INCOMING STAFF MOBILITY FLOWCHART

Pre-arrival Information & Preparation

- *VEVU KA1 Pre-arrival incoming staff mobility flow hodogram*
- Guidelines for STA/STT Mobility plan_en-hr
- Academic Information & Course Catalogues
- Info package for incoming participants.

Language Support – OLS

OLS – Online Language Support

- **Learn Croatian with OLS**
- **English Placement Test – Language Level Assessment**

DURING THE MOBILITY

TO DO UPON ARRIVAL – WHERE APPLICABLE

**Residence Registration – where applicable all participants **

- Residence registration–EN; /Registracija boravka -HR/;

KA171 Participants

- Getting OIB-EN Pribavljanje OIB-broja-HR
- **Opening a Bank Account – more info in info package**

VEVU REGISTRATION – ALL PARTICIPANTS

Arrival registration takes place on the **first working day following your arrival in Vukovar** according the Agenda.

VEVU Erasmus+ Coordinator's Office
First floor – Office 114

Please bring all **original documents required for registration** with you.

ACADEMIC RESPONSIBILITIES & MOBILITY EXECUTION

Staff Teaching & Training Mobility

Please follow the **Academic Responsibilities & Mobility Execution** guidelines and carry out all activities in accordance with the **signed Staff Mobility Agreement**.

Changes during the Mobility

If significant changes to the agreed programme, dates, teaching/training activities or other essential elements of the mobility are required:

- Contact the **VEVU Erasmus+ Coordinator** and/or the relevant host VEVU department as soon as possible.
- Agree on any necessary changes before implementation whenever possible.
- Ensure that significant changes are appropriately documented.

In cases of **force majeure**, contact the VEVU Erasmus+ Coordinator immediately.

AFTER THE MOBILITY

1. MANDATORY DOCUMENTATION

Statement of the Host Institution

At the end of the mobility, **VEVU issues the Statement of the Host Institution** confirming the implementation of the mobility in accordance with the agreed **Staff Mobility Agreement**.

Final Participant Report

The **Final Participant Report** is mandatory in accordance with the Erasmus+ Grant Agreement.

- **Email sender:** EU Corporate Notification System
- **Email subject:** Erasmus+ Participant Report
- Each participant receives an individual email containing a **unique link** to complete the report.

**KA171 participants: obligatory **
After completing the Final Participant Report, please forward the completed PDF to **erasmus@vevu.hr**.

Additional Documentation Required by the Home Institution

If your home institution requires additional documents to be completed, signed and/or certified by VEVU, please provide them **upon arrival or at the beginning of your mobility**.

Please do not leave the submission of documents until the last moment.

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2. PARTICIPANT FEEDBACK

VEVU Internal Anonymous Questionnaire – Voluntary

Individual Staff Mobility-Participant's feedback evaluation link

Participation is **voluntary**.

BIP / International Staff Week / Programme Evaluation

Where applicable, approximately **10 days after the mobility**, a VEVU Erasmus+ Coordinator may send participants a link to the VEVU internal feedback questionnaire. Participants may also be invited to complete an evaluation of their participation in a **Blended Intensive Programme (BIP), International Staff Week or other mobility-related programme**.

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3. DISSEMINATION

My Erasmus+ Experience at VEVU

We would be delighted if you would like to share your Erasmus+ experience at VEVU. You are welcome to send us your impressions and feedback by email for possible dissemination and publication.

You may choose the format that suits you best – for example, a **presentation, written post, short video, or another type of content**.

Your contribution may help promote Erasmus+ opportunities at VEVU and inspire future international students and staff to take part in mobility.