



**Young  
Universities**  
for the  
**Future**  
of  
**Europe**

## YUFE Virtual Campus – students’ manual

Dear YUFE students,

We are happy to present you with this manual which will help you use the new YUFE Virtual Campus easily and smoothly. The manual explains different possibilities that are open to you, such as applying for courses/activities, tracking your progress and choosing which reward works best for you, but if you have any further questions, do not hesitate to contact us at [admission@yufe.eu](mailto:admission@yufe.eu).

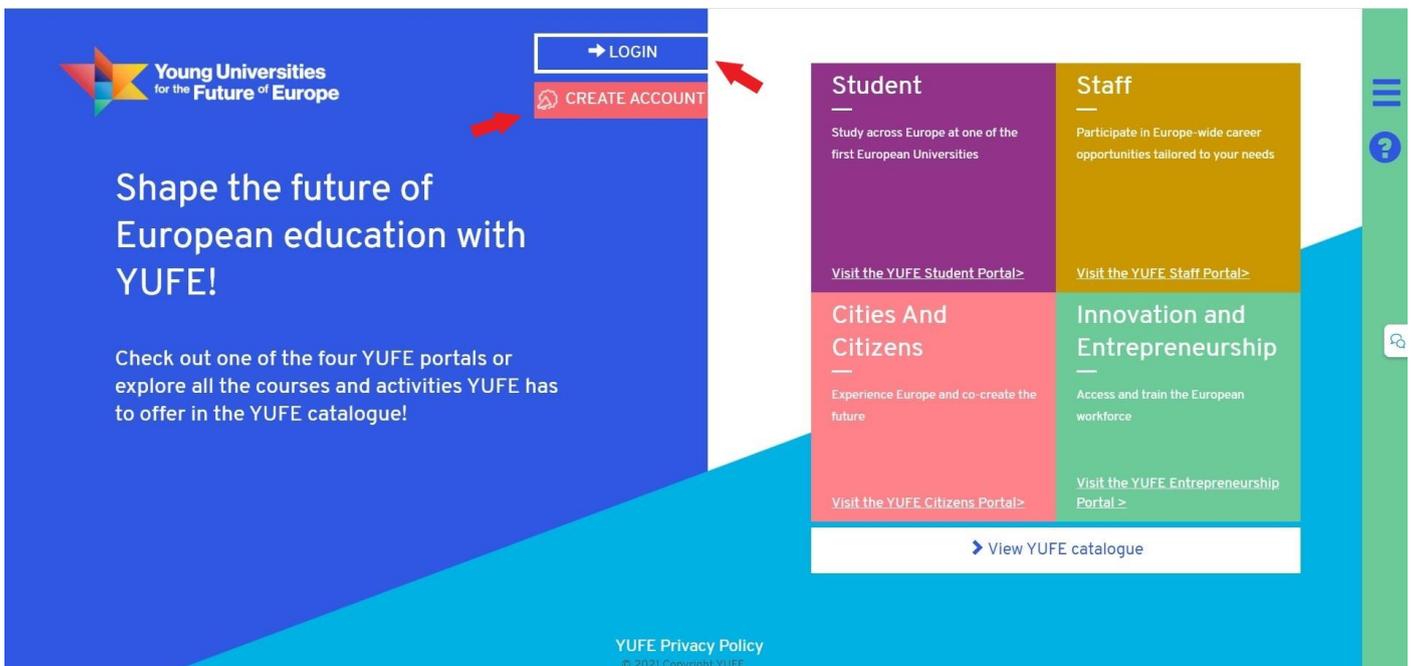
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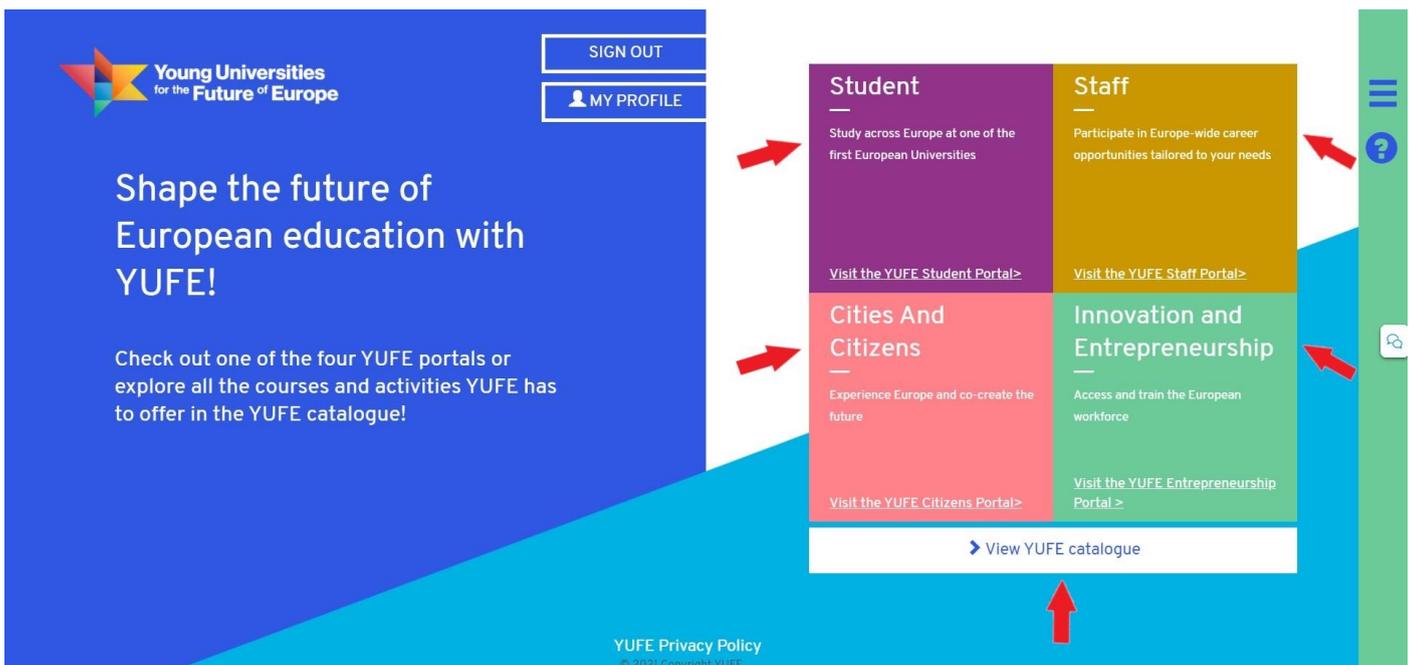
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## 1) Getting started

Home page of the [YUFE Virtual Campus](#) introduces you to all the opportunities that YUFE provides to students and other target groups of YUFE activities and programmes (staff, citizens, alumni etc.).



On the home page, users can **create** a YUFE virtual campus account (you have already completed this step / you already have a student account from the previous version of the Virtual Campus) or **log in/log out** of your user account. You can also **view and edit** your user profile (more on this in the next section).



On the right side, you can check out the four portals: Student Portal, Staff Portal, Citizens Portal and Entrepreneurship Portal. Below the four entries to each of the portal you can find the link to a comprehensive YUFE catalogue. YUFE catalogue includes **all the courses, activities, workshops, lectures and other content that YUFE offers**. Both the portals and YUFE course catalogue will be explained in more detail in the following sections.

## 2) Viewing and editing your profile

If you click on “My profile” you will be able to access your **profile, progress tracker and the application form**.

The screenshot shows the 'My Account' page for 'Universities of Europe'. The navigation bar includes 'Profile', 'Progress Tracker', and 'Application form', with red arrows pointing to each. The user's name 'Aleksandar Šušnjar' is displayed below the navigation bar. The profile section is divided into two main areas: 'Personal Information' and 'Address', both with 'Edit' links.

Personal Information		Address	
Username		Street	Hahlić
Student ID	2345	Street number	23
First name	Aleksandar	Postal code	51000
Surname	Sušnjar	City	Rijeka
University email address		Country	Croatia
Place of birth	Rijeka		
Country of Birth	Croatia		
Date of Birth			
Gender	Man		
Nationality	Croatia		

Your profile shows you your **personal information** that you submitted through the application form. You can edit this information through the tab “Application form”.

Application Form

Save

Application status

We're sorry; we will not be able to proceed with your application because you do not meet the minimal application requirements

First name  
Aleksandar

Surname  
Susnjer

Date of birth  
28-05-1991

Place of birth  
Rijeka  
Croatia

Sex as listed on passport

English proficiency



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Some information (e.g. university enrolled in) cannot be changed, as it is a prerequisite of participating in the YUFE programmes and using the YUFE Virtual Campus, but the majority of your personal information can be updated as you deem necessary.

Your YUFE Student Journey application documents, such as **motivation letter** and **co-creation agreement** are also stored in this section, and additionally this is where you can see your physical mobility grant status.

English proficiency  
I am a native speaker

Street  
Hahlić

Postal code  
51000

Street number  
23

City  
Rijeka

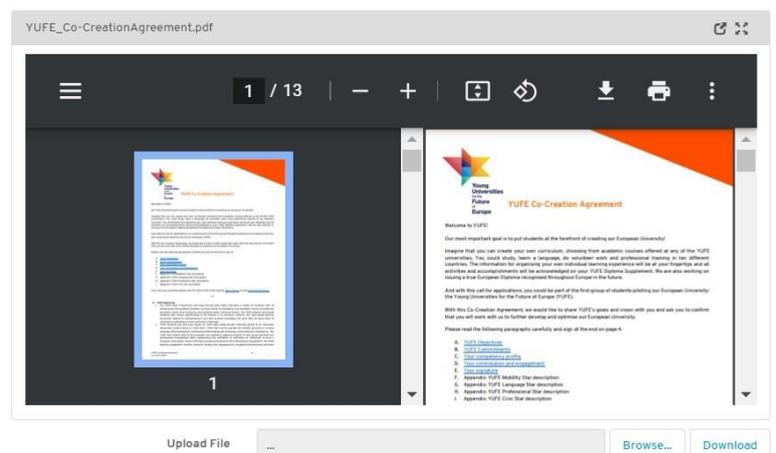
Personal email  
susnjer.aleksandar@gmail.com

Personal phone number  
0912225155

Country  
Croatia

Native language  
Catalan

Co Creation Agreement



Mobility	Semester	Academic year
Mobility to Maastricht University	Semester II	2021/2022

Grade list

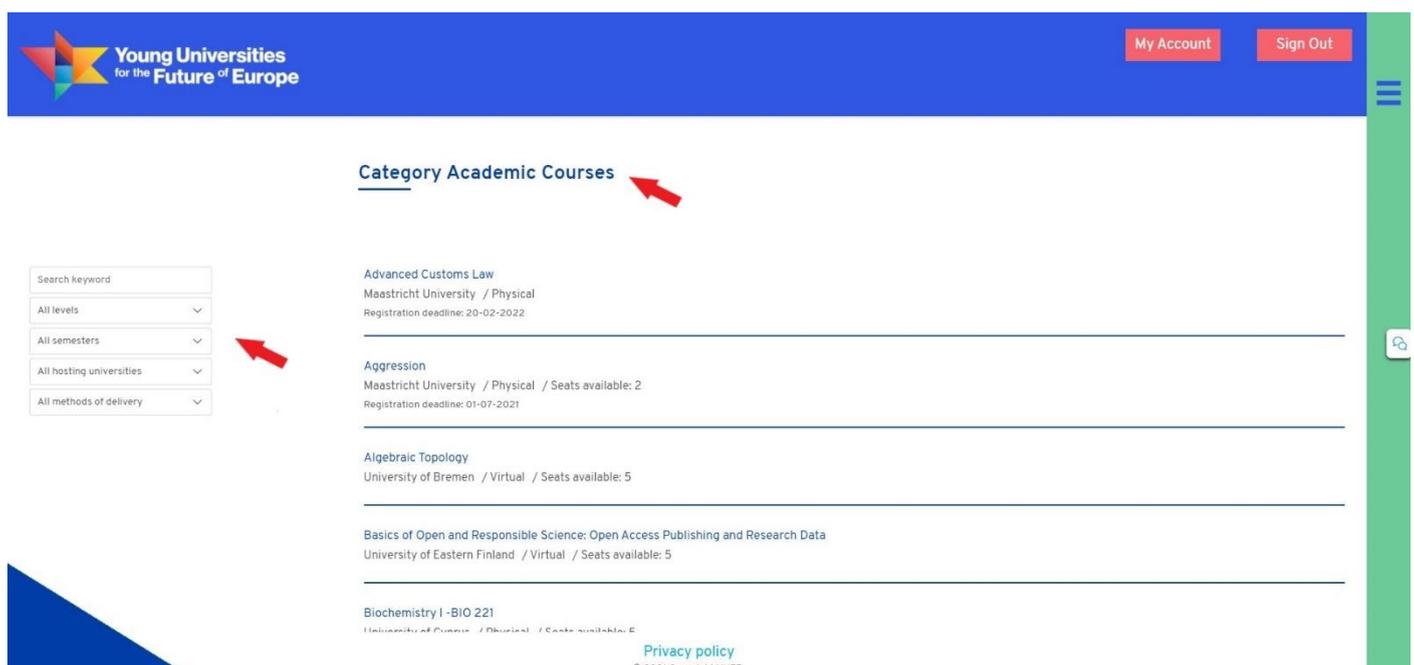
Progress tracker tab will be explained separately in section 4.

### 3) YUFE Catalogue

YUFE catalogue is a **comprehensive list** of all courses, workshops, trainings, programmes and other activities that YUFE has to offer.



As you can see, there are **6 categories in total**: Academic Courses, Language Courses, Civic Engagement Activities, Professional Training Activities, YUFE Academy lectures, and YUFE Induction Courses. After selecting one of these categories, you will be able to access a list of all YUFE courses or activities under this category.



When you access the list of content under a specific category, you can filter it by **level, semester, hosting university or method of delivery** (physical, virtual or hybrid), and also search by keywords to find the best courses or activities for you. This is applicable for all categories except the YUFE Induction Courses, which are to be completed at the beginning of each YUFE student's Student Journey.

The screenshot shows the 'Civic Engagement Activities' page. At the top, there is a blue header with the 'Young Universities for the Future of Europe' logo on the left and 'My Account' and 'Sign Out' buttons on the right. Below the header, the page title 'Civic Engagement Activities' is displayed in orange. On the left side, there is a search bar and four filter dropdown menus: 'All levels', 'All semesters', 'All hosting universities', and 'All methods of delivery'. The main content area lists three activities:

- Citizen / Student / Business?**  
Maastricht University / Seats available: 8
- test civic**  
University of Bremen / 3 ECTS / YUFE Language Star, YUFE Professional Star, YUFE Civic Star / Physical / Seats available: 4  
Registration deadline: 30-09-2021
- University legal clinic and**  
Nicolaus Copernicus University / 3 ECTS / YUFE Civic Star / Polish / Physical

At the bottom of the page, there is a 'Privacy policy' link and a copyright notice: '© 2021 Copyright YUFE'. A yellow triangle is visible in the bottom-left corner of the page.

The screenshot shows the 'YUFE Academy Lectures' page. It has the same blue header as the previous page. The page title 'YUFE Academy Lectures' is displayed in green. On the left side, there is a search bar and four filter dropdown menus: 'All levels', 'All semesters', 'All hosting universities', and 'All methods of delivery'. The main content area lists three lectures:

- Anthropology of Globalisation**  
Tor Vergata University of Rome / Physical / Seats available: 2  
Registration deadline: 06-09-2021
- Certification and accreditation schemes for Gender Equality in Higher Education: the CASPER Project June 2021 (D&I Lecture Series)**  
/ Virtual  
Registration deadline: 23-06-2021
- Cross-border taxation of Human Capital**  
Maastricht University / Physical / Seats available: 4  
Registration deadline: 28-11-2021

At the bottom of the page, there is a 'Privacy policy' link and a copyright notice: '© 2021 Copyright YUFE'. A green triangle is visible in the bottom-left corner of the page.

Once you find a course or activity you are interested in, you can click on its title to open the new screen with more details about this specific content and the possibility of applying for it (please note: you can

interact with the YUFE catalogue without being signed in with your YUFE Virtual Campus account, but in order to apply you will have to be signed in).

The screenshot shows the top navigation bar with the Young Universities logo and 'My Account' and 'Sign Out' buttons. The course title 'Britain's Second World War: Myth and Memory' is displayed, followed by a blue 'APPLY' button. Below the title, there are two columns of course details. The left column includes: Hosting University: University of Essex; Course level: Bachelor; Course level details: 3; YUFE focus area: European Identity and Responsibilities in a Global World; Course is part of programme: History; ECTS of course: 7.50; ECTS of course: 7.50; Language(s): English; Method of delivery: Blended; Timing in the year (semester when the course is delivered): Semester I; Course time table: TBC. The right column includes: Start course: 07-10-2021; End course: 19-12-2021; Assessment details: 100% coursework. More details will be provided by the course leader; Seats available for YUFE students: 4; Intended Learning Outcomes: The course aims to: 1. Introduce students to models of, and debates regarding, the formation and circulation of cultural memory. 2. Introduce students to a range of primary sources in order to study the experience and the cultural memory of the Second World War in Britain. 3. Enable students to explore both the experience and the cultural memory of the Second World War in Britain, considering which experiences were represented, and which were marginalised, both during the war and subsequently. 4. Enable students to develop a level of expertise appropriate to the final year of their degree in the social and cultural history, and the cultural memory of, Britain in the Second World War. On successful completion of the course, students will be able to: 1. Analyse and debate the quality and significance of the historiography of the experience and cultural memory of Britain in the Second World War. 2. Analyse and debate a range of primary sources regarding the experience and cultural memory of Britain in the Second World War. 3. Demonstrate familiarity with the major events of Second World War Britain, and with the ways these have been represented in popular culture during the war and since. Admission criteria: Students must be on a humanities programme; Course lecturer: Prof Lucy Noakes. A 'Description:' section follows, containing a paragraph about the course's focus on the British experience of the Second World War, myth-making, and cultural memory, mentioning the Mass Observation Online Archive.

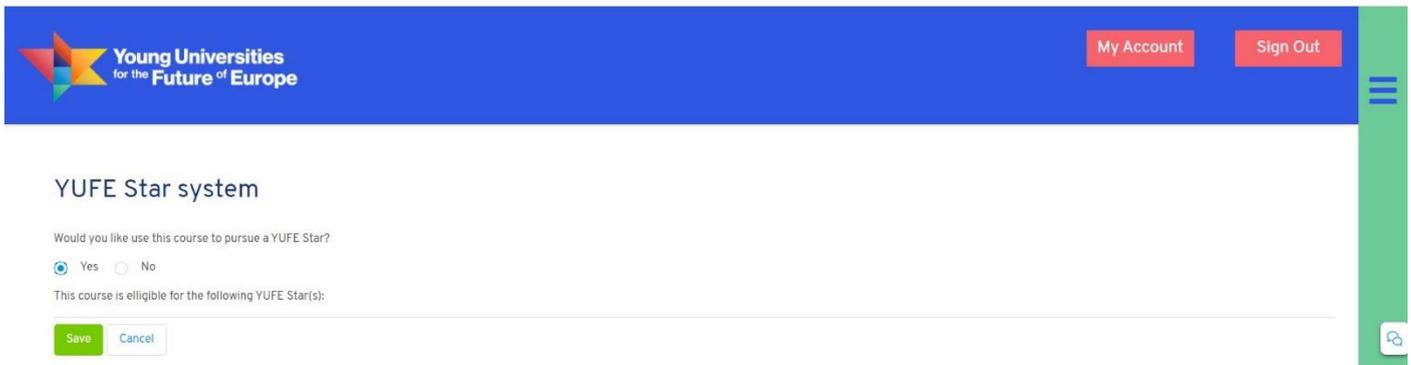
Details such as **description, start and end date, intended learning outcomes** and many other information is displayed here in order to help you make your choice.

Once you apply for a course or activity, you will be asked whether this course or activity will be taken intracurricularly, extracurricularly or you still do not know.

The screenshot shows the top navigation bar with the Young Universities logo and 'My Account' and 'Sign Out' buttons. The main heading is 'Please confirm your registration'. Below it, the text reads: 'You're applying for the following course: Britain's Second World War: Myth and Memory'. The start date is '07-10-2021' and the semester is 'Semester I'. A question is posed: 'Will the ECTS of this academic course be accepted as an intracurricular part of your academic degree programme at your home university?'. There are three radio button options: 'Intracurricular', 'Extracurricular', and 'Maybe'. At the bottom, there are two buttons: 'Confirm' (highlighted in green) and 'Cancel'. A small icon is visible in the bottom right corner of the page content area.

What we mean by these option is that if the course/activity will be counted towards your basic number of ECTS per year (i.e. 60 ECTS per academic year) or, in other words, if the course/activity) will “replace” a certain part of your study programme, then this is an “intracurricular” type of participation. On the other hand, if the course/activity will not be counted towards the basic number of ECTS per year, then this would be an “extracurricular” type of participation. We strongly encourage you to check with responsible contacts for your study programme (e.g. your study programme coordinator) whether the course can be taken intracurricularly or not.

YUFE courses and activities also contribute and lead to **YUFE Stars** which are YUFE's way of rewarding learning that takes place outside the scope of academic courses and structured study programmes, such as language, professional, civic engagement and mobility activities. Therefore, you will also be asked whether you want the course or activity you are registering for to be included in the pursuit of a specific YUFE Star.



The screenshot shows the top navigation bar of the YUFE website with the logo 'Young Universities for the Future of Europe' on the left and 'My Account' and 'Sign Out' buttons on the right. Below the navigation bar, the page title is 'YUFE Star system'. The main content area contains a question: 'Would you like use this course to pursue a YUFE Star?' with radio buttons for 'Yes' (selected) and 'No'. Below this, it says 'This course is eligible for the following YUFE Star(s):' followed by a list area that is currently empty. At the bottom of the form are 'Save' and 'Cancel' buttons.

We advise you to check the requirements for each of the YUFE Stars, and accordingly use the courses and activities that you will be completing to acquire different YUFE Stars.

After this step, your registration will be submitted. Please be aware that in order for your registration to be possible sufficient number of spots for YUFE students needs to be available at time of registration and registration window must still be open. Additionally, in order for the registration to be successful, **admission requirements at the course level** need to be satisfied. In case that a course or activity have specific admission criteria, the hosting university's admission officer will verify whether you fulfil those requirements, and after a positive verification, confirm enrolment.

#### 4) Progress Tracker

Progress Tracker is an **integrated overview** of all the YUFE courses and activities you are enrolled in. In the overview section, you can see all the categories and how many courses or activities you have completed.

## YUFE Progress Tracker

Here you can see which activities you need to participate in to fulfill the YUFE Student Journey and achieve one of the available outcomes. You can also see which activities you have already completed and which you are in the process of completing.

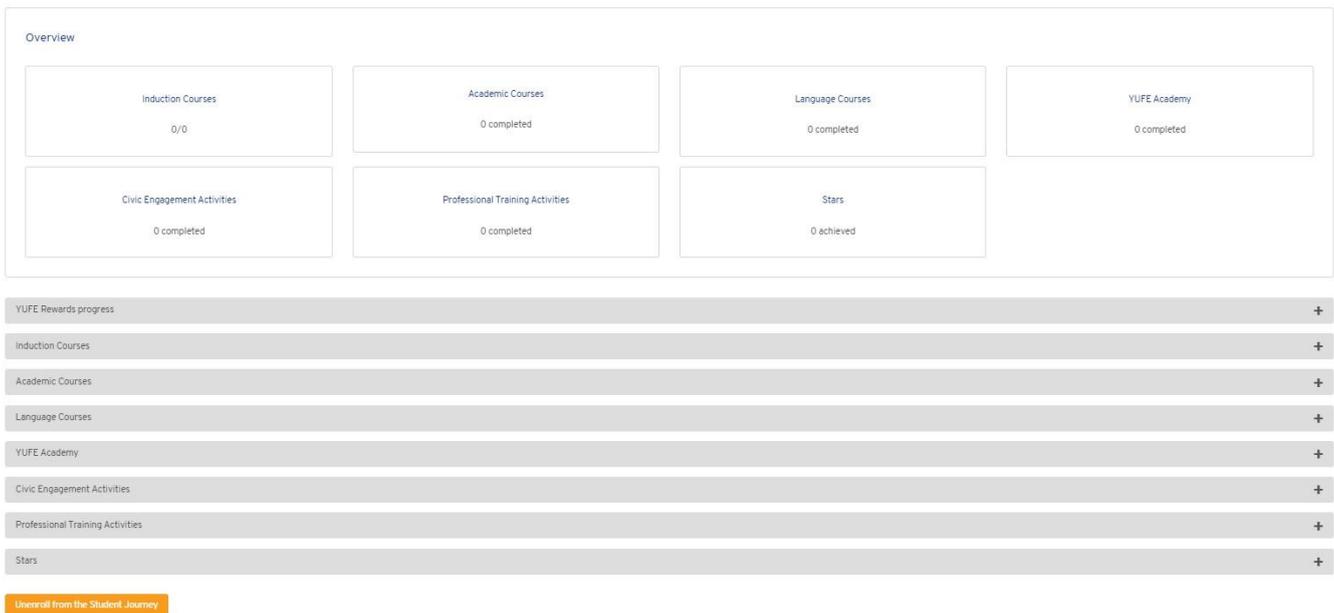
The YUFE Student Journey offers several possible outcomes - the different YUFE programmes listed below.

Click on a tab below to get detailed information about your progress on the different categories of the YUFE Catalogue.



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Below the overview you can access more details about your enrolments in each of these categories. Here you can see all the courses that you have **applied for, are enrolled in, or have already completed**.



Most importantly, the first section “YUFE Rewards progress” shows you what you need to achieve in order to acquire one of the **YUFE Rewards**: YUFE (Diploma) Supplement with Star(s), YUFE Certificate with Star(s), YUFE Letter of Attendance, YUFE Star(s). This section also shows your progress (completed units) towards each of these rewards.

**YUFE Certificate (with Stars)**

✘ Not achieved

Induction Courses 0/0	ECTS in Academic Courses 0,0/12	YUFE Academy Lectures 0/3	Stars 0/1
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**YUFE Letter of Attendance**

✔ Achieved!

Induction Courses 0/0	OR	Academic Courses 0/1	OR	Language Courses 0/1	OR
YUFE Academy Lectures 0/1	OR	Any activity 0/1			

By clicking on one of the categories, a drop-down section appears with all the **information about each specific course or activity** you are participating in. Here you can change the intracurricular /extracurricular type of participation (that you first entered when applying), see your current status and main elements of a course/activity, as well as withdraw from a course, unless deadline for withdrawing has passed or the hosting university has enrolled you. In such a case, in order to withdraw from a course you need to email the admission officer of the hosting university (university offering the course). Please consult section 6 for a list of contacts.

**Academic Courses**

Academic course introduction.....

How is my progress?  
You have completed 0 academic course(s)

**Academic course(s)**

<b>Title:</b> European Criminal Justice Area  <b>Intra/extracurricular:</b> Intracurricular	<b>University:</b> Maastricht University  <b>Language:</b>	<b>Physical/Virtual:</b> Physical  <b>Status:</b> Enrolled on 9/17/2021, 6:10 PM	<b>ECTS:</b>   
<b>Title:</b> Earth Dynamics  <b>Intra/extracurricular:</b> Intracurricular	<b>University:</b> University of Bremen  <b>Language:</b>	<b>Physical/Virtual:</b> Physical  <b>Status:</b> Application submitted on 9/17/2021, 6:10 PM	<b>ECTS:</b>   

Another important information visible in this part of the Virtual Campus is your progress towards a specific **YUFE Star**. Requirements for being awarded a Star are listed here, and courses or activities that count

towards a certain YUFE Star and which you are enrolled in or have already completed.

Stars

Stars introduction...

Stars progress overview

YUFE Mobility Star Not achieved PDP completed:	YUFE Language Star Not achieved Reflection report:	YUFE Civic Star Not achieved PDP completed:	YUFE Professional Star Not achieved PDP completed:
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### YUFE Mobility Star

The YUFE Mobility Star is awarded to learners who engage in physical or virtual mobility through academic courses or extracurricular activities. The main goal of the YUFE Mobility Star is to encourage learners to gain international experience as part of their education and to seek interaction with different cultures and mindsets. The YUFE Mobility Star also has different levels, which depend on how many international courses/activities a learner does – a higher number of such experiences will be reached in a higher level of the YUFE Mobility Star.



**Requirements:**  
PDP Mobility Star  
and  
12 ECTS from Academic Courses  
or  
One of the other YUFE Stars

All courses and activities related to this star:

No items found

Finally, you can also use the button at the bottom of the Progress Tracker to **finish your participation** in the Student Journey programme.

Overall, the Progress Tracker is an extremely important part of the Virtual Campus which you will be using for many different purposes.

## 5) Background information: YUFE Virtual Campus portals

[YUFE Student Portal](#) contains all the key information about courses and activities that YUFE offers to its students.

 **Young Universities**  
for the **Future of Europe**

### Student

Are you thinking of studying abroad? How about studying at 10 young research-driven universities in Europe at the same time! Not only will you gain knowledge and experience in a multicultural environment but you can also enrich your curriculum with courses and skills training opportunities from other universities.

YUFE is in the process of creating a European University so that you can study at 10 universities simultaneously, thereby broadening your horizon. Not only does YUFE offer you an extensive selection of academic courses from 10 universities, either in English or the local language, but you can also enrich your curriculum even further by truly partaking in society. You can combine your academic endeavours with language and professional training courses, or take part in civic engagement opportunities such as community volunteering or Help Desks.

Besides offering you the chance to become a truly European citizen, YUFE offers you:

- Academic courses in English
- Academic courses in Croatian, German, Dutch, Finnish, French, Greek, Italian, Polish and Spanish
- Language courses, tandems and cafes
- Civic engagement activities such as YUFE Help Desks for student health, immigration, entrepreneurs, digital skills support and many more; a chance to live at a reduced cost with local residents through the YUFE@Home initiative; or working with migrants and refugees or on sustainable trade a.o. through the YUFE Community Volunteering Programme
- Professional training activities in which you solve real social, scientific and technological challenges in the YUFE Challenge Teams or Hackatons or learn from the best entrepreneurs through the YUFE Entrepreneurial Initiative and by joining the interactive Talk Shows
- Get credit for your extracurricular activities through the YUFE Star System with the Mobility Star, Language Star, Civic Star and Professional Star
- YUFE Academy Lectures
- YUFE Induction Courses

Apply for the YUFE Student Journey and enjoy everything YUFE has to offer you, or browse the YUFE catalogue and sign up for single activities in the area of professional training, civic engagement and the YUFE Academy.  
Applications for YUFE Student Journey are now open until 7 October (23:59:59 CET) or until a maximum number of applications (45 per university) has been submitted. At the YUFE website [www.yufe.eu](http://www.yufe.eu) you can also find the application requirements and more information about YUFE calls in general.

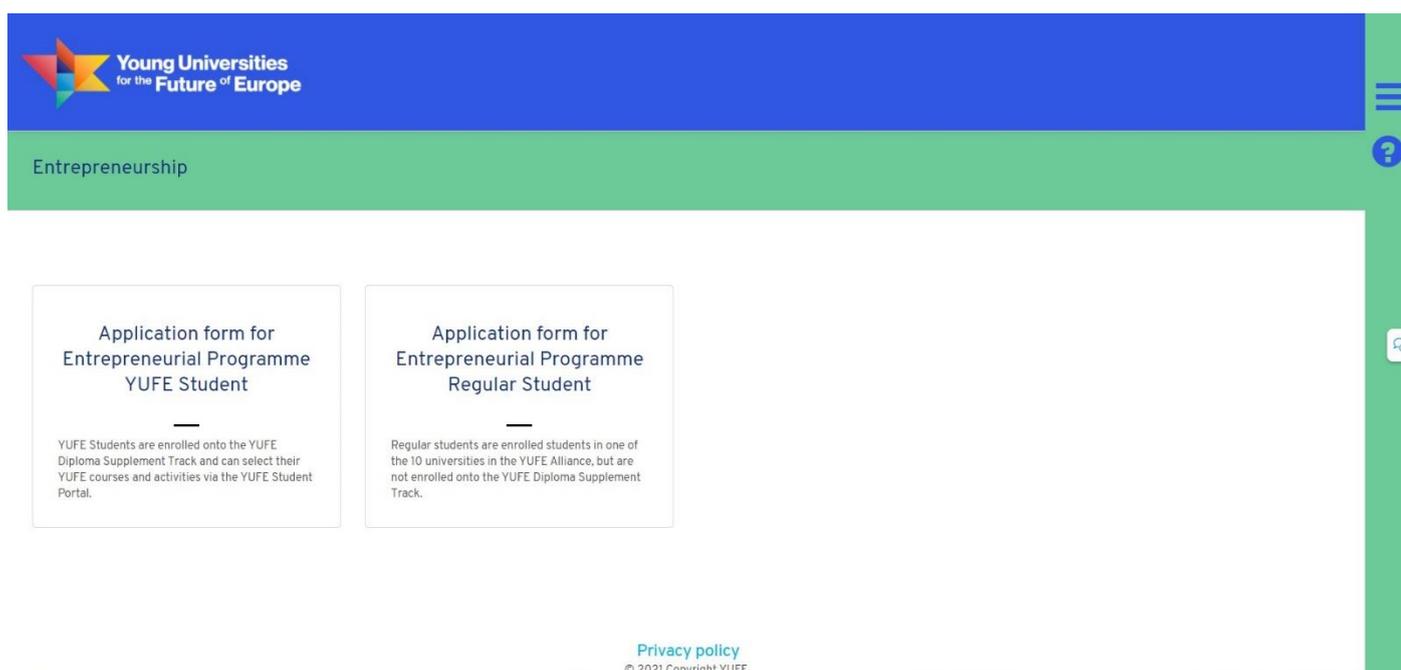
[Application Form YUFE Student Journey](#)

In the first phase, the Student Portal was mainly used for 2021 round of applications for YUFE Student Journey programme, but in the future all the opportunities for students will be advertised, explained and administered through the Student Portal.

YUFE Staff Portal presents information and instructions about all the workshops, courses and trainings offered to YUFE Staff. Since these programmes are exclusively offered to staff employed at one of YUFE partner universities, this portal will not be relevant to you, unless you are a PhD student looking to continue your career in YUFE.

YUFE Citizens Portal is a hub for YUFE's community engagement activities. This portal is still under construction, but when published it will offer information about [different activities](#) conducted for or with local communities in YUFE cities.

Finally, YUFE Entrepreneurship Portal is intended as a platform for all innovation and entrepreneurship activities of YUFE.



Young Universities  
for the Future of Europe

Entrepreneurship

Application form for  
Entrepreneurial Programme  
YUFE Student

Application form for  
Entrepreneurial Programme  
Regular Student

YUFE Students are enrolled onto the YUFE Diploma Supplement Track and can select their YUFE courses and activities via the YUFE Student Portal.

Regular students are enrolled students in one of the 10 universities in the YUFE Alliance, but are not enrolled onto the YUFE Diploma Supplement Track.

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In this portal, you will be able to find information and apply for different types of extracurricular entrepreneurship programmes, such as [YUFE Entrepreneurial Programme and YUFE Challenge Teams](#).

## 6) Important contacts

If you have any questions or need assistance with your participation in the Student Journey, you can contact one of the dedicated admission officers at each YUFE university:

YUFE overall	<a href="mailto:admission@yufe.eu">admission@yufe.eu</a>
Maastricht University	<a href="mailto:yufe-admission@maastrichtuniversity.nl">yufe-admission@maastrichtuniversity.nl</a>
Nicolaus Copernicus University Torun	<a href="mailto:admission_yufe@umk.pl">admission_yufe@umk.pl</a>
Universidad Carlos III de Madrid	<a href="mailto:admission.yufe@uc3m.es">admission.yufe@uc3m.es</a>
University of Antwerp	<a href="mailto:yufeadmissions@uantwerp.be">yufeadmissions@uantwerp.be</a>
University of Bremen	<a href="mailto:yufe-admission@uni-bremen.de">yufe-admission@uni-bremen.de</a>
University of Cyprus	<a href="mailto:yufe-admission@ucy.ac.cy">yufe-admission@ucy.ac.cy</a>
University of Eastern Finland	<a href="mailto:yufe@uef.fi">yufe@uef.fi</a>
University of Essex	<a href="mailto:yufestudentmobility@essex.ac.uk">yufestudentmobility@essex.ac.uk</a>
University of Rijeka	<a href="mailto:yufe@uniri.hr">yufe@uniri.hr</a>
University of Rome Tor Vergata	<a href="mailto:admission@yufe.uniroma2.it">admission@yufe.uniroma2.it</a>

We hope that this guide to the new Virtual Campus has been useful for you, but if you have any additional questions, please do not hesitate in contacting us at email addresses listed above. We will also be continuously updating this manual as we improve and add new functionalities to the YUFE Virtual Campus.