

THE CALL

FOR ENROLLMENT OF STUDENTS IN THE SPECIALIST ACADEMIC STUDIES OF THE UNIVERSITY OF BELGRADE IN THE ACADEMIC YEAR OF 2023/2024

In the academic year of 2023/2024, the University of Belgrade enrolls students in the first year of study programmes of the specialist academic studies whose holders are Faculties within the University of Belgrade.

STUDY PROGRAMME

The study programmes of specialist academic studies contain compulsory and elective courses in the total scope of at least 60 ECTS credits.

GENERAL REQUIREMENTS OF THE CALL

Candidates who have completed undergraduate academic studies and master academic studies or integrated academic studies, in the scope of at least 300 ECTS credits, may enroll in the study programmes of specialist academic studies;

Special requirements for enrollment in study programmes are an integral part of the respective study programmes.

Persons who completed previous studies no later than October 14, 2023, can apply for the call.

In exercising the right to enroll in the study programme, candidates have equal rights that cannot be limited on the basis of gender, race, marital status, skin color, language, religion, political beliefs, national, social or ethnic origin, disability or other similar grounds, position or circumstances.

CRITERIA FOR DETERMINING THE ORDER OF CANDIDATES

The order of candidates for enrollment in specialist studies is determined on the basis of the overall average grade achieved in undergraduate and master academic studies, .e. integrated academic studies the length of study in undergraduate and master academic studies, and the results achieved at the entrance exam, and in a manner determined by the general act of the Faculty, University.

The overall average grade of study (OAG) is calculated on the basis of the average grades of study in undergraduate studies (GrUS) and master academic studies (GrMS), weighted by the duration of the study programme in undergraduate and master academic studies expressed in ECTS (UScredit and MScredit):

$$\text{Overall Average Grade (OAG)} = \frac{\text{GrUS} \times \text{UScredit} + \text{GrMS} \times \text{MScredit}}{\text{UScredit} + \text{MScredit}}$$

For candidates who have completed integrated academic studies, the average grade achieved in those studies, the length of study, the achieved scientific results and other conditions prescribed by the general act of the Faculty are taken.

For candidates who have acquired higher education according to the regulations that were valid until the enactment of the Law, an average grade in Undergraduate Studies is taken, which includes thesis, if any.

DEADLINES AND MANNER OF FILING COMPLAINS

Faculties publish lists of registered candidates with data on points based on the overall grade in previous education, on the bulletin board and on the website, to which candidates can submit objections in case of technical errors within the deadline set by the Faculty. After the expiration of that deadline, data that imply overall grade at previous levels of education are considered final.

Upon the entrance exam, the Faculties publish a preliminary ranking list for each individual study programme on the notice board and the website of the Faculty within the deadline determined by the call for admission.

The candidate can file a complaint on the regularity of the procedure determined by the call, the regularity of the previous aptitude test, the regularity of the entrance exam or at his place on the ranking list within 36 hours from the publication of the preliminary ranking list at the Faculty.

The complaint is submitted to the competent commission of the Faculty, which makes a decision on the complaint within 24 hours from receiving the complaint.

The candidate has the right to file a complaint to the Dean of the Faculty in the second-instance procedure, within 24 hours from the expiration of the deadline for making a decision of the Faculty commission on the candidate's complaint.

The Dean of the Faculty makes the final decision within 24 hours from receiving the complaint and delivers the decision to the candidate and the Faculty committee.

After deciding on the complaint, the Faculty determines and publishes the final ranking list of all candidates with the total number of points obtained according to all criteria for each study programme and submits it to the University.

The University publishes the final ranking lists for each study programme on the University website.

The enrollment of candidates is performed upon the publication of the final ranking list for the study programme on the University website.

STUDENT ENROLLMENT

The candidate has exercised the right to enroll in the study programme if he / she is on the final ranking list up to the number provided by the call for admission.

ENROLLMENT OF FOREIGN STUDENTS

A foreign citizen can enroll in the study programme under the same conditions as a domestic citizen.

A foreign citizen pays tuition fees during the entire education period, unless otherwise determined by an international agreement.

Persons with foreign higher education degree must start the procedure for the recognition of a foreign higher education document for the purpose of enrollment at the next level of higher education **no later than seven days before the deadline for enrollment** in the 2023/2024 school year, set by the Faculty.

Foreign documents submitted after these deadlines allow applying for enrollment only in the next school year.

A candidate - foreign citizen, when applying for the call, submits a decision on recognition of a foreign public document or a certificate that the procedure has begun.

Before enrollment, the candidate - foreign citizen is obliged to submit to the Faculty / University the following documents:

- a certificate of his/ her medical insurance for the academic year of enrolling
- a certificate of proficiency in Serbian or another language in which the study programme is conducted.

ENROLLMENT OF SERBIAN CITIZENS WHO HAVE COMPLETED PREVIOUS EDUCATION ABROAD

A Serbian citizen who has completed previous education abroad can apply for enrollment in a study programme if he/she has a decision on the recognition of a foreign higher education document for continuing education at the University of Belgrade and enrollment in a specific study programme. If the recognition procedure is not completed, these candidates submit, along with the application, a certificate that the recognition procedure is ongoing.

Persons with foreign higher education degree must commence the certification procedure necessary for the continuation of education, seven days at latest prior to the application deadline expiry date defined by the Faculty.

Foreign documents, which have been submitted after the deadline, shall enable the application to apply for enrollment the following academic year.

ENROLLMENT OF PERSONS WITH DISABILITIES

Persons with disabilities can take the entrance exam in a way adapted to their abilities, i.e., in a form accessible to them, and in accordance with the objective possibilities of the Faculty.

A person with a disability is obliged to explain in writing in what way it is necessary to adjust the entrance exam and submit that explanation when applying for the call for admission in the study programme.

For additional information and consultations, persons with disabilities can contact the University Center for Students with Disabilities by phone 065 3031 261 or e-mail ucsh@rect.bg.ac.rs. The University Center for Students with Disabilities is at 179 Bulevar Zorana Djindjica st. 11070 New Belgrade (Student City Cultural Center).

CALL FOR ADMISSION SCHEDULE

First call for admission period

- no earlier than September 1, and no later than October 19, 2023, in accordance with the schedule of the Faculty - application and receipt of documents;
- no later than October 26, 2023 at 12 o'clock - the University publishes the final ranking lists of study programmes that are the requirement for enrollment;
- no later than November 1, 2023 - enrollment of candidates;
- no later than November 2, 2023 - the Faculties submit to the University the number of enrolled students according to study programmes and the number of vacancies.

Second call for admission period

The application of candidates for the study programmes of the specialist academic studies will be done in the period from November 3 to 6, 2023, in accordance with the schedule of the Faculties, i.e., the University.

- no later than November 13, 2023, at 10 am - The University publishes the final rankings for study programmes that are the requirement for enrollment
- no later than November 14, 2023 - enrollment of candidates
- no later than November 15, 2023 - the Faculties submit to the University the number of enrolled students according to study programmes and the number of vacancies.

Third call for admission period

The application of candidates for the study programmes of the specialist academic studies will be conducted from November 17 - 20, 2023, in accordance with the schedule of the Faculties, i.e., the University.

- no later than November 27, 2023, at 12 o'clock - The University publishes the final ranking lists by study programmes that are the requirement for enrollment
- no later than November 28, 2023 - enrollment of candidates
- no later than November 29, 2023 - the Faculties submit to the University the number of enrolled students according to study programmes and the number of vacancies.

Candidates submit applications for the call for admission through the student services of the Faculty where the study programme is performed.

OTHER PROVISIONS

When applying for the call for admission, candidates submit the original documents for verification, and along with the application form, they submit photocopies of the following documents:

1. diploma and diploma supplement, i.e., certificate of completed study programme of undergraduate and master academic studies;
2. decision on recognition of a foreign higher education document or confirmation that the recognition procedure for continuing education has been initiated (only for candidates who have a foreign higher education document);
3. proof of payment of the application fee;
4. and other proof if necessary.

The diploma and the diploma supplement submitted during the application for the call for admission will be considered valid higher education documents if they are issued by an accredited higher education institution for an accredited study programme.

Candidate who has completed studies according to the regulations that were valid until the adoption of the Law on Higher Education (Official Gazette of RS, No. 76/2005, 100/2007 - authentic interpretation, 97/2008, 44/2010, 93/2012, 89 / 2013, 99/2014, 45/2015 – authentic interpretation, 68/2015 and 87/2016) with the diploma, instead of the diploma supplement, he/she must submit a certificate of passed exams.

A candidate whose diploma has not been issued, upon enrollment, submits a certificate of graduation with a certificate of passed exams, provided that, within one

year at the latest, he/she submits a diploma and a diploma supplement on the completed previous higher education degree.

The diploma of completed first degree of higher education in academic studies obtained by the candidate with recognition of the part of the study programme of vocational studies of the first degree is considered valid for enrollment in the second and third level of studies only if the scope of recognized exams from the study programme of vocational studies does not exceed 30% the scope of the study programme of academic studies on which the diploma was obtained (72/240 ECTS credits, i.e., 54/180 ECTS credits in accordance with the Rulebook on standards and procedure for accreditation of study programmes).

The university or Faculty that implements the study programme where the candidate is enrolled is obliged to check the submitted higher education documents, and if it determines that the document is not issued in accordance with applicable regulations, the candidate is not entitled to enroll.

If it is subsequently determined that the document on the completed previous degree of study has deficiencies, the procedure of annulment of enrollment is carried out, in accordance with the Law.

Candidates who have a foreign higher education document at the time of application submit a certificate that the recognition process at the University has begun.

Also, the candidate gives a statement authorizing the Faculty and the University to be able to inspect, obtain and process personal data for the purposes of the call process for enrollment and study; that personal data can be entered into an electronic database, that they can be used for the purpose of generating the necessary statistical data, submitting the requested data to the Ministry of Education, and that they will not be available to unauthorized persons.

For the costs that the Faculty / University has in connection with the implementation of the call, the candidates pay a fee to the bank account of the Faculty / University, in the amount determined by the Faculty / University.

Candidates who acquire the right to enroll submit the following documents:

- certified photocopies of documents and original documents for verification,
- birth certificate (the Faculty, i.e., the University obtains ex officio a birth certificate, except for foreign citizens who are obliged to submit this document upon registration);
- completed form SV-20 (the form is also filled in electronically, and the printed version is signed and submitted to the Faculty);
- index booklet (if it is not provided by the Faculty),
- two 4.5x3.5 cm photographs,
- proof of payment of the fee for the registration costs (if a fee is provided);
- proof of payment of tuition fee (or part of tuition fee) for self-financing students,
- proof of payment of the fee for the Career Development Center,
- and other proof if necessary.

For candidates who have completed the previous level of studies abroad, it is necessary - the decision of the rector on the recognition of a foreign public higher education document (when enrolling).

If the candidate who has exercised the right to enroll does not enroll within the deadline determined in the call, the next candidate will be enrolled instead according to the established order.

NOTE:

The University of Belgrade reserves the right to amend the text of the Call for Admission as well as the General Provisions for Enrollment in Studies. All possible corrections to the Call for Admission will be published on the website of the University of Belgrade and the relevant Faculties. All detailed information can be found on the websites of the Faculties.

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