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# D9.6 CAREER OFFICE DEVELOPMENT/ENHANCEMENT REPORT

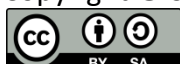
WP9. DISSEMINATION & EXPLOITATION



## Deliverable 9.6 Dissemination/exploitation report

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**List of abbreviation**

AUT	Agricultural University of Albania
EACEA	Education Audiovisual and Culture Executive Agency
EU	European Union
EUT	European University of Tirana
HEIs	High Education Institutions
MESCS USK	Ministry of education, science, culture and sport of Una-Sana Canton
UC	Universum College
UNBI	University of Bihac
UNSA	University of Sarajevo
WB	Western Balkans
WP	Work Packing

## **Executive Summary**

This document highlights the main action taken in relation to the recruitment of students to pursue the STEPS master's degree, the follow-up of their progress depending on the curriculum and academic life and the opportunities they have for career development after studying at STEPS.

In addition, this document provides detailed information about the way of recruiting students and the effectiveness of specific activities undertaken in the framework of informing students about the new opportunities offered by this study program in reference to the strategic plan of their career development. The report presents the data related to the work done for this purpose in some universities.

The report refers to the operation of career centers in Albanian, Kosovo and Bosnia and Herzegovina HEIs for the recruitment of students in study programs, STEPS and career development.

## 1 Introduction

Career offices will be developed/enhanced to become the driver and the interconnection between HEIs in WB to the world of work and the society at large. Career offices (D9.6) will be responsible for extending existing and developing new communication channels with stakeholders and providing advanced services to the attendees (students) of the STEPS programme. They will be supported with physical, human and financial resources in order to organise internships for students, in cooperation with private companies and public organisations, inform about jobs openings and provide career prospects to young people willing to join the world of work. The strong linking between the career offices of the partner HEIs will also promote the mobility of students and scientific staff and will be responsible for informing students and scientific staff for scholarships, open calls in national, European and international level.

The efficiency of the actions will be monitored by using indicators which will reflect the number of:

- internships organized,
- different stakeholders databases accessed,
- communication channels developed and maintained,
- mailing lists and contacts with representatives of the different types of stakeholders,
- the announcements regarding jobs openings and open calls etc.

What is important to note is that the career office has been established in HEIs in WB, and it was enhanced in frame of STEPS project during its implementation from January 2019 until January 2023.

- Career office/Alumni in Agricultural University of Tirana, Albania. Link: <https://ubt.edu.al/gendra-e-karrieres-dhe-alumni/>
- Career office/Alumni in European University of Tirana, Albania. Link: <https://uet.edu.al/en/keshillimi-i-karrieres/>
- Career office in University of “Haxhi Zeka”, Kosovo. Link: <https://unhz.eu/rreth-zzhk-se/>
- Career office in Universum College, Kosovo. Link: <https://universum-ks.org/career-office/>
- Career Office in University of Sarajevo, Bosnia and Herzegovina. Link: <https://www.unsa.ba/index.php/en/node/674>
- Career office in University of Bihać, Bosnia and Herzegovina. Link: <http://unbi.ba/en/sadrzaj/alumni/33>

The role of the career office and how it was enhanced within the STEPS project at the six Higher Education Institutions in WB outlined above will be addressed in the next chapters of this document.



## 2 Aims and Objectives of the Document

Development/enhancement of career office is a task part of WP 9 “Dissemination & Exploitation”. The main aim of career office in frame of STEPS project is to identify and implement mechanisms that will serve as an interconnection between STEPS master students and the labour market in WB countries and beyond.

During the implementation of STEPS project career office in the HEIs of WB were oriented toward:

- Identifying potential students to pursue a Master of Science degree in “Sustainable Food production Systems”.
- Recruiting students for the STEPS Master of Science programme “Sustainable Food production Systems”.
- Identifying potential stakeholders that will be involved in STEPS project during and after the project finalization.
- Compilation of a database/list of stakeholders with a detailed information regarding the type of organization, contact point in this organization, contact information (address, email, phone no. etc.).
- Identifying interconnection tools between:
  - students and stakeholders (labour market in Albania, Kosovo and Bosnia and Herzegovina).
  - academic staff of HEIs of WB and stakeholders.This objective is reached through the organization of Career fairs, finding internship for students etc.
- To ensure the distribution of information to each specific target audience

## 3 Target audience

Target audience of STEPS project has been defined since the beginning of implementation of the project. Since the main output of the project is the opening/accreditation of a Master of Science in Sustainable Food production Systems, then the main target groups are:

- Students
- HEI-s (academic staff, scientific staff, technical staff etc.)
- Certification bodies in food systems.
- Trainee in food system development program
- Suppliers
- Farmers
- Food processing industries
- Government Agency
- NGO
- Others

This is a non-exhaustive list but served as a pool of target groups and stakeholders towards which the career office in AUT, EUT, UHZ, UC, UNBI and UNSA were oriented at the beginning of STEPS project Implementation.

## **4 Career office enhancement in frame in STEPS project**

One of the obligations foreseen on WP9 is the development of a career office which is fulfilled from almost all the STEPS partners. The main focus of the career office will be the establishment of communication channels with stakeholders. Continues communication with stakeholders and target groups that perform in food sector is of a particular importance because their role is going to reflect in:

- Continues improvement of STEPS master courses in accordance with the needs of Food sector trade in Balkan region (Albania, Kosovo and Bosnia and Herzegovina)
- For dissemination purpose of STEPS project activities, news, outcomes etc.
- To ensure the sustainability of STEPS project after the financial support from EU is going to the end

Since the career office has been developed in partner countries of STEPS consortium, during the project implantation the career office is enhanced and focused more on activities in frame of STEPS:

- updating the stakeholder's database, by raising the number of stakeholders on the list, improving the channel of communication
- organising internship for students
- participation in public events such as fair, training etc.
- raise the awareness for new job openings and exchange mobility (for students, academic staff etc.) and for new joint projects application.

The role of stakeholders was crucial not only during the STEPS project implementation regarding the assessment of food sectors needs in frame of sustainability, and for the STEPS curriculum design but also after the project is finalized to assure the sustainability of Master of Science programme. That is why a stakeholders database compilation and continuously update is decisive. An important role for the fulfilment of this task was played by the Career office established in HEIs in WB. The stakeholder's database is completed from each STEPS partner, AUT and EUT for the case of Albania (Annex 1), UHZ and UC for the case of Kosovo (Annex 2) and UNSA and UNBI for the case of Bosnia & Herzegovina (Annex 3).

## **5 Career office development/enhancement in AUT**

General information regarding the history, service and the role of career office established in AUT in frame of STEPS project is underline in the sections that follows:

### **5.1 Career and Alumni Center, Function, and Service in AUT.**

The Career Offices are established at AUT since 2013 to guide graduates in choosing a university course, as well as to direct and guide students in planning and developing their careers. Students are registered in the system of the Career Center from the beginning of the academic experience, becoming part of the opportunities for internships during university studies. After graduating, they are active in the system until their employment is possible, depending on the need that businesses in the field of Agro food Processing have for them. The office is very dedicated to building good relations with businesses, corporations, and public institutions. AUT has signed numerous agreements to enable our students to meet potential employers with whom they can reach internship and employment agreements.

- *CO services are available to all AUT students and some of the services are also available to graduated students (alumni)*
- Career counseling
- Trainings and seminars
- Networking for Employer Connection
- Psycho-social counseling
- Alumni Services

### **5.1.1 Career counseling at AUT.**

Career counseling consists of:

- High School Tour / AUT Graduation orientation campaign
- Consultation before/after registration at the university
- Modules for personal career development in the auditorium
- Career/job fair

### **5.1.2 AUT Graduation orientation campaign**

This campaign is carried out during the period in which graduates must choose their university course. This is done in all high schools and vocational schools in Albania and not only.

A visual form has also been used in the electronic platforms where, in addition to the explanation of the curricula, also are used the testimonies of our former students who show their experience.

For 3 months March-May a working group conducts 'Career Advisory' meetings in Albania and the Albanian territories. *The working group consists of: Vice Dean for Academic Affairs; Admissions Office; Public Relations Office; Pedagogues, Excellent students*

During the recruitment campaign, principals and high school students are invited to visit AUT facilities and get to know the institution. They observe university environments, offices, classrooms, libraries, etc.

Students are able to attend part of lectures developed by pedagogues at AUT, to speak informal conversations with AUT students, so that they could feel part of a customary university day at the AUT. Students take an open hour with the Vice Dean for Academic Affairs, which enables them to have a question-and-answer session on any area they have an interest in.

### **5.1.3 Consultation before/after registration at the university**

The student orientation process is carried out during the summer season, students receive general information about the faculties, the study programs, the various activities that take place during the academic year, as well as the study fees for each course. They are known in more detail in relation to the subjects that are part of the curriculum chosen by the students. It is possible for them to get to know the academic staff and facilities of the institution.

For the registered students, a basic data is created with initial skills, skills which are completed with the achievements of the students during the university courses until the end of the studies, this database serves to enable the finding of our students from the labor market and their further employment.

This service is offered free of charge to all AUT students. Within this service, students receive professional advice from the staff of the career office. The staff helps them plan and clarify steps and goals for professional success and achievement.

### 5.1.4 Modules for personal career development in the auditorium

Career management course guides students through self-assessment and career exploration and helps them determine their short-term and long-term goals. The course serves as a tool for discovering career goals and preparing for their realization. Through this module, students are introduced to the essential tools and skills for the job application process.

- Labor market research in function of personal skills
- Correct preparation of CV
- Writing a cover letter
- Writing professional communication letters
- Preparation for the interview
- Filling out job applications

In cooperation with the career center, meetings, seminars, and round tables are organized to create employment opportunities according to the students' abilities.

### 5.2 Career office counseling/guidance in frame of STEPS project in AUT

The contribution of Career office in AUT frame of STEP project is as follows:

**The Career and Alumni Center, on the premises of the UBT Campus, organizes the Career Fair every year.** The Career Fair near UBT has now become a successful tradition, as it is organized for the third year in a row. This event represents an excellent opportunity for interaction between the university, public institutions, enterprises, and organizations of different profiles throughout the country. In this line, the aim is to create opportunities and facilitate direct contacts of the employer with their potential employees, and not only through this organization (<https://ubt.edu.al/panairi-i-karrieres/>). The annual organization of the Career Fair creates opportunities for exchange, the creation of communication bridges and cooperative agreements between the academy and many other actors of society. Furthermore, the career office established in AUT has arranged the participation of STEPS project in:

- Career Fair which was held in Agricultural University of Tirana, Albania ( 2019-2021-2022). (Figure 1, Figure 2)
- "Albania works the land" Fair organized from the Ministry of Agricultural and Rural Development, Chamber of Commerce, and Industry and from Association of Food Industrialists, Tirana, Albania (2019) (Figure 1)

**Career office AUT has contributed to the compilation of stakeholders database/ list.** Based on the nature of the studies/diplomas offered by UBT, a database of stakeholders performing in the agricultural industry is a mandatory task. The continuous contact with these industries over the years has enabled the realization of internships and scientific work for a part of the diplomas. This possibility will also be applied to the students of the STEPS Project. In the curriculum of the Scientific Master's degree "Sustainable Food production systems" is foreseen:

- Professional practices (internship)
- Master's degree





Figure 1: Photo from the participation of STEPS project in “Albania work the land” Fair, December 2019, Tirana, and Career Fair, April 2019, Tirana, Albania.



Figure 2: Photo from the participation of STEPS project in Career Fair, May 2022, Tirana, Albania.



### Career office was also involved in the dissemination of STEPS project out and activities:

- In meetings organized with stakeholders (dissemination of STEPS leaflet)
- Through the AUT website (<https://ubt.edu.al/steps-msc-ne-sistemet-e-prodhimit-te-qendrueshem-te-ushqimeve/> )



Figure 3: Dissemination of STEPS Master of Science programme in QUT website ([www.ubt.edu.al](http://www.ubt.edu.al) )

Career office served as an interconnection between STEPS project and other projects in AUT. It is worth to mention the synergy between STEPS project and Gradua Project, both cofounded from Erasmus + program. Both projects are compatible with some of the objectives they aim to achieve. What unites them is the connection between HEIs/academic staff/students and the labor market. The main product of the STEPS project is the launch of engineers and managers graduated in the labor market. Gradua project aims to create concrete synergy between universities and the labor market, through the provision of a unifying system. The created platform is available to graduates and businesses.

Students that started on October 2022 pursuing a Scientific Master in Sustainable Food Production Systems/STEPS are oriented from the career office to register in the link: <http://gradua.almalaurea.it> (both students and companies can register to the platform). Using the platform, companies will be able to find the right candidates based on their studies and skill and start contacting qualified workers directly from the university.

## 6 Career office development/enhancement in EUT

General information regarding the history, service and the role of career office established in EUT in frame of STEPS project is underline in the sections that follows:

### 6.1 Career Counselling in European University of Tirana

The Organisation for Economic Co-operation and Development defines career counseling as "services and activities designed and implemented to help individuals of any age, at any time in their lives to make the right choices for employment, training, and education to manage their careers well." At European University of Tirana career counseling is divided into:

- *High School Tour / European University of Tirana Tour*
- *Consultation before registration*
- *Modules on personal career development in auditory*
- *Job fair*

Career counseling services should have as guiding principles: Supporting young people in the process of growth and self-recognition and creating opportunities for young people to explore their knowledge for the benefit of their future development; To encourage young people to expand their horizons to be active citizens; Supporting young people by strengthening decision-making and problem-solving skills; and also, to understand the labor market, opportunities, risks, and challenges.

#### 6.1.1 Tour EUT in high schools.

The development and implementation of recruitment campaigns with general and vocational high schools in various cities of Albania and abroad. In this context, a working group from the European University of Tirana periodically holds meetings with high school students throughout Albania. The tour runs for 3 months March-May. "The working group conducts 'Career Advisory' meetings in Albania and Kosovo. *The working group consists of: Dean of students, Admissions Office, Public Relations, Office; Pedagogues Excellent students.*

During the recruitment campaign, principals and high school students are invited to visit European University of Tirana facilities and get to know the institution, they observe university environments, offices, classrooms, libraries, etc. Students were able to attend part of lectures developed by pedagogues at European University of Tirana, to speak informal conversations with European University of Tirana students, so that they could feel part of a customary university day at the European University of Tirana. Students take an open reading hour with the Dean of Students, which enables them to have a question-and-answer session on any area they have an interest in.

The Job Fair is organised every academic year and brings together business companies and European University of Tirana students within an information exchange session and sustainable and serious employment ideas.

### **6.1.2 Consultation before registration in EUT**

The process of pedagogical counseling for students –takes place mainly from the end of July to the beginning of October. Students receive general information on faculties, study programs, student life, various activities that take place during the academic year, or even tariffs and payment modalities. They are known in detail with subjects that make up a specific program even with the content of each subject. Direct contact with professors and the rest of the European University of Tirana staff that is not included during the Tour High School has another positive impact on students. Parents have an important place in this choice, even as such presentation/mediation or maturing network – parents – professor – administrative staff is unreplaceable. A basic date is also created, which is completer and more accurate since each student that becomes part of the process is also identified with the specifics it presents.

### **6.1.3 Accurate and detailed information is the basis of career development services.**

The existing experiences of Western countries with a high socioeconomic level and a well-regulated job market give us the following lessons:

- *Career counseling motivates individuals.*
- *Career development is a personal responsibility.*
- *Career development is a continuous process and requires flexibility and adaptability.*
- *Career development requires different skills and tools at different times in life.*

*Family and community- The choice of work has traditionally been influenced by parents and family. The fundamental value is to obey the family.*

*Educational institutions* - Outside the family, schools are the first institutions that can be mobilized in terms of the career world. Currently, career counseling is integrated entirely into the curriculum of secondary education, as well as specific topics also develop in subjects such as Skills for Life, or Civic Education.

*School psychologist* - is seen as the most suitable professional to start personal communication with students for career counseling.

## **6.2 Career office counseling/guidance in frame of STEPS project in EUT**

Through the STEPS project UBT and UET built the Master in Sustainable Food Production System, which was an innovation for UET.

Students who came to UET to get information were advised by the career advisors near the admissions office, where the focus was on information on the curriculum, duration of study, financial fees and how the coordination between UBT and UET would be throughout the course of the program. to the study.

This program was presented as one of the newest projects of UET that should be seen as a more promising field in the future. The promotion of this master's degree is done continuously in the University's social media, continuous meetings with third-year bachelor students on the eve of graduation, as well as holding information sessions with close interest groups.





Figure 4: Photo from the social media of EUT announcing the new joint master by the career office.



Figure 5: Photo of the Master Brochure produces by EUT and disseminated by the career office.



Figure 6: Photo of the training organized by the career office at EUT, June 2022, Tirana, Albania.



Figure 7: Photo from the participation of STEPS project in International Week, October 2021, Tirana, Albania.

Career office was also involved in the dissemination of STEPS project out and activities:

- In meetings organized with stakeholders (dissemination of STEPS leaflet)
- Through the EUT website (<https://uet.edu.al/en/active-projects/>)

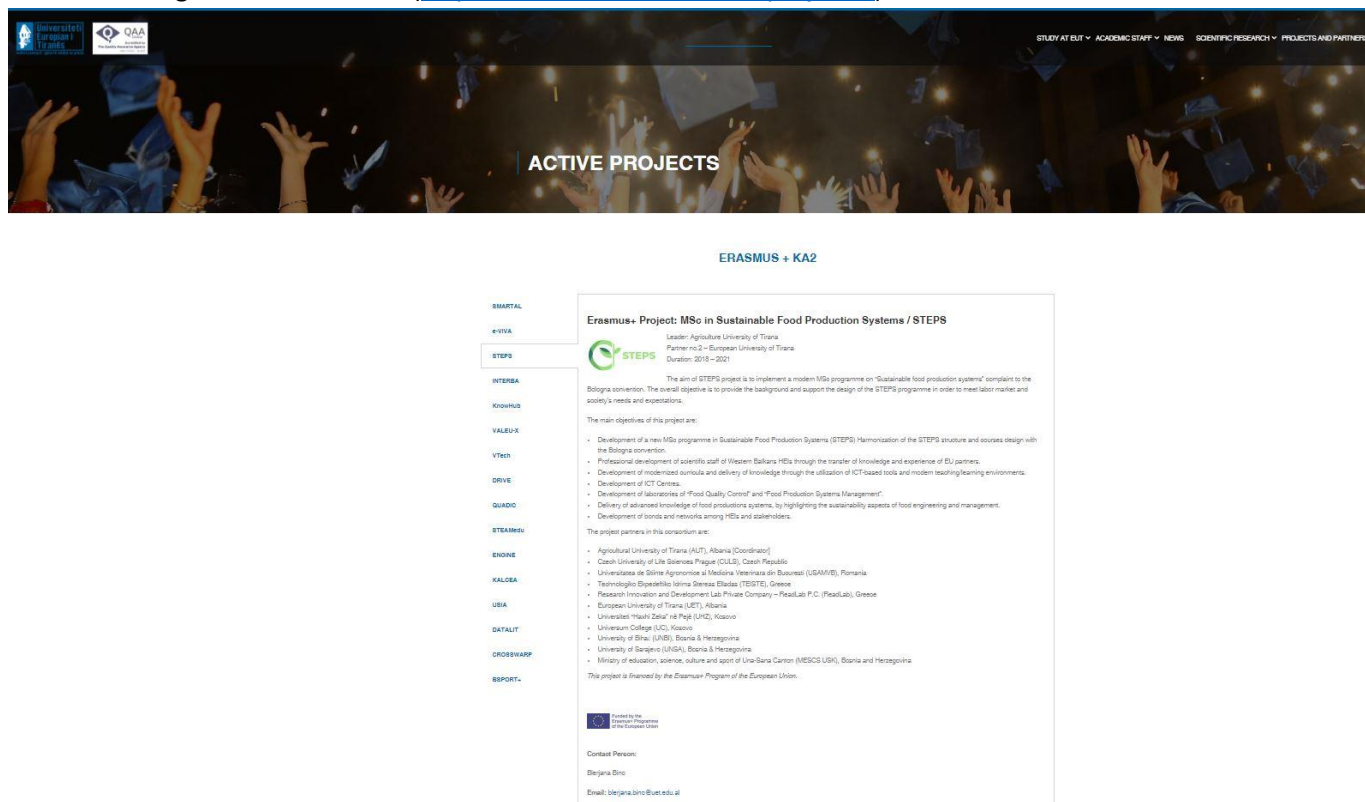


Figure 8: Dissemination of STEPS Master of Science programme in EUT website ([www.uet.edu.al](http://www.uet.edu.al))

## **7 Career Office Development/Enhancement at UC**

General information regarding the history, service and the role of career office established in UC in frame of STEPS project is underline in the sections that follows:

### **7.1 Career and Welfare Office Development in UC**

Is officially founded in 2010, its original goal is to send job advertisements to students. It is turned into a full obligatory course that is the largest\* course in Universum College curriculum, in this framework the students have to do minimum 240 – 320 hours of internship. Also, during the pandemic, the welfare component was added.

The CWO services are provided to all students of Universum College and some of the services are offered to alumni as well such as the Career counselling, Training and workshops, Networking to make Employer Connection with the students, psycho-social counselling, and other services for alumni.

#### **7.1.1 The Career Counseling in UC**

Its service is provided free of charge to all UC students. Within this service, students receive professional advice from career office and welfare staff. The staff helps them to plan and clarify steps and objectives for professional success and achievement this is due to the Personality tests also with the Identifying of strengths & weaknesses. The Career and Welfare Office provides numerous training opportunities, seminars and roundtables to teach students essential tools and skills for the job application process.

- To write an impressive CV.
- To prepare for the interview.
- To write a cover letter.
- To fill out job applications.
- Interview simulation.

The office is highly dedicated on building good relationships with businesses, corporations and public institutions. Universum College has signed numerous agreements to enable our students to meet with potential employers with whom they can reach agreements for internships and employment. This is due to: Job fairs, Universum Talks, Study visits, public meetings.

Welfare Component are: Informal focus group meetings with students – the word stress, One-on-one session with psychologist and Mentorship programmes

### **7.2 Career office counseling/guidance in frame of STEPS project in UC**

- STEPS is a new subject within the fields offered at Universum College
- Universum College is using the Career Academy to promote the programme
- Universum College organizes info session with our graduate students to inform them about the benefits of obtaining a degree in Sustainable Food Production System





Figure 9: Photo from the participation of STEPS project in Career module in Universum College, Kosovo.

In frame of STEPS as part of Double Degree Program there have been made a lot of agreement such as: ***the agreement with Viva Fresh in 2021 that is the largest retail chain in Kosovo, for full sponsorship of 120 students, including students who will be registered in Msc. Sustainable Food Production System. Students who will register in this program will complete 20 hr. a week in Vica Fresh's Logistics. The institutional Industry Relations Strategy is in frame of the dual study in corporation with professional training (business science academy), Marketing research and Digital transformation.***



Figure 10: Study Abroad and Job Fair in Universum College

Additionally, the career office worked on designing flyers that were used as dissimulative materials in the aforementioned activity.

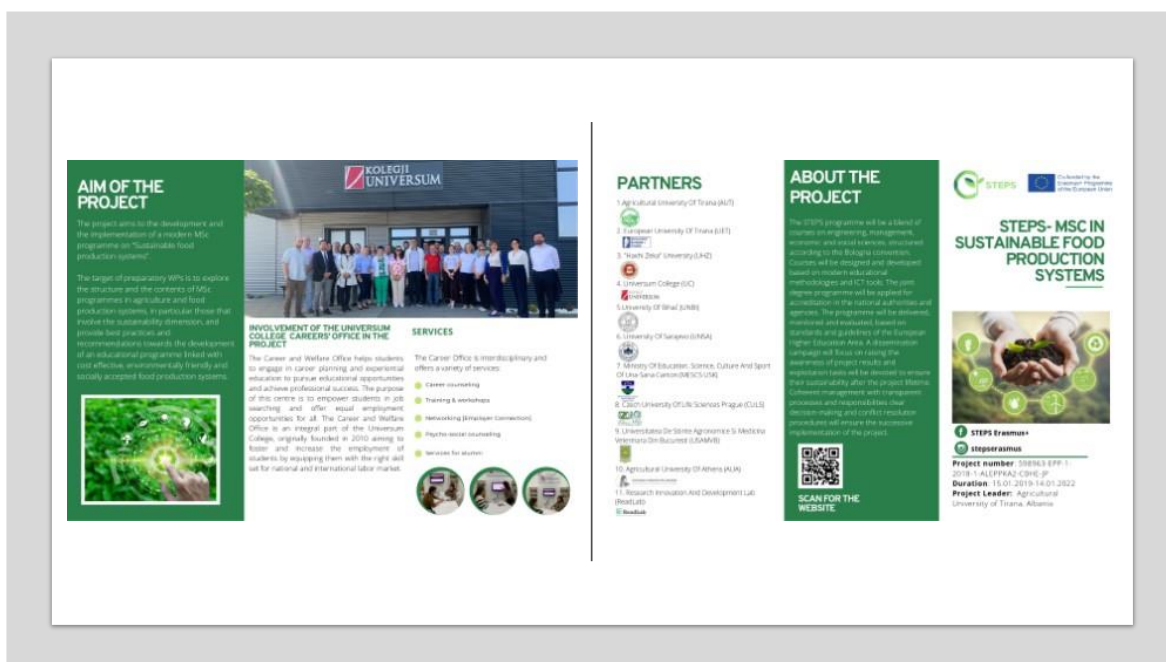


Figure 11: Leaflet design from career office staff in UC

## 8 Career office development/enhancement in UHZ

General information regarding the history, service and the role of career office established in UHZ in frame of STEPS project is underline in the sections that follows:

### 8.1 Service/role of career office in UHZ

The Career Development Office of "Haxhi Zeka" University in Peja has the main objective of guiding and counseling students for the best access to the labor market.

Its mission is to inform, support and encourage students in building their full potential to utilize it properly and have a successful career. It aims to help students to successfully pass the stage of transition from the academic level to the stage of practicing the profession in practice, by providing the best consultative services in terms of labor market needs, employers' expectations, skills working, qualification trends, career development, etc.

The main services of the Office of Career Development include:

- Helping students to plan, identify and realize career goals and job research;
- Providing current information on employment opportunities and practical work (internship);
- Providing information on studies abroad, summer school, trainings, career fairs, etc.;
- Providing current information on the state of the labor market;
- Organizing and informing about events that enable students to create networks, interviews and announcements with employers;

- Promoting and maintaining long-term and continuous contacts and developing partnerships with academic and career centers to ensure quality exchanges between the career center, the academic community and employers inside and outside Kosovo.

For the students of "Haxhi Zeka" University in Peja, we offer training on how to prepare a CV, cover letter, job interview advice, information on how to approach the labor market, training on the development of skills required by the job market. work, etc. We inform students about various activities through the Internet (e-mail, website and E-Praktika). <https://unhz.eu/rreth-zzhk-se/>

Graduates of "Haxhi Zeka" University in Pejë have the opportunity to be informed about different employment opportunities, to participate in different meetings with employers, to contact employers more easily, to be informed about different study opportunities through ZZHK abroad, to be notified of conferences, seminars, seasonal employment, summer schools offered to them, etc.

For employers who are interested in hiring students and graduates, we offer you:

- announcements of vacancies, part-time jobs and internships for students;
- promoting the work culture and professional values of your company;
- liaison with students and graduates of "Haxhi Zeka" University in Peja;
- possibility for easier recruitment of trained staff in our center;
- participation in workshops and round tables on different topics, etc.

Our goal is to extend the cooperation network by establishing contact with different employers from different fields. The Career Development Office (ZZhK) of "Haxhi Zeka" University in Peja has the main objective of guiding and advising students for the best access to the labor market. Its mission is to inform, support and encourage students in building their full potential to utilize it properly and have a successful career. It aims to help students to successfully pass the stage of transition from the academic level to the stage of practicing the profession in practice, by providing the best consultative services in terms of labor market needs, employers' expectations, skills working, qualification trends, career development, etc.

The main services of the Office of Career Development include:

- Helping students plan, identify and carry out career goals and job searches;
- Providing current information on employment opportunities and practical work (internship);
- Providing information on studies abroad, summer school, trainings, career fairs, etc.;
- Providing current information on the state of the labor market;
- Organizing and informing about events that enable students to create networks, interviews and announcements with employers;
- Promoting and maintaining long-term and continuous contacts and developing partnerships with academic and career centers to ensure quality exchanges between the career center, the academic community and employers inside and outside Kosovo.

For the students of "Haxhi Zeka" University in Peja, we offer training on how to prepare a CV, cover letter, job interview advice, information on how to approach the labor market, training on the development of skills required by the job market. work, etc. We inform students about various activities through the Internet (e-mail, website and E-Praktika).



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- liaison with students and graduates of "Haxhi Zeka" University in Peja;
- possibility for easier recruitment of trained staff in our center;
- participation in workshops and round tables on different topics, etc.

Our goal is to extend the cooperation network by establishing contact with different employers from different fields.

ZZhk offers students and graduates of UHZ information and counseling about opportunities for practical work, employment, training, courses, study visits, counseling for applying for projects and grants, preparing the application file for scholarships etc.

## **8.2 Career office counseling/guidance in frame of STEPS project in UHZ**

STEPS is a subject within the fields offered at Agribusiness Faculty at University of Haxhi Zeka University of Haxhi Zeka is using the Career Development Office to promote the programme. Agribusiness Faculty at University of Haxhi Zeka organizes info session with our graduate students to inform welcome days them about the benefits of obtaining a degree in Sustainable Food Production System.

In frame of STEPS as part of Double Degree Program there have been made a lot of agreement such as: AGROKOS , in Pristina and the CEO organization (Congress Event Organization) with the support of the Government of the Republic of Kosovo. Meeting was organized at official building of "Agroproducts" with the participation of students registered in Msc. Sustainable Food Production System (Figure 6) . Students who will register in this program will complete helping students to plan, identify and realize career goals and job research; The institutional Industry Relations Strategy is in frame of the dual study in corporation with professional training (business science academy), Manufacturing research, processing, marketing and digital transformation.

The Career Development Office of UHZ is obliged to offer our students as many opportunities as possible like this one at the GAP Institute, through which they will benefit from new knowledge in other fields, in addition to those in the field of study.



Figure 12: Meeting was organized at official building of “Agroproducts” with the participation of students registered in Msc. Sustainable Food Production System

STEPS master students from the Faculty of Agribusiness of the "Haxhi Zeka" University, in Pejë, have participated in the 22nd Agricultural Products Fair AGROKOS , in Pristina, organized by the CEO organization (Congress Event Organization) with the support of the Government of the Republic of Kosovo.



Figure 13: The Faculty of Agribusiness participates in the Agricultural Products Fair AGROKOS

Additionally, the career office worked on designing flyers that were used as dissimulative materials in the aforementioned activity and it was engaged in compiling/enhancing stakeholders list and arranging meeting between HEIs of Haxhi Zeka and stakeholders e.g. activities organized in “Birra Peja” company and “Agroproducts” company with the participation of STEPS partners (Figure 7).





Photo 14. Participants at official building of j.s.c “Birra Peja” and “Agroproducts” company.

## 9 Career office development/enhancement in UNSA

General information regarding the history, service and the role of career office established in UNSA in frame of STEPS project is underline in the sections that follows:

### 9.1Service/role of career office in UNSA

Respecting international documents and current legal regulations in Bosnia and Herzegovina, which ensure basic human rights, including the right to education, the University of Sarajevo creates conditions for equal access and active participation in higher education. With this goal, the Office for Student Support (UPS!) was established, whose activity is primarily focused on providing help and support to students, and developing an inclusive culture, policy and practice in the area of higher education. The Office of Student Support provides support to organizational units in creating quality education accessible to all.

The services of the Office are defined by a fundamental orientation towards creating an inclusive environment and promoting quality education for all. Basic services are:

- help in choosing a study program,
- support for improving access to education,
- ensuring the conditions for meeting needs and enjoying rights,
- psychological help,
- informing and educating students,
- improving the study experience of students with disabilities,
- research activities,
- organization and realization of trainings for academic staff, and
- participation in the adoption and changes of legal and by-laws related to education.

There are 4 departments in the Student Support Office:

- (1) Legal Aid Department,
- (2) Department for psychological counselling
- (3) Department for students with disabilities and
- (4) Department for career counselling

## **9.2 Career office counseling/guidance in frame of STEPS project in UNSA**

Over the past few years, the Faculty of Agriculture and Food Sciences (FAFS) as a organizational unit of University of Sarajevo and institution that implements STEPS project, has continuously made efforts in connecting students with the job market. Besides their formal education, it is of great importance to provide career guidance for students and to help them navigate through the job market.

Since 2016 the FAFS organizes a one-day seminar for students, called „Career day“. This event was primarily organized under the TEMPUS project „LifeADA“ as a way to connect students with member of the alumni association of the Faculty and was carried out by the projects members in cooperation with the Students association of the Faculty. Due to its great success and popularity among students, the event was renewed the next year and is now a annual event which is completely organized by the Student Association of the Faculty of Agriculture and Food Sciences. It is of great importance to mention that this event served as a breakthrough for the Student Association of the Faculty, which is now the most active organization of this kind in Bosnia and Herzegovina which continuously implements projects of interest for the students and raises awareness about ecological issues.

This year, the 7th Career Day, gathered more than 60 people around 3 speakers coming from different fields of the agricultural and food production sector. In addition, this year the students also had the opportunity to participate in a short seminar about writing an effective CV, which was held by one of the associate professors of the Faculty and under the STEPS project. Members of the STEPS project also provided contacts of potential speakers and helped with organizational issues.

Since a year ago, the University of Sarajevo established a formal office for student support with the aim to connect students with the job market. Currently, this office organizes several seminars with topics such as CV writing, job applications and how to navigate through the job market. This office will in the future serve as a guidance site for students coming from different fields of education. Nevertheless, the FAFS will continue to work with its student association to further motivate students to apply for jobs in the agricultural sector.



Figure 15. Speakers and members of the Students Association at the 7th Career Day organized on the 17th December 2022. Link: <https://ppf.unsa.ba/clanak.php?ID=1606>

## 10 Career office development/enhancement in UNBI

General information regarding the history, service and the role of career office established in UNBI in frame of STEPS project is underline in the sections that follows:

**Career offices** at the University of Bihać operate as [Alumni Association of the University of Bihać](#). It is a voluntary association open to individuals who have completed a Bachelor's, Master's or Doctorate degree at the University of Bihać and who, through their membership, want to remain in contact with the institution at which they have spent a significant part of their professional life. Regular membership is open to every graduate who has completed the 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> cycle of studies at the University of Bihać. Honorary and associate memberships are open to all individuals who have contributed to increasing the reputation of the University of Bihać, promoting the goals and tasks of the University and Alumni Association, and who, through their actions, are ready to support the work of the Alumni Association.

### 10.1 Service/role of career office in UNBI

The role of the **Career offices/Alumni Association** of the University of Bihać:

- Linking all generations of students of the University of Bihać to establish a lifelong relationship;
- Developing and formalising the current cooperation with the graduates of the University;
- Systematically collecting experiences and recommendations of former students with the aim to improve the quality of studies and workings of the University as a whole;
- Establishing lifelong relationships between former students who are presently professionals, students, and teacher, between academic and wider community;

- Linking the economy to the University of Bihać;
- Spreading the awareness of the alumni idea and culture as a form of socially responsible behaviour;
- Increasing the reputation of and promoting the University of Bihać;
- Increasing the sense of belonging and loyalty of alumni to the University of Bihać;
- Strengthening the links between the Alma Mater and generations of former and present students as well as their friends both at home and abroad;
- Protecting the common interests of the University in Bihać and the alumni.

## 10.2 Career office counseling/guidance in frame of STEPS project in UNBI

UNBI Alumni Association is open and available for students to be informed about internships, scholarships and additional opportunities and job fairs. Accordingly, graduated MSc STEPS UNBI students will be included in the Alumni Association of the University of Bihać in order to be guided and assisted in their careers after graduation. First of all, this refers to internship opportunities, practical help for students to be ready to enter the labor market, help students prepare a resume at the beginning of the job search, choosing a career, help students find the best jobs that match their degree and set of personal skills. Students will also have the opportunity to share their experiences during their studies, work on networking with other students from the field of Sustainable Food Production and the industry in this sector.

When it comes to **internships, scholarships, student exchanges** and additional opportunities at UNBI, the [Office for Research and International Relations](#) also exists and is active. Considering that international study experiences are important - not only for a personal development and intercultural experience - but also for the latter application in the career, this segment of internationalization was understood as an imperative in the strategic documents of the University. The University is seriously working to increase the incoming and outgoing mobility of students, researchers and teachers, as well as of non-teaching staff. When it comes to creating conditions for increasing the mobility of students and staff of the University of Bihać, cooperation has been established with institutions within the Erasmus+ ICM program, and with many universities from Turkey within the Mevlana exchange program. In addition to these two programs, the exchange of students and teachers is also enabled through the CEEPUS III network and the freemover program, as well as the UNET network; through programs funded by the United States Embassy in Bosnia and Herzegovina (Fulbright and Global UGRAD); through CMEPIUS scholarship Slovenia. In accordance with all of the above, it is important to point out that MSc STEPS UNBI students constantly have the opportunity to actively participate in practice, scholarship and student exchange programs.





Figure 16. MSc STEPS UNBI students during their internship

***Signing of scholarship agreements for UNBI students of the second study cycle (MSc) "Sustainable food production systems-STEPS"***

On June 15, 2021, in the premises of the Assembly of Una-Sana Canton, the University of Bihać (UNBI) and the Ministry of Education, Science, Culture and Sports of Una-Sana Canton (MONKS) in Bihać organized signing of scholarship agreements ([SCHOLARSHIPS AGREEMENTS for MSc STEPS students](#)) for students of the second study cycle "Sustainable food production systems-STEPS" conducted at the Biotechnical Faculty. As partner institutions in the Erasmus+ KA 2 project "MSc in Sustainable Food Production Systems (STEPS)", UNBI and MONKS mutually decided to provide scholarships for all enrolled students in the academic year 2020/2021 in the amount of 600 KM (cca 300 EUR) per student ([https://btf.unbi.ba/?page\\_id=3197](https://btf.unbi.ba/?page_id=3197)); (@stepsbtf.unbi)



Figure 17. Signing of scholarship agreements for students

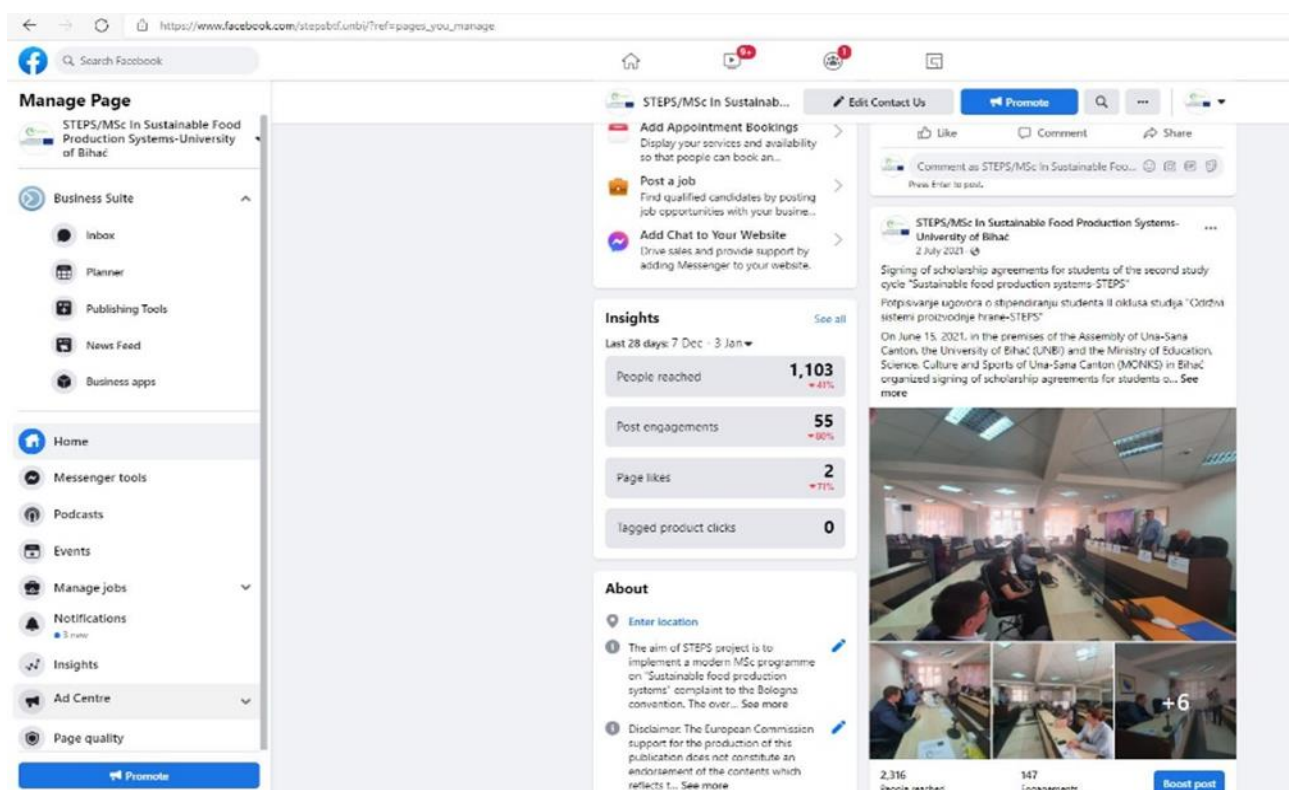


Figure 18. FB post about scholarship MSC STEPS Students at UNBI

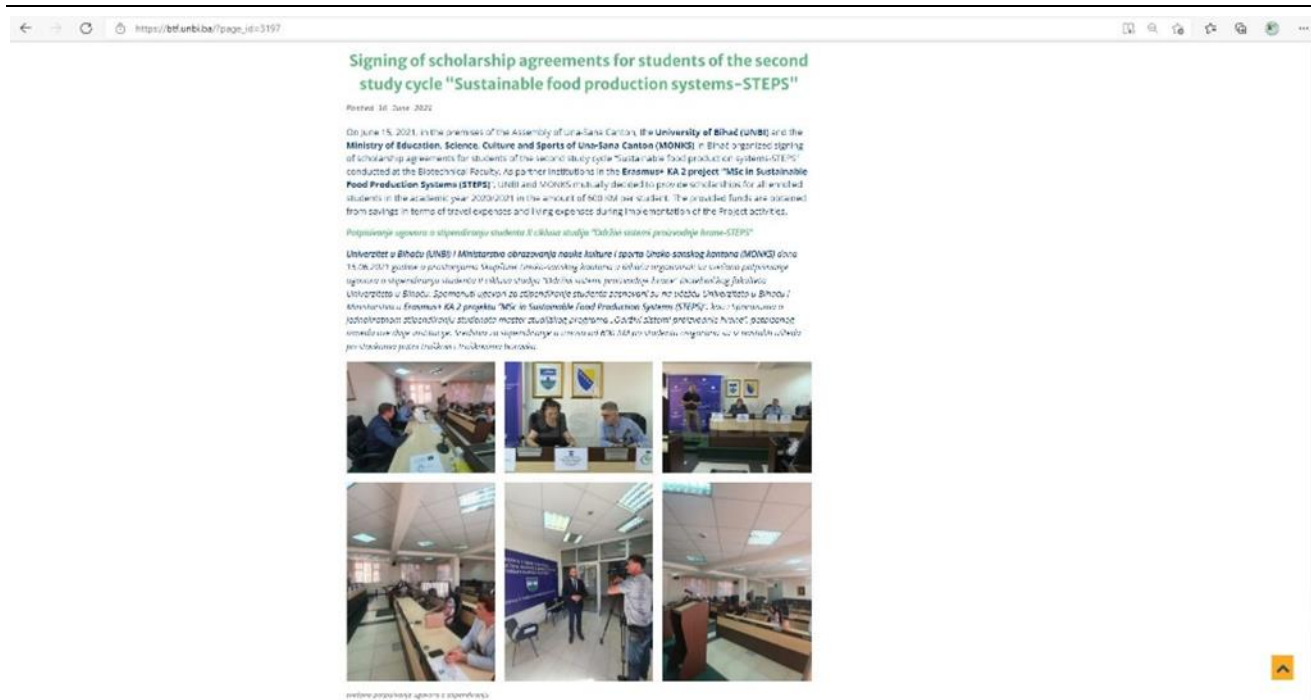


Figure 19. Web article about scholarship MSC STEPS Students at UNBI