



UNIVERSITY OF BELGRADE
FACULTY OF SPORT AND PHYSICAL EDUCATION
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On the basis of the Call for enrollment of students in the doctoral academic studies of the University of Belgrade for the academic year of 2024/2025 <https://www.bg.ac.rs/wp-content/uploads/2024/06/DAS-opsti2024.pdf> and the Rulebook on enrollment of students in the study programs of the University of Belgrade - Faculty of Sport and Physical Education (*consolidated text*) no. 02-775/23-3 of 07.04.2023 http://fsfv.rs/mat/propisi/p_o_upisu_fsfv_230407.pdf the University of Belgrade - Faculty of Sport and Physical Education is announcing

THE CALL FOR ENROLLMENT OF STUDENTS IN THE FIRST YEAR OF THE DOCTORAL ACADEMIC STUDIES IN THE ACADEMIC YEAR OF 2024/2025

The University of Belgrade - Faculty of Sport and Physical Education (hereinafter referred to as: the Faculty) admits students in the first year of the DOCTORAL ACADEMIC STUDIES in the academic 2024/2025 year.

STUDY PROGRAM

- Sport and Physical Education, in Serbian (180 ECTS),
- Sport and Physical Education, in English (180 ECTS),

NUMBER OF VACANCIES FOR STUDENTS

DOCTORAL ACADEMIC STUDIES OF SPORT AND PHYSICAL EDUCATION (**IN SERBIAN**):

- 5 students funded from the budget of the Republic of Serbia
- 5 self-funding students

DOCTORAL ACADEMIC STUDIES OF SPORT AND PHYSICAL EDUCATION (**IN ENGLISH**):

- 10 self-funding students

ADMISSION REQUIREMENTS

A person who has completed the following may be admitted in the first year of doctoral studies:

1. Undergraduate Academic and Master Academic Studies i.e., Integrated Studies with at least 300 ECTS credits or completed four-year studies according to the regulations applicable until the entry into force of the Law on Higher Education ("Official Gazette of the RoS," no.76/05, 100/07 - authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 - authentic interpretation, 68/15 and 87/16) and an overall average grade of at least 8 awarded in Undergraduate Academic Studies and Master Academic Studies i.e., Integrated Studies, or
2. Undergraduate academic and master academic studies i.e., integrated studies with at least 300 ECTS credits with an overall average grade lower than 8, achieved scientific **papers** from lists of line ministries category M20, M30, M50 or M60 in which the candidate must be the first author, and which supplement the number points at least up to the number of points corresponding to the average grade 8. The evaluation of scientific works is carried out in accordance with the Rulebook on acquisition research and scientific titles.

A person who is proficient in **English** can enroll in doctoral studies. English proficiency is proven by a certificate issued by an authorized organization. If the person does not hold a certificate stating their proficiency in English issued by an authorized organization, they are required to take the test performed at the Faculty. The test is organized by the commission formed by the Dean of the Faculty.

Candidates who have completed the studies according to the curriculum that does not provide the prior knowledge necessary for the study program of doctoral studies i.e., who, during their studies, have not passed exams in the same or similar subjects including the following:

1. Functional anatomy
2. Physiology of physical activity
3. General psychology
4. Biomechanics
5. Motor control,

take additional exams in the specified subjects. Candidates are required to pass additional exams by the end of the first year.

Persons who completed their previous studies no later than October 14, 2024, may apply for the call. Special requirements for enrollment in the study programs form an integral part of the respective study programs.

Enrollment of persons who have completed postgraduate studies in Doctoral Studies

A person who completed postgraduate studies according to the regulations applicable until the entry into force of the Law on High Education (“Official Gazette of the RoS,” no. 76/05, 100/07-authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15-authentic interpretation, 68/15 and 87/16), is entitled to enroll in the study program of doctoral studies in the same or related scientific field, **if they applied for the call for which they meet the requirements and if they are ranked up to the ranking position provided for enrollment by the call**, under the terms and conditions and in the manner determined by Article 16a of the Rulebook on enrollment of students in the study programs of the University of Belgrade - Faculty of Sport and Physical Education. A candidate who has completed a postgraduate studies applies for the call with a **diploma in undergraduate academic studies**.

A person who completed postgraduate studies submits an application for admission to the faculty, within the deadlines determined by the competition for student enrollment announced by the University, and no later than by the end of the application in the second deadline. The dean, the Teaching and Research Council of the faculty decides on the submitted application for enrollment, they decide on the recognition of passed exams.

A part of the contents of the curriculum of postgraduate studies can be recognized, at the personal request, of a person with the academic title of postgraduate studies, with a possibility of determining additional obligations. The decision on recognition is adopted by the Academic Council upon the proposal of the Council of Doctoral Academic Studies. During enrollment, the candidate can submit the completed Form 3 of the Request for recognition of part of the content of the master's studies curriculum (passed exams from the master's studies) along with the accompanying documentation and the fee for the recognition of the exams specified in the form,

A person with the academic title of postgraduate studies must be awarded at least 90 ECTS credits in the study program of doctoral studies in which they have been enrolled, and which relates to research, preparation and defense of a doctoral dissertation.

The length of studies is twice the number of academic years remaining for the completion of the study program enrolled, with a possibility to extend the time limit for completion of the studies at personal request, in accordance

with Article 76 paragraph 4 of the Statute of the Faculty, whereby one year corresponds to a time period required to achieve the scope of 60 ECTS credits.

Enrollment of persons who have started doctoral studies in the same or related scientific field

A person who has started doctoral studies in the same or related scientific field at **another higher education institution** may enroll in the study program of doctoral academic studies under the terms and conditions determined by the study program, in the manner and according to the procedure established by the general acts of the University and the Faculty. **Such a person must meet the requirements for enrollment in the study program; they may be enrolled only as self-funding students and they are not included in the number of vacancies for students approved for a specific study program.**

Also, such a person must be awarded at least 90 ECTS credits in the study program of doctoral studies in which they have been enrolled, and which relates to research, preparation and defense of a doctoral dissertation. The length of studies of these persons is twice the number of academic years remaining for the completion of the study program enrolled, with a possibility to extend the time limit for completion of the studies at personal request, in accordance with Article 76 paragraph 4 of the Statute of the Faculty, whereby one year corresponds to the time period required to achieve the scope of 60 ECTS credits.

A student of another university i.e., another independent higher education institution, cannot be enrolled at the University i.e., higher education unit within it if they have 60 or fewer ECTS credits left until completion of the study program at the higher education institution where they have been enrolled.

A person who has started doctoral studies in the same or a related scientific field, submits an application for admission to the faculty on Form 1 of the Application for Enrollment within the deadlines determined by the competition for student enrollment announced by the University, and no later than by the end of the application in the second deadline. The dean decides on the application for enrollment. He also submits a request for the recognition of passed exams at another higher education institution on Form 2 of the Request for Recognition of Passed Exams. The decision on recognition is made by the Teaching and Research Council, on the proposal of the Doctoral Academic Studies Council. Along with both requests, he submits the supporting documentation and fees specified in the forms.

When it comes to persons who attach a foreign higher education document proving that they have mastered a part of the study program at a foreign higher education institution in order to apply for admission to doctoral academic studies, in accordance with Article 96 of the Statute of the University of Belgrade ("Gazette of the University of Belgrade" , No. 201/2018, 207/2019, 213/2020, 214/2020, 217/2020, 230/2021, 232/2022, 233/2022, 236/2022 and 241/2022, 244/2023, 245/2023, 247/2023, 251/2023), it is necessary that the recognition procedure be initiated no later than JUNE 1, 2024, in order to determine the right to enroll on the aforementioned basis. The candidate submits a request to the University of Belgrade for the recognition of a foreign higher education document for the completed part of the study program in order to be included in the level of higher education that has already been started. Detailed information can be found on the link of the University of Belgrade website: <https://www.bg.ac.rs/recognition/>

In exercising the right to enroll in a study program, candidates have equal rights that cannot be restricted based on gender, race , marital status, skin color, language, religion, political belief, national, social or ethnic origin, disability or on other similar grounds, position or circumstances.

CRITERIA FOR DETERMINING THE RANKING ORDER OF CANDIDATES

The order of candidates for enrolment in doctoral studies is determined on the basis of an overall average grade and the length of study in undergraduate and master academic studies, achieved scientific results and other terms and conditions prescribed hereby.

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

$$\frac{\text{GrUS} \times \text{UScredit} + \text{GrMS} \times \text{MScredit}}{\text{UScredit} + \text{MScredit}}$$

Overall Average Grade (OAG) =

For candidates who have completed integrated studies, the average grade awarded in these studies, length of study, achieved scientific results and other conditions prescribed hereby are taken into account.

For candidates who have acquired a higher education degree according to the regulations applicable until the enactment of the Law on High Education (“Official Gazette of the RoS,” no. 76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/1 - authentic interpretation, 68/15 and 87/16), the average grade awarded in undergraduate studies which includes a graduation paper, if applicable, is assessed.

The length of study is assessed as follows:

The length of study in undergraduate and master academic studies or in integrated studies Number of points

up to 5 years	10
from 5 to 5.5 years	8.75
from 5.5 to 6 years	7.5
from 6 to 6.5 years	6.25
from 6.5 to 7 years	5
from 7 to 7.5 years	3.75
from 7.5 to 8 years	2.5
from 8 to 8.5 years	1.25
more than 8.5	0

The length of study of candidates who have completed four-year studies according to the regulations applicable until the entry into force of the Law on Higher Education (“Official Gazette of the RoS,” no. 76/05) Number of points

up to 4 years	10
from 4 to 4.5 years	8.75
from 4.5 to 5 years	7.5
from 5 to 5.5 years	6.25
from 5.5 to 6 years	5
from 6 to 6.5 years	3.75

from 6.5 to 7 years	2.5
from 7 to 7.5 years	1.25
more than 7.5 years	0

When determining the length of study, the length of studies in all study programs completed/attended by candidates from the enrolment to the completion of undergraduate and master academic studies i.e. integrated studies, i.e., four-year studies, according to the regulations applicable until the enactment of the Law on Higher Education (“Official Gazette of the RS,” no. 76/05) is taken into account.

In addition to the overall average grade and the length of study, the ranking order of candidates for enrolment in doctoral academic studies is determined on the basis of:

1. Published scientific papers(The types and manner of assessing scientific and research results) are defined by the [Rulebook on the Acquisition of Research and Scientific Titles](#). Scientific papers that are a mandatory condition for applying to the competition for candidates with an average grade of less than 8 are not scored. Candidates in this category can achieve a maximum of **20** points.
2. Achieved coaching or sports results: category 1 = **6** points, category 2 = **3** points. The categorization of coaching or sports results is defined by the [Rulebook on the national categorization of elite athletes](#).
3. Professional educational work at the faculty: demonstrator for up to 2 years = **1.5** points, demonstrator for more than 2 years = **3** points, associate for 1 year = **3** points, associate for 2 years = **5** points.
4. Graduation paper and master thesis in accredited department projects: graduation paper = **2** points; master thesis = **2** points.
5. Participation in professional and scientific projects funded by various Ministries: 1 point for each project. Candidates in this category may be awarded **2** points maximum.

A total number of points for each candidate is determined by the overall average grade i.e., average grade **multiplied by 5** and summed up with the points awarded on the basis of: length of study, published scientific papers, achieved coaching or sports results, professional educational work at the faculty, graduation paper and master thesis in accredited department projects and participation in professional and scientific projects funded by various ministries.

DEADLINES AND HOW TO LODGE A COMPLAINT

The Faculty publishes a list of applicants, including information about the points awarded on the basis of a candidate’s success achieved at the previous level of studies, on the notice board and on the website <http://www.fsfv.bg.ac.rs/> against which candidates may lodge complaints in case of technical errors within a time limit determined by the Faculty. Upon expiry of this time period, data implying the success achieved at the previous levels of studies are considered final.

After this period, the Faculty publishes a preliminary ranking list for each individual study program on the notice board and on the website of the Faculty, within the time period determined by the call.

A candidate may file a complaint regarding the regularity of the procedure determined by the call, in respect of his/her position in the ranking list, within 36 hours from the publication of the preliminary ranking list at the Faculty.

The complaint is submitted to the competent committee of the Faculty, which shall adopt a decision upon the complaint within 24 hours from the receipt of the complaint.

The candidate has the right to lodge a complaint to the Dean of the Faculty, in a second-instance proceeding, within 24 hours from the expiry of the period specified for the adoption of the decision upon the candidate’s complaint by the commission of the Faculty.

The Dean of the Faculty adopts a final decision within 24 hours from the receipt of the complaint and submits the decision to the candidate and the commission of the Faculty.

Upon deciding on the complaint, the Faculty determines and publishes the final ranking list of all candidates including the total number of points awarded according to all criteria **for each study program** and submits it to the University.

The University publishes the final ranking lists for each study program on the website of the University. The publication of the final ranking list for the study program on the website of the University represents the basis for the enrollment of candidates.

ENROLLMENT OF STUDENTS

A person is entitled to enroll if they are ranked up to the position in the final ranking list included in the number of vacancies that is provided for enrollment by the call.

A candidate may enroll in the study program having the status of a student funded from the budget of the Republic of Serbia (budget-funded student) if their ranking position in the final ranking order is included in the number of vacancies approved for the government-funded enrollment of candidates. A candidate may enroll in the study program having the status of a student who is funding his/her own studies (self-funding student) if their ranking position in the unique ranking list is included in the number of vacancies determined for the enrollment of self-funded students.

▪ **A candidate who is ranked for the enrollment in the status of a student whose studies are funded from the budget may be enrolled having this status provided that he/she has not been enrolled in the first year as a budget-funded student at the same level of studies.**

When applying, candidates who completed the previous level of studies before the academic year of 2024/25 also submit a signed statement that they have not been enrolled as budget-funded students at the level of studies they are applying for.

[A contract](#) **regulating mutual rights and obligations** is concluded with a student who enrolls in doctoral studies.

RULES REGARDING THE APPLICATION FOR THE CALL AND THE MANNER OF ENROLLMENT IN THE STUDY PROGRAM

During the application, candidates are applying **at the same time** for both the studies in Serbian and the studies in English. The order of candidates is determined on the basis of a **ranking list**.

During the enrollment, candidates opt for the studies (in Serbian/English) in which they wish to be enrolled, according to their position in the final ranking list and by a roll call of candidates at the times and according to the schedule that will be subsequently published on the Faculty's website.

A candidate who is not present at the roll call, at the time scheduled for him/her, loses the rights acquired through his/her ranking position in the ranking list (priority to choose to be enrolled in the specific studies) and the next candidate according to the determined order in the final ranking list will be enrolled instead. Candidates who are late for the roll call will be assigned the time for enrollment in the remaining vacant positions until the total enrollment quota is filled for both types of studies.

If the vacancies are occupied in one of the two types of studies (10), the remaining number of candidates who have acquired the right to enrollment will be able to enroll in the studies in which vacant positions are available until the total quota approved (20) is filled in both types of the studies.

In the following years of studies:

A student of doctoral academic studies who has been enrolled in one study program **within the same higher education institution** cannot be enrolled in another study program without an entrance exam.

ENROLLMENT OF FOREIGN STUDENTS

Foreign citizens may apply for and enroll in the study program under the same terms and conditions as citizens of the Republic of Serbia.

Foreign citizens may acquire the status of a self-funding student only and must pay the tuition fee

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.**

If the recognition procedure has not been completed, these candidates submit a certificate with the application stating that the procedure is ongoing. Recognition of foreign higher education documents for continuing education can be found at: website of the University of Belgrade: <https://www.bg.ac.rs/recognition/>

or by phone: 011/3207-437 or 011/3207-450 or in person: on Mondays, Tuesdays and on Thursdays from 13:30 - 15:30, on Fridays from 9:30 - 11:30, address: Address: Studentski trg 1, Belgrade, office number 21 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.

- A person who completed the previous education level or part of their education abroad (regardless of citizenship) may conditionally enroll in the study program in case the procedure for the recognition of a foreign education i.e., higher education document has not been completed before the deadline for submission of the applications for enrollment, and with a certificate stating that the recognition procedure has been initiated.

- **Should the request for recognition be rejected or should the recognition of a foreign education i.e., higher education document not confer the right to enroll in the study program the person has applied for, it shall be deemed that the person is not enrolled and the amount of the tuition fee paid will be returned excluding the enrollment costs.**

Prior to enrollment, a candidate who is a foreign citizen is obliged to provide the Faculty with the evidence pertaining to:

- **health insurance for the academic year he/she is admitted into;**
- **his/her knowledge of Serbian or of a language in which the study program is conducted.**

ENROLLMENT OF SERBIAN CITIZENS WHO COMPLETED THE PREVIOUS EDUCATION ABROAD

A citizen of Serbia who completed their previous education abroad may apply for enrollment in the study program if he/she has a decision on the recognition of a foreign higher education document required for the continuation of education at the University of Belgrade (more detailed information can be found at: <https://www.bg.ac.rs/recognition/>

If the recognition procedure has not been completed, these candidates submit a certificate stating that the procedure is ongoing in addition to the application form.

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.

- A person who completed the previous education level or part of their education abroad (regardless of citizenship) may conditionally enroll in the study program in case the procedure for the recognition of a foreign education i.e., higher education document has not been completed before the deadline for submission of the applications for enrollment, and with a certificate stating that the recognition procedure has been initiated.
- **Should the request for recognition be rejected or should the recognition of a foreign education i.e., higher education document not confer the right to enroll in the study program the person has applied for**, it shall be deemed that the person is not enrolled and the amount of the tuition fee paid will be returned excluding the enrollment costs.

ENROLLMENT OF PERSONS WITH DISABILITIES

People with disabilities may take an entrance exam in a manner adjusted to their capabilities i.e., in a form accessible to them, and in accordance with the objective capacities of the faculty.

A disabled person is required to explain in writing in which manner it is necessary to adjust the entrance exam and to submit this explanation when applying for the call for enrollment in the study program.

People with disabilities can contact the Office for students with disabilities at telephone no. 065/3031-261 or by email ucsh@rect.bg.ac.rs for additional information and consultations. Office for students with disabilities is located at the address Bulevar Zorana Đinđića 123 b. Additional information can be found at

<https://www.bg.ac.rs/diversity-and-inclusion/>

AMOUNT OF THE TUITION FEE

By the Decision of the Faculty's Council on the amount of the tuition fees for the 2024/2025 academic year no. 02-117/24-3 of February 12, 2024, the amount of the tuition fee is determined as follows:

	Citizens of the Republic of Serbia	Foreign citizens
<u>Doctoral Academic Studies</u>	<u>250,000.00 dinars</u>	<u>3,000.00 euros</u>

IMPORTANT DATES

The first enrollment period

1. **Applications for the call** are submitted at the Faculty **on October 14, 15, and 16, 2024. from 03.00 to 5.00 p.m** The manner and time of applying for the call will be announced subsequently. In order to avoid crowding, the arrival of candidates for the application for the call will be performed in alphabetical order according to the candidates' last names as follows:
 - candidates whose last names begin with A to I submit their applications on October 14,
 - candidates whose last names begin with J to R submit their applications on October 15,
 - candidates whose last names begin with S to Š submit their applications on October 16.
 Applications for the call are submitted at the Faculty, in person or through an attorney. Applications sent by mail will not be considered;
2. **A list of the applicants** will be published by the Faculty on the notice board and on the website of the Faculty, **on October 16, 2024, after 5.00. p.m.;**
3. Candidates may lodge complaints, in case of technical errors, by calling the telephone no. 011/3531-002 and by visiting the student service desk, office number 39, **on October 17, 2024, from 9.00 to 11.00 a.m.** Upon expiry of this period, data implying the success achieved at the previous education level will be considered final;
4. **Preliminary ranking lists** will be published on the notice board and on the website of the Faculty on **October 18, 2024, no later than 11.00 a.m.;**

5. A candidate may lodge a **complaint regarding the preliminary ranking list** within 36 hours from the publication of the preliminary ranking list. Complaints are submitted **on October 18, 2024, from 11.00 a.m. to 3.00 p.m., and October 19, Saturday from 9.00 a.m. to 1.00 p.m.** Complaints are filed through the archives of the Faculty with proof of the fee payment in the amount of 5,000.00 dinars. If the complaint is determined to be founded, the fee amount will be returned;
6. **The Enrollment Commission shall adopt a decision upon the complaint no later than on October 21, 2024, until 12.00 p.m.**
7. A candidate may lodge a **complaint to the Dean**, in a second-instance proceeding, **on October 21, 2024, from 12.00 p.m. to 3.00 p.m. and October 22, 2024 from 8.00 a.m. to 12.00 p.m.** Complaints are filed through the archives of the Faculty;
8. **The Dean shall adopt a decision upon the complaint on October 23, 2024, until 12.00 p.m.** The Dean's decision is final;
9. The Faculty publishes **the final ranking lists on October 24, 2024, no later than 3.00 p.m.,** on the notice board and on the website of the Faculty and submits them to the University;
10. **The enrollment of candidates will be performed on October 28, 2024.**

The method, time and schedule of enrollment will be published with the final ranking list. If there are no appeals to the first-instance commission, the preliminary rankings become the final rankings. In this case, the date and time of enrollment may change. Candidates should regularly follow the information and notices published on the Faculty's website.

APPLICATION FOR THE CALL AND OTHER PROVISIONS

When **APPLYING FOR THE CALL**, candidates submit **the original documents and photocopies of the following documents, for inspection:**

- [An application form](#) that the candidate can download from the Faculty's website or at the payment desk at the main entrance to the Faculty building. Applications for the competition are submitted to the Faculty in person or through a representative. Applications sent by post will not be considered.
 - When applying for the competition, candidates submit for inspection ORIGINAL DOCUMENTS and PHOTOCOPIES of diplomas and diploma supplements, i.e. a certificate of completion of the study program of the first and second degree of study, completed master's degrees apply with a diploma of basic studies, but also attach a master's degree and a certificate of passed exams for possible recognition of part of the exam after enrollment;
 - evidence related to completed scientific works (photocopies of published works, i.e. journal confirmation with DOI number and mandatory list of published works);
 - proof of knowledge of the English language
 - proof of payment of the registration fee of 5,300.00 dinars. Candidates pay the fee to the current account of the faculty 840-1102666-24 by calling number 10.
 - two photos of 3.5 x 4.5 cm format not older than 6 months,
- If required, the Faculty may ask candidates to provide other documents as well.

A candidate makes a [statement authorizing the Faculty and the University](#) to inspect, obtain and process personal data for the purposes of the application process for enrollment and for the purpose of studying; that personal data can be entered into the electronic database, and that these data can be used for the purposes of generating the necessary statistical data, submitting the requested data to the Ministry of Education, Science and Technological Development, and that they will not be accessible to unauthorized persons.

When applying, candidates who completed the previous degree of studies before the 2024/2025 academic year also submit a signed [statement that they have not been enrolled as budget-funded students](#) in the first year of the degree they are applying for.

A diploma and a diploma supplement submitted during the application for the call will be considered valid higher education documents if they were issued by an accredited higher education institution for an accredited study

program. The diploma and the diploma supplement i.e., certificate of completion of the study program of the first degree of studies and a certificate on passed exams (for those candidates who do not have a diploma supplement or whose diploma and diploma supplement are still in the process of preparation), which were issued in the territory of the Republic of Serbia will be considered valid, if all exams passed and recognized in the scope of 240 ECTS, on the basis of which the overall average grade is expressed, are listed therein.

A candidate who completed the studies according to the regulations applicable until the entry into force of the Law on Higher Education (“Official Gazette of the RoS,” no. 76/05, 100/07 – authentic interpretation, 97/08, 44/10, 93/12, 89/13, 99/14, 45/15 – authentic interpretation 68/15 and 87/16) is obliged to submit a certificate on passed exams instead of a diploma supplement, in addition to a diploma.

Upon enrollment, a candidate who has not been issued a diploma submits a certificate of graduation, in addition to a certificate on passed exams, with the provision that, **within one year at the latest, he/she submits to the Faculty, i.e. the University, the diploma and the diploma supplement on the completion of the previous degree of higher education.**

A diploma on the completion of the first degree of higher education in academic studies, which was acquired by a candidate with the recognition of part of the study program in the first degree of vocational studies, is considered valid for enrollment in the second and third degrees of studies only if the scope of recognized exams from the study program of vocational studies does not exceed 30% of the total scope of the study program of academic studies in which the diploma was acquired (72/240 ECTS points i.e., 54/180 ECTS points), in accordance with the Rulebook on Standards and Procedures for the Accreditation of Study Programs.

The university, i.e. the faculty that implements the study program in which the candidate is enrolled, is obliged to check the submitted higher education documents and if it finds that the document was not issued in accordance with the applicable regulations, the candidate does not have the right to enroll.

Should it be subsequently determined that a document on the completion of the previous degree of studies is deficient, the procedure for cancellation of the enrollment shall be carried out, in accordance with the Law.

When applying, candidates who hold a foreign higher education document submit a certificate stating that the recognition procedure at the University has been initiated.

WHEN ENROLLING, candidates who have acquired the right to enrollment submit the following:

- 1 completed ŠV-20 form and index; the ŠV-20 form is also filled out electronically when the candidate arrives for enrollment, (at the payment counter at the top entrance of the Faculty's building).
- birth certificate, (obtained by the Faculty ex officio except for candidates who were born outside the territory of the Republic of Serbia),
- passport for inspection (submitted by foreign students),
- original documents for inspection and **CERTIFIED PHOTOCOPIES** of the following documents:
 - diplomas acquired at the previous levels of undergraduate and master academic studies or (certificates on completed studies, for those candidates whose diplomas are in the process of preparation),
 - diploma supplements or (certificates on passed exams, for those candidates who did not have a diploma supplement or whose diplomas and diploma supplements are still in the process of preparation),
- proof of payment of tuition fees (or part of tuition fees) for self-financing students. Students who are citizens of Serbia pay the first installment of tuition in the amount of 75,000 dinars, and foreign students pay 900 euros in dinars at the middle exchange rate of the National Bank of Serbia on the day of payment. The first tuition installment amounts to 30% of the total tuition fee; (decision of the Faculty on the dynamics of payment of school fees in school year 2024-25, no. 1672-2 from July 1, 2024. Payment of school fees is made to the account of the faculty 840-1102666-24, call no. 10
- proof of payment of the fee for the University Center for Career Development and Student Counseling with the Alumni Office in the amount of 100.00 dinars. Payment must be made to the giro account of the Faculty: 840-1102666-24, call no. 24 (all students pay)

- other evidence, if required.

For candidates who completed the previous level of studies abroad, **it is necessary to submit the Rector's decision on the recognition of a foreign public higher education document upon enrollment.**

A candidate who has acquired the right to enroll but fails to enroll within the specified time limit loses their right to enrollment and the next candidate will be enrolled instead, according to the ranking order determined.

Additional information regarding the application to the Call and the enrollment schedule will be announced before the application for the Call itself and after the publication of the Final Ranking List on the Faculty's website.

The second enrollment period

If, after the first enrollment period, there are vacancies i.e., unoccupied positions available, the Senate will, upon the proposal of the faculty, approve the second enrollment period for the enrollment at this level of studies, which will be organized in the period from November 1 to 15, 2024.

Important dates will be specify additional and after a first enrollment period.

NOTE:

The Faculty reserves the right to amend and supplement the text of the Call. All possible corrections to the Call will be published on the Faculty's website.