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ПИБ 101635863 МБ 08104620

Number: 0601-530/33

Date: April 26, 2022

CONSOLIDATED TEXT
OF THE RULEBOOK ON ENROLLMENT OF STUDENTS
IN STUDY PROGRAMS
OF THE FACULTY OF SCIENCES IN NOVI SAD

(Main text number 0601-530/2 dated April 24, 2018, with amendment number 0601-530/6 dated May 17, 2018, amendment number 0601-530/11 dated March 25, 2019, amendment number: 0601-530/21 dated May 12, 2020, amendment number: 0601-530/25 dated May 13, 2021, and amendment number: 0601-530/29 dated April 15, 2022)

Pursuant to Article 97, Paragraph 1, and Article 100 of the Law on Higher Education (Official Gazette of the Republic of Serbia, Nos.: 88/2017, 73/2018, 27/2018 - other law, 67/2019, 6/2020 - other law, 11/2021 - authentic interpretation, 67/2021 and 67/2021 - other law), Article 1, Paragraph 2 of the Rulebook on Enrollment of Students in Study Programs of the University of Novi Sad (consolidated text) No. 01-163/5 dated April 13, 2017, Article 66, Paragraph 1, Item 2 of the Statute of the University of Novi Sad, Faculty of Sciences (consolidated text) No.: 0601-408/14 dated January 27, 2021, the Academic Council of the University of Novi Sad, Faculty of Sciences, at the electronic session held on April 26, 2022, adopted the

**RULEBOOK ON ENROLLMENT OF
STUDENTS IN STUDY PROGRAMS
OF THE FACULTY OF SCIENCES IN NOVI SAD
(consolidated text)**

I BASIC PROVISIONS

Article 1

(1) The Rulebook on Enrollment of Students in Study Programs of the Faculty of Sciences in Novi Sad (hereinafter: the Rulebook) regulates the content and manner of taking entrance exams, scoring and more detailed criteria for determining the order of enrollment of candidates in accredited first-, second- and third-cycle studies at the University of Novi Sad, Faculty of Sciences (hereinafter: the Faculty).

Article 2

- (1) Candidates may enroll in approved or accredited study programs organized by the Faculty under the conditions and in the manner regulated by the Law on Higher Education of the Law on Higher Education (Official Gazette of the Republic of Serbia, Nos. 88/2017 and 27/2018 - other law) (hereinafter: the Law), the Statute of the University of Novi Sad, the Statute of the Faculty, the Rulebook on Student Enrollment in Accredited Study Programs of the University of Novi Sad (hereinafter: the UNS Rulebook) and this Rulebook.
- (2) The Senate of the University of Novi Sad announces a joint public competition for enrollment in all accredited study programs of the University, implemented by the faculties and the University, for all types and levels of studies.

Article 3

- (1) A person referred to in Article 2 of this Rulebook may enroll in a study program if he/she has applied within the public competition, if he/she achieves a number of points that provides him/her with a place on the ranking list of registered candidates within the number determined by the competition for enrollment in a study program and if he/she provides evidence, when applying for the competition, on health abilities for mastering the specific requirements of the study program, if provided by the competition.

Article 4

- (1) A person who has completed previous education or part of education abroad, may enroll in a study program if his/her acquired foreign school or higher education document is recognized in accordance with the Law and a special general act of the University.
- (2) A foreign citizen and a person referred to in Paragraph 1 of this Article may apply for enrollment in a study program in the event that the procedure for recognition of a foreign school or higher education document is not completed before the deadline for submitting applications for the competition.
- (3) A person who has completed previous education or part of education abroad and a foreign citizen must submit a decision on the recognition of a foreign public document before enrollment, as a condition for enrollment in a study program.

Article 5

- (1) A foreign citizen may enroll in a study program under the same conditions as a domestic citizen in terms of previous education if he/she provides evidence of knowledge of the language in which teaching is conducted, in accordance with the Statute of the University and if he/she has health insurance.
- (2) A foreign citizen pays tuition fees throughout his/her education, unless otherwise provided by an international agreement or a bilateral university agreement.

Article 6

- (1) Members of the Serbian national minority from neighboring countries may enroll at the Faculty under the same conditions as citizens of the Republic of Serbia.

II ENROLLMENT IN FIRST CYCLE STUDIES

Article 7

- (1) A person with a four-year secondary education may enroll in the first year of bachelor, integrated, and professional studies.
- (2) A candidate applying for enrollment must take an entrance exam.

Article 8

(1) The following need not take an entrance exam for enrollment in the first year of bachelor and integrated studies:

1) persons with completed secondary school who, as third and fourth grade secondary school students, won one of the first three individual places in the national competition organized by the Ministry of Education, Science and Technological Development of the Republic of Serbia or in an international competition in a course taken at the entrance exam, and they are acknowledged to have scored the maximum number of points in that course;

2) persons with completed secondary school who, as third and fourth grade secondary school students, won one of the first three individual places in the competition in mathematics or informatics organized by the Mathematical Society of Serbia, in subjects taken at the entrance exam, and they are acknowledged to have scored the maximum number of points in that course;

3) persons with completed secondary school who, as third or fourth grade secondary school students, won one of the first three individual places in the national competition in physics, organized by the Serbian Physical Society, in a course taken at the entrance exam, do not need to take the entrance exam in that course. They are acknowledged to have scored the maximum number of points at the entrance exam;

4) persons who have already completed the first cycle of studies, upon personal request.

Article 9

(1) Entrance exams are taken in writing, in Serbian as a rule.

(2) A member of a national minority whose language is in official use on the territory of AP Vojvodina, may take the entrance exam in his/her mother tongue, upon personal request submitted in writing when applying for the competition for enrollment in a study program.

Article 10

(1) Persons with special needs may take the entrance exam in a way adapted to their needs, which they propose in writing when applying for the competition for enrollment in a study program, and in accordance with the objective capabilities of the Faculty.

Article 11

(1) Entrance exams for enrollment in bachelor and integrated studies of the Faculty are taken in the following courses:

1) Biology and Ecology educational profile:

The entrance exam is taken in Biology for Bachelor of Science Degrees - Bachelor of Science in Biology, Bachelor of Science in Ecology, and Integrated Studies - Master of Science in Biology Teaching.

2) Physics educational profile:

The entrance exam is taken in Physics or Mathematics for Bachelor of Science Degrees and Integrated Studies of Physics (study programs: Physics Education and Physics) and Optics for Professional Studies of Optometry.

3) Geography, Tourism, and Hotel Management educational profile:

The entrance exam is taken in Geography for Bachelor of Science Degrees in Geography (Bachelor of Science in Teaching Geography and Geography).

In the Geo-informatics study program, the entrance exam is taken in Geography and Informatics and Computing.

In the Tourism study program, the entrance exam is taken in Tourist Geography and Fundamentals of Tourism and Hospitality (Tourism and Hunting Tourism modules) and Cooking and Serving (Hotel Management and Gastronomy modules).

4) Chemistry, Biochemistry and Environmental Protection educational profiles

The entrance exam is taken in Chemistry for Bachelor of Science Degrees in Chemistry (Bachelor of Science in Chemistry, Bachelor of Science in Chemistry - Quality Control and Environmental Management), Bachelor of Science Degrees in Biochemistry (Bachelor of Science in Biochemistry), and Integrated Academic Studies of Chemistry Teaching (Master of Science in Chemistry Teaching).

The entrance exam is taken in Environmental Protection or Chemistry for Bachelor of Science Degrees in Environmental Protection (Bachelor with Honors in Environmental Protection - Environmental Protection Analyst).

5) Mathematics and Informatics educational profile:

The entrance exam is taken in Mathematics for Bachelor of Science Degrees in Mathematics (Mathematics, Applied Mathematics) for Bachelor of Science Degrees in Informatics (Information Technologies, Computer Science) and Integrated Studies of Mathematics (Master of Science in Teaching Mathematics). All candidates can take part of the entrance exam in Programming.

The Department may decide that there are two groups of tasks for taking the entrance exam, given that all candidates who apply for enrollment in the same study program must do tasks from the same group at the entrance exam.

Article 12

(1) A candidate who applies for enrollment in the first year of bachelor and integrated studies has the right to apply for two study programs (under A and under B) when submitting the application for enrollment, **provided that for both study programs he/she takes the entrance exam in the same course.** The order of the candidate's wishes under A and under B does not imply priority in compiling the ranking lists.

(2) After scoring, if the candidate under the wish under A acquires the right to enroll in state-funded studies, he/she will not be ranked on the wish list under B, and if in the wish under A he/she acquired the right to enroll in self-financed studies, he/she will be ranked on the wish list under B where he/she can acquire the right to enrollment in state-funded studies.

(3) The principle is the same when determining a quota within which several study programs are listed, with the candidate opting for the desired study program in that quota.

Article 13

(1) The date of taking the entrance exam is determined by the competition, and the schedule and time of taking the entrance exam are published on the notice board of the Faculty and on the website of the Faculty.

Article 14

(1) The order of candidates for enrollment in the first year of bachelor and integrated studies is determined according to the result achieved by GPA in secondary school and the result achieved at the entrance exam. On both grounds, a candidate may achieve a maximum of 100 points.

(2) Secondary school GPA means the sum of average grades from all courses in the first, second, third and fourth grade multiplied by two. On these grounds, a candidate may gain a minimum of 16 and a maximum of 40 points. Secondary school GPA is calculated by rounding to two decimal places.

Article 15

(1) The result that the candidate can achieve at the entrance exam is evaluated from 0 to 60 points, rounded to two decimal places.

(2) The Faculty organizes the entrance exam regardless of the number of registered candidates for enrollment in the first year of bachelor and integrated studies.

Article 16

(1) It is considered that a candidate has passed the entrance exam, and thus gained the right to ranking for enrollment, if he/she achieves at least 14 points in the entrance exam.

Article 17

(1) The Faculty determines the ranking list and publishes it on the bulletin board and on the website, within the deadline determined by the competition.

(2) The place on the ranking list and the number of total achieved points determine whether the candidate can be enrolled in the first year of bachelor and integrated studies, as well as whether he/she will be state-funded or pay tuition as a self-financing student.

(3) Faculties compile their ranking lists of registered candidates, which make up the uniform ranking list of the University.

(4) The University publishes the final ranking list on its website.

Article 18

(1) Candidate enrollment is done based on ranking lists and proper documents required by the competition.

Article 19

(1) A candidate may be enrolled as state-funded if he/she is on the uniform ranking list, within the number approved for enrollment of state-funded candidates, determined by the competition for a certain study program, and has achieved at least 50 points.

Article 20

(1) A candidate may be enrolled as a self-financing student if he/she is on the uniform ranking list, within the number approved for enrollment of self-financing students, determined by the competition for a certain study program, and has achieved at least 30 points.

Article 21

(1) The candidates who have acquired the right to enroll as state-funded are enrolled within the enrollment period, and according to the schedule determined by the competition.

(2) If the candidates who have acquired the right to enroll as state-funded do not enroll within the period set for the enrollment of state-funded studies, they will be considered to have given up and cannot enroll later as state-funded students.

(3) The candidates who have acquired the right to enroll as state-funded based on ranking list shifts, in the event that the candidates referred to in Paragraph 2 of this Article do not appear to enroll, shall be enrolled in the order determined by the competition.

(4) The candidates who have acquired the right to enroll as self-financing students are enrolled within the enrollment period, and according to the schedule determined by the competition.

(5) In the event that the enrollment quotas are not filled, on the last day of enrollment determined by the competition, the remaining candidates on the final ranking list will be called up in order to fill the vacancies. Those candidates who are present at the roll call have the right to enroll.

Article 22

(1) The candidates who applied for enrollment in the first year of bachelor and integrated studies, but did not take the entrance exam, or were removed from taking the entrance exam due to indiscipline or use of illegal methods of transcription (copying, using mobile phone, electronic aids, pre-prepared materials etc.) are not entitled to enroll.

Article 23

(1) In the case of the same number of points obtained on the basis and criteria determined by this Rulebook, the candidate who has achieved a higher number of points in the entrance exam will have advantage.

(2) If candidates have the same number of points achieved at the entrance exam, advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in professional courses that are important for the field they will study.

(3) At the Department of Chemistry, Biochemistry and Environmental Protection, advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in Chemistry; if the Chemistry GPAs are the same, advantage is given to the candidate who has a higher GPA in Physics; if the Chemistry and Physics GPAs are the same, advantage is given to the candidate who has a higher GPA in Mathematics.

(4) At the Department of Biology and Ecology, advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in Biology; if the Biology GPAs are the same, advantage is given to the candidate who has a higher GPA in Chemistry; if the Biology and Chemistry GPAs are the same, advantage is given to the candidate who has a higher GPA in Mathematics.

(5) At the Department of Physics, advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in Physics; if the Physics GPAs are the same, advantage is given to the candidate who has a higher GPA in Mathematics; if the Physics and Mathematics GPAs are the same, advantage is given to the candidate who has a higher GPA in Chemistry.

(6) At the Department of Geography, Tourism and Hotel Management, at bachelor studies in geography (Bachelor of Science in Teaching Geography, Bachelor of Science in Geography), advantage is given to the candidate who has a higher GPA in Geography during secondary school education.

At bachelor studies in Geoinformatics, advantage is given to the candidate who has a higher GPA in Geography and Informatics and Computing.

At bachelor studies in Tourism, for the Tourism and Hunting Tourism modules, advantage is given to the candidate who has a higher GPA in Tourist Geography and Fundamentals of Tourism and Hospitality, while for the Hotel Management and Gastronomy, the candidate who has a higher GPA in Servicing with practical classes and Cooking with practical classes.

(7) At the Department of Mathematics and Informatics, advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in Mathematics.

Article 24

(1) Conducting the competition for enrollment in the first year of bachelor and integrated studies is performed by the Commission for conducting entrance exams and scoring candidates of the Department (hereinafter: the Department Commission) appointed by the Academic Council of the Faculty (hereinafter: the Council), at the proposal of the Department Council of each Faculty department.

(2) As a rule, the Commission consists of three members and their deputies, of which the President of the Department Commission is the Department Director or Assistant Department Director *ex officio*.

(3) The work of all Department Commissions is managed by the Vice Dean for Education of the Faculty.

Article 25

(1) The tasks of the Department Commission are to:

- 1) conduct ranking based on GPA in secondary school,
- 2) determine the identities of the candidates taking the entrance exam,
- 3) distribute the test with exam questions to the candidates and insert the appropriate code,
- 4) take care of order during the exam,
- 5) conduct the scoring of the entrance exam,
- 6) submit a report on the implementation of the competition for the first year of bachelor and integrated studies to the Vice Dean for Education and the Faculty Council,
- 7) compile a ranking list by the study programs for which the candidate has applied 8) compile a preliminary ranking list based on the entrance exam results
- 9) determine the proposal of the candidate for enrollment within the approved quota and submit it to the Student Service of the Faculty.

Article 26

(1) The Department Commission is obliged to conduct scoring, compile a ranking list and determine the order of candidates for enrollment within 2 days of receiving complete documentation from the Student Service of the Faculty.

Article 27

(1) Before taking the entrance exam, the Department Commission is obliged to check the identity of the candidate by inspecting his/her ID card.

(2) Before the beginning of the entrance exam, the Department Commission representative informs the candidates about the manner of taking the exam and their rights.

(3) If a candidate does not adhere to the rules of taking the entrance exam, the Department Commission has the right to remove the candidate from the entrance exam.

Article 28

(1) The provisions of this Ordinance that refer to the manner of taking the entrance exam, ranking and the manner of enrollment for candidates applying for bachelor and integrated studies also apply to candidates for enrollment in professional studies.

Article 29 deleted

Right to enrollment of students of the first-, second-, and third-cycle studies at the Faculty or other higher education institution and persons with higher education

Article 30

(1) A student of the first, second and third cycle studies at the Faculty or another related faculty may enroll in bachelor and integrated studies without taking the entrance exam, provided that:

- 1) he/she has mastered a part of the same or a related study program;

2) that he/she submitted a written request for enrollment with recognition of passing the entrance exam at a related faculty, *i.e.*, study program no later than the expiry of the second deadline for enrollment - the September deadline for enrollment in the next school year;

3) that in addition to the request referred to in Item 2, he/she submitted a request for recognition of exams, study program, certificate of passed exams and proof that he/she paid the costs or fee for recognition of exams.

(2) The Dean issues a decision on the fulfillment of the conditions for enrollment, stating the exams and other completed study obligations that are recognized, obligations in further studies and the acquired student status.

(3) Students referred to in Paragraph 1 of this Article may exercise the right to enroll if the Faculty meets the spatial and other conditions and if the total number of students for that year of study is not filled.

(4) Students referred to in Paragraph 1 of this Article may enroll as a state-funded student if they provided proof of termination of the status of a state-funded student at another higher education institution, if they achieved at least 60 ECTS credits in the previous school year and if they exercised the right to enroll within the quota of state-funded students for the year in which the students' enrollment was approved.

(5) The conditions determined by this Article are analogously applied to a person with higher education degrees, if he/she submits a written request for enrollment in first cycle studies. A person with a higher education degree may enroll as a self-financing student.

Right to enrollment of persons with terminated student status

Article 31

(1) A student whose student status has been terminated at the Faculty in accordance with the Law and general acts of the Faculty, or at another higher education institution in accordance with the Law, may regain the status of a student of the Faculty under the following conditions:

- that the Faculty meets the spatial and other conditions to enable the continuation of studies, and
- that the person enrolls in a study program that is implemented at the time of re-acquiring student status.

Article 32

(1) A person whose student status has been terminated, in accordance with Article 31 of this Rulebook, may regain student status by submitting a request for regaining student status, on the form which is an integral part of this Rulebook as Annex 1.

(2) The request referred to in Paragraph 1 of this Article must be submitted in the period provided for enrollment and repeating of the year, and no later than October 15 of the current year, at the Faculty student service counter.

(3) Along with the request referred to in Paragraph 1 of this Article, the person whose student status has been terminated must submit the following documentation:

- 1) Persons whose student status has been terminated at the Faculty shall submit their Student's Record Booklet attached to the request.
- 2) Persons whose student status has been terminated at another higher education institution must attach the following to this request:
 1. certificate of passed exams;
 2. a certificate or confirmation of the course of studies from which it is possible to determine the progress of studies by school years (which school year he/she was in which year of study - enrolled in the year for the first time or again);
 3. curriculum of the study program in which he/she was enrolled;
 4. proof of payment of the fee for exam equivalence according to the current price list of the Faculty.

Article 33

- (1) The Vice Dean for Education decides on regaining student status, based on the proposal of the commission of the appropriate department. If a disciplinary measure has been imposed on the applicant, the Vice Dean for Education shall take into account the imposed disciplinary measure and the circumstances under which it has been imposed.
- (2) If the request is approved by the Vice Dean for Education, the Dean makes a decision on regaining student status and enrollment in the study program, which contains the following data:
 - 1) number of recognized ECTS credits;
 - 2) obligations of the student in further studies and
 - 3) self-financing student status.
- (3) The number of recognized ECTS credits does not have to be the same as the number of ECTS credits earned in the study program.
- (4) A person referred to in Article 31 of this Rulebook may enroll as a self-financing student and retain this status until the end of the studies and is not included in the approved number of students for a particular study program.
- (5) An appeal against the decision rejecting the request may be lodged to the Faculty Council within 3 days from the day of delivery of the decision.

Article 34

- (1) For a person whose student status at the Faculty has been terminated, passed exams in the course in which the student studied and other obligations performed are recognized as appropriate exams in the course and another obligation performed according to the current curriculum.
- (2) For a person whose student status at another higher education institution has been terminated, the recognition of passed exams and other obligations performed is done based on the opinion on the equivalence of the curriculum of the relevant study program of the Faculty and the curriculum from the documentation submitted by the applicant referred to in Article 32 of this Rulebook.
- (3) The opinion referred to in Paragraph 1 of this Article shall be given by the relevant Department Commission, *i.e.*, the teacher who has been elected to the appropriate specific scientific field covering the course whose recognition is required.
- (4) After making a decision on regaining student status, the student is enrolled in the appropriate registry book of the first cycle of studies for the current school year and usually opens a new file, except when the student who was enrolled in the study program of the Faculty was approved to continue his/her studies according to the study program in which he/she was previously enrolled, and in case of termination of studies due to non-enrollment in the school year, it is stated in the registry book that the student has regained student status and retains the existing student file.

III ENROLLMENT IN SECOND CYCLE STUDIES

Article 35

- (1) A candidate who has completed basic academic studies may enroll in master studies up to the number approved by the quota for enrollment of state-funded students or the number for self-financing students, in accordance with the competition.

Department of Biology and Ecology

Article 36

- (1) The order of candidates for enrollment in the first year of master studies Master of Science in Biology, Master of Science in Ecology and Master of Science in Reproductive Biology at the Department

of Biology and Ecology is determined by evaluating the length of study at the previous level (A), max. 30%, and the GPA of the previous level of study (B), max. 70%, where:

$$A = 30n/(n+p) \quad B = 7 \times PO \quad \Sigma \text{ points} = A+B$$

Where:

n - length of study in years; p - number of repeated years of study;

PO - GPA achieved at the previous level of study

(2) In case two or more students have the same number of points (according to the formula from Paragraph 1), advantage is given to the candidate who has a higher GPA in the courses provided for the entrance module in the selected study program.

Article 36a

(1) When applying for the competition for enrollment in the first year of master studies Master of Science in Reproductive Biology, candidates decide whether to attend classes in Serbian or English. Candidates are ranked on separate ranking lists.

(2) The following candidates may apply for the competition for enrollment in master studies Master of Science in Reproductive Biology:

- foreign citizens meeting the conditions of the competition - Serbian citizens meeting the conditions of the competition

(3) When applying, candidates for enrollment in master studies Master of Science in Reproductive Biology in English must, in addition to the general conditions and conditions referred to in Paragraph 2 of this Article, submit proof of English language proficiency at B2 level of the Common European Framework of Reference for Languages.

(4) B2 level proficiency of English is proven by:

- one of the following certificates: First Certificate in English (FCE), Cambridge Advanced Certificate in English (CAE), International English Language Testing System (IELTS), or Test of English as Foreign Language (TOEFL) or
- internationally recognized certificates proving a higher level of English language proficiency than B2 or
- diploma of completed bachelor studies in English

(5) If a candidate does not possess the certificates referred to in Paragraph 4 of this Article or of completed bachelor studies in English, the Commission shall conduct an English language test. The Commission for Testing English Language is formed by the Dean, upon the proposal of the Council of the Department of Biology and Ecology.

Article 37

(1) For each study program and modules within the study programs of master studies at the Department of Biology and Ecology, in addition to the general conditions, up to five courses of the entrance module are defined, while the list of courses is adopted by the Department Council. Equivalent courses passed at the previous level of study are recognized as exams determined by the entrance module. The Department Commission determines the equivalences of the entrance module exams.

(2) Students take the exams determined by the entrance module in all examination periods.

(3) Students who have not passed the exams determined by the entrance module of the study program are enrolled conditionally and are required to pass them before taking the exams from the master study program.

(4) Students who have completed a previous level of study in the same or related field may enroll in master studies.

Article 37a

(1) At the Department of Biology and Ecology, the entrance module for enrollment in the master studies Master of Science in Biology consists of the following subjects:

MASTER OF SCIENCE IN BIOLOGY - BOTANY MODULE

Anatomy and morphology of plants
Systematics and fundamentals of phylogeny of higher plants
Plant physiology
Biogeography Plant ecology

MASTER OF SCIENCE IN BIOLOGY - ZOOLOGY MODULE

General zoology
Morphology and taxonomy of invertebrates
Comparative anatomy and taxonomy of chordates
Biogeography
Animal ecology

MASTER OF SCIENCE IN BIOLOGY - MICROBIOLOGY MODULE

Biology of algae and fungi
Fundamentals of microbiology
Fundamentals of molecular biology
Bacteriology or Mycology

MASTER OF SCIENCE IN BIOLOGY - MOLECULAR BIOLOGY MODULE

Biochemistry
Fundamentals of molecular biology
Genetics
Molecular biology of eukaryotes
(deleted)

MASTER OF SCIENCE IN BIOLOGY - ANIMAL PHYSIOLOGY MODULE

Animal physiology
Biochemistry
Histology with embryology
Cellular communication mechanisms
Molecular and cellular physiology

(2) At the Department of Biology and Ecology, the entrance module for enrollment in the master studies Master of Science in Ecology consists of the following courses:

MASTER OF SCIENCE IN ECOLOGY - NATURE CONSERVATION AND SUSTAINABLE DEVELOPMENT MODULE

Environmental protection
Fundamentals of ecology

MASTER OF SCIENCE IN ECOLOGY - ECOLOGICAL RISK ASSESSMENT MODULE

Chemistry
Biochemistry
Fundamentals of animal physiology
Ecotoxicology

MASTER OF SCIENCE IN ECOLOGY - HYDROBIOLOGY MODULE

Hydrobiology
Applied hydrobiology

(deleted)
General microbiology
Plant ecology
Animal ecology

MASTER OF SCIENCE IN ECOLOGY - APPLIED BOTANY MODULE

Plant morphology
Higher plant taxonomy
Fundamentals of plant physiology
Plant ecology

(3) At the Department of Biology and Ecology, the entrance module for enrollment in the master studies Master of Science in Reproductive Biology consists of the following courses:

Cell biology
Histology with embryology
Biochemistry
Genetics
Animal physiology.

Department of Physics

Article 38

(1) At the Department of Physics, in addition to the general conditions, a candidate for enrollment in master studies must meet the following conditions:

1) that he/she has completed four years of bachelor studies weighing at least (240 ECTS) in the field of physics or related disciplines.

Article 39

(1) At the Department of Physics, the entrance module for enrollment in the master studies Master of Science in Physics consists of the following courses:

(1) PHYSICS study program - Module Research: Materials Physics

1. Introduction to condensed matter physics or Fundamentals of condensed matter physics
2. Condensed matter physics
3. Introduction to atomic physics or Fundamentals of atomic and molecule physics
4. Fundamentals of electronics

(2) PHYSICS study program - Module Research: Nuclear Physics

1. Introduction to nuclear physics or Fundamentals of nuclear physics
2. Nuclear physics
3. Elementary particles physics

(3) PHYSICS study program - Module Research: Plasma Physics

1. Introduction to atomic physics or Fundamentals of atomic and molecule physics
2. Atomic physics or Atomic and molecule physics
3. Fundamentals of electronics
4. Physics of ionized gases

(4) PHYSICS study program - Module Research: Theoretical Physics of Condensed Matter

1. Mathematical physics
2. Quantum statistical physics
3. Theory of relativity

(5) PHYSICS study program - Module Applied Physics: Nanoscience

1. Mechanics
2. Thermodynamics
3. Fundamentals of electronics
4. Introduction to atomic physics or Fundamentals of atomic and molecule physics

(6) PHYSICS study program - Module Medical Physics:

1. Introduction to nuclear physics or Fundamentals of nuclear physics
2. Human body physics
3. Radiation and living matter or Ionizing radiation protection and dosimetry or Medical imaging

(7) PHYSICS study program - Module Astrophysics:

1. Astrophysics with astronomy or Star physics or Fundamentals of astrophysics and astronomy or General astronomy
2. (deleted)
3. (deleted)
4. Instruments and methods of astronomical observations or Instruments in astronomy and observations
5. Universe spectroscopy or Fundamentals of astronomical spectroscopy

(2) Students who have not passed the exams determined by the entrance module of the study program are enrolled conditionally and are required to pass them before taking the exams from the master study program.

(3) Students can take the exams determined by the entrance modules in all examination periods provided by the Annual Work Plan of the Faculty.

(4) If a student has not passed a course determined by the entrance module but has passed the exam in a course that is equivalent in content and scope, then he/she is exempted from taking that course of the entrance module.

(5) The assessment of whether a student has passed an equivalent course is given by the Scoring Commission of the Department of Physics. This assessment is valid if adopted unanimously. In case the commission does not unanimously determine the equivalence of the course, it is obliged to ask for a written opinion and adopt the opinion of the course teacher who is in charge of teaching the given course which is listed in the list of courses of the entrance module.

Article 40

(1) The order of candidates for enrollment in the first year of master studies in PHYSICS at the Department of Physics is determined by evaluating: the length of study at bachelor studies (A), max. 40%; GPA achieved during bachelor studies (B), max. 10%; the number of ECTS achieved based on previous bachelor studies (C), max. 50%, where:

$$A = \frac{40n}{n+p} \quad C = \frac{50b}{B} \quad \sum \text{points} = A + B + C$$

where n is the number of years of study envisaged by the study program; p - number of repeated years of study; b - number of ECTS credits achieved in previous bachelor studies after equivalence with the BSc Physics study program; B - number of ECTS credits in the BSc Physics study program with which the comparison is made.

Department of Geography, Tourism and Hotel Management

Article 41

(1) At the Department of Geography, Tourism and Hotel Management, in addition to the general conditions, a candidate for enrollment in master studies must meet the following conditions:

1) study program Master of Science in Teaching Geography - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits in the field of geography or related disciplines and passed the entrance module exams.

2) study program Master of Science in Geography (Geo-ecology and Geo-informatics modules) - that he/she has completed four years of bachelor studies in the field of natural, mathematical or technical sciences, weighing at least 240 ECTS credits. Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

3) study program Master of Science in Tourism (Tourism module) - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits and acquired the professional title of Bachelor of Science (Tourism module), Bachelor of Science in Tourism - Tourism module, or an adequate title in the field of tourism (tourism management, tourism economics and agrotourism). Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

4) study program Master of Science in Tourism (Hotel Management module) - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits and acquired the professional title of Bachelor of Science (Hotel Management module), Bachelor of Science in Tourism - Hotel Business Organizer, or an adequate title in the field of hotel management. Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

5) study program Master of Science in Tourism (Gastronomy module) - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits and acquired the professional title of Bachelor of Science (Gastronomy module), Bachelor of Science in Tourism - Gastronomy Business Organizer, or an adequate title in the field of hotel management. Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

6) study program Master of Science in Tourism (Hunting Tourism module) - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits and acquired the professional title of Bachelor of Science (Hunting Tourism module), Bachelor of Science in Tourism - Hunting Tourism Business Organizer, or an adequate title in the field of hotel management. Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

7) for the study program Master of Science in Cultural Tourism and Cultural Heritage Management - that he/she has completed four years of bachelor studies weighing at least 240 ECTS credits and acquired the professional title of Bachelor of Science, Bachelor of Science in Tourism, or an adequate title in the field of tourism. Students who have completed four years of bachelor studies in other fields weighing at least 240 ECTS credits, must have passed the exams in the entrance modules.

Article 42

(1) The order of candidates for enrollment in the first year of master studies in Geography and Tourism at the Department of Geography, Tourism and Hotel Management is determined by evaluating: the length of study at the previous level of study (A), max. 30%; GPA achieved in the previous level of study (B), max. 30%; the number of ECTS achieved in the previous level of study (C), max. 40%, where:

(2)

$$A = \frac{30n}{n+p} \quad B = 3 \times PO \quad C = \frac{4b}{0,1 \times B} \quad \sum \text{points} = A + B + C$$

where: **n** is length of study in years; **p** - number of repeated years of study;
PO - GPA achieved at the previous level of study
b - number of ECTS credits achieved in previous studies or after equivalence
B - number of ECTS credits of the completed study program.

Article 43

(1) At the Department of Geography, Tourism and Hotel Management, the entrance module for enrollment in the master studies consists of the following courses:

- 1) study program Master of Science in Teaching Geography
 1. Geography of Serbia
 2. Geography teaching methodology
 3. School practice
- 2) study program Geography (Geo-ecology module)
 1. Climatological and hydrological geoinfluences
 2. Geomorphological and pedological georisks
 3. Environmental geography
- 3) study program Geography (Geo-informatics module)
 1. Geographic information systems
 2. Introduction to geo-informatics
 3. Quantitative methods in geosciences
- 4) study program Master of Science in Tourism (Tourism module)
 1. Tourism management
 2. Tourism marketing
 3. Travel agencies business
 4. Management of tourist destinations
- 5) study program Master of Science in Tourism (Hotel Management module)
 1. Fundamentals of hotel management
 2. Hospitality services
 3. Standardization and quality in the hospitality industry
- 6) study program Master of Science in Tourism (Gastronomy module)
 1. Professional practice 2, 3 and 4
 2. Nutrition
 3. Fundamentals of gastronomy
- 7) study program Master of Science in Tourism (Hunting Tourism module)
 1. Fundamentals of hunting
 2. Hunting tourism activity
 3. Phenomenology of game
 4. Establishment of hunting ground and hunting management
 5. Hunting weapons, ammunition and ballistics
- 8) study program Master of Science in Cultural Tourism and Cultural Heritage Management
 1. Tourism management
 2. Cultural tourism
 3. Management of tourist destinations

(2) Students who have not passed the exams determined by the entrance module of the study program are enrolled conditionally and are required to pass them before taking the exams from the master study program. Equivalent courses passed at the previous level of study are recognized as exams determined by the entrance module.

(3) Students can take the exams determined by the entrance modules in all examination periods provided by the Annual Work Plan of the Faculty.

Department of Chemistry, Biochemistry and Environmental Protection

Article 44

(1) The order of candidates for enrollment in the first year of master studies in Chemistry, Biochemistry and Environmental Protection at the Department of Chemistry, Biochemistry and Environmental Protection is determined by evaluating: the length of study at the previous level of study (A), max. 30%; and the GPA achieved in the previous level of study (B), max. 70%, where:

$$A = \frac{30n}{n+p} \quad B = 7 \times PO \quad \Sigma \text{ points} = A + B$$

where: **n** is length of study in years; **p** - number of repeated years of study;
PO - GPA achieved at the previous level of study

Article 45

(1) At the Department of Chemistry, Biochemistry and Environmental Protection, in addition to the general conditions, a candidate for enrollment in master studies must meet the following conditions:

1) study program Master of Science in Chemistry - that he/she has completed bachelor studies in Chemistry (240 ECTS), or appropriate bachelor studies weighing at least 180 ECTS in chemical disciplines.

2) study program Master of Science in Biochemistry - that he/she has completed bachelor studies in Biochemistry (240 ECTS), or other appropriate bachelor studies (240 ECTS) weighing at least 180 ECTS in biochemical, biological, and chemical disciplines.

3) study program Master of Science in Environmental Protection - that he/she has completed bachelor studies in Environmental Protection - Bachelor with Honors in Environmental Protection - Environmental Protection Analyst (240 ECTS), or appropriate bachelor studies (240 ECTS) weighing at least 180 ECTS in chemical, biological, physical, and related disciplines of environmental protection.

Article 46

(1) At the Department of Chemistry, Biochemistry and Environmental Protection, the entrance module for enrollment in the master studies consists of the following courses:

1) deleted

2) Study program Master of Science in Chemistry, Inorganic and Physical Chemistry module:

1. Inorganic chemistry I
2. Physical chemistry I
3. Physical chemistry II
4. Chemical bond and structure of molecules

3) Study program Master of Science in Chemistry, Analytical Chemistry module:

1. General chemistry
2. Inorganic chemistry I
3. Analytical chemistry I
4. Analytical chemistry II
5. Fundamentals of instrumental analysis
6. Physical chemistry I
7. Physical chemistry II

4) Study program Master of Science in Chemistry, Organic Chemistry module:

1. Organic chemistry I
2. Organic chemistry II
3. Organic chemistry III
4. two elective courses from the elective block "O" (organic group of courses) from the

fourth year of Bachelor of Science in Chemistry studies

5) Study program Master of Science in Chemistry, Quality Control and Environmental Management module:

1. Water protection
2. Air protection
3. Land protection
4. Ecotoxicology

6) Study program Master of Science in Biochemistry

1. Organic chemistry I
2. Analytical chemistry II
3. Fundamentals of animal physiology
4. Structure and function of proteins
5. Intermediary metabolism
6. Experimental biochemistry

7) Study program Master of Science in Environmental Protection

1. Water protection
2. Air protection
3. Land protection
4. Ecotoxicology

(2) Students who have not passed the exams determined by the entrance module of the study program are enrolled conditionally and are required to pass them before taking the exams from the master study program. Equivalent courses passed at the previous level of study are recognized as exams determined by the entrance module.

(3) Students can take the exams determined by the entrance modules in all examination periods provided by the Annual Work Plan of the Faculty.

Department of Mathematics and Informatics

Article 47

(1) At the Department of Mathematics and Informatics, a person who has completed bachelor studies in mathematics or related disciplines weighing at least 180 ECTS credits may enroll in the master studies in mathematics: study program Mathematics and study program Applied Mathematics.

(2) At the Department of Mathematics and Informatics, a person who has completed bachelor studies in mathematics, computing or relevant engineering fields weighing at least 180 ECTS credits may enroll in the master studies in mathematics: study program Applied Mathematics - Data Science.

(3) To enroll in the master studies in Mathematics: study program Mathematics and study program Applied Mathematics, a candidate must pass the entrance module.

(4) It is considered that a candidate has gained the right to ranking for enrollment, if he/she has passed all entrance module courses.

(5) Equivalent courses passed at the previous level of study are recognized as entrance module courses.

(6) Entrance module consists of the following courses:

- 1) Study program Mathematics
 1. Fundamentals of geometry 1
 2. Algebra 1 (Algebra 2 according to old study programs)
 3. Differential equations
 4. Metric and normed spaces
- 2) Study program Applied Mathematics
 1. Linear algebra
 2. Ordinary differential equations
 3. Metric and normed spaces
 4. Numerical analysis 1.

(7) For enrollment in master studies, study program Mathematics, study program Applied Mathematics, and study program Applied Mathematics - Data Science, the ranking of candidates is based on the GPA achieved in bachelor studies and the length of study according to the following formula:

$$10 \times P - 5 \times k$$

where P is the GPA achieved at the previous level of study,

k - number of years of study over the projected number ($k = 0$ for students who completed previous studies within the prescribed period, $k = 1$ for students who studied one year longer than the projected number of years, ..., etc.).

Article 48

(1) Entrance module exams can be taken in regular examination periods. A candidate should pass all entrance module exams no later than the beginning of the school year, *i.e.*, before the beginning of the ranking of candidates for enrollment in the appropriate school year. Detailed application procedure for taking an entrance module exam can be found in the document published on the website of the Department.

Article 49

(1) At the Department of Mathematics and Informatics, a person who has completed bachelor studies in informatics or related disciplines weighing at least 180 ECTS credits for the study program Computer Science and at least 240 ECTS for the study program Information Technology may enroll in the master studies in Informatics: study program Information Technologies and study program Computer Science.

Article 50

(1) At the Department of Mathematics and Informatics, the entrance module for enrollment in the master studies of Informatics consists of the following courses:

1) Study program Information Technologies

1. Data structure and algorithms 1
2. Object-oriented programming
3. Information systems modeling
4. Software engineering

2) Study program Computer Science

1. Data structure and algorithms 1
2. Object-oriented programming
3. Information systems modeling
4. Data structure and algorithms 2

(2) Equivalent courses passed at the previous level of study are recognized as entrance module exams.

(3) Candidates for enrollment in the master studies of informatics who have not previously passed or recognized all the courses of the entrance module must pass those courses during the master studies.

Article 51

(1) The order of candidates applying for enrollment in the master studies in Informatics is determined on the basis of GPA achieved at the previous level of studies (max. 100 points). The result that a candidate achieves based on GPA at the previous level of studies is calculated according to the following formula:

$$(10 \times P - 2 \times k) \times OB / SP$$

where

where P is the GPA achieved at the previous level of study,

k - number of years of study over the projected number (k = 0 for students who completed previous studies within the prescribed period, k = 1 for students who studied one year longer than the projected number of years, *etc.*).

OB - number of ECTS credits from appropriate professional courses from the first three years of the previous level of studies for the study program Computer Science and the first four years of the previous level of studies for the study program Information Technologies (maximum 120 or 160).

SP - amounts to 120 for the study program Computer Science, and 160 for the study program Information Technologies.

(2) Appropriate professional subjects are considered to be courses that cover the mandatory courses of the basic study program of Information Technologies or Computer Science, which is implemented by the Department of Mathematics and Informatics.

Article 52

(1) Scoring of candidates applied for enrollment in master studies is performed by the Department Commission for scoring candidates (hereinafter: the Department Commission), according to the criteria for enrollment in master studies established by this Rulebook.

(2) The provisions of Articles 24, 25, 26 and 27 of this Rulebook apply to the composition, tasks and obligations of the Department Commission referred to in Paragraph 1 of this Article.

Article 52a

- (1) At the Department of Mathematics and Informatics, a person who has completed bachelor studies weighing at least 180 ECTS credits may enroll in the master studies study program Artificial Intelligence.
- (2) A person who has completed bachelor studies in the field of mathematics, computing or relevant fields of engineering has the right to rank for enrollment without passing the entrance module. A person who has completed bachelor studies in other disciplines must pass the entrance module.
- (3) Entrance module consists of the following courses:
 1. Introduction to programming
 2. Linear algebra
 3. Numerical analysis 1
- (4) Equivalent courses passed at the previous level of study are recognized as entrance module courses.
- (5) Candidates who have not previously passed or recognized all the courses of the entrance module must pass the missing courses during the first year of study.
- (6) Entrance module exams can be taken in regular examination periods. The procedure for passing the entrance module can be found in the document published on the website of the Department.

Article 52b

- (1) For enrollment in master studies, study program Artificial Intelligence, the ranking of candidates is based on the GPA achieved in bachelor studies, length of study, and the number of entrance module courses passed, according to the following formula:

$$10 \times P - 5 \times k - 7 \times I$$

where

P is the GPA achieved at the previous level of study,

k - number of years of study over the projected number (k = 0 for students who completed previous studies within the prescribed period, k = 1 for students who studied one year longer than the projected number of years, ..., etc.)

I - number of entrance module courses that the student has not passed before enrollment and must pass during the first year of study.

Article 53

- (1) Candidates who have acquired higher education degrees according to the regulations that were applicable until the day the Law came into force, have the right to enroll in master studies in accordance with the provisions of this Rulebook.
- (2) When determining the order of candidates for enrollment in the first year of master studies, for the candidates referred to in Paragraph 1 of this Article, 240 ECTS credits are recognized as the number of credits of the completed study program.

IV ENROLLMENT IN THIRD CYCLE STUDIES

Article 54

- (1) The first year of PhD studies may be enrolled by a person who has:
- completed master or integrated studies weighing at least 300 ECTS credits and a GPA of at least 8 entered in the diploma of bachelor and of master studies in the same or related field in which he/she wishes to enroll;
- (2) In order for a candidate to enroll in PhD studies, he/she must have completed bachelor and master studies or integrated studies in biology or related scientific fields (minimum 300 ECTS). Candidates who have completed previous levels of studies in scientific fields related to biology should have passed courses in biological disciplines and disciplines relevant to the implementation of PhD studies in the amount of at least 180 ECTS, which will be evaluated by the Commission for enrollment in PhD studies and recommendation on candidate acceptance signed by the teacher from the specific scientific field for which the candidate has opted (student advisor) and the head of the relevant chair of the department. If a candidate is working on the experimental part of the PhD dissertation outside the Department, he/she shall also submit a certificate from the project manager or the head of the laboratory in which the preparation of the experimental part of the PhD dissertation is planned. The candidate submits the certificate together with the documentation during the competition for enrollment in PhD studies.
- (3) The first year of PhD studies at the Department of Physics may be enrolled by a person who, in addition to the conditions set out in Paragraph (1) of this Article, submits the decision on candidate acceptance issued by the appropriate chair. This decision, signed by the head of the chair, is handed to the candidate after an interview with the candidate and the ranking of the registered candidates, and is submitted when enrolling in PhD studies. If a candidate is working on the experimental part of the PhD dissertation outside the Department, he/she shall also submit a certificate from the project manager or the laboratory in which the execution of the experimental part of the PhD dissertation is planned.
- (4) The first year of PhD studies at the at the Department of Geography, Tourism and Hotel Management may be enrolled by a person meeting the conditions determined in Paragraph 1 of this Article. The manner of determining the order of candidates is defined in Articles 59 and 60 of this Rulebook.
- (5) The first year of PhD studies at the at the at the Department of Chemistry, Biochemistry and Environmental Protection may be enrolled by a person who, in addition to the conditions set out in Paragraph 1 of this Article, submits a certificate from the relevant chair that there is funding provided under current projects for the experimental part of the PhD dissertation, which is related to the topic the candidate wants to cover in the thesis. If a candidate is working on the experimental part of the PhD dissertation outside the Department, in addition to the recommendation on candidate acceptance issued by the appropriate chair, he/she shall also submit a certificate from the project manager or the head of the laboratory in which the execution of the experimental part of the PhD dissertation is planned. The candidate shall submit this certificate with other documentation when applying for the competition for enrollment in PhD studies.
- (6) Exceptionally, if a sufficient number of candidates who meet the conditions referred to in Paragraph 1 of this Article do not apply to the competition for enrollment in the first year of PhD studies, the Department of Chemistry, Biochemistry and Environmental Protection may be enrolled by a person who has:
- 1) completed bachelor and master studies or integrated studies weighing 300 ECTS in total and a total GPA achieved in bachelor and master studies of at least 8.00 (total GPA is calculated as the average of all grades achieved during bachelor and master studies);
 - 2) completed undergraduate studies according to the laws that were applicable until 2005 - with a diploma without entered ECTS, and a GPA of at least 7.50.

Article 55

(1) The order of candidates for enrollment in the first year of PhD studies is determined on the basis of the general GPA achieved in bachelor and master studies, the length of study in bachelor and master studies and on the basis of scientific results achieved in accordance with the general act of the University which governs the manner of scoring scientific results, unless otherwise provided by the provisions of this Rulebook.

Article 56

(1) The right to enroll is acquired by candidates who are ranked within the determined number of students through the competition of the University of Novi Sad for enrollment in PhD studies.

Department of Biology and Ecology

Article 57

(1) The order of candidates for enrollment in the first year of PhD studies at the Department of Biology and Ecology is determined as follows:

1) After the end of the competition period, an interview will be conducted with all candidates who have met the conditions stipulated by the Law.

2) Interviews with candidates take place before a three-member commission, which consists of: the head of the PhD study program, the head of the chair to which the candidate's chosen scientific field belongs and the teacher of the research group from the candidate's chosen scientific field (may be a student advisor). The commission asks the candidate certain questions and the candidate answers them verbally.

3) Interviews may be of an eliminatory nature.

4) The commission scores the candidate's answers in the interview from 0 to 100 points (I).

5) After all candidates have been interviewed, a ranking list is formed according to the total number of points earned (U) obtained according to the following form:

$U = 5 \cdot \alpha \cdot (Q_1 + Q_2 - k) + (1 - \alpha) \cdot I$, where

Q_1 is the GPA achieved in bachelor and master studies (for candidates who studied in line with the Law), *i.e.*, the GPA achieved in four-year studies (for candidates who studied in line with the pre-Law model).

Q_2 - GPA achieved in four courses relevant to the study program, *i.e.*, for the specific scientific field chosen by the candidate.

(Among the courses passed by the student in bachelor and master studies, four courses that are scored are determined by the list of courses for each specific scientific field, which is adopted by the Department Council. Equivalent courses passed at the previous level of study are recognized as courses determined by this list. The Department Commission determines the equivalences of courses.)

k - number of years of study over the projected number ($k = 0$ for students who completed previous studies within the prescribed period, $k = 1$ for students who studied one year longer than the projected number of years, *etc.*),

I - number of points earned at the interview,

α - a value coefficient of 0.7.

6) In the case when candidates achieve the same number of points on the grounds and criteria for ranking candidates for enrollment in PhD studies, priority is given to the candidate who achieves additional points obtained on the basis of scientific results achieved according to the current Rulebook on the procedure, manner of evaluation and quantitative presentation of scientific research results of researchers.

(7) Candidates who are determined in the process of individual equivalences by the Department Commission as subject to passing the entrance module, must pass the exams determined by the entrance module before taking the exams from the PhD study program. Students may take the exams determined by the entrance module in all examination periods.

Department of Physics

Article 58

(1) The order of candidates for enrollment in the first year of PhD studies at the Department of Physics is determined as follows:

1) After the end of the competition period, all candidates who have met the conditions stipulated by the Law are interviewed by a research group within the specific scientific field (SSF) chosen by the candidate for PhD studies.

2) Interviews with candidates take place before a three-member commission (2 members of the SSC research group while the third member is the head of the PhD study program). The commission asks the candidate certain questions and the candidate answers them verbally.

3) Interviews may be of an eliminatory nature.

4) The commission scores the candidate's answers in the interview from 0 to 100 points (I).

5) After all candidates have been interviewed, a ranking list is formed according to the total number of points earned (U) obtained according to the following form:

$$U = 2.5(Q_1 + Q_2 - k) + 0.5I$$

where Q_1 – is the GPA achieved in bachelor and master studies or integrated studies (for candidates who studied in line with the Law), *i.e.*, the GPA achieved in four-year studies (for candidates who studied in line with the pre-Law model);

Q_2 – is the GPA achieved in 4 (four) courses relevant to the given study program; each specialization requires defining 4 (four) relevant courses from previous bachelor and master or integrated studies, and the list is adopted by the Department Council;

k – is the number of years of study over the projected number ($k = 0$ for students who completed previous studies within the prescribed period, $k = 1$ for students who studied one year longer than the projected number of years, ..., *etc.*).

I – is the number of points earned at the interview.

6) In the case when candidates achieve the same number of points on the grounds and criteria for ranking candidates for enrollment in PhD studies, priority is given to the candidate who achieves additional points obtained on the basis of scientific results achieved according to the Rulebook on the procedure, manner of evaluation and quantitative presentation of scientific research results of researchers (Official Gazette of the Republic of Serbia, No. 24/2016).

(2) Candidates who are determined in the process of individual equivalences by the same Commission as in the interview as subject to passing the entrance module, must pass the exams determined by the entrance module before taking the exams from the PhD study program. Students may take the exams determined by the entrance module in all examination periods.

Department of Geography, Tourism and Hotel Management

Article 59

(1) The order of candidates for enrollment in the first year of PhD studies in Geosciences at the Department of Geography, Tourism and Hotel Management is determined by evaluating: the length of study at the previous level of study (A), the GPA achieved in the previous level of study (B), the number of ECTS credits achieved at the previous level of study (V) and the scientific results achieved in the field to which the study program to which the candidate is applying belongs (geography) (R), where:

$$A = 30n / n+p$$

$$B = 3 \times PO$$

$$V = 4b / (0,1 \times B)$$

$$R = r \times M$$

$$\Sigma \text{ points} = A+B+V+R$$

where:

n - length of study in years;

p - number of repeated years of study;

PO - GPA achieved at the previous level of study (sum of grades from bachelor and master studies/total number of courses)

b - number of ECTS credits achieved in previous studies or after equivalence

B - number of ECTS credits of the completed study program

r - number of scientific research results submitted by the candidate during the competition

M - value of scientific research results according to the Act on the Procedure, Manner of Evaluation and Quantitative Presentation of Scientific Research Results of Researchers of the Ministry of Education, Science and Technological Development. Any paper published in the Research Review of the Department of Geography, Tourism and Hotel Management will be given 1 point.

Article 60

(1) The order of candidates for enrollment in the first year of PhD studies in Tourism at the Department of Geography, Tourism and Hotel Management is determined by evaluating: the length of study at the previous level of study (A), the GPA achieved in the previous level of study (B), the number of ECTS credits achieved at the previous level of study (V), the scientific results achieved in the field to which the study program to which the candidate is applying belongs (R), and any awards won (1st, 2nd or 3rd place as evidenced by a diploma/certificate from the competition organizer) at national and/or international competitions (N), where:

$$A = 30n / n+p$$

$$B = 3 \times PO$$

$$V = 4b / (0,1 \times B)$$

$$R = r \times M$$

$$N = a \times n + a \times m + a \times o$$

$$\Sigma \text{ points} = A+B+V+R+N$$

where:

n - length of study in years;

p - number of repeated years of study

PO - GPA achieved at the previous level of study (sum of grades from bachelor and master studies/total number of courses)

b - number of ECTS credits achieved in previous studies or after equivalence

B - number of ECTS credits of the completed study program

r - number of scientific research results submitted by the candidate during the competition

M - value of scientific research results according to the Act on the Procedure, Manner of Evaluation and Quantitative Presentation of Scientific Research Results of Researchers of the Ministry of Education, Science and Technological Development, depending on the type of results and scientific field (social and humanistic sciences). Any paper published in the Research Review of the Department of Geography, Tourism and Hotel Management will be given 1 point.

N - awards won

a - number of awards won - first, second and third place in competitions:

n - first, second or third place won in domestic and foreign competitions supported by the Association of Chefs Societies of the hosting country. The diploma must be signed by the President of the Association of Chefs Societies. It is given one point.

m - first, second or third place won in a competition supported by the World Association of Chefs Societies - WACS. The diploma must be signed by a representative of the Association of Chefs Societies organizing the competition or a representative of the World Association of Chefs Societies - WACS. The competition should be in the official competition calendar of the World Association of Chefs Societies - WACS. It is given two points.

o - first, second or third place won at the Culinary Olympics or World Championship. It is given four points.

Department of Chemistry, Biochemistry and Environmental Protection

Article 61

(1) Candidates who have met the conditions for enrollment in the first year of PhD studies in the field of chemistry, biochemistry and environmental protection at the Department of Chemistry, Biochemistry and Environmental Protection are interviewed after the end of the competition period.

(2) Interviews with candidates take place before a commission appointed by the Department Council, in Serbian as a rule.

Article 62

(1) The order of candidates for enrollment in the first year of PhD studies in chemistry, biochemistry and environmental protection is determined according to the result achieved in the interview and the result achieved by the candidate based on the GPA achieved in the previous level of study.

(2) On both grounds, a candidate may achieve a maximum of 100 points.

(3) On the grounds of his/her GPA achieved in the previous level of study, a candidate may achieve a maximum of 40 points.

(4) In the interview, a candidate may achieve a maximum of 60 points.

Article 63

(1) The GPA achieved in the previous level of study when enrolling in PhD studies in chemistry, biochemistry and environmental protection is calculated according to the following formula:

$$4 \times Q - 2 \times k$$

where

Q is the GPA achieved in the previous level of study,

k - number of years of study over the projected number ($k = 0$ for students who completed previous studies within the prescribed period, $k = 1$ for students who studied one year longer than the projected number of years, ..., etc.)

Article 64

(1) It is considered that a candidate passed the interview for enrollment in PhD studies in chemistry, biochemistry and environmental protection and thus gained the right to ranking for enrollment if he/she achieves at least 30 points in the interview.

(2) The order of candidates for enrollment in the first year of PhD studies in chemistry, biochemistry and environmental protection is determined according to the result achieved in the interview and the result achieved by the candidate based on the GPA achieved in the previous level of study.

Department of Mathematics and Informatics

Article 65

(1) The order of candidates for enrollment in the first year of PhD studies in Mathematics at the Department of Mathematics and Informatics is determined as follows:

- 1) After the end of the competition period, all candidates who have met the conditions stipulated by the Law are interviewed by a commission appointed by the Department Council.
- 2) Interviews with candidates take place before a seven-member commission (1 member from each chair of the mathematics part of the Department). Interviews may be in interactive and/or written form. The written part of the interview consists of questions and answers on various topics in the field of mathematics and the nature of research work.

Article 66

- (1) The order of candidates for enrollment in the first year of PhD studies in Mathematics is determined according to the result achieved in the interview and the result achieved by the candidate based on the GPA achieved in the previous level of study.
- (2) On both grounds, a candidate may achieve a maximum of 100 points.
- (3) The commission scores the candidate's interview from 0 to 75 points.
- (4) It is considered that a candidate passed the interview for enrollment in PhD studies in Mathematics and thus gained the right to ranking for enrollment if he/she achieves at least 20 points in the interview. Candidates who have met the condition for enrollment are ranked based on the number of points achieved in the interview (0 to 75) and the GPA in previous levels of study (0 to 25).

Article 67

- (1) The GPA achieved in the previous levels of study when enrolling in PhD studies in Mathematics is scored according to the following formula:

$$(P-8) \times 12.5$$

where P is the GPA in the previous levels of study, calculated as

$$(3 \times P_1 + 2 \times P_2) / 5$$

where P_1 is the bachelor studies GPA and P_2 is the master studies GPA. If a student has completed the appropriate integrated studies before enrolling in PhD studies in Mathematics, P is the GPA achieved in integrated studies. The right to enroll as state-funded is exercised by candidates according to the ranking list, depending on the approved number of state-funded spots.

Article 68

- (1) The order of candidates for enrollment in the first year of PhD studies in Computer Sciences at the Department of Mathematics and Informatics is determined as follows:
 - 1) After the end of the competition period, all candidates who have met the conditions stipulated by the Law are interviewed by a commission appointed by the Department Council.
 - 2) Interviews with candidates take place before a six-member commission (2 members from each chair of the informatics part of the Department). The interview consists of three parts: a) formal presentation of the previous results of the candidates in the field of informatics; b) formal presentation on the motivation of the candidate to enroll in PhD studies in informatics at the Faculty of Science in Novi Sad; c) interactive and/or written part of the interview which consists of questions and answers on various topics in the field of informatics and the nature of research work.
 - (3) The commission scores the candidate's interview from 0 to 75 points: 15 points for the first, 10 points for the second, and 50 points for the third part.
 - (4) It is considered that a candidate passed the interview for enrollment in PhD studies in Computer Science and thus gained the right to ranking for enrollment if he/she achieves at least 40 points in the interview. Candidates who have met the condition for enrollment are ranked based on the number of points achieved in the interview (0 to 75) and the general and professional GPA in previous levels of study (0 to 25, according to the formula $25 \times (\text{GPA} / 10) - 2k$, where k is the number of years of study over the projected number, taking into account all previous levels of study). The right to enroll as state-funded is exercised by candidates according to the ranking list, depending on the approved number of state-funded spots.
 - 5) In the case when candidates achieve the same number of points, priority is given to the candidate who achieves additional points obtained on the basis of scientific results achieved according to the Rulebook on the procedure, manner of evaluation and quantitative presentation of scientific research results of researchers (Official Gazette of the Republic of Serbia, Nos. 24/2016, 21/17 and 38/17).

Teaching Methodology of Natural Sciences, Mathematics and Informatics

Article 69

(1) The order of candidates for enrollment in the first year of PhD studies in Teaching Methodology of Natural Sciences, Mathematics and Informatics is determined as follows:

- for students who have completed bachelor and master studies in the field of natural sciences, mathematics and informatics (with 36 ECTS achieved in the field of psychological, pedagogical and methodical disciplines)

a ranking list is formed according to the total number of points earned (U) obtained according to the following form:

$$U = ((Q1 * 2 + Q2) - k) + I + R$$

Q1 = GPA achieved in bachelor and master studies

Q2 = GPA achieved in courses relevant to the given study program

k = number of years of study over the projected number (k = 0 for students who completed previous studies within the prescribed period, k = 1 for students who studied one year longer than the projected number of years, etc.),

I = number of points earned for the interview, which takes place before a commission (appointed by the Council of the relevant Department). The commission asks the candidate certain questions, which include professional questions from the main field for which the student wants to enroll, and the candidate answers them verbally. Interviews may be of an eliminatory nature. The commission scores the candidate's answers in the interview from 0 to 10 points (I).

R = r x M

r - number of scientific research results submitted by the candidate during the competition

M - value of scientific research results according to the Act on the Procedure, Manner of Evaluation and Quantitative Presentation of Scientific Research Results of Researchers of the Ministry of Education, Science and Technological Development, scored in line with the Social Science field

Students who have not passed the relevant courses must pass them as part of the entrance module, and are required to pass the exams determined by the entrance module before taking the exams from the PhD study program. Students may take the exams determined by the entrance module in all examination periods. During ranking, they are given 0 points.

Relevant courses are:

at the Department of Mathematics and Informatics:

Mathematics - Algebra 1, or a corresponding course in algebra which weighs at least 8 ECTS, Fundamentals of geometry, Introduction to analysis (or a corresponding course in analysis which weighs at least 8 ECTS), Methodology of mathematics

Informatics - Methodology of informatics, Introduction to programming, Databases, Operating systems

at the Department of Biology and Ecology:

Psychology, Pedagogy, Biology teaching methodology 1 and Biology teaching methodology 2

at the Department of Geography, Tourism and Hotel Management:

GPA in Geography teaching methodology 1 and Geography teaching methodology 2

GPA in School practice and School practice 2

Innovations in geography teaching

Application of didactical principles in teaching geography

at the Department of Physics:

GPA in Mechanics and Thermodynamics,

GPA in Electromagnetism and Optics Pedagogy

Physics teaching methodology

at the Department of Chemistry, Biochemistry and Environmental Protection:

Developmental and pedagogical psychology (or Psychology), Pedagogy (or General pedagogy), Chemistry teaching methodology I (or Didactics of chemistry) and Chemistry teaching methodology II (or School practice II).

Article 70

(1) Scoring of candidates applied for enrollment in PhD studies is performed by the Department Commission for scoring candidates (hereinafter: the Department Commission), according to the criteria for enrollment in master studies established by this Rulebook for enrollment in PhD study programs, unless provided otherwise by the provisions of this Rulebook.

(2) The provisions of Articles 24, 25, 26 and 27 of this Rulebook apply to the composition, tasks and obligations of the Department Commission referred to in Paragraph 1 of this Article.

V RANKING LIST COMPLAINT PROCEDURE

Article 71

(1) A candidate may lodge a complaint to the regularity of the procedure determined by the competition, regularity of the entrance exam, or his/her place on the ranking list, within 36 hours from the publication of the preliminary ranking list at the Faculty.

(2) Complaints are submitted to the Commission, on whose proposal the Dean shall make a decision on the complaint within 24 hours from the time of receiving the complaint.

VI TRANSITIONAL AND CLOSING PROVISIONS

Article 72

(1) Amendments to this Rulebook shall be made in the manner and according to the procedure for its adoption.

Article 73

(1) Upon its entry into force, this Rulebook shall supersede the Rulebook on Enrollment of Students in Study Programs of the Faculty of Sciences in Novi Sad No. 0601-598/2 dated May 25, 2017.

Article 74

(1) This Rulebook shall enter into force on the eighth day from the day of its publication on the notice board of the University of Novi Sad, Faculty of Sciences.

Deputy President of the Academic
Council of the Faculty of Sciences

Prof. Tatjana Pivac, Ph.D.

COMPLETE THE FORM LEGIBLY AND IN PRINT
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**REQUEST
FOR REGAINING STUDENT STATUS**

Full name:			
Student's Record Booklet number:			
Address:			
Telephone number:			
Name of the institution where student status was terminated:			
Name of the study program in which the applicant was enrolled:			
School year of the first enrollment in the study program:			
Year of study:		Basis on which student status was terminated (circle)	1) leaving studies; 2) completion of studies; 3) non-fulfillment of the school year; 4) failure to complete studies within the double number of school years required for the implementation of the study program; 5) imposing a disciplinary measure of expulsion from
ECTS credits achieved:			
Date of termination of student status:			

REQUIRED DOCUMENTATION (attached to the Form):

- a) Persons whose student status has been terminated at the Faculty of Sciences in Novi Sad shall submit their Student's Record Booklet attached to the request.
- b) Persons whose student status has been terminated at another higher education institution must attach the following to this request:
1. certificate of passed exams;
 1. a certificate or confirmation of the course of studies from which it is possible to determine the progress of studies by school years (which school year he/she was in which year of study - enrolled in the year for the first time or again);
 3. curriculum of the study program in which he/she was enrolled;
 4. proof of payment of the fee for exam equivalence according to the current price list of the Faculty.