

## THE CALL

### FOR STUDENT ENROLLMENT IN MASTER ACADEMIC STUDIES AT THE FACULTIES OF THE UNIVERSITY OF BELGRADE IN THE ACADEMIC YEAR OF 2024/2025

#### STUDY PROGRAMME

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

#### GENERAL REQUIREMENTS OF THE CALL

A person who has completed undergraduate academic studies can enroll in the first year of Master Academic Studies, scoring:

1. at least 180 ECTS credits - if master academic studies have 120 ECTS credits;
2. at least 240 ECTS credits - if master academic studies have 60 ECTS credits, as well as the person who has completed the undergraduate academic studies of 180 ECTS and the master academic studies of 120 ECTS.

A person who has completed Integrated undergraduate and master academic studies, i.e., master academic studies, having scored at least 300 ECTS credits, can also enroll in the first year of master academic studies.

A person who has acquired higher education according to the regulations that were valid until the day of the enactment of the Law on Higher Education (Official Gazette, 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) has the right to enroll in Master Academic Studies under the conditions and in the manner prescribed by the Rulebook on student enrollment in study programmes of the University of Belgrade and by a general act of the Faculty, namely:

1. a person who has acquired higher education lasting at least eight semesters has the right to enroll in master academic studies in the scope of at least 60 ECTS credits
2. a person who has completed higher education lasting less than eight semesters has the right to enroll in master academic studies in the scope of at least 120 ECTS credits.

The study programme of master academic studies determines which programmes of undergraduate academic studies are appropriate for the continuation of studies in a certain study programme.

Persons who completed previous studies no later than October 14, 2024 can apply for the call for admission.

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 AND MANNER OF SCORING**

The order of candidates for enrollment in master studies is determined on the basis of the overall average grade, years of study spent in previous university studies, results achieved at the entrance exam - if such an exam is organized, and in a manner determined by the general act of the Faculty, University.

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

For a person who has completed master academic studies - 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 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.

A candidate can enroll in a study programme in the status of a student financed from the budget of the Republic (budget-financed student) if he/she is on the final ranking list up to the number approved for enrollment of the candidate at the expense of the budget.

A candidate can enroll in a study programme in the status of a self-financing student (self-financing student) if he / she is on the final ranking list up to the number determined for enrollment of self-financing students.

## **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.

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, if the University degree certifying the completion of higher education, was acquired abroad.

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 fifteen days before the deadline for enrollment** in the 2024/2025 school year, set by the Faculty.

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

When enrolling, 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 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 fifteen days before the deadline for enrollment** in the 2024/2025 school year, set by the Faculty.

Foreign documents submitted after these deadlines allow applying for enrollment only in the next school 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 123b Bulevar Zorana Djindjica st. 11070 New Belgrade (Student City Cultural Center).

## **CALL FOR ADMISSION SCHEDULE**

### **First call for admission period**

The application of candidates for the study programmes of master academic studies will be done in the period until October 2, 2024.

- no later than October 10, 2024, at 12 o'clock - the Faculties publish the final ranking lists and submit them to the University
- no later than October 14, 2024 - enrollment of candidates
- no later than October 15, 2024 - 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 master academic studies will be done in the period from October 18 to 21, 2024, in accordance with the schedule of the Faculty, i.e., the University.

- no later than October 25, 2024, at 4 pm - the Faculties publish the final ranking lists and submit them to the University
- no later than October 28, 2024 - enrollment of candidates
- no later than October 29, 2024 - 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 master academic studies will be done from October 30 to 31, 2024, in accordance with the schedule of the Faculties, i.e., the University.

- no later than November 4, 2024, at 12 o'clock - The University publishes the final ranking lists by study programmes that are the requirement for enrollment
- no later than November 5, 2024 - enrollment of candidates
- no later than November 07, 2024 - the Faculties submit to the University the number of enrolled students according to study programmes and the number of vacancies.

The calendar may be changed later, depending on the circumstances.

Candidates submit applications for the call 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:

- diploma and diploma supplement, i.e., certificate of completed study programme of the first degree of study;

- 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);
- proof of payment of the application fee.

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 enactment 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 yet, 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.

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.

Candidates who have completed the previous degree before the academic year of 2022/23, when applying, they also submit a signed statement that they were not enrolled in the first year in the budget status at the level of studies they are applying for.

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.

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**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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