

Meeting of the Coordination body, Banja Luka, B&H
04.05.2007.

MINUTES

1. Regular meeting of the Coordinating body of B&H partner institutions, presented by:
 - a. prof. dr Esma Velagić Habul – Faculty of Agriculture and Food Sciences, University of Sarajevo, FAFS.
 - b. prof. dr Radoslav Grujić – Faculty of Technology University of Banja Luka, FT
 - c. doc. dr Slavica Grujić – Faculty of technology University of Banja Luka, FT
 - d. prof. dr Jure Beljo – Faculty of Agriculture University of Mostar (West), FA
 - e. Nermina Spaho, BSc, M.A.-
 - f. Igor Pandžić
2. The meeting has held in Banja Luka, on the 4th of May, 2007., from 11⁰⁰ – 13³⁰ h.
3. Agenda:
 - Final checking of M.A. curricula (stuff involvement)
 - Formation of QA (Quality Assurance) project's groups
 - Activities dedicated to enrollement of students
 - Information
4. Prof. dr Esma Velagić has opened the meeting, suggesting Agenda, which was accepted. Prof. dr Radoslav Grujić wellcomed all at the Faculty of Technology Banja Luka.
5. Final checking of stuff involvement – Appendix I, table 1., represents coordinated list of the B&H stuff involved in the study. As it was previously decided, each module would consist of group of people: responsible teachers, EU and B&H (persons that would lead the module), responsible person (person that would organizationaly support the group), supporting teaching stuff (people that would be involved in the teaching process, from other B&H partner institution).
6. The B&H QA group consists of three group, at each B&H partner institution:
 - FAFS QA group: prof. dr Esma Velagić Habul
Nermina Spaho
Aleksandra Nikolic
 - FT QA group : pof. Dr Radoslav Grujic
doc. dr Slavica Grujić
Igor Pandžić
 - FA QA group : prof. dr Jure Beljo
Ana Sabljo

The FAFS group has prepared the form that will be used during the preparation of the modules – Appendix II.

7. Prof. dr Esmā Velagić Habul has reported that the official procedure for introducing the MA at the University of Sarajevo has been finished (the curricula had been accepted by the Senate of the University) and that the project's activities had to be speed up, in accordance to the first year project activities:
 - definition of the syllabus for the first five obligatory modules
 - exchange visits of the teaching staff, involved in the preparation of syllabus
 - purchasing of books and equipments
 - preparation of the teaching materials
8. In May and June all exchanging staff visits have to be finished. The suggested books (by the EU partners) need for preparation of teaching materials have to be purchased (three copies for each EU partner institution)
9. It was concluded that teaching materials for all 17 modules, need to be prepared, regardless the number of students that would elect corresponding module. It is important because of continuity of the course.
10. In the process of enrollment of students all tri institutions will promote the course: newspaper, local TVs, others interested in.
11. The special attention was focused on lab part of modules – exercises. Prof. Grujić has suggested the possibility of involvement of food industry in all cases when there are problems of equipment. It was agreed with suggestion that each responsible teacher discussed this problem with EU partner.
12. The project web side. It was suggested that the offer for web side would be accepted if project coordinator wouldn't react in the next 2 weeks.

Appendix I

List of modules

Module	Responsible institution	Supporting professors	EU partner institution	finished by:
O.1. Food Biotechnology	FAFSS Responsible teacher Dr Kasim Bajrovic Responsible person: Fuad Gasi fudo01@yahoo.com	Dr Asima Davidovic, Banja Luka	Grignon	June 2007
O.2. Nutrition	FTBL Dr Radoslav Grujic grujicr@urc.bl.ac.yu grujic@blic.net	Irzada Talic, Sarajevo	Windisch, BOKU	June 2007
O.3. Food Process Engineering	FTBL Responsible teacher Dr Miodrag Maksimovic mmluka@yahoo.com Responsible person: FAFSS Mr. sci. Jasmina Tahmaz jtahmaz@hotmail.com	Dr Miodrag Maksimovic, Banja Luka	Kottke, UHOH	June 2007
O.4. Food Microbiology	FAFS Dr Mirsada Hukic mirsadahukic@yahoo.com	Dr Ljiljana Topalic, Banja Luka	Grignon	June 2007
O.5. Food Chemistry and Analysis	FAFSS Dr Ema Velagić -Habul esmahabul@yahoo.com	Dr Radoslav Grujic, Banja Luka	Schreiner, BOKU	June 2007
O.6. Food Quality Management	FAFS S Responsible teacher Dr Vjekoslav Selak Kontakt person: Mr. sci. Aleksandra Nikolic nikosasa@yahoo.com	Dr Radomir Radovanovic, Beograd laler@agrifaculty.bg.ac.yu Dr Jozo Grabovac, Mostar grbavacj@yahoo.com	Pöchtrager, BOKU	December 2007
E.1. Meat Processing	FAM Dr Stanko Ivankovic agronomski.fakultet@tel.net.ba	Dr Jozo Grabovac, Mostar Dr Radoslav Grujic, Banja Luka Mr sci. Amir Ganic, Sarajevo	Fischer, UHOH	June 2008
E.2. Dairy Technology	FAFS S Dr Zlatan Saric zsaric@bih.net.ba	Mr Sandra Stojkovic, Banja Luka sandra707ba@yahoo.com	Hinrichs, UHOH	December 2007
E.3. Food Formulation and Functional Food	FTBL Dr Slavica Grujic grujicstavica@yahoo.com	Mr sci. Nermina Spaho, Sarajevo	Grignon	June 2008
E.4. Fermented Products	FAFS S Mr sci. Nermina Spaho nermaspaho@yahoo.com	Dr Asima Davidovic, Banja Luka Mr Tihomir Prusina, Mostar tprusina@msn.com Dr Milenko Blesic, Sarajevo	Grignon	December 2007
E.5. Cereal Technology	FAFS S Dr Sanja Orucevic orucevicsanja@yahoo.com		Becker, UHOH	December 2007
E.6. Fruit and Vegetable Products	FAFS S Dr Asima Begic Akagic akagich@yahoo.com	Mr Bosko Petkovic, Banja Luka boskotf@yahoo.com	Berghofer, BOKU	June 2008

E.7. Fats and Oils	FAFS S Dr Selma Corbo corbo@bih.net.ba	Mr sci. Sandra Stojkovic, Banja Luka	Schreiner, BOKU	June 2008
E.8. Development of New Products and Novel Food	FTBL Dr Slavica Grujic grujicstavica@yahoo.com	Mr sci. Aleksandra Nikolic	Grignon	June 2008
E.9. Food Industry and Sustainable Development	FTBL Dr Ljiljana Vukic	Dr Esmā Velagic-Habul, Sarajevo	Kottke, UHOH	December 2007
E.10. Food Law and Regulations	FAFS S Dr Milenko Blesic anditijana@bih.net.ba	Dr Marko Ivankovic, Mostar marko.ivankovic@tel.net.ba Dr Slavica Grujic, Banja Luka	Hartig, UHOH	December 2007
E.11. International Trade and Marketing	FAM Dr Zeljko Suman zeljko.suman@sve-mo.ba	Dr Nenad Brkic, Sarajevo	Belke, Voeth, UHOH	June 2008

Ana Sabljo: ana.sabljo@sve-mo.ba

Appendix II

Course code		Faculty	
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Name of Module

A. BASIC DATA

Faculty					
Department					
Semester					
Course type					
Credit points					
Contact hours	Total	Lectures	Lab. and practicum	Seminar	Other
Non-contact hoarse					
Prior finalized modules					
Connections with other modules					
LECTURERS					
- Module coordinator					
- Other lecturers					
- Assistants					

B. AIM OF MODULE

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C. EXPECTED RESULTS OF THE COURSE

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D. MODULS CONTENT

No	Lectures-Title and Description	Types of instruction	Instructor	Hours	
				Contact	Non-contact

E. MODULES ASSIGNMENTS

Assignments			Grading system		
Criteria	Maximum points	Minimum points	Points	Numerical grade (BiH)	Letter grade
Presence during course	10	8	< 60,00	5	F
Interest in module	8	28	60,00 – 64,99	6	E
Tests	18		65,00 – 74,99	7	D
Seminar	12		75,00 – 84,99	8	C
Project	12		84,00 – 94,99	9	B
Final exam	40	24	95,00 - 100	10	A
Ukupno	100	60			

<i>Code</i>		<i>Title</i>				
			<i>Smjer</i>			
<i>Course types</i>		<i>Semester</i>		<i>Contact hours</i>	<i>Non-contact hours</i>	ECTS
			E-mail:			
<u><i>Aim of course</i></u>						

F. LITERATURE

Compulsory literature

Additional literature

FORM FOR THE STUDENT'S INFORMATIVE PACKET (SIP)

Content: