

C O N T E S T
FOR ENROLLMENT IN MASTER'S DEGREE STUDIES:
IN THE ACADEMIC YEAR 2024/2025
Forestry and Natural Resources Management

The study programme of the Master's Degree Studies of the Faculty of Forestry lasts for two years (four semesters) in which students acquire 120 ECTS credits.

	Study programme	Budget-financed	Self-financed	Total
1,	Forestry	0	10	10

GENERAL CONTEST REQUIREMENTS

The first year of master's degree studies of the study programme Forestry and Natural Resources Management in the English language can be enrolled by a person from the Republic of Serbia or abroad who has completed undergraduate studies in the field of forestry or in another related field of education within the educational and scientific field of technical and technological sciences and has earned at least 180 ECTS credits.

SPECIAL CONTEST REQUIREMENTS

As proof of English language proficiency, the candidate must hold a Cambridge Advanced Certificate in English (CAE) / IELTS - International English Language Testing System, a compatible degree or a completed secondary education in English.

CRITERIA FOR DETERMINING THE ORDER OF CANDIDATES

The order of candidates for enrollment in the master's degree studies shall be determined on the basis of the:

1. **Grade point average** - maximum 10 points;
2. **Length of study** - maximum 10 points;
3. **Compatibility of the study programme** with the programme "Forestry and Natural Resources Management" - maximum 10 points;
4. **Motivation letter** - maximum 30 points;
5. **Additionally achieved results** - maximum 40 points, as follows:
 - scientific papers published in journals from the SCI list - number \times 2 points;
 - scientific papers published in journals of national importance or at scientific conferences number of papers \times 1 point;
 - participation in scientific projects - number \times 1 point;
 - professional papers - number \times 0.5 points;
 - awards or recognitions - number \times 1 point;
 - additional scientific or professional training - number \times 1 point;
 - work experience in the professional field of forestry – number of years \times 1 point;
 - work experience outside the professional field of forestry - number of years \times 0.5 points;

Candidates can score a maximum of 100 points.

FIRST ENROLLMENT TERM

Applicants submit applications to the contest **through the Student Service of the Faculty from 10:00-13:00**

Registration of candidates - from September 12 to October 1, 2024;

- preliminary ranking lists shall be published - **on 4 October 2024 after 3.00 p.m.;**
- candidates can file complaints **on 7 October 2024 at 10.00 a.m.** - response to complaints shall be given on **the same day by 3.00 p.m.;**
- **the final ranking lists** shall be published - **on October 08, 2024 by 15.00 p.m.;**
- **enrollment of candidates** - on **October 10 and 11, 2024;**
- The number of vacancies for the second enrollment period shall be announced **on October 14, 2023;**

A candidate who has acquired the right to enroll and does not enroll within the stipulated deadline shall lose the right to enroll and the next candidate shall be enrolled in his/her place according to the established order of candidates.

SECOND ENROLLMENT TERM

If there are vacancies, at the proposal of the Faculty, the Senate will approve a second deadline for enrollment at this level of study.

DOCUMENTS REQUIRED FOR APPLY TO THE CONTEST

1.	Contest Application Form – to be purchased from the Faculty bookshop;
2.	The diploma and diploma supplement in the mother tongue of the higher education institution that issued the documents, as well as the translation of those documents into English by an authorized court interpreter;
3.	Decision on the recognition of a foreign higher education document by the University of Belgrade or confirmation that the procedure for the recognition of the document (diploma) for the purpose of continuing education has been started;
	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.
4.	The candidate's CV in English;
5.	The motivation letter of the candidate in English;
6.	Evidence of additionally achieved results , if any, in the native language of the issuing organization, as well as translation of those documents into English by an authorized court interpreter;
7.	Proof of English language proficiency - the candidate must hold a Cambridge Advanced Certificate in English (CAE)/ IELTS (International English Language Testing System), a compatible diploma or completed secondary education in English. If the candidate has the nationality of the country in which the English language is native or official, this proof is not required;
8.	A STATEMENT of the candidate authorizing the Faculty of Forestry to use his/her personal data for the purpose of applying to the contest and enrollment;
9.	Proof of payment of the fee for taking the entrance exam in the amount of RSD 8.500.00; Faculty of Forestry Account: 840-1878666-24 model number 97 reference number 19-02268-742121-74-04-940

DOCUMENTS REQUIRED FOR ENROLLMENT

1.	Birth certificate – foreign nationals are obliged to submit this document; for citizens of the Republic of Serbia - the Faculty shall obtain birth certificates <i>ex officio</i>
2.	Student's log-book - to be purchased in the Faculty bookshop – fill in only the personal data on the right and left side of the log-book and stick a photo (do not stick the foil);
3.	1 IIB-20 form (to be taken from the Faculty bookshop);
4.	Two photographs of 4.5 x 3.5 cm format (one should be glued in the log-book - without sticking the foil, and the other one should be glued on the IIB-20 form);
5.	Elective courses sheet – to be downloaded from the Faculty's website;

6.	Proof of health insurance payment for the year of enrollment
7.	Proof of payment into the account of the Faculty of Forestry - RSD 6,000.00 for <u>administrative costs</u> of the first enrolment in the study programme
8.	Proof of payment into the account of the Faculty of Forestry - RSD 100.00 - in accordance with the Decision of the Council of the University for financing <u>the University Center for Student Career Development</u>
9.	Two copies of the Agreement of Studying , of which the student keeps one for himself/herself, and the other one is to be handed in with other documents – the Agreement form is taken from the Faculty bookshop
	Proof of payment of the first installment of the tuition fee - 30% of the total tuition fee – EUR 435.0 ; into <u>the account of the Faculty of Forestry</u> - the total tuition fee is EUR 1,450.00 for both Serbian citizens and foreign citizens ; Make the payment of equivalent in dinars calculated according to the middle exchange rate of the National Bank of Serbia on the day of payment;
	The rest of the tuition fee in the amount of EUR 1,015.00 should be divided into three installments and paid with the following dynamics: - 2nd installment until 30th November, 2024; - 3rd installment until 12th January, 2025; - 4th installment until 12th February, 2025; Payments shall be made in <u>dinar equivalent</u> calculated according to the middle exchange rate of the National Bank of Serbia on the day of payment; Note: the second, third and fourth installment of the tuition fee are paid into the account of the Faculty of Forestry, but with a reference to the number from your e-account - THE ACCOUNT will be opened after the formal reception of students (on your E-ACCOUNT, you will have an example of a payment slip)
	Faculty of Forestry Account: 840-1878666-24 model number: 97 reference number: 19-02268-742121-74-04-940

THE AMOUNT OF THE TUITION FEE for the study program *Forestry and Natural Resources Management* in English is **EUR 1,450.00** (for both citizens of the Republic of Serbia and foreign citizens).

Upon enrollment, the Faculty IT Center will open **for ALL students an electronic file (e-account) and e-mail address** that will be handed to the students during the student reception ceremony;

All students are obliged to activate their electronic account and fill in the electronic IIB-20 form on their e-account and select ELECTIVE COURSES;
ONLY THEN WILL YOUR ENROLLMENT BE VALID.

The candidates can obtain additional information at the following address:

masterinenglish@sfb.bg.ac.rs

Decision* on the recognition of a foreign higher education document by the University of Belgrade:

Information on the procedure for the recognition of foreign higher education documents, as necessary documents for the purpose of further education can be found at www.bg.ac.rs/sr/studije/str-isprave.php.

All additional information regarding the recognition for further education can be obtained via the e-mail priznavanje@rect.bg.ac.rs.