



THE CALL

FOR ENROLLMENT OF STUDENTS IN THE FIRST YEAR OF UNDERGRADUATE AND INTEGRATED 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 undergraduate and integrated academic studies whose holders are faculties within the University of Belgrade.

CONDITIONS

A person who completed a four-year secondary education can enroll in the first year of undergraduate and integrated academic studies realized by the University, i.e. the Faculty. The study programme in which the candidate is enrolling may stipulate which four-year secondary school is considered appropriate for enrollment in that study programme.

In order to master the specific requirements of the study programme, the Faculty may determine that the candidates are obliged to provide proof of health abilities when applying 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 AND MANNER OF SCORING

The order of candidates for enrollment in the first year is determined on the basis of the overall grade achieved in secondary education and the results achieved at the entrance exam, i.e. the exam for checking aptitudes and abilities, if it is provided.

A candidate for enrollment in the study programme can achieve a maximum of 100 points on the basis of overall grade in high school and the basis of the results achieved at the entrance exam, i.e. the exam for checking aptitudes and abilities.

Overall grade in high school means the sum of average grades in each grade of high school multiplied by two. On this basis, the candidate can gain a minimum of 16 and a maximum of 40 points. Overall grade in high school is calculated by rounding to two decimal places.

The overall grade of candidates who have completed the international baccalaureate is determined by multiplying the average grade from the first and second grade of secondary school by two, which is a minimum of 8 and a maximum of 20 points, and the overall grade at the international baccalaureate is evaluated with a maximum of 20 points. The certificate of international baccalaureate is issued to a student only if he/she has achieved a cumulative grade of at least 24, while the maximum cumulative grade is 45. According to the principle of evaluating secondary school certificates in Serbia, a cumulative grade of 24 is evaluated with 8 points and a cumulative grade of 45 is valued at 20 points. The calculation formula is as follows:

$$\text{Number of points} = 8 + (\text{cumulative grade} - 24) \times \frac{12}{21}$$

At the entrance exam, the candidate can gain from 0 to 60 points.

Candidates who have won (in the third and fourth grade of high school) one of the first three prizes at the national or international competition from the competition calendar of the Ministry of Education in the subject taken at the entrance exam are recognized the maximum number of points from that subject at the entrance exam.

DEADLINES AND MANNER OF FILING COMPLAINS

Faculties publish lists of registered candidates with data on points based on the overall grade in secondary school 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, i.e., the exam for checking aptitudes and abilities, if it is conducted, 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.

If there were no complaints to the preliminary ranking list for a certain study programme, and thus no need for a deadline for the dean to decide on the complaint, it is considered final and submitted to the University. After publishing on the University website, you can start enrolling in that study programme.

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, and if he / she has achieved at least 30 points.

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 and if he/ she scores at least 51 points.

The candidate can be enrolled in the first year of the study programme in the status of a student who is financed from the budget of the Republic (budget-financed student) only once at the same level of study.

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 and if he / she scores at least 30 points.

Enrollment without an entrance exam

In the first year of undergraduate and integrated academic studies without an entrance exam can enroll the following persons:

1. a person who has acquired higher education in academic studies of the first degree, i.e., higher education acquired according to the provisions of the law that were valid before 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);

2. a student of another higher education institution who has scored at least 60 ECTS credits in the study programme of academic studies at another higher education institution, under the conditions prescribed by the Faculty, i.e., the University. 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 of enrolling;

3. a student of a Faculty within the University who is enrolled in one study programme, may enroll in another study programme within the same Faculty, under the conditions determined by the study programme, i.e., in the manner and according to the procedure determined by general acts of the Faculty;

4. a student whose student status has been terminated in accordance with Article 101, paragraph 7, item 2 and 3 of the Statute of the University (in case of dropping out of studies and not enrolling in the academic year), who scored at least 60 ECTS credits in the study programme.

A person who enrolls without an entrance exam can enroll only as a self-financing student and is not included in the approved number of students for a particular study programme.

If the public document, i.e., diploma or certificate on the passed part of the study programme was acquired on the territory of the Republic of Serbia, the decision on the recognition of passed exams, i.e., ECTS credits is made by the Teaching and Scientific Council of the Faculty.

The person delivers the following documents:

- written request for enrollment
- application for recognition of exams, certificate of passed exams, description (content) of passed exams certified by the Faculty, certificate of study (for transfer from other higher education institutions), certificate of graduation or diploma (for enrollment of persons with higher education), decision on termination of student status (for enrollment in cases of dropping out of studies and non-enrollment in the academic year) and proof that he/ she has paid the costs of the procedure (if any).

If the higher education document with which the candidate is applying for enrollment without an entrance exam was obtained abroad (unless it was acquired in the Republic of Srpska), the recognition procedure must be carried out in accordance with the Law and the general act of the University. Candidates are required to submit to the Faculty a certificate of commencement of the recognition procedure when applying, along with other documentation.

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 undergraduate and integrated undergraduate and master 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 procedure for the recognition of a foreign document on completed part of a study program for the purpose of continuation of the same level of higher education (bachelor academic or doctoral studies), or a foreign higher education document of bachelor academic studies for the purpose of enrollment at the same level of higher education (bachelor or integrated academic studies) must be started **no later than June 1, 2023**.

Persons who have the right to enroll without taking the entrance exam can exercise that right if the Faculty has the space and other conditions decided by the Dean.

The deadline for the completion of the enrollment of candidates who enroll without the entrance exam is October 15, 2023.

ENROLLMENT OF SERBIAN CITIZENS WHO HAVE FOREIGN SECONDARY SCHOOL DOCUMENTS

A citizen of the Republic of Serbia who has acquired a foreign secondary school diploma, i.e., who has completed secondary school abroad (or one of the grades of secondary school abroad) or has completed an international baccalaureate programme is enrolled under the same other conditions as other candidates, if he/she was recognized with the acquired foreign school document.

Citizens of the Republic of Serbia who have acquired a foreign secondary school diploma or have completed an international baccalaureate programme and who do not have a decision on recognition a foreign secondary school diploma can apply with a certificate that they have started the [recognition procedure](#).

In particular, citizens of the Republic of Serbia who, in the academic year of 2022/2023, have acquired foreign secondary school documents or have completed the international baccalaureate programme can apply in the second call for admission period for special budget places determined by the Government Decision for citizens of the Republic of Serbia who have acquired a foreign secondary school diploma, i.e., completed secondary school abroad. These candidates must also have a decision on the recognition of a foreign school certificate of completed secondary school or a certificate that the procedure has begun.

ENROLLMENT OF MEMBERS OF THE SERBIAN NATIONAL MINORITY FROM NEIGHBORING COUNTRIES

Members of the Serbian national minority from neighboring countries are educated in the Republic of Serbia under the same conditions as citizens of the Republic of Serbia,

including the right to budget financing. When applying for the call, it is necessary for the candidates to submit the decision of the Ministry on the recognition of foreign secondary school documents or a confirmation that the procedure has begun.

A public certificate of completed secondary school acquired in Republika Srpska is not subject to the recognition procedure, unless it is a completed international baccalaureate (IB) programme or another foreign secondary school that they completed abroad or in Republika Srpska.

When applying for the call, these candidates, in addition to the prescribed documentation, submit a written statement that they are members of the Serbian national minority.

Neighboring countries are: The Republic of Hungary, the Republic of Romania, the Republic of Bulgaria, the Republic of Northern Macedonia, the Republic of Albania, Bosnia and Herzegovina, the Republic of Slovenia, the Republic of Croatia and Montenegro.

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, in addition to other documents, submits a decision on recognition of a foreign school document on completed secondary school or a certificate that the procedure has begun, if the secondary school was completed abroad.

When enrolling, the candidate foreign citizen is obliged to submit to the Faculty 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 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).

Persons with disabilities can enroll through the Programme of Affirmative Measures for the Enrollment of Persons with Disabilities.

Enrollment in the first academic year of undergraduate and integrated studies, as well as enrollment in the following academic years of undergraduate and integrated academic studies at the University of Belgrade and the Faculties of its persons with disabilities is regulated by the Rulebook on determining the right to enroll persons with disabilities.

A person who wants to enroll through the Program of Affirmative Measures for Enrollment of Persons with Disabilities when applying for enrollment in the desired study programme submits, in addition to mandatory call for admission documentation, the decision of the Rector of the University on determining the right to enrollment by applying affirmative measures for persons with disabilities.

The deadline for initiating the procedure for determining the right to enroll in the first academic year of undergraduate and integrated academic studies at the University by applying the affirmative measure is June 10, 2023.

The procedure is initiated by submitting a request for determining the right to enroll a person with disabilities to the University Center for Students with Disabilities, on the prescribed form.

ENROLLMENT OF MEMBERS OF THE ROMA NATIONAL MINORITY

The candidates, members of the Roma national minority can apply for enrollment in the study programmes of the University of Belgrade and through the Program of Affirmative Enrollment Measures, implemented by the Ministry of Education, Science and Technological Development. This programme includes support to candidates when enrolling in the study programme, as well as during their studies.

Details on enrollment of candidates, members of the Roma national minority through the Programme of affirmative measures for enrollment of members of the Roma national minority.

These candidates enclose to the Faculty, in addition to the prescribed documentation, a Statement that they are members of the Roma national minority and a Recommendation of the National Council of the Roma national minority.

CALL FOR ADMISSION SCHEDULE

First call for admission period:

- Candidate registration: from June 21 to 24, 2023, according to the schedule

- Taking the entrance exam: from June 26 to 30, 2023, according to the schedule
- Publication of results on the preliminary ranking list: no later than July 3, 2023 by 4 PM;
- Publication of the final ranking lists of Faculties / Universities - no later than July 10, 2023;
- Enrollment of the admitted candidates after the publication of the final ranking list of the University, and according to the schedule: no later than July 10 – 14, 2023;

After enrollment is completed, and no later than July 14, 2023, the Faculties submit to the University a report on enrolled students and number of vacancies for the second call for admission period.

Electronic application will be done at Faculties where electronic, online application or pre-application is enabled. Details regarding the manners of application can be found on the website of the Faculty within the University of Belgrade.

Second call for admission period:

- Candidate registration: August 31 and September 2, 2023
- Taking the entrance exam: September 4 and 5, 2023
- Publication of results on the preliminary ranking list: no later than September 6, 2023, at 12 o'clock;
- Publication of the final ranking lists of Faculties / Universities - no later than September 11, 2023, at 4 pm;
- Enrollment of the admitted candidates after the publication of the final ranking list of the University, and according to the schedule: no later than September 14, 2023;
- Enrollment of candidates must be completed on September 14, 2023, by the end of the day.

On September 15, 2023, the Faculties submit to the University the number of enrolled students per each study programme.

Third call for admission period:

- Candidate registration: September 18 and 19, 2023, according to the schedule;
- September 20 and 21, 2023 - entrance exams, according to the schedule;
- No later than September 22, 2023. by 12 o'clock - faculties publish preliminary ranking lists;
- No later than September 28, 2023. at 4 pm - the University publishes the final ranking lists of study programs that are the basis for enrollment;
- No later than September 29, 2023 - enrollment of candidates after the publication of the final ranking list of the University, and according to the schedule;
- No later than September 29, 2023, by the end of the day - the faculties submit to the University the number of enrolled students according to study programs.

During the terms of the second and third call the enrollment will be organized (submission of documents, entrance exam, and enrollment if legally prescribed conditions have been fulfilled) for the candidates within "The World in Serbia" and "Serbia for Serbs from the Region" projects as well as candidates who are the Republic of Serbia citizenship holders

with foreign secondary education diploma (who have completed secondary education abroad; who have completed a foreign school in the Republic of Serbia; holders of diplomas proving IB graduation).

During the second and third call for enrollment will be organized the documents submitting, verification and approval of enrollment for candidates who applied for enrollment without taking the entrance exam, according to the University of Belgrade Statute rules and taking into consideration the capacities of the faculty, while the enrollment may be done by October 15, 2023.

If there would be any available positions for enrollment of the candidates at any of the faculties, the faculty may organize a third call for enrollment.

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

**Within each call for enrollment, there will be an additional call organized for the enrollment of candidates who have taken the corresponding entrance exam at a faculty, which is a member of the University.

OTHER PROVISIONS

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

- report card for all grades of the previously completed secondary school;
- certificate (diploma) of the final exam;
- diplomas from the national or international competition for candidates who, as students of the third and fourth grade of secondary school, won one of the first three awards in the subject taken at the entrance exam;
- proof of payment of the fee for taking the entrance exam or the exam for checking aptitude and ability;
- decision on recognition of the secondary school documents or confirmation that the recognition procedure has started (for candidates who have acquired foreign secondary school documents or completed the international baccalaureate programme) ;
- and other proof if necessary.

Candidates who enroll through the Programme of Affirmative Action Measures additionally submit documentation that shows that they have the right to apply for the appropriate programme.

Candidates - foreign citizens when applying also submit a birth certificate.

By signing the application form, the candidate confirms that he / she accepts the rules of the entrance exam.

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 for admission process 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 finished secondary school before the academic year of 2022/2023, when applying, submit a signed statement that they were not enrolled in the first year in the budget status at the level of study they are applying for.

For the entrance exam, i.e., the exam for checking inclinations and abilities, the candidate brings a document for identification - a valid ID card or passport. Before handing out the question, the person on duty determines the identity of the candidate. A candidate whose identity has not been established cannot take the entrance exam.

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

ELECTRONIC APPLICATION

Information on the possibilities of online application will be available on the website of the Faculty within the University.

If during the enrollment process it is established that the original documents do not agree with those submitted during the online application (forgeries), those candidates will not be allowed to enroll at the Faculties within the University of Belgrade and criminal charges will be filed with the competent prosecutor's office.

The Faculties can decide to organize a pre-application, i.e., to enable future students to submit the requested data online, and to personally submit the call documentation within the scheduled time.

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,
- if necessary, other proof.

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.

If they have vacancies, the Faculties of the University of Belgrade can enroll candidates who took the entrance exam at one of the Faculties within the University of Belgrade, within the call for admission period.

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.

UNIVERSITY OF BELGRADE
Address: 1 Studentski trg St.
e-mail: upis@rect.bg.ac.rs