

**CARDS/Tempus programme**  
**CD\_JEP\_40 035 – 2005**  
**First project year**

Second Meeting of the Coordination body, MOSTAR B&H  
15.10.2007.

## **MINUTES**

1. Second Regular meeting of the Coordinating body of B&H partner institutions, presented by:
  - a. prof. dr Esmā Velagić Habul – Faculty of Agriculture and Food Sciences, University of Sarajevo, FAFS.
  - b. Doc dr Nermina Spaho,
  - c. doc. dr Slavica Grujić – Faculty of technology University of Banja Luka, FT
  - d. Ana Sabljo BSc, M.A.- Faculty of Agriculture University of Mostar (West), FA
  - e. Doc. Dr Dijana Vego, Faculty of Agriculture University of Mostar (West), vise- dean
  - f.. Igor Pandžić
2. The meeting has held in Mostar, on the 15<sup>th</sup> of October, 2007., from 11<sup>00</sup> – 14<sup>30h</sup>.
3. Agenda:
  - Timetable of first semesters
  - Organization of students exam
  - Activities dedicated to enrollment of students
  - Activities dedicated to program curricula
  - Budget for Project Years First
  - Purchasing equipment
  - Information
4. Prof. dr Esmā Velagić has opened the meeting, suggesting Agenda, which was accepted. Prof. dr Dijana Vego, dean for international cooperation welcomed all in behalf of Faculty in Mostar

### **5. Proposed timetable of First semester**

Prof. Velagic reported that 1. semester could start with Food Chemistry and Process Engineering because other B&H professors have not visited their EU partners. As our EU partners have not confirmed time of giving lecture we adopt proposed timetable of first semester but we are ready to make some exchange depending on EU professors visiting. Timetable is given in appendix.

### **6. Students exam**

Exam will be organizing at the most suitable way. Some of EU profesors required being presence on exam time but these expenses are not foreseen to be cover this

Project so CB members are agree that is not appropriate way to organize students exam. The exam will organize on bilingual on the written form but it is allowed to organize it as oral examination. Each professor will give questions to students after he finished his part of lecture. It is good way to practice and learn for exam. CB will propose this way of students exam to next SC meeting in Paris.

## **7. Activities dedicated to enrollment of students**

The list of enrollment students (give in PROTOCOL from 27/9/2007) was changed. Two candidates had Nermina Spaho informed to give up of studying and two new candidates have enrolled. One is Mirela Kaltak she has already submit documentation and other is Sergej Papoci from University Mostar. They are instead of Halilovic Selma and Suljagic Mirsada. The finally list is:

- 4 students from University of Mostar
- 7 students from University of Sarajevo
- 1 student from Banja Luka

All students have submitted needed documentation to Students office at University of Sarajevo and they have officially enrolled first semester of M.A. study .

## **8. Activities dedicated to program curricula**

Prof. dr Esmā Velagić Habul, has created Self-evaluation Form for university staff and for the students as tool of internal quality group. Regarding to delivering lectures it will decided that

The 1. semester will ran at Sarajevo University

The 2. semester will run at Banja Luka University

The 3. semester will run at Mostar University

We are agreed that is the best way

- to give chance each University to strength own capacity
- to promote intercountry cooperation trough joint educational work, meaning cooperation between university staff as well as between young experts (M.A. students)
- to strength capacity of B&H institutions and economy to answer to the challenges of EU integrational and negotiation process

## **9. Budget for project year 1.**

Staff costs will be divided among the three Bosnian Universities according to the project activities conducted by the staff members. As Faculty of Agricultural and Food Sciences in Sarajevo carried out the main administrative and academic activities, the most money will be allocated to this Faculty.

## **10. Purchasing equipment**

It is decideed that we ask for provision to bay more lab. equipment than it Project foreseen. The Ph-metar is instrument which is supposed to be bought. As we have already bought PC for three Universities and they are much cheaper then we

projected. All rest money will be used for small laboratory instruments how could we ran excesses.

## 11. Informations

After the first semester finished we will organize 3. CB meeting in Sarajevo  
The 2. SC meeting will be organizing at the 29. and 30. October at INRA Paris. All report have to be prepare for that time.

