the mobility experience. In individual activities, an accompanying person may accompany participants with fewer opportunities or minors and youngsters with little experience outside their own country. In case of group activities in the field of education and training, qualified education staff must accompany the group to facilitate the learning process.

### **Students and recent graduates with fewer opportunities - top-up amount to the individual support for long-term mobility**

Students and recent graduates with fewer opportunities may receive a top-up amount to the individual support of their EU Erasmus+ grant with an amount of 250 EUR per month. The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities.

### **Students and recent graduates with fewer opportunities - top-up amount to the individual support for short-term physical mobility**

Students and recent graduates with fewer opportunities may receive a top-up amount to the individual support of their EU Erasmus+ grant of an amount of 100 EUR for a physical mobility activity period of 5-14 days and 150 EUR for the one of 15-30 days. The criteria to be applied are defined at national level by the National Agencies in agreement with National Authorities.

TOP-UP AMOUNT TO THE INDIVIDUAL SUPPORT beside long or short term stay depends on home country. The top-up amount for students and recent graduates with fewer opportunities from [Outermost regions and OCTs](#) will not apply in this case.

KA131 Incoming students – for top up needs to address to your coordinator at home/partner HEI.

KA171 incoming students: [Categories of incoming students – fewer opportunities: KA171 projects](#)

### **INCLUSION SUPPORT - STUDENTS WITH DISABILITIES – 100% real costs**

Disabilities: This includes physical, mental, intellectual or sensory impairments which, in interaction with various barriers, may hinder someone's full and effective participation in society on the same footing as others.

Health problems: Barriers may result from health issues including severe illnesses, chronic diseases, or any other physical or mental health-related situation that prevents from participating in the programme. Additional costs directly related to participants with fewer

opportunities, which cannot be covered through the top-up amount for individual support for participants with fewer opportunities. In particular these costs aim at covering the extra financial support required for participants with physical, mental or health related conditions to allow their participation in the mobility as well as in preparatory visits and for accompanying persons (including costs related to travel and subsistence, if justified and as long as it is not covered through budget categories "travel support" and "individual support" for these participants).

Financing mechanism: real costs.

Proof documentation: Invoices for actual expenses; Proof of payment of invoices; Declaration of participation, Documentation justifying the need for inclusion support. Rule of allocation: the request must be justified by the applicant and approved by the National Agency.

Forms for project 2025:

- [Prijavni obrazac za dodjelu dodatne financijske potpore za ukljuživost - odlazni sudionici – KA171\\_2025](#)
- [Application form for the additional financial support for inclusion - incoming participants – KA171\\_2025](#)

[More at Erasmus+ programe guide.](#)

## **Need help quickly?**

If you experience any difficulty during your stay, contact us:

✉ [erasmus@vevu.hr](mailto:erasmus@vevu.hr) or WhataaApp: +38544446931

We are here to support you throughout your mobility journey.