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Универзитет у Новом Саду

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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 Enrolment of Students in Study Programmes 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 33rd session held on May 26, 2024, adopted the

RULEBOOK ON ENROLMENT OF STUDENTS IN STUDY PROGRAMMES OF THE FACULTY OF SCIENCES IN NOVI SAD

I BASIC PROVISIONS

Article 1

(1) The Rulebook on Enrolment of Students in Study Programmes 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 enrolment 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 enrol in approved or accredited study programmes organized by the Faculty under the conditions and in the manner regulated by the Law on Higher Education (hereinafter: the Law), the Statute of the University of Novi Sad, the Statute of the Faculty, the Rulebook on Student Enrolment in Accredited Study Programmes 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 enrolment in all accredited study programmes 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 enrol in a study programme 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 enrolment in a study programme and if he/she provides evidence when applying for the competition, on health abilities for mastering the specific requirements of the study programme if provided by the competition.

Article 4

- (1) A person who has completed previous education or part of education abroad, may enrol in a study programme if his/her acquired foreign school or higher education document is recognized per 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 enrolment in a study programme if 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 enrolment, as a condition for enrolment in a study programme.

Article 5

- (1) A foreign citizen may enrol in a study programme 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, following 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.
- (3) A foreign citizen must demonstrate proficiency in the Serbian language proficiency as per the Faculty Statute and the Statute of the University.

Article 6

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

II ENROLMENT IN FIRST CYCLE STUDIES

Article 7

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

Article 8

- (1) The following candidates are exempt from taking an entrance exam or part of the entrance exam for enrolment in the first year of bachelor and integrated studies:
 - 1) candidates 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 subject taken at the entrance exam, and they are acknowledged to have scored the maximum number of points in that subject;
 - 2) candidates 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 subject;
 - 3) candidates 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 subject taken at the entrance exam, do not need to take the entrance exam in that subject. They are acknowledged to have scored the maximum number of points on the entrance exam;
 - 4) candidates who have already completed the first cycle of studies, upon personal request.
 - 5) candidates applying for enrolment to the Bachelor academic studies in Bioinformatics, who, as third and fourth-grade secondary school students, won one of the first three individual places in the national competition in Biology organised by the Ministry of Education of the

Republic of Serbia, take only the entrance exam in mathematics and informatics subject. They are acknowledged to have scored the maximum number of points on the entrance exam in biology subject.

6) Candidates applying for enrolment in the bachelor academic studies in Bioinformatics, who, as third and fourth grades secondary school students, won one of the first three individual places in the competition in mathematics or computer science organised by the Society of Mathematicians of Serbia, take only the part of the entrance exam in biology subject. They are acknowledged to have scored the maximum number of points on the part of the entrance exam in mathematics and informatics subject.

Article 9

- (1) As a rule, entrance exams are taken in writing, in Serbian.
- (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 enrolment in a study programme.

Article 10

- (1) Candidates with special needs may take the entrance exam adapted to their needs, which they propose in writing when applying for admission to a study programme, and as per the objective capabilities of the Faculty.

Article 11

- (1) Entrance exams for enrolment in bachelor, integrated and professional studies of the Faculty are taken in the following subjects:

- 1) Department of Biology and Ecology:

The entrance exam is taken in Biology for Bachelor degree studies in Biology and Bachelor degree studies in Ecology.

The entrance exam is taken in selected topics in Biology subject (one test) and Mathematics and Informatics subject (one test) for Bachelor studies in Bioinformatics.

- 2) Department of Physics:

The entrance exam is taken in Physics or Mathematics subject for Bachelor degree studies in Physics

and Professional studies in Optometry.

- 3) Department of Geography, Tourism, and Hotel Management:

The entrance exam is taken in Geography subject for the study programme BSc in Geography.

The entrance exam is taken in Geography subject and Informatics and Computing subject for the study programme BSc in Geoinformatics.

The entrance exam is taken in Tourism Geography subject and Fundamentals of Tourism and Hospitality subject (for Tourism and Hunting Tourism modules) and Cooking and Serving (for Hotel Management, Gastronomy, Nutrition and Dietetics in Hospitality modules).

- 4) Department of Chemistry, Biochemistry and Environmental Protection:

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

The entrance exam is taken in Environmental Protection subject or Chemistry subject for Bachelor studies in Environmental Protection (Bachelor with Honors in Environmental Protection - Environmental Protection Analyst).

- 5) Department of Mathematics and Informatics:

The entrance exam is taken in Mathematics subject for Bachelor of Science Degrees in Mathematics (Mathematics, Applied Mathematics) for Bachelor of Science Degrees in Informatics (Information Technologies, Computer Science. All candidates may 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 enrolment in the same study programme must do tasks from the same group at the entrance exam.

Article 12

(1) A candidate who applies for enrolment in the first year of bachelor academic and integrated academic studies has the right to apply for two study programmes (option A and option B) when applying for enrolment, **provided that for both study programmes, he/she takes the entrance exam in the same subject.** The order of the candidate's options A and B does not imply priority in compiling the ranking lists.

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

(3) Applicants who apply for bachelor academic studies programmes at the Department of Mathematics and Informatics or study programmes Bachelor of Science in Biology or Bachelor of Science in Ecology as option A cannot apply for bachelor academic studies in Bioinformatics as option B.

4) Candidates who apply for the study programme in Bioinformatics as option A, cannot apply for the study programmes of bachelor academic studies at the Department of Mathematics and Informatics or the Department of Biology and Ecology as option B.

(5) If there are vacancies in the study programmes Bachelor of Science in Biology or Bachelor of Science in Ecology after the ranking of candidates in the first competition period, the students who have passed the entrance exam in Biology for the study programme in Bioinformatics, may apply for enrolment in these study programmes.

(6) If there are vacancies after the ranking of candidates for the study programmes at the Department of Chemistry, Biochemistry and Environmental Protection, the candidates who have passed the entrance exam in Chemistry subject may apply for enrolment and recognition of passed candidates who have passed the entrance exam in Chemistry to any study programme of the Department, regardless of the fact that they selected other study programmes as priority when applying for the entrance exam.

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 the website of the Faculty.

Article 14

(1) The order of candidates for enrolment 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 on 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 subjects in the first, second, third and fourth grades 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 enrolment 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 enrolment if he/she achieves at least 14 points in the entrance exam.
- (2) For candidates who take the entrance exam for enrolment in bachelor academic studies in Bioinformatics, it is considered that the candidate has passed the entrance exam and thus gained the right to rank for enrolment if he has achieved at least 7 points in the entrance exam in Mathematics and Informatics and in the entrance exam in Biology at least 7 points.

Article 17

- (1) The Faculty determines the ranking list and publishes it on the bulletin board and 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 enrolment is done based on ranking lists and proper documents required by the competition.

Article 19

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

Article 21

- (1) The candidates who have acquired the right to enrol as state-funded are enrolled within the enrolment period, and according to the schedule determined by the competition.
- (2) If the candidates who have acquired the right to enrol as state-funded do not enrol within the period set for the enrolment of state-funded studies, they will be considered to have given up and cannot enrol later as state-funded students.
- (3) The candidates who have acquired the right to enrol as state-funded based on ranking list shifts, if the candidates referred to in Paragraph 2 of this Article do not appear to enrol, shall be enrolled in the order determined by the competition.
- (4) The candidates who have acquired the right to enrol as self-financing students are enrolled within the enrolment period, and according to the schedule determined by the competition.
- (5) If the enrolment quotas are not filled, on the last day of enrolment determined by the competition, the remaining candidates on the final ranking list will be called up to fill the vacancies. Those candidates who are present at the roll call have the right to enrol.
- (6) If the enrolment quotas remained unfilled in the study programmes of basic academic studies Bachelor of Science in Biology and Bachelor of Science in Ecology, candidates who have passed the entrance exam in Biology for enrolment in Bachelor studies in Bioinformatics, may apply for enrolment and recognition of passed entrance exam in Biology. The same applies to candidates who have taken the entrance exam in biology at other colleges. In the case where the maximum number of points on the admission whose recognition is requested is 30, the ranking includes multiplying the number of points achieved by 2.

(7) The right to enrol is granted to those candidates who have passed the entrance exam provided for the study programme or module.

(8) If a candidate wishes to participate in a roll call for a study programme or module for which he has not opted when applying for enrolment (within the meaning of Article 12 of this Regulation), and has passed the envisaged entrance exam, he must apply to the Student Affairs Service.

Article 22

(1) The candidates who applied for enrolment 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 enrol.

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 the advantage.

(2) If candidates have the same number of points achieved at the entrance exam, the advantage is given to the candidate who has a higher GPA from the 1st to the 4th grade of secondary school in professional subjects 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, the 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, the advantage is given to the candidate who has a higher GPA in Mathematics; if the Physics and Mathematics GPAs are the same, the advantage is given to the candidate who has a higher GPA in Chemistry.

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

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

For Bachelor degree studies in Tourism, for the Tourism and Hunting Tourism modules, the 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 first to the fourth grade of secondary school in Mathematics.

Article 24

(1) The competition for enrolment 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 programmes 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 enrolment 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 enrolment 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) A student of the first, second and third cycle studies at the Faculty or another related faculty may enrol 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 programme;
- 2) that he/she submitted a written request for enrolment with recognition of passing the entrance exam at a related faculty, *i.e.*, study programme no later than the expiry of the second deadline for enrolment - the September deadline for enrolment 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 programme, 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 fulfilment of the conditions for enrolment, 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 enrol 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 enrol 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 enrol within the quota of state-funded students for the year in which the students' enrolment 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 enrolment in first-cycle studies. A person with a higher education degree may enrol as a self-financing student.

Article 29

(1) A student whose student status has been terminated at the Faculty per the Law and general acts of the Faculty, or another higher education institution per 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 programme that is implemented at the time of re-acquiring student status.

Article 30

(1) A person whose student status has been terminated, per 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 enrolment 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) Candidates whose student status has been terminated at the Faculty shall submit their Student's Record Booklet attached to the request.
- 2) Candidates 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 subject 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 programme in which he/she was enrolled;
 4. proof of payment of the exam equivalence fee according to the faculty's current price list.

Article 31

(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 consider 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 decides on regaining student status and enrolment in the study programme, 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 programme.

(4) A person referred to in Article 31 of this Rulebook may enrol 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 programme.

(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 32

(1) For a person whose student status at the Faculty has been terminated, passed exams in the subject in which the student studied and other obligations performed are recognized as

appropriate exams in the subject 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 programme 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 subject whose recognition is required.

(4) After deciding 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 programme of the Faculty was approved to continue his/her studies according to the study programme in which he/she was previously enrolled, and in case of termination of studies due to non-enrolment 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 ENROLMENT IN SECOND CYCLE STUDIES

Article 33

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

Department of Biology and Ecology

Article 34

(1) The order of candidates for enrolment 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), the advantage is given to the candidate who has a higher GPA in the subjects provided for the entrance module in the selected study programme.

Article 35

(1) When applying for the competition for enrolment 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 enrolment 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 enrolment 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 in 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 degree studies in English

(5) If a candidate does not possess the certificates referred to in Paragraph 4 of this Article or of completed Bachelor degree 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 36

(1) For each study programme and module within the study programme of master studies at the Department of Biology and Ecology, in addition to the general conditions, up to five subjects of the entrance module are defined, while the list of subjects is adopted by the Department Council. Equivalent subjects 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 programme are enrolled conditionally and are required to pass them before taking the exams from the master study programme.

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

Article 37

(1) At the Department of Biology and Ecology, the entrance module for enrolment 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 1

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

Molecular biology 1

Bacteriology or Mycology

MASTER OF SCIENCE IN BIOLOGY - MOLECULAR BIOLOGY MODULE

Biochemistry

Molecular biology 1

Genetics
Molecular biology2

MASTER OF SCIENCE IN BIOLOGY - ANIMAL PHYSIOLOGY MODULE

Animal physiology 1
Biochemistry
Histology with embryology
Cellular communication mechanisms
Molecular and cellular physiology

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

MASTER OF SCIENCE IN ECOLOGY - NATURE CONSERVATION AND SUSTAINABLE

DEVELOPMENT MODULE
Environmental protection

MASTER OF SCIENCE IN ECOLOGY - ECOLOGICAL RISK ASSESSMENT
MODULE

Chemistry
Biochemistry
Fundamentals of animal physiology
Ecotoxicology

MASTER OF SCIENCE IN ECOLOGY - HYDROBIOLOGY MODULE

Hydrobiology and water protection
Applied hydrobiology
General microbiology
Plant ecology
Animal ecology

MASTER OF SCIENCE IN ECOLOGY - APPLIED BOTANY MODULE

Plant morphology
Higher plant taxonomy 1
Fundamentals of plant physiology
Plant ecology

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

Cell biology
Histology with embryology
Biochemistry
Genetics
Animal physiology 1.

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

Developmental and pedagogical psychology
Pedagogy

Department of Physics

Article 38

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

1) that he/she has completed four-year Bachelor degree studies consisting of at least 240 ECTS credits in the field of physics or related disciplines for the enrolment in Master Academic Studies in Physics

2) that he/she has completed four-year Bachelor degree studies consisting of at least 240 ECTS credits in the field of physics for the enrolment in Master Academic Studies in Teaching Physics

3) that he/she has completed three-year undergraduate vocational studies in optometry consisting of at least 180 ECTS credits or achieved 180 ECTS credits in bachelor academic studies in the field of physics and medicine for the enrolment in Master of Applied Science in Optometry

Article 39

(1) At the Department of Physics, the entrance module for enrolment in the Master of Science in Physics consists of the following subjects:

(1) Research Module: Materials Physics

1. Fundamentals of condensed matter physics
2. Condensed matter physics
3. Fundamentals of atomic and molecular physics

(2) Research Module: Nuclear Physics

1. Fundamentals of nuclear physics
2. Nuclear physics
3. Physics of elementary particles

(3) Research Module: Plasma Physics and Physics of Ionised Gases

1. Fundamentals of atomic and molecular physics
2. Atomic and molecular physics
4. Physics of ionized gases

(4) Research Module: Theoretical Physics

1. Mathematical physics
2. Quantum statistical physics
3. Special theory of relativity

(5) Module: Applied Physics: Nanoscience

1. Mechanics
2. Thermodynamics
3. Fundamentals of atomic and molecular physics

(6) Module: Applied and Industrial Physics:

1. Fundamentals of electronics
2. Numerical methods and programming in physics
3. Physics of liquid crystals

(7) Module: Medical Physics

1. Fundamentals of nuclear physics
2. Physics of the human body
3. Physical fundamentals of medical imaging

(2) At the Department of Physics, the entrance module for enrolment in the Master of Science in Teaching Physics consists of the following subjects:

1. Mechanics
2. Thermodynamics
3. Electromagnetism

(3) At the Department of Physics, the entrance module for enrolment in the Master of Applied Science in Optometry consists of the following subjects:

1. Anatomy and physiology of the eye
2. Spectacle optics and technics
3. Optometry 1

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

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

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

(7) The Scoring Commission of the Department of Physics assesses whether a student has passed an equivalent subject. This assessment is valid if adopted unanimously. In case the commission does not unanimously determine the equivalence of the subjects, it is obliged to ask for and adopt the written opinion of the professor teaching the subject which is listed in the entrance module subjects list.

Article 40

(1) The order of candidates for enrolment in the first year of Master studies in Physics, Master studies in Teaching Physics, and Master applied studies in Optometry at the Department of Physics is determined by evaluating: the length of study at Bachelor degree studies (A), max. 40%; GPA achieved during Bachelor degree studies (B), max. 10%; the number of ECTS achieved based on previous Bachelor degree studies (C), max. 50%, where:

$$A = \frac{40n}{n+p} \quad C = \frac{50r}{s} \quad \sum \text{бодова} = A + B + C$$

where n is the number of years of study envisaged by the study programme; p is the number of repeated years of study; b is the number of ECTS credits achieved in previous Bachelor degree studies after equivalence with the BSc Physics study programme; B is the number of ECTS credits in the BSc Physics study programme 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 enrolment in master studies must meet the following requirements:

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

2) study programme Master of Science in Geography (Geospatial Analyst module) - that he/she has completed four years of Bachelor degree studies in the field of geography or similar sciences consisting of at least 240 ECTS credits.

3) study programme Master of Science in Geography (Geoinformatics module) - that he/she has completed four years of Bachelor degree studies in the field of natural sciences and mathematics or technical and technological sciences consisting of at least 240 ECTS credits and passed the entrance module exams.

4) study programme Master of Science in Tourism (Tourism module) - that he/she has completed four years of Bachelor degree studies consisting of 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 degree studies in other fields consisting of at least 240 ECTS credits, and passed the exams in the entrance modules.

5) study programme Master of Science in Tourism (Hotel Management module) - that he/she has completed four years of Bachelor degree studies consisting of 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 degree studies in other fields consisting of at least 240 ECTS credits, and passed the exams in the entrance modules.

6) study programme Master of Science in Tourism (Gastronomy module and Nutrition and Dietetics in Hospitality module) - that he/she has completed four years of Bachelor degree studies consisting of at least 240 ECTS credits and acquired the professional title of Bachelor of Management (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 degree studies in other fields consisting of at least 240 ECTS credits and passed the exams in the entrance modules.

7) study programme Master of Science in Tourism, Teaching Module Culinary Arts, Confectionery and Catering Services - that he/she has completed four years of Bachelor degree studies consisting of at least 240 ECTS credits and acquired the professional title of Bachelor of Management (Gastronomy module), Bachelor of Science in Tourism - Gastronomy Business Organizer, Bachelor of Science in Tourism - Hotel Business Organizer or an adequate title in the field of gastronomy or hotel management and passed the exams in the entrance modules.

8) study programme Master of Science in Tourism (Hunting Tourism module) - that he/she has completed four years of Bachelor degree studies consisting of 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 forestry and veterinary medicine. Students who have completed four years of Bachelor degree studies in other fields consisting of at least 240 ECTS credits, and passed the exams in the entrance modules.

9) for the study programme Master of Science in Adventure Tourism - that he/she has completed four years of Bachelor degree studies consisting of at least 240 ECTS credits

10) for the study programme Master of Science in Cultural Tourism and Cultural Heritage Management - that he/she has completed four years of Bachelor degree studies consisting of 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 degree studies in other fields consisting of at least 240 ECTS credits, and passed the exams in the entrance modules.

Article 42

(1) The order of candidates for enrolment 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 the length of study in years; **p** is the 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 programme.

Article 43

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

1) study programme Master of Science in Teaching Geography

1. Geography of Serbia

2. Geography teaching methodology

3. School practice
- 2) study programme Master of Science in Geography (Geoinformatics module)
 1. Fundamentals of GIS
 2. Geoinformatics
- 3) study programme Master of Science in Tourism (Tourism module)
 1. Management of tourist destinations
- 4) study programme Master of Science in Tourism (Hotel Management module)
 1. Fundamentals of hotel management
 2. Hospitality services
- 5) study programme Master of Science in Tourism (Gastronomy module)
 1. Professional practice 2, 3 and 4
 2. Nutrition
 3. Fundamentals of gastronomy
- 6) study programme 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
- 7) study programme Master of Science in Tourism (Teaching module - Culinary Arts, Confectionery and Catering Services):
 1. Educational Psychology
 2. Teaching Methodology in Culinary Arts, Confectionery and Catering Services
 3. Legislation in Secondary Vocational Education
- 8) study programme Master of Science in Cultural Tourism and Cultural Heritage Management
 1. Cultural tourism
 2. Management of tourist destinations

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

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

where: **n** is the length of study in years; **p** is the 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 enrolment in master studies must meet the following conditions:

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

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

3) study programme Master of Science in Environmental Protection - that he/she has completed Bachelor degree studies in Environmental Protection - Bachelor with Honors in Environmental Protection - Environmental Protection Analyst (240 ECTS), or appropriate Bachelor degree studies (240 ECTS) consisting of 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 enrolment in the master studies consists of the following subjects:

1) deleted

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

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

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

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

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

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

from the fourth year of Bachelor of Science in Chemistry studies

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

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

6) Study programme 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 programme 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 programme are enrolled conditionally and are required to pass them before taking the exams from the master study programme. Equivalent subjects 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 candidate who has completed Bachelor degree studies in mathematics or related disciplines consisting of at least 180 ECTS credits may enrol in the master studies in mathematics: study programme Mathematics and study programme Applied Mathematics.

(2) At the Department of Mathematics and Informatics, a candidate who has completed Bachelor degree studies in mathematics or related disciplines consisting of at least 180 ECTS credits may enrol in the master studies in mathematics: study programme Teaching Mathematics

(3) At the Department of Mathematics and Informatics, a candidate who has completed Bachelor degree studies in mathematics, computing or relevant engineering fields consisting of at least 180 ECTS credits may enrol in the master studies in mathematics: study programme Applied Mathematics - Data Science.

To enrol in the master studies in Mathematics: study programme Mathematics and study programme Applied Mathematics, a candidate must pass the entrance module.

(4) Candidates for enrolment in the master studies in Applied Mathematics - Data Science in English, in addition to the general requirements and conditions referred to in paragraph 3 of this Article, are required to submit the certificate of English language proficiency at the B2 level of the Common European Framework of Reference for Languages when submitting their application.

(5) The B2 level of English language proficiency is demonstrated 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
- A diploma of completed basic academic studies in English, or English 1 and English 2 exams in basic academic studies.

(6) If the candidate does not have any evidence of English language proficiency at level B2 (listed in paragraph 5 of this Article), the English language proficiency test shall be carried out by the Commission. The Commission for the Examination of English Language Proficiency is established by the Dean, at the proposal of the Council of the Department of Mathematics and Computer Science.

(7) For enrolment in the Master of Academic Studies in Mathematics: Study Programme Mathematics and Study Programme Applied Mathematics and Master of Science in Teaching Mathematics, the candidate must pass the entrance module.

(8) It is considered that a candidate has gained the right to ranking for enrolment if he/she has passed all entrance module subjects.

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

(10) Entrance module consists of the following subjects:

- 1) Study programme Mathematics
 1. Fundamentals of geometry 1
 2. Algebra 1 (Algebra 2 according to old study programmes)

- 3. Differential equations
- 4. Metric and normed spaces
- 2) Study programme Applied Mathematics
 - 1. Linear algebra
 - 2. Ordinary differential equations
 - 3. Metric and normed spaces
 - 4. Numerical analysis 1.
- 3) Study programme Master of Science in Teaching Mathematics
 - 1. Fundamentals of geometry 1
 - 2. Algebra 1
 - 3. Differential equations
 - 4. Metric and normed spaces
 - 5. Educational and Developmental Psychology
 - 6. Pedagogy

(11) For enrolment in master studies, study programme Mathematics, study programme Applied Mathematics, and study programme Applied Mathematics - Data Science, the ranking of candidates is based on the GPA achieved in Bachelor degree 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 enrolment 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 candidate who has completed Bachelor degree studies in informatics or related disciplines consisting of at least 180 ECTS credits for the study programme Computer Science and at least 240 ECTS for the study programme Information Technology may enrol in the master studies in Informatics: study programme Information Technologies and study programme Computer Science.

(2) At the Department of Mathematics and Informatics, a candidate may be enrolled as a state-funded student in the master studies in Informatics: study programme Information Technologies and study programme Computer Science if he/she is on the single ranking list up to the number approved for enrollment of a state-funded student, which is determined by the competition for the given study programs, and has achieved at least 50 points.

Article 50

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

- 1) Study programme Information Technologies
 - 1. Data structure and algorithms 1
 - 2. Object-oriented programming
 - 3. Information systems modelling
 - 4. Software engineering
- 2) Study programme Computer Science
 - 1. Data structure and algorithms 1

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

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

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

Article 51

(1) The order of candidates applying for enrolment in the master studies in Informatics is determined based on the 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 subjects from the first three years of the previous level of studies for the study programme Computer Science and the first four years of the previous level of studies for the study programme Information Technologies (maximum 120 or 160).

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

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

Article 52

(1) Scoring of candidates applied for enrolment in master studies is performed by the Department Commission for scoring candidates (hereinafter: the Department Commission), according to the criteria for enrolment 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 53

(1) At the Department of Mathematics and Informatics, a person who has completed Bachelor degree studies consisting of at least 180 ECTS credits may enrol in the master studies study programme Artificial Intelligence.

(2) At the Department of Mathematics and Informatics, a candidate may be enrolled as a state-funded student in the master studies in Mathematics: study programme Artificial Intelligence if he/she is on the single ranking list up to the number approved for enrollment of a state-funded student, which is determined by the competition for the given study programs and has achieved at least 50 points.

(3) A person who has completed Bachelor degree studies in the field of mathematics, computing or relevant fields of engineering has the right to rank for enrolment without passing the entrance module. A person who has completed a Bachelor degree studies in other disciplines must pass the entrance module.

(4) The entrance module consists of the following subjects:

1. Introduction to programming
2. Linear algebra
3. Numerical analysis 1

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

(6) Candidates who have not previously passed or recognized all the subjects of the entrance module must pass the missing subjects during the first year of study.

(7) 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 54

(1) For enrolment in master studies, study programme Artificial Intelligence, the ranking of candidates is based on the GPA achieved in Bachelor degree studies, length of study, and the number of entrance module subjects 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 subjects that the student has not passed before enrolment and must pass during the first year of study.

Master of Ecotourism and Nature Conservation at the Department of Biology and Ecology and the Department of Geography, Tourism and Hotel Management

Article 55

(1) The order of candidates for enrolment in the first year of master academic studies Master of Science in Ecotourism and Nature Conservation is determined by evaluating the length of time of study at the previous level of study (A), a maximum of 30% and an overall average grade at the previous level study (B), not more than 70%, where:

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

where: **n** is the number of years of study; **P** is the number of years of study.

PO is the average grade achieved at the previous level of study

(2) Candidates who have completed undergraduate academic studies in biology, basic academic studies in ecology, basic academic studies in geography, basic academic studies in tourism, as well as candidates who have completed related academic studies of the first level and candidates who completed studies related to management and business and environmental sciences may enrol in master studies.

(3) The Commission for Enrolment in master studies, after reviewing the competition documentation, shall, if necessary, determine for the candidate a certain number of subjects of the entrance module, from the programme of basic studies of biology and/or geography at the Department of Biology and Ecology and the Department of Geography, Tourism and Hotel Management of the Faculty

of Sciences (which are not included in the ECTS score of the Master Study Programme Ecotourism and Nature Conservation).

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

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

Article 56

(1) Candidates who have acquired higher education degrees according to the applicable regulations until the day the Law came into force, have the right to enrol in master studies following the provisions of this Rulebook.

(2) When determining the order of candidates for enrolment 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 programme.

IV ENROLMENT IN THIRD-CYCLE STUDIES

Article 57

(1) A candidate may enrol in the first year of PhD studies if he/she completed master or integrated studies consisting of at least 300 ECTS credits and a GPA of at least 8.00 entered in the diploma of bachelor and of master studies in the same or related field in which he/she opts to enrol;

(2) A candidate who completed bachelor and master studies or integrated studies in biology or related scientific fields (minimum 300 ECTS) may enrol in PhD studies at the Department of Biology and Ecology. Candidates who completed previous levels of studies in scientific fields related to biology should have passed subjects in biological disciplines and disciplines relevant to the implementation of PhD studies consisting of at least 180 ECTS, which will be evaluated by the Commission for enrolment 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 enrolment in PhD studies.

(3) A candidate 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 may enrol in the first year of PhD studies at the Department of Physics. 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) A candidate meeting the conditions determined in Paragraph 1 of this Article may enrol in the first year of PhD studies at the Department of Geography, Tourism and Hotel Management. The manner of determining the order of candidates is defined in Articles 62 and 63 of this Rulebook.

(5) A candidate 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 may enrol in the first year of PhD studies at the Department of Chemistry, Biochemistry and Environmental Protection. 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 enrolment in PhD studies.

(6) Exceptionally, if there is an insufficient number of candidates who met the conditions referred to in Paragraph 1 of this Article and applied to the competition for enrolment in the first year of PhD studies, the Department of Chemistry, Biochemistry and Environmental Protection may enrol the candidates who:

- 1) completed bachelor and master studies or integrated studies consisting of 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 ECTS and a GPA of at least 7.50.

Article 58

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

Article 59

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

Department of Biology and Ecology

Article 60

(1) When applying for enrollment in the first year of doctoral academic studies at the Department of Biology and Ecology, candidates decide whether they attend classes in Serbian or English. Candidates are ranked on separate lists.

(2) The order of candidates for enrolment 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 meet 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 programme, 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 (possibly a student advisor). The commission asks the candidate certain questions, and the candidate answers them orally.
- 3) Interviews may be eliminatory.
- 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:

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

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 is the GPA achieved in four subjects relevant to the study programme, *i.e.*, for the specific scientific field chosen by the candidate.

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

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,
 α is 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 enrolment in PhD studies, priority is given to the candidate who achieves additional points obtained based on 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 programme. Students may take the exams determined by the entrance module in all examination periods.

(3) The following candidates may apply for enrolment in doctoral academic studies in English:

- Foreign citizens who meet the requirements of the competition
- Citizens of the Republic of Serbia who meet the requirements of the competition

(4) Candidates for enrolment in doctoral academic studies in English, in addition to the general requirements, are obliged to submit proof of English language proficiency at level B2 of the Common European Framework of Reference for Languages when submitting their application to the competition.

(5) Level B2 English language proficiency is demonstrated 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)

- Internationally recognized certificates proving a higher level of English language proficiency than B2, or a bachelor or master degree in English

(6) If the candidate does not have the certificates referred to in paragraph 5 of this Article or has not completed bachelor or master academic studies in English, the English language proficiency test shall be carried out by the Commission. The Commission for the Examination of English Language Proficiency is established by the Dean, at the proposal of the Council of the Department of Biology and Ecology.

Department of Physics

Article 61

(1) The order of candidates for enrolment 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 programme). The commission asks the candidate certain questions, and the candidate answers them orally.

3) Interviews may be eliminatory.

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:

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

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) subjects relevant to the given study programme; each specialization requires defining 4 (four) relevant subjects 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 enrolment in PhD studies, priority is given to the candidate who achieves additional points obtained based on 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 programme. Students may take the exams determined by the entrance module in all examination periods.

(3) Relevant subjects from Paragraph 2 of this Article according to modules of the study programmes are:

1) Plasma physics and Physics of Ionized Gases

1. Atomic and Molecular Physics
2. Physics of Ionized Gases
3. Higher Course in Atomic and Molecular Physics
4. Sources and Plasma Diagnostics

2) Materials physics

1. Fundamentals of Condensed Matter Physics
2. Condensed Matter Physics
3. Higher Course in Condensed Matter Physics
4. Fundamentals of the Physics of Nanomaterials

3) Nuclear physics

1. Nuclear Physics
2. Elementary Particle Physics
3. Higher Course in Nuclear Physics
4. Fundamental Interactions

4) Theoretical Physics of Condensed Matter

1. Mathematical Physics
2. Quantum Statistical Physics
3. The Theory of Phase Transitions
4. The Theory of Condensed Matter

5) Medical Physics

1. Nuclear Physics
2. Physical Fundamentals of Medical Imaging
3. Physical Fundamentals of Radiotherapy
4. The Physical Principles of Nuclear Magnetic Resonance

6) Applied Physics – Nanosciences

1. Electromagnetism
2. Fundamentals of Atomic and Molecular Physics
3. Fundamentals of Condensed Matter Physics
4. Semiconductor Materials and Nanostructures

Department of Geography, Tourism and Hotel Management

Article 62

(1) The order of candidates for enrolment 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 programme 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 subjects)

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

B - number of ECTS credits of the completed study programme

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 63

(1) The order of candidates for enrolment 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 programme 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 subjects)

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

B - number of ECTS credits of the completed study programme

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 64

(1) Candidates who have met the conditions for enrolment 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 65

(1) The order of candidates for enrolment 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 66

(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 67

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

(2) The order of candidates for enrolment 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 68

(1) The order of candidates for enrolment 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 69

(1) The order of candidates for enrolment 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 enrolment in PhD studies in Mathematics and thus gained the right to ranking for enrolment if he/she achieves at least 20 points in the interview. Candidates who have met the conditions for enrolment 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 70

(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 P₁ is the Bachelor degree studies GPA and P₂ 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 enrol as state-funded is exercised by candidates according to the ranking list, depending on the approved number of state-funded spots.

Article 71

(1) The order of candidates for enrolment 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) a formal presentation of the previous results of the candidates in the field of informatics;
 - b) a formal presentation on the motivation of the candidate to enrol 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 enrolment in PhD studies in Computer Science and thus gained the right to ranking for enrolment if he/she achieves at least 40 points in the interview. Candidates who have met the condition for enrolment 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 enrol 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 based on 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).

6) A candidate may enrol as a state-funded student if he/she is on the uniform ranking list up to the number approved for enrollment of state-funded candidates, which is determined by the competition for a given study programme and has achieved at least 50 points.

Teaching Methodology of Natural Sciences, Mathematics and Informatics

Article 72

(1) The order of candidates for enrolment in the first year of PhD studies in Teaching Methodology in 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 subjects relevant to the given study programme

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 enrol, and the candidate answers them verbally. Interviews may be eliminatory. 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

(2) Students who have not passed the relevant subjects 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 programme. Students may take the exams determined by the entrance module in all examination periods. During ranking, they are given 0 points.

(3) Relevant subjects from Paragraph 2 of this Article are:

1) at the Department of Biology and Ecology:

Psychology, Pedagogy, Teaching Methodology of Biology 1 and Teaching Methodology of Biology

2

2) at the Department of Geography, Tourism and Hotel Management:

GPA in Teaching Methodology of Geography 1 and Teaching Methodology of Geography 2

GPA in School practice and School practice 2

Innovations in geography teaching

Application of didactical principles in teaching geography

3) at the Department of Mathematics and Informatics:

Mathematics - Algebra 1 or a corresponding subject in algebra awarded at least 8 ECTS credits, Fundamentals of Geometry, Introduction to Analysis (or a corresponding subject in Analysis awarded at least 8 ECTS), Teaching Methodology in Mathematics

Informatics – Teaching Methodology of informatics, Introduction to programming, Databases, Operating systems

4) at the Department of Physics:

Pedagogy, Educational Psychology, Teaching Methodology of Physics, Methods of Conducting Experiments in Teaching Physics

5) at the Department of Chemistry, Biochemistry and Environmental Protection:

Educational and Developmental Psychology (or Psychology), Pedagogy (or General pedagogy), Teaching Methodology of Chemistry I (or Didactics of chemistry) and Teaching Methodology of Chemistry II

(or School Practice II).

Article 73

(1) Scoring of candidates applied for enrolment in PhD studies is performed by the Department Commission for scoring candidates (hereinafter: the Department Commission), according to the criteria for enrolment in master studies established by this Rulebook for enrolment in PhD study programmes, 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 74

(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 decide on the complaint within 24 hours from the time of receiving the complaint.

VI TRANSITIONAL AND CLOSING PROVISIONS

Article 75

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

Article 76

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

Article 77

(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

**REQUEST
TO REGAIN 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 programme in which the applicant was enrolled:			
The school year of the first enrolment in the study programme:			
Year of study:		The reason why the student status was terminated (circle)	1) leaving studies; 2) completion of studies; 3) non-fulfilment of the school year; 4) failure to complete studies within the double number of school years required for the implementation of the study programme; 5) imposing a disciplinary
ECTS credits achieved:			
Date of termination of student status:			

REQUIRED DOCUMENTATION (attached to the Form):

- a) Candidates 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) Candidates 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 subject 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 programme in which he/she was enrolled;
 4. proof of payment of the exam equivalence fee according to the faculty's current price list.