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*School-to-Work Transition for Higher education students with disabilities  
in Serbia, Bosnia & Herzegovina and Montenegro*



## **School-to-Work Transition for Higher education students with disabilities in Serbia, Bosnia & Herzegovina and Montenegro**

<b>Document type:</b>	Minutes
<b>Meeting No:</b>	Working visit under WP2
<b>Date of Meeting:</b>	19 <sup>th</sup> – 21 <sup>th</sup> September 2016
<b>Meeting Location:</b>	University of Maribor
<b>Meeting called by:</b>	University of Macedonia
<b>Facilitator:</b>	Prof. dr. Matjaž Debevc

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## 1. Participants

1. Lefkothea Kartasidou (UOM) (Over the skype)
2. Matjaž Debevc (UM)
3. Ines Kožuh (UM)
4. Monika Ferik (UM)
5. Marinka Krel (UM)
6. Jernej Debevc (UM)
7. Draženko Jorgić (UBL)
8. Margareta Skopljak (UBL)
9. Tijana Ćup (HO Partner)
10. Sanja Malić (HO PARTNER)
11. Merima Zukić (UNSA)
12. Nedima Džaferović (PROFIL MC)
13. Almir Sijerčić (PROFIL MC)
14. Biljana Kokeza (PROFIL MC)
15. Biljana Sladoje Bošnjak (UES)
16. Vera Vujević (UES)
17. Darko Drakulić (UES)
18. Daliborka Škipinja (UES)
19. Lejla Kafedžić (UNSA)
20. Radisav Marjanović (UNION2000)
21. Adam Zimonjić (UNION2000)
22. Lazar Petrović (UNiKG)
23. Dejan Milenković (UNIKG)
24. Bojan Janičić (UNS)
25. Milan Janković (ASD)
26. Marina Lukić (ASD)
27. Nataša Kovač (UoM)
28. Maja Škurić (UoM)
29. Lejla Hodžić (UNSA)
30. Katarina Kaplarski (BMU)
31. Ilija Knežević (NES)

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32. Sandra Skumpija (NES)
33. Nebojsa Gavrilović (BMU)
34. Brane Mikanović (UNIBL)
35. Vanja Borovac (UM)
36. Dimitrij Hurić (NSZ)
37. Robert Modrijan (ZRSZ – Employment Service of Slovenia)
38. Luka Laković (UDG)
39. Zdenka Wltavsky (URI-SOČA – Slovenian company)
40. Bojana Mališić (UDG)
41. Alenka Gajšt (Slovenian society for disabled students)

## 2. Agenda

**Day 1 - Date: 19/9/2016**

**Room: G2 – P2 Alfa**

Time	Description
9:00-9:30	Registrations
9:30-11:00	Press conference, opening and welcome speeches Skype conference with the coordinator Prof. Dr. Lefkothea Kartasidou, University of Macedonia <i>(University of Maribor)</i>
11:00-11:15	Break
11:15-12:00	WP2 Connecting HE with Work for students with disabilities: performed and planned activities, tasks: ❖ Dev 2.1: web-based tool for employers. <i>(University of Kragujevac)</i>
12:00-12:30	Coffee Break
12:30-13:30	WP2 Connecting HE with Work for students with disabilities: performed and planned activities, tasks: ❖ Dev 2.2: web-based tool for IwDs. <i>(University of Kragujevac)</i>
13:30-15:00	Lunch Break
15:00-16:00	WP2 Connecting HE with Work for students with disabilities: performed and planned activities, tasks: ❖ Dev 2.3: Piloting the web based tools

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Time	Description
	<i>(University of Kragujevac)</i>
16:00-16:30	Discussion on WP2 deliverables for implementing WP4 trainings in MNE, SER and BiH, along with setting the content of trainings.
16:30-17:00	Closing the first day – Overall discussion

**Day 2 - Date: 20/9/2016**

**Room: G2 – P2 Beta**

Time	Description
9:30-10:00	WP3 Higher Education and Work based learning: Planned activities and tasks: <ul style="list-style-type: none"> <li>❖ presentation of overall conclusions from WP3</li> </ul> <i>(University of Sarajevo)</i>
10:00-11:30	WP4 Training university and non-university staff to support SwD towards transition: <ul style="list-style-type: none"> <li>❖ introduction to the workshop regarding the content for the trainings,</li> <li>❖ presentation of the first draft of the content proposed for the training – pedagogical, technical and organisational aspect,</li> <li>❖ overall presentation of planned activities and tasks,</li> <li>❖ methods of training,</li> <li>❖ procedure for the train-the trainers program,</li> <li>❖ requirements for the train-the trainers program.</li> </ul> <i>(University of Maribor)</i>
11:30-12:00	Coffee Break

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Time	Description
12:00-13:30	WP4 Training university and non-university staff to support SwD towards transition: <ul style="list-style-type: none"> <li>❖ workshop on the content for trainings and lecturers</li> </ul> <p style="text-align: right;"><i>(all partners)</i></p>
13:30-15.00	Lunch Break
15:00-15:30	WP4 Training university and non-university staff to support SwD towards transition: <ul style="list-style-type: none"> <li>❖ presentation of conclusions regarding the proposed content for trainings,</li> <li>❖ detailed distribution of work among partners,</li> <li>❖ detailed instructions (plan) and providing names for trainees at each training institutions (Annex I).</li> </ul> <p style="text-align: right;"><i>(University of Maribor)</i></p>
15:30-16:30	Discussion on implementing WP4 trainings in MNE, SER and BiH
16:30-17:00	Closing the second day – Discussion

**Day 3 - Date: 21/9/2016**

**Room: G2 – P2 Beta**

Time	Description
9:30-10:30	WP4 Training university and non-university staff to support SwD towards transition: <ul style="list-style-type: none"> <li>❖ presentation of the content of trainings held in Maribor,</li> <li>❖ short presentation of lecturers of the training in Maribor.</li> </ul> <p style="text-align: right;"><i>(University of Maribor)</i></p>

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Time	Description
10:30-11:30	DISS7 Dissemination: Delivered outputs/ outcomes and next steps ❖ next planned dissemination activities regarding the trainings <i>(Belgrade Metropolitan University)</i>
11:30-12:00	Coffee Break
12:00-13:00	EXP8 Exploitation: Delivered outputs/ outcomes and next steps <ul style="list-style-type: none"> <li>• Technical part of the deliverables</li> <li>• Use of Accessible data base and website</li> <li>• E-learning seminars</li> </ul> <i>(University of Donja Gorica)</i>
13:00-14.30	Lunch Break
14:30-15:00	Discussion on disseminating trainings within WP4
15:00-15:30	Closing the third day – Overall discussion

### 3. Venue

**Name:** University of Maribor, Faculty of Electrical Engineering and Computer Science

**Address:** Smetanova 17, 2000 Maribor, Slovenia

**Room:** G2.P1 Alfa (Day 1), G2.P2 Beta (Day 2 and 3)

**Contacts:**

- Monika Ferk (ferk.monika@gmail.com), +386 51 207 514 (organiser).
- Assoc. Prof. Dr. Matjaz Debevc (matjaz.debevc@um.si,  
+386 2 220 7105 (WP4 leader)

**WEB:** <http://feri.um.si/>

### 4. Purpose of the meeting

The purpose of the meeting was to:

- Increasing the familiarity with the project objectives.
- Inform about implemented activities and tasks.
- Inform about produced outputs and outcomes.
- Establish a detailed plan and revise work plans and agree on allocation of tasks and responsibilities.
- Discuss the future procedures, deliverables, steps, and actions to be taken.

### 5. Workpackage

The project activity meeting/working visit was held in Maribor from 19th to 21th of September 2016 at the University of Maribor ([www.um.si](http://www.um.si)), Faculty of Electrical Engineering and Computer Science (UM FERI).

Meeting at UM FERI started with the press conference at which meaningful results of project Trans2Work were presented. UM FERI is one of the first European universities, which has its' learning environment and website adapted for students with disabilities. The content of their websites are adapted in a way that it can be accessed in Slovenian sign language.

The conference was opened by welcoming speech from the Vice-Rector of the University of Maribor Prof. Dr. Marko Jesenšek, vice-dean of UM FERI Prof. Dr. Marjan Mernik and Head of the Institute of Media Communications Assist. Prof. Dr. Suzana Žilič Fiser. The project manager, also a member of the University staff, Assoc. Prof. Dr. Matjaz Debevc introduced the innovative results of the project. The project itself was presented via video conference by the leader of the consortium Prof. Dr. Lefkothea Kartasidou from the University of Macedonia, Greece. Both



stressed the importance and role of the project in an international environment, with Professor Dr. Debevc highlighting the role of UM in its transfer of knowledge and experience in the field of education for students with disabilities and in the field of technology used to increase access to online resources and live events. He also highlighted global and European guidelines which define the increasing demand for the availability of education as well as the working environment. Dr. Debevc also presented an innovative solution of websites' accessibility for hearing impaired users with the use of Slovenian Sign Language. The work done at UM FERI means greater recognition and importance for Slovenia in both the academic and economic environment in the field of accessibility of services and products for people with disabilities.

After press conference the first day was intended for addressing the WP2. It started with the presentation of "Connection HE with Work for students with disabilities: performed and planned activities, tasks: Dev 2.1: web-based tool for employers" from the University of Kragujevac, and ended with Discussion on WP2 deliverables for implementing WP4 trainings in MNE, SER and BiH, along with setting the content of trainings.

The project meeting on the second day started at 9:30. The University of Sarajevo and the University of Maribor presented their work in the WP3 and WP4. It started with the presentation of overall conclusions from WP3 and ended with discussion on implementing WP4 trainings in MNE, SER and BiH.

The meeting on the last, third day also started at 9:30. At the beginning, the University of Maribor presented the lectures of the training in Maribor. Belgrade Metropolitan University has presented DISS7 and University of Donja Gorica has presented EXP9 Exploitation.

## 5.1 Work Package 2

Lazar Petrović (UNIKG) presented the past, current and forthcoming activities within WP2

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UNIKG	DEV2.1 Web based tool for employers	Web based tool for employers: first draft UNIKG feedback from partners according to working groups	end of October 2016
	DEV 2.1 Web based tool for employers	Web based tool for employers: final	end of February 2017
	DEV2.2 Web based tool	Web based tool for lWDs:	end of October

	for IwDs	first draft first draft UNIKG feedback from partners according to working groups	2016
	DEV2.2 Web based tool for IwDs	Web based tool for IwDs: final	end of February 2017
	DEV2.3 Piloting the web based tools	All partners from PC need to assign Mentors and working groups	15 <sup>th</sup> November 2016

### Comments/ Discussion

A discussion was conducted on Dev 2.1: web-based tool for employers and Dev 2.2.: web-based tool for IwDs. The following issues were raised: payment and maintenance of the web-based tool, as well as the name of the domain. In addition, a discussion was held on how the users should log in the website and which rights they should have to be able to view the selected content. The raised issues were also communication between different stakeholders and necessity for ensuring the accessibility.

The following points were agreed:

- One person (mentor) employed in the center for support to SwDs at the university should have an access to the database.
- Universities should be motivated for opening of such working place.
- At each faculty one person/coordinator (vice-dean for education or supervisory authority) should be named to communicate with the mentor.
- Universities should name a few persons (e.g. 5 persons) who will perform the trainings for mentors who would then in the following period train academic and administrative staff, instruct students about possible trainings and encourage teachers to point students to the center.
- Description of the work place: well-trained to work on the platform, training for questions of career development, working with other mentors, advisory work, regular informing of updating the database, dissemination of information, promotion of the center, networking with career centers out of the university, CIPS, monitoring the labor market, tracking the availability of staff, attending the trainings for active job search, training self-efficacy and club for job seeking at the national work service, providing the contact of the person in the employment office, possibility of formalizing co-workers in the career development of the employment services and universities.

Among the issues raised was also the question of whether there will be one (common) or more databases (one for each partner). Majority of partners expressed the opinion that it would be good if there is one common database (and thus one domain and one web server). Local web portals at partner institutions will have links to it.

## 5.2 Work package 3

Lejla Hodžić (UNSA) presented the overall conclusions from WP3.

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UES	DEV3.2 Development of internship program for SwD	Development of internship program for SwD: final	14th October 2016
	DEV3.3 Design recruitment guidelines for employers opening positions for SwD/graduate wD	Design recruitment guidelines for employers opening positions for SwD/graduate wD: structure and content (first draft UNSA feedback from partners according to working groups)	end of October 2016
		Design recruitment guidelines for employers opening positions for SwD/graduate wD: structure and content (final version)	end of November 2016
		Visit to Warsaw	January 2017
<b>Comments</b>			
Overall conclusions from WP3 were presented since these conclusions are the basis for WP4. Dr. Hodžić discussed about the policy plan (dev 3.1) and internship program (dev 3.2).			

### 5.3 Work package 4

Matjaž Debevc (UM FERİ) presented the objective and forthcoming activities within WP4.

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UM FERİ	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Training in Warsaw	19.-21.12.2016
	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Training in Podgorica	1.3.2017 or 27.3.2017
	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Training in Greece and Maribor	Maribor – May Greece – end of June
	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Draft plan of the training and the options (face to face, webinar etc)	October 2016
	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Draft plan of the modules and the training material	end of October 2016
	DEV4.1,4.2,4.3 & 4.4. Training the trainers (face-to-face training)	Final plan of the training program and the modules	end of November 2016
	Dev 4.1: training of academic/teaching staff	a) face to face training of the trainers, b) webinar c) recorded video material	15 <sup>th</sup> October 2016
	Dev 4.2: training of employers	a) face to face training of the trainers, b) webinar c) recorded video material	
	Dev 4.3: training of transition mentors	a) face to face training of the trainers, b) webinar c) recorded video material	

	DEV4.5: Evaluation of training	Draft Plan and content of the evaluation: At the beginning and at the end of the trainings	end of October 2016
	DEV4.5: Evaluation of training	Final Plan and content of the evaluation: At the beginning and at the end of the trainings	end of November 2016
	DEV4.5: Evaluation of training	draft report of the evaluation	end of September 2017
	DEV4.5: Evaluation of training	Final report of the evaluation	14th October 2017

### Comments

The partners were presented the objectives and procedure of the training. There was held a lecture of the representative of the career center, operating at the University of Maribor, so that project partners could get acknowledged with the activities of the Slovenian career center. Moreover, the workshop on the content for trainings and lecturers was held. The result was a list of topics where the needs and requirements of MNE, SER and BiH partners were defined. The list of topics is in the Annex 1. According to the list, the final list of topics for trainings will be created by the end of October 2016.

An access to the working groups within WP4: <https://goo.gl/OsxD3v>

## 5.4 Work package 7

Katarina Kaplarski (BMU) presented the current state within WP7.

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
BMU	DISS7.2: Website of the project	Updating content: BMU, UBL, UDG, UOM	Till end of the project
	DISS7.3: Raising awareness and motivation to employers and families	Public debates or media promotion: ASD, AYDM & HO will coordinate those activities	Till end of April 2017

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	DISS7.4: Raising awareness and motivation to HE students with disabilities	Public debates or media promotion: each partner country need to decide about some dissemination activities	Till end of April 2017
<b>Comments</b>			
The project partners discussed the past and current dissemination activities within WP7.			

## 5.5 Work package 8

UDG presented the current state within WP8.

LEAD Partner	ACTIVITIES (WP/ DEV)	Distribution of Tasks	WHEN
UDG	EXP8.2: E-learning seminars	Finalizing the content and all related issues for the e learning seminars (final coordination of the seminars will be distributed to each country: two e seminars will be coordinated per country for RS UNIKG, for MNE UDG and for BiH UBL)	till end of December 2017
		Creation of tools for the e-learning seminars (UDG, UNIKG, UBL, BMU, UM): participation tool, registration tool, e-learning seminars report tool	end of October 2016
		Six e-learning seminars (all partners)	2017 (February, June, September), 2018 (January, April, September)
	EXP8.3: Electronic index of all stakeholders	Updating the electronic index: UDG, UBL, BMU, UOM	May 2017
	Creation and Use of Accessible Data base and website	Planning and drafting the content and the technical issues of the data base	till end of December 2016

		(UDG, UBL, BMU, UNIKG, UOM, UM, UNS, UNSA UES, UoM)	
		Checking the content and all technical issues (UDG, UBL, BMU, UNIKG, UOM, UM, UNS, UNSA UES, UoM)	April 2017
		Finalizing the data base (UDG, UBL, BMU, UNIKG, UOM, UM, UNS, UNSA UES, UoM)	end of September 2017
<b>Comments</b>			
<p>It was discussed that two main outcomes of the project need to be sustainable: web tools and mentors at career centers. The raised questions were as follows:</p> <p>1) Web site</p> <p>Important technical questions regarding sustainability of project activities to be discussed:</p> <ul style="list-style-type: none"> <li>- How to maintain server/domain after the Project ends?</li> <li>- Does it depend on “good will” or possibility of partner organisations which are in charge for developing WP2?</li> <li>- How to motivate universities that are included in the Project to participate in maintaining this important support service after the Project ends?</li> <li>- Should the developed web site be administrated by each country individually later on?</li> </ul> <p>Web site supporting transition process of students with disabilities from HE to labour market is important for SwD but also for all interested parties and the network of stakeholders such as employers, employees, universities, student associations. This network is one of the indicators of Project sustainability.</p> <p>2) Mentors at career centres</p> <ul style="list-style-type: none"> <li>- Mentor as a key person of support to transition process</li> <li>- Mentor status (work with SwD as full time job or as an additional activity to current employees of career centres)</li> <li>- Participation (voluntary or part time of students and former SwD)</li> <li>- Mentors trainers who will train potential mentors within universities across the country and spread the network of mentors strengthening transition support services.</li> </ul>			

## 6. Next meeting

In the next period the meetings should be held according to next plan:

PROPOSED PERIOD	WORK PACKAGE	CITY OF DESTINATION
19 <sup>th</sup> December 2016	WP3 and WP4	Warsaw
March 2017	MNGT9 and WP4	Podgorica
May 2017	WP4	Maribor
June 2017	WP4	Thessaloniki

Final dates will be discussed during the next project meeting or via doodle. Next meeting will be in Poland (Warsaw) hosted by the University of Warsaw. In this meeting all partners from partner countries will participate and the meeting will focus under the activities of WP3 and WP4.



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## 7. Attachments/ Photo



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## 8. Annex 1: List of topics for trainings (draft version)

### STUDENTS

- The enforcement of rights in the recruitment process (in any way - employers point of view - creating subsidies), administration, executive bodies, etc.
- How students with disabilities represent themselves to employers. How they present their knowledge and skills.
- How they present their disability – in order to adapt the workspace (equipment, needed workspace specifics)
- Knowledge to provide examples of good practices, relevant to their situation of disability.
- Their competence in the field of active job search (CV, biography, interviews, writing a letter of motivation).
- Further qualification and prequalification, continuing professional development.
- Understanding the role of career centre / support centre, teacher and mentor.
- Developing business skills (motivation, openness, responsibility, seriousness).
- Good knowledge of web tools.
- Constantly updating their CV.
- Indispensable skills for independent living.

**\* The policy plan should be an integral part in all trainings.**

### ACADEMIC STAFF

- policy plan -> for all groups.
- identification of needs - barriers to learning and participation.
- Strategies, methods and procedures for work with students.
- Cooperation with support services (Support Centre students, career centre, mentors, vice-dean for education, ...).
- Training of staff in order to prevent and eliminate the prejudices and stereotypes.
- Introduction of special equipment (assistive technology) use for academic staff - a concrete person for the use of equipment...
- Sensitization, sensitivity to the rights and needs of all learners.
- Familiarizing teachers with the bonton of students with special needs.
- Developing practical skills (in practice - the implementation of the curriculum). Expanding the curriculum (academic writing, communication skills, writing CV).
- Preparation of the content is necessary in order to consider the answers to questions regarding university reporting DEV 1.1. and DEV 1.2. (As guidance to universities to progress).

**\* The policy plan should be an integral part in all trainings.**

## MENTORS

- Communication mode / communication with SWD (Students with disabilities);
- The development of "soft" SwD skills (CV writing, communication work, academic writing, motivating!)
- The development of a business character (team spirit, responsibility, perseverance, initiative); -> After psychologist and other humanistic structure.
- Training on how to find an employer;
- Education of mentors on how to motivate SwD to find work and employers which would recruit the SwD.
- Developing the skills of how to connect the possibilities and wishes of the SwD with the offers of employers.
- Monitoring the first phase of the work from the perspective of the student, and from the perspective of the employer (feedback) (SwD monitoring the transition process).
- Good knowledge of web-based tools in the context of WP2.
- Connecting the institutions that offer employment brokering for persons with disabilities.
- Good awareness of the offers on the labor market and adult education -> key skills; unnecessary
- (the sense of working with people)
- Bonton in communication with SwD.
- Close cooperation with teachers (especially with the coordinator practice + Dean for Academic Affairs.); key competences of the mentor.
- Promoting a system for the support services.
- Educating the mentor for writing letters of recommendation-
- Education of mentors for finding quality programs of internships and exchange programs for students (students with disabilities).

**\* The policy plan should be an integral part in all trainings.**

## EMPLOYERS

- Who are people with special needs / disability type, employment of the disabled, why? EMPLOYMENT IS NOT A BOGEY,
- Advantages of SwD employment,
- The legal framework for SwD employment and subsidies for employers.
- How to employ SwD – Steps.
- How to easily and inexpensively adapt the workplace? (Understanding the needs, awareness of other employees). where to find information about these activities?
- Labor and social integration with the employer.
- Communication manner with the SwD,
- How to prepare the existing working environment / staff awareness of the relationship with the SwD .
- Developing the awareness and positive attitude of society towards the employment of people with disabilities (corporate social responsibility)
- Motivate employers about opportunities for advancement of persons with disabilities in the workplace (the same for everyone).
- Why hire a person with special needs (less absence from work, the same productivity, greater loyalty)?
- Why functionally adapt the working environment for persons with disabilities and how to utilize funds from donations in the correct way?
- Education of employers about the importance of equal opportunities for advancement / horizontal and vertical mobility in the organization of all workers, including the Persons with Disabilities.
- Education of employers on the principles of socially responsible business.

**\* The policy plan should be an integral part in all trainings for students.**