



THE CALL

FOR ENROLLMENT OF STUDENTS IN DOCTORAL ACADEMIC STUDIES AT THE FACULTIES OF THE UNIVERSITY OF BELGRADE IN THE ACADEMIC YEAR OF 2023/2024

STUDY PROGRAMME

The study programmes of doctoral academic studies contain compulsory and elective courses in the total scope of at least 180 ECTS credits.

GENERAL REQUIREMENTS OF THE CALL

For enrollment in doctoral studies can apply a person who has:

- completed undergraduate and master academic studies, i.e., integrated academic studies with at least 300 ECTS credits, i.e. completed at least four-year studies according to the regulations that were valid until 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) and an overall average grade of at least 8 in undergraduate and master academic studies, i.e., integrated academic studies,

- completed undergraduate and master academic studies, i.e., integrated academic studies with at least 300 ECTS credits with an average grade of less than 8 and realized scientific papers published in journals from the list of line Ministries before enrollment in doctoral studies, in accordance with general acts of the Faculty, i.e., University.

The study programme of doctoral academic studies prescribes the appropriate completed master academic studies, i.e., integrated academic studies as a requirement for enrollment in doctoral academic studies.

A person who knows one world language can enroll in doctoral academic studies.

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

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

Enrollment of persons who have completed postgraduate studies

A person who has completed postgraduate studies according to the regulations that were valid until the enactment of the Law on Higher Education (Official Gazette of RS; 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) exercises the right to enroll in the study programme of doctoral studies, in the same or related scientific field, if he/ she has applied for a call for admission for which he/ she meets the conditions and under the condition that he/ she is on the ranking list up to the number provided for enrollment.

A person who has completed postgraduate studies according to the mentioned regulations may, at personal request, be recognized part of the content of the curriculum of postgraduate studies, with the possibility of determining the completion of additional obligations. The decision on recognition is made by the Teaching and Scientific Council of the Faculty, i.e., the Council for Studies at the University, in the manner and according to the procedure determined by the general acts of the University and the Faculty.

A person who has completed postgraduate studies according to the mentioned regulations must score at least 90 ECTS credits in the study programme of doctoral studies where he/she is enrolled, which relate to the research, preparation and defense of the doctoral dissertation. The duration of studies is twice the number of academic years remaining for the implementation of such a study programme, with the possibility of extending the deadline for completion of studies at personal request, in accordance with Article 101 paragraph 4 of the University Statute (one year corresponding to the time required to achieve up to 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 a related scientific field at another higher education institution may enroll in the study programme of doctoral academic studies, under the conditions determined by the study programme, in the manner and according to the procedure determined by general acts of the University and Faculty. Such a person must meet the requirements for enrollment in the study programme; he/she can enroll only as a self-financing student and does not count towards the approved number of students for a certain study programme.

Also, such a person must score at least 90 ECTS credits in the study programme of doctoral studies in which he/she is enrolled, which relate to the research, preparation and defense of the doctoral dissertation. The duration of studies of these persons is twice the number of academic years remaining for the implementation of such a study programme, with the possibility of extending the deadline for completion of studies at personal request, in accordance with Article 101 paragraph 4 of the University Statute (one year corresponding to 60 ECTS credits).

A student of another University, i.e., another independent higher education institution, cannot enroll at the University, i.e., at the higher education unit within it if he/ she has 60 or less ECTS credits left until the end of the study programme at the higher education institution where he is enrolled.

A person who has started doctoral studies in the same or a related scientific field, as well as a person with the academic title of Master of Science, submits a request for enrollment to the

Faculty or University within the deadlines set by the call for admission of students announced by the University.

In terms of persons submitting a foreign higher education document, which proves that the candidate has successfully completed a part of a study program at a foreign higher education institution, for the purpose of applying for enrollment on the doctoral academic studies, pursuant to Article 96 of the University of Belgrade Statute, the procedure for the recognition must be started **no later than June 1, 2023**, aimed on confirming his/her eligibility for enrollment on the aforementioned grounds.

The dean or rector decides on the submitted request. The Teaching and Scientific Council of the Faculty, i.e., the Council for Studies at the University, decides on the validation of passed exams. If a person has started doctoral studies abroad, the candidate submits to the University a request for recognition of a foreign higher education document. The Dean, i.e., the Rector, makes a decision on enrollment in the study programme, which also contains the following data: the number of recognized ECTS credits, the duration of studies and the status of a self-financing student. The number of recognized ECTS credits does not have to be the same as the number of ECTS credits scored in the study programme.

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 doctoral studies is determined on the basis of the overall average grade and the length of study in undergraduate and master academic studies, achieved scientific results and other conditions (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 academic 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.

The conversation with the candidate is a possible integral part of the enrollment procedure and is evaluated during the enrollment in the manner prescribed by the general act of the faculty, i.e. the University.

The Faculty or the University may introduce additional criteria for determining the order of candidates.

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.

An agreement is concluded with the student who enrolls in doctoral academic studies, which regulates mutual rights and obligations.

ENROLLMENT OF FOREIGN STUDENTS

A foreign citizen can enroll in the study programme under the same conditions as a citizen of Republic of Serbia.

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 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.

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 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.

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 doctoral 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 doctoral academic studies will be conducted from November 17 to 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.

Within enrollment into doctoral studies organized as part of international projects, enrollment shall be subject to deadlines and conditions stipulated by Horizon 2020, i.e. deadlines and conditions of the corresponding project within which studies are pursued.

Faculties offering enrollment on these grounds shall submit to the University information on the planned student enrollment quotas and deadlines for enrollment related activities.

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

Should there be available spots at one of the faculties, the faculty may organize a third call for enrollment.

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, 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 the first and second degree of studies;
2. proof related to the realized scientific papers (photocopies of published papers, i.e., confirmation of the journal with DOI number);
3. proof of proficiency in one world language;
4. proof of payment of the application fee.

Candidates who have a foreign higher education document upon application submit a confirmation that the recognition procedure at the University has begun.

If necessary, the Faculty may request other documents from the candidate.

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.

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 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);
- 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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