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Annex 1

Strengthening capacities and digital competences in biomedical education through internationalization at home - BIOSINT

INSTITUTIONAL TRAINING 0
Faculty of Medicine University of Tuzla
BOSNIA AND HERZEGOVINA

THE MEETING MINUTES

VENUE OF THE MEETING	DATE
Faculty of Medicine University of Tuzla Bosnia and Herzegovina	03. December 2024
HOST PARTNER	MINUTES PREPARED BY
Faculty of Medicine	Prof. Jasmin Suljagić, Full Professor and Selma Ćebić Babajić, IRO Officer

Project number: 101082863-BIOSINT-ERASMUS-EDU-2022-CBHE

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**Strengthening capacities and digital competences in biomedical education through internationalization at home
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➤ Agenda of Institutional training

AGENDA

03 December 2024

10:00 – 10:30	Registration of participants	
10:30 – 10:35	Welcome speech	Prof. dr. Jasmin Suljagić and Prof. Azra Kurtić
10:35 – 11:35	Internationalization at home	Prof.dr. Jasmin Suljagić
11:35 – 12:00	Internationalization of curriculum	Prof.dr. Jasmin Suljagić
12:00 – 12:20	Safety and security protocols	Prof.dr. Jasmin Suljagić
12:20 – 12:40	Students' affairs	Prof.dr. Jasmin Suljagić
12:40 – 13:00	Questions and conclusions	All participants

➤ Photos

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Minutes of the Meeting

Date: 3.12.2024.

Location: Faculty of Medicine, University of Tuzla

1. Welcome and Opening Remarks

The meeting commenced with welcoming remarks by Vice-Rector Suljagić and Vice-Dean Kurtić. They greeted the attendees and provided an overview of the faculty's internationalization strategy, highlighting the objectives and processes of internationalization at home.

2. Presentation on Internationalization at Home

Jasmin Suljagić delivered a detailed presentation on the "Internationalization at Home" project. Key points included:

- Explanation of the project's core activities and expected deliverables.
- Current status of implementation and associated responsibilities for the faculty.
- Emphasis on the involvement of all employees and students to ensure project success.

3. Internationalization of the Curriculum

Jasmin Suljagić also presented the advancements in the internationalization of the curriculum, specifically:

- Implementation of the curriculum in English at the Faculty of Medicine.
- Organization and utilization of virtual classrooms for online courses.

4. Attendance

A total of 88 participants attended the meeting, representing diverse stakeholders committed to the success of the internationalization initiatives.

5. Conclusion

The session concluded with an open discussion on the presented topics, fostering engagement and collaboration among attendees.

Minutes prepared by: Jasmin Suljagić and Selma Ćebić Babajić

Date: 3.12.2024.

Internal reporting period:	January 2024-15 July 2024
Work package:	WP3
Activity:	T 3.5 Pilot newly developed services and documents
Annexes (documents)	In the process

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resulting from the activity):	
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Internal reporting period:	January 2024-15 July 2024
Work package:	WP3
Activity:	T 3.6 Evaluate of pilot activities
Annexes (documents resulting from the activity):	In the process

Internal reporting period:	January 2024-15 July 2024
Work package:	WP4
Activity:	T 4.1 Organize workshops for teaching staff related to IoC and development of intercultural competences: the workshop was held in Shkoder, 8-11 October 2024
Annexes (documents resulting from the activity):	Agenda, Letter of invitation, Attendance lists, Photos

Internal reporting period:	January 2024-15 July 2024
Work package:	WP4
Activity:	T 4.2 Select courses for IoC and review current practices
Annexes (documents resulting from the activity):	In the process

Internal reporting period:	January 2024-15 July 2024
Work package:	WP4
Activity:	T 4.5 Strengthening of online teaching equipment-development of international virtual classroom: the request for the equipment has been done. Procurement has been carried out. The appeal period for the procurement of equipment expires on November 26, 2024, after which we will be able to prepare the contract for signing

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	with the most favorable bidder.
Annexes (documents resulting from the activity):	In the process

APPROVED BY THE NATIONAL COORDINATOR

Prof. Dr. Jasmin Suljagić, Full Professor
Vice-rector for Teaching and Student Affairs

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