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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 laws, 11/2021 - authentic interpretation, 67/2021 and 67/2021 - other law, 76/2023 and 19/2025), 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. 0601-408/25 dated February 23, 2023, the Academic Council of the Faculty of Sciences, University of Novi Sad, at its 23rd session held on April 9, 2026, adopted the following

RULEBOOK ON ENROLMENT OF STUDENTS IN STUDY PROGRAMMES OF THE FACULTY OF SCIENCES, UNIVERSITY OF 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 examinations, 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 as per the Faculty Statute and the Statute of the University. Language proficiency testing is conducted at the Faculty of Philosophy, within the Centre for Serbian as a Foreign Language.

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.

Article 7

(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:

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

Article 8

(1) A person whose student status has been terminated, per Article 7 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:

- certificate of passed exams;
- 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);
- curriculum of the study programme in which he/she was enrolled;
- proof of payment of the exam equivalence fee according to the faculty's current price list.

Article 9

(1) A person referred to in Article 8 of this Rulebook shall submit a request to the Faculty.

(2) The request shall be accompanied by evidence demonstrating that the conditions for regaining student status at the Faculty have been fulfilled.

(3) The Dean shall decide on whether the conditions for regaining student status have been fulfilled, that is, on the request referred to in Paragraph 1 of this Article, upon the proposal of the committee of the competent department and after obtaining the opinion of the Vice Dean for Education.

(4) The Dean shall issue a decision on regaining student status and enrolment in the study programme, which shall contain the following:

1. the number of recognized ECTS credits;
2. the student's obligations in continuing his or her studies; and
3. self-financing student status.

(5) An appeal against a decision rejecting the request may be lodged with the Faculty Council within 15 days of the date of service of the decision.

Article 10

(1) For a person whose student status has been terminated, the competent Department Committee shall recognize passed examinations and other completed obligations on the basis of the previously attended study programme, the study programme in which the person seeks enrolment, and the submitted documentation.

(2) The recognition referred to in Paragraph 1 of this Article shall be carried out by the competent committee of the competent department.

(3) Upon adoption of the decision on regaining student status, the student shall be entered in the appropriate register for the current academic year and, as a rule, a new file shall be opened.

II ENROLMENT IN FIRST CYCLE STUDIES

Article 11

(1) A person with a four-year secondary education may enrol in the first year of bachelor academic studies and vocational studies.

(2) A candidate applying for enrolment must take an entrance examination.

Article 12

(1) The following candidates shall be exempt from taking the entrance examination for enrolment in the first year of bachelor academic studies and vocational 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 organised 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 examination, 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 organised by the Mathematical Society of Serbia, in subjects taken at the entrance examination, 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 applying for enrolment in the Bachelor of Science study programme in Bioinformatics who, as third- and fourth-year secondary school students, won one of the first three individual places in the national biology competition organized by the Ministry of Education of the Republic of Serbia shall take only the Mathematics and Informatics part of the entrance examination and shall be deemed to have achieved the maximum number of points in Biology on the entrance examination;
- 5) candidates applying for enrolment in the Bachelor of Science study programme in Bioinformatics who, as third- and fourth-year secondary school students, won one of the first three individual places in a competition in Mathematics or Informatics organized by the Mathematical Society of Serbia, or one of the first three individual places at competitions or events at national level organized by the Ministry of Education of the Republic of Serbia, or at an international competition, shall take only the Biology part of the entrance examination and shall be deemed to have achieved the maximum number of points in Mathematics and Informatics on the entrance examination.
- 6) candidates applying for enrolment in the Bachelor of Science study programme in Geoinformatics and GIS who, as third- and fourth-year secondary school students, won one of the first three individual places in a competition in Informatics organized by the Mathematical Society of Serbia shall take only the Geography part of the entrance examination and shall be deemed to have achieved the maximum number of points in Informatics and Computer Science on the entrance examination.
- 7) candidates who have already completed a first-cycle degree, upon personal request.

Article 13

- (1) As a rule, entrance examinations 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 examination in his/her mother tongue, upon personal request submitted in writing when applying for the competition for enrolment in a study programme.

Article 14

- (1) Candidates with special needs may take the entrance examination 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 15

- (1) Entrance examinations for enrolment in first cycle of bachelor and vocational studies of the Faculty are taken in the following subjects:
 - 1) Department of Biology and Ecology:
For the study programmes in Biology, Molecular and Functional Biology, and Ecology and Environmental Protection, the entrance examination shall be taken in Biology.
For the study programme in Bioinformatics, the entrance examination shall be taken in selected topics in the subject of Biology (one test) and in the subject of Mathematics and Informatics (a separate test).
 - 1) Department of Geography, Tourism and Hotel Management:

For the study programme in Geography, the entrance examination shall be taken in Geography.

For the study programme in Geoinformatics and GIS, the entrance examination shall be taken in Geography and Informatics and Computer Science.

For the study programme in Tourism, the entrance examination shall be taken in Tourism Geography and Fundamentals of Tourism and Hospitality (for the Tourism and Hunting Tourism modules), and in Culinary Arts and Serving (for the Hotel Management, Gastronomy, and Nutrition and Dietetics in Hospitality modules).

2) Department of Mathematics and Informatics:

The entrance examination shall be taken in the subject of Mathematics for the bachelor academic studies in Mathematics (Mathematics, Applied Mathematics) and the bachelor academic studies in Informatics (Information Technologies, Computer Science). All candidates may take part of the entrance examination in Programming.

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

3) Department of Physics:

For the study programme in Physics, the entrance examination shall be taken in Physics or Mathematics.

For the study programme in Optometry, the entrance examination shall be taken in Physics.

4) Department of Chemistry, Biochemistry and Environmental Protection:

For the study programmes in Chemistry, Environmental Chemistry, and Biochemistry, the entrance examination shall be taken in Chemistry.

For the study programme in Environmental Protection, the entrance examination shall be taken in Environmental Protection.

Article 16

(1) A candidate applying for enrolment in the first year of bachelor academic studies shall have the right, upon submission of the application, to opt for a maximum of three study programmes or modules (options A, B and C), provided that the entrance examination is taken in the same subject. The order of preferences (A, B or C) shall determine the priority in compiling the ranking lists.

(2) After scoring, if a candidate acquires the right to enrol as a state-funded student in the study programme under option A, he or she shall not be ranked on the lists for the study programmes under options B or C. If the candidate does not acquire the right to enrol as a state-funded student in the study programme under option A, he or she shall also be ranked on the lists for the study programmes under options B or C, where he or she may acquire the right to enrol as a state-funded student. If the candidate acquires the right to enrol as a state-funded student in the study programme under option B, he or she shall not be ranked on the list for the study programme under option C.

(3) A candidate who is not entitled to state funding shall be ranked within the quota for self-financing students on only one ranking list, in accordance with the preferences stated in the application.

(4) Candidates who have selected, as option A, bachelor academic study programmes of the Department of Mathematics and Informatics, or the study programmes Biology, Molecular and Functional Biology, and Ecology and Environmental Protection, may not select Bioinformatics as option B.

(5) Candidates who have selected the study programme in Bioinformatics as option A may not select bachelor academic study programmes of the Department of Mathematics and Informatics or the Department of Biology and Ecology as option B.

(6) If, after ranking candidates in the first competition period, vacancies remain in the study programmes Biology, Molecular and Functional Biology, and Ecology and Environmental Protection, candidates who have passed the entrance examination in Biology for the study programme in Bioinformatics may apply for enrolment in those study programmes.

(7) If, after ranking candidates in the first competition period, vacancies remain in the study programmes Mathematics, Applied Mathematics, Graduate Mathematician, Information Technologies, and Computer Science, candidates who have passed the entrance examination in Mathematics and Informatics for the study programme in Bioinformatics may apply for enrolment in those study programmes.

(8) If, after ranking candidates in the first and second competition periods, vacancies remain in the bachelor academic study programmes of the Department of Biology and Ecology, candidates who have passed the entrance examination in Biology may submit a request for enrolment and for recognition of the passed entrance examination in Biology for the study programmes Biology, Molecular and Functional Biology, and Ecology and Environmental Protection.

Article 17

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

Article 18

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

(2) When compiling the ranking list of applicants for bachelor academic studies and vocational studies, candidates enrolling at that level of studies and at that higher education institution for the first time shall be ranked first, after which the remaining candidates shall be ranked, in accordance with the Law and the Professional Instruction of the Minister of Education.

Article 19

(1) Secondary school GPA means the sum of the average grades in all subjects in the first, second, third and fourth years of secondary school, multiplied by two. On this basis, a candidate may obtain a minimum of 16 and a maximum of 40 points. Secondary school GPA shall be calculated to two decimal places.

(2) The result that a candidate may achieve on the entrance examination shall be scored from 0 to 60 points, rounded to two decimal places.

(3) The Faculty shall organize the entrance examination regardless of the number of registered candidates for enrolment in the first year of bachelor academic studies and vocational studies.

Article 20

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

(2) For candidates who take the entrance examination for enrolment in bachelor academic studies in Bioinformatics, it is considered that the candidate has passed the entrance examination and thus gained the right to rank for enrolment if he has achieved at least 7 points in the entrance examination in Mathematics and Informatics and in the entrance examination in Biology at least 7 points.

Article 21

(1) The Faculty shall publish the ranking list on its notice board and website within the deadline determined by the competition.

(2) The candidate's place on the ranking list and total number of points achieved shall determine whether the candidate may enrol in the first year of bachelor academic studies or vocational studies, as well as the student's status, i.e. whether the student's education is financed from the state budget or is self-financed.

(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 22

(1) On the basis of the ranking lists and duly submitted documents required by the competition, candidates shall be enrolled in accordance with the Law, the Professional Instruction of the Minister of Education for the academic year in which enrolment is carried out, and the general acts of the Faculty.

Article 23

(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 24

(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 25

(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) In the event that enrolment quotas remain unfilled in the bachelor academic study programmes Biology, Molecular and Functional Biology, and Ecology and Environmental Protection, candidates who have passed the entrance examination in Biology for enrolment in the Bachelor of Science study programme in Bioinformatics may submit a request for enrolment and for recognition of the passed entrance examination in Biology. The same shall apply to candidates who have taken the entrance examination in Biology at other faculties. In cases where the maximum number of points in the entrance examination for which recognition is sought is 30, the ranking shall also include multiplying the number of points achieved by 2.

(7) In the event that enrolment quotas remain unfilled in the bachelor academic study programmes Mathematics, Applied Mathematics, Graduate Mathematician, Information Technologies, and Computer Science, candidates who have passed the entrance examination in Mathematics and Informatics for enrolment in the bachelor academic study programme Bioinformatics may submit a request for enrolment and for recognition of the passed entrance examination in Mathematics.

(8) The right to enrol in bachelor study programmes shall be granted to those candidates who have passed the entrance examination prescribed for the respective study programme.

(9) If a candidate wishes to participate in the roll call for a study programme or module for which they did not opt when submitting the application for enrolment in accordance with Article 16 of this Rulebook, and has passed the prescribed entrance examination, they must submit a request to the Student Affairs Office.

Article 26

(1) The candidates who have applied for enrolment in the first year of bachelor academic studies and vocational studies but did not attend the entrance examination, or who were removed from the examination due to misconduct or the use of prohibited means (copying, using of mobile

phones, electronic devices, pre-prepared materials, etc.), shall not acquire the right to be ranked or the right to enrol.

Article 27

(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 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. For the study programme in Bioinformatics, advantage is given to the candidate who has a higher GPA in Biology, Mathematics, and Informatics from the 1st to 4th year of secondary school.

(4) At the Department of Geography, Tourism and Hotel Management, in the bachelor academic study programme in Geography, advantage is given to the candidate with the higher average grade in the subject Geography during secondary education.

(5) In the bachelor academic study programme Geoinformatics and GIS, priority shall be given to the candidate with the higher average grade in Geography and Informatics and Computer Science

(6) In the bachelor academic study programme Tourism, for the modules Tourism and Hunting Tourism, advantage is given to the candidate with the higher average grade in the subjects Tourism Geography and Fundamentals of Tourism and Hospitality, while for the modules Hotel Management, Gastronomy, and Nutrition and Dietetics in Hospitality, priority shall be given to the candidate with the higher average grade in the subjects Serving with Practical Training and Culinary Arts with Practical Training.

(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.

(8) At the Department of Physics, advantage is given to the candidate with the higher average grade in Physics from the first to the fourth year of secondary school; if the average grades in Physics are equal, priority shall be given to the candidate with the higher average grade in Mathematics; if the average grades in both Physics and Mathematics are equal, priority shall be given to the candidate with the higher average grade in Chemistry

(9) At the Department of Chemistry, Biochemistry and Environmental Protection, priority shall be given to the candidate with the higher average grade in Chemistry from the first to the fourth year of secondary school; if the average grades in Chemistry are equal, priority shall be given to the candidate with the higher average grade in Physics; if the average grades in both Chemistry and Physics are equal, priority shall be given to the candidate with the higher average grade in Mathematics.

Article 28

(1) The enrolment procedure for the first year of bachelor academic studies and vocational studies is conducted by the Committee for conducting entrance examinations and scoring candidates of the Department (hereinafter: the Department Committee) 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 Committee consists of three members and their deputies, of which the President of the Department Committee is the Department Director or Assistant Department Director *ex officio*.

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

Article 29

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

- 1) carry out ranking based on GPA in secondary school,
- 2) determine the identities of the candidates taking the entrance examination,
- 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 examination,
- 6) submit a report on the implementation of the competition for the first year of bachelor academic studies and vocational 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 examination 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 30

- (1) The Department Committee shall perform the activities set out in Article 29 and shall be obliged to carry out scoring, compile ranking lists, and determine the order of candidates for enrolment within two days from receiving complete documentation from the Faculty Student Affairs Office.

Article 31

- (1) Before taking the entrance examination, the Department Committee is obliged to check the identity of the candidate by inspecting his/her ID card.
- (2) Before the beginning of the entrance examination, the Department Committee 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 examination, the Department Committee has the right to remove the candidate from the entrance examination.

Article 32

- (1) A student of the first, second and third cycle studies at the Faculty or another related faculty may enrol in bachelor academic studies and vocational studies without taking the entrance examination, 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 examination 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.

III ENROLMENT IN SECOND CYCLE STUDIES

Article 33

(1) A candidate who has completed bachelor academic studies, or undergraduate studies in accordance with regulations in force prior to 2005, may enrol in master academic studies within the number approved by the enrolment quota for state-funded or self-financing students, in accordance with the Law and the published public competition.

(2) A candidate who has completed vocational studies or bachelor academic studies may enrol in the master vocational study programme in Optometry within the number approved by the quota for self-financing students, in accordance with the call for applications.

(3) When compiling the ranking list of applicants for master academic and master vocational studies, candidates who are enrolling in that level of studies and at that higher education institution for the first time shall be ranked first, after which the remaining candidates shall be ranked, in accordance with the Law and the Professional Instruction of the Minister of Education.

Article 34

(1) The Department Committee for the implementation of enrolment in master academic and master vocational studies (hereinafter: the Department Committee) shall be appointed by the Faculty Teaching and Scientific Council, upon the proposal of the Department Council.

(2) The scoring of candidates applying for enrolment in master academic and master vocational studies shall be carried out by the Department Committee in accordance with the criteria and standards established for enrolment in master academic studies by this Rulebook.

(3) The provisions of Articles 28, 29, 30 and 31 of this Rulebook shall apply to matters concerning the composition, duties and obligations of the Department Committee referred to in paragraph 1 of this Article.

(4) The specific conditions for the enrolment of candidates in master academic and master vocational study programmes, as well as the method of determining the ranking of candidates, are laid down in the provisions of Articles 35–55 of this Rulebook.

Department of Biology and Ecology

Article 35

(1) The ranking of candidates for enrolment in the first year of the master academic study programmes Biology, Molecular and Functional Biology, Ecology and Environmental Protection, Teaching Biology, and Reproductive Biology at the Department of Biology and Ecology is determined by evaluating the duration of studies at the previous level of education (A), up to a maximum of 30%, and the overall grade point average achieved at the previous level of education (B), up to a maximum of 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 36

(1) When applying for the competition for enrolment in the first year of master academic 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 academic 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 academic 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 academic studies in English.

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

Article 37

(1) For each study programme and module within the study programme of master academic 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 Committee 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 academic studies.

(5) Candidates who have completed their previous level of studies in the same or a related field may enrol in master academic studies in Biology, Molecular and Functional Biology, and Ecology and Environmental Protection. For enrolment in the Master study programme Teaching Biology, candidates who have completed bachelor academic studies in Biology (Graduate Biologist) or related study programmes in biology, with a minimum of 240 ECTS credits, may apply. For enrolment in the master academic study programme Ecotourism and Environmental Protection, candidates who have completed their previous level of studies in biology or related fields, as well as in geography and tourism or related fields, may apply.

Article 38

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

BIOLOGY – GENERAL BIOLOGY MODULE

1. Anatomy and morphology of plants

2. Systematics and fundamentals of phylogeny of higher plants 1

3. Plant physiology

4. Morphology and Systematics of Invertebrates (Invertebrate Zoology)

5. Comparative Anatomy and Systematics of Chordates (Chordate Zoology)

BIOLOGY - MICROBIOLOGY MODULE

1. Biology of algae and fungi
2. Fundamentals of microbiology
3. Molecular biology 1
4. Bacteriology or Mycology

(2) The entrance module for enrolment in the master academic studies Master of Science in Ecology and Environmental Protection consists of the following subjects:

1. Plant ecology
2. Animal ecology

(3) The entrance module for enrolment in the master academic studies Master of Science in Molecular and Functional Biology consists of the following subjects:

1. Genetics
2. Experimental Biochemistry
3. Molecular biology 2
4. Techniques in molecular biology
5. Molecular and cellular physiology

(4) The entrance module for enrolment in the master academic studies Master of Science in Reproductive Biology consists of the following subjects:

1. Biology of the Cell
2. Histology with embryology
3. Biochemistry
4. Genetics
5. Animal physiology 1

(5) The entrance module for enrolment in the master academic studies Master of Science in Teaching Biology consists of the following subjects:

1. Developmental and Educational Psychology
2. Pedagogy

Department of Geography, Tourism and Hotel Management

Article 39

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

- 1) Master academic study programme Geography, module Teaching Geography – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits in the field of geography or related disciplines and have passed the examinations of the entrance module.
- 2) Master academic study programme Geography, module Geospatial Analyst – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits in the field of geography or related disciplines.
- 3) Master academic study programme Geography, module Geoinformatics – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits in the field of natural sciences or engineering and technology and have passed the examinations of the entrance module.
- 4) Master academic study programme Tourism, module Tourism – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional title Bachelor of Science in Management (Tourism module), Bachelor of Science in Tourism, or an equivalent title in the field of tourism (tourism management, tourism economics, agrotourism). Candidates who have completed four-year bachelor academic studies in other fields with at least 240 ECTS credits must have passed the examinations of the entrance module.
- 5) Master academic study programme Tourism, module Hotel Management – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional titles Bachelor of Science in Management (Hotel Management

module), Bachelor of Science in Tourism – Hotel Business Organizer, or an equivalent title in the field of hotel management. Candidates who have completed four-year bachelor academic studies in other fields with at least 240 ECTS credits must have passed the examinations of the entrance module.

6) Master academic study programme Tourism, modules Gastronomy and Nutrition and Dietetics in Hospitality – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional titles Bachelor of Science in Management (Gastronomy module), Bachelor of Science in Tourism – Gastronomy Business Organizer, or an equivalent title in the field of gastronomy. Candidates who have completed four-year bachelor academic studies in other fields with at least 240 ECTS credits must have passed the examinations of the entrance module.

7) Master academic study programme Tourism, Teaching Module (Culinary Arts, Confectionery, and Serving) – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional titles Bachelor of Science in Management (Gastronomy or Hotel Management module), Bachelor of Science in Tourism – Gastronomy Business Organizer, Bachelor of Science in Tourism – Hotel Business Organizer, or an equivalent title in the field of gastronomy or hotel management. Candidates must have passed the examinations of the entrance module.

8) Master academic study programme Tourism, module Hunting Tourism – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional titles Bachelor of Science (Hunting Tourism module), Bachelor of Science in Tourism – Hunting Tourism Business Organizer, or an equivalent title in the fields of forestry or veterinary science. Candidates who have completed four-year bachelor academic studies in other fields with at least 240 ECTS credits must have passed the examinations of the entrance module.

9) Master academic study programme Tourism, module Adventure Tourism – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits

10) Master academic study programme Tourism Management – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and have passed the examinations of the entrance module.

11) Master academic study programme Nutrition and Dietetics in Hospitality – must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits and obtained the professional title Bachelor of Science in Management (Nutrition and Dietetics in Hospitality module). Candidates who have completed four-year bachelor academic studies in other fields with at least 240 ECTS credits must have passed the examinations of the entrance module.

Article 40

(1) The ranking of candidates for enrolment in the first year of master academic studies in Geography and Tourism at the Department of Geography, Tourism and Hotel Management shall be determined by evaluating: the duration of studies at the previous level of education (A), up to a maximum of 30%, the overall grade point average achieved at the previous level of education (B), up to a maximum of 30%, and the number of ECTS credits earned at the previous level of education (C), up to a maximum of 40%, where:

(2)

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

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

B - number of ECTS credits of the completed study programme.

Article 41

(1) At the Department of Geography, Tourism and Hotel Management, the entrance module for enrolment in the master academic 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 Tourism Management (Event Management in Tourism module)
 1. Introduction to Tourism
 2. Tourism Destination Management
- 9) study programme Master of Science in Tourism Management (Cultural Tourism and Cultural Heritage Management module)
 1. Cultural Tourism
 2. Tourism Destination Management
- 10) study programme Master of Science in Nutrition and Dietetics in Hospitality
 1. Fundamentals of Gastronomy
 2. Nutrition
 3. Anatomy and Physiology of the Digestive System
 4. Professional Practice 4

(2) Students who have not passed the examinations prescribed by the entrance module of the study programme shall be conditionally enrolled and shall be required to pass those examinations before taking examinations within the master study programme. Examinations prescribed by the entrance module may be recognised as equivalent subjects passed at the previous level of studies. Students may take the examinations prescribed by the entrance modules during all examination periods provided for in the Annual Work Plan of the Faculty.

Master Academic Studies in Ecotourism and Environmental Protection at the Department of Biology and Ecology and the Department of Geography, Tourism and Hotel Management

Article 42

(1) The ranking of candidates for enrolment in the first year of master academic studies in Ecotourism 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:

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

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

(2) Students who have completed bachelor academic studies in Biology, bachelor academic studies in Ecology, bachelor academic studies in Geography, or bachelor academic studies in Tourism, as well as candidates with completed related first-level academic studies and candidates with completed studies related to management, business, and environmental protection sciences, may enrol in master academic studies.

(3) The Ecotourism and Environmental Protection study programme does not have introductory module courses.

Department of Mathematics and Informatics

Article 43

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

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

To enrol in the master academic 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 academic 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

Committee. The Committee 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 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 for MAS in Teaching Mathematics consists of the following subjects:

1. Fundamentals of geometry
2. Algebra 1
3. Differential equations
4. Metric and normed spaces
5. Developmental and Educational 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 previous 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 44

(1) Examinations constituting the entrance module at the Department of Mathematics and Informatics shall be taken during the scheduled examination periods. The candidate shall be required to pass all subjects of the entrance module no later than the start of the academic year, i.e. prior to the commencement of the ranking of candidates for enrolment in the respective academic year

Article 45

(1) At the Department of Mathematics and Informatics, for enrolment in the master academic studies in Informatics, study programmes Information Technologies and Computer Science, the right to apply shall be granted to persons who have completed bachelor academic studies in informatics or related disciplines, with at least 180 ECTS credits for the study programme Computer Science and at least 240 ECTS credits for the study programme Information Technologies.

(2) At the Department of Mathematics and Informatics, for enrolment in the master academic studies in Informatics, study programmes Information Technologies and Computer Science, a candidate may be enrolled as a state-funded student if they are ranked within the number of candidates approved for state funding on the unified ranking list, as determined by the call for applications for the respective study programmes, and if they have achieved at least 50 points

Article 46

(1) At the Department of Mathematics and Informatics, the entrance module for enrolment in the master academic 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 academic 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 47

(1) The ranking of candidates applying for enrolment in the master academic studies in Informatics is determined based on the GPA achieved at the previous level of studies (max. 100 points). The score awarded on the basis of GPA at the previous level of studies is calculated according to the following formula:

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

where:

P - 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 48

(1) At the Department of Mathematics and Informatics, for enrolment in the master academic study programme Artificial Intelligence, the right to apply shall be granted to persons who have completed bachelor academic studies with a minimum of 180 ECTS credits.

(2) At the Department of Mathematics and Informatics, for enrolment in the master academic study programme Artificial Intelligence, a candidate may be enrolled as a state-funded student if they are ranked within the number of candidates approved for state funding on the unified ranking list, as determined by the call for applications for the respective study programme, and if they have achieved at least 50 points.

(3) A person who has completed bachelor academic studies in mathematics, computer science, or relevant fields of engineering shall have the right to be ranked for enrolment without taking the entrance module. A person who has completed bachelor academic studies in other disciplines shall be required to take the entrance module.

(4) The entrance module shall consist of the following subjects:

1. Introduction to Programming
2. Linear Algebra
3. Numerical Analysis 1

(5) Equivalent subjects passed at the previous level of studies shall be recognised as subjects of the entrance module.

(6) Candidates who have not previously passed or had recognised all subjects of the entrance module shall be required to pass the missing subjects during the first year of study.

(7) The subjects of the entrance module may be taken during the regular examination periods.

Article 49

(1) For enrolment in master academic studies, study programme Artificial Intelligence, the ranking of candidates is based on the GPA achieved in bachelor academic 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 - 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.

Department of Physics

Article 50

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

- 1) For enrolment in the master academic study programme Physics, the candidate must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits in the field of physics or related disciplines;
- 2) For enrolment in the master academic study programme Teaching of Physics, the candidate must have completed four-year bachelor academic studies with a minimum of 240 ECTS credits in the field of physics;
- 3) For enrolment in the master vocational study programme Optometry, the candidate must have completed three-year vocational studies in Optometry with a minimum of 180 ECTS credits or have achieved 180 ECTS credits in bachelor academic studies in the field of physics, medicine, or related disciplines.

Article 51

(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 ionised 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 techniques
- 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 Committee of the Department of Physics assesses whether a student has passed an equivalent subject. This assessment is valid if adopted unanimously. In case the committee 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 52

(1) The ranking of candidates for enrolment in the first year of the master academic study programmes Physics, Teaching of Physics, and the master vocational study programme Optometry at the Department of Physics shall be determined by evaluating: the duration of studies at the bachelor level (A), up to a maximum of 40%; the overall grade point average achieved in bachelor studies (B), up to a maximum of 10%; and the number of ECTS credits earned in previous bachelor studies (C), up to a maximum of 50%, where:

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

n – the number of years of study prescribed by the study programme;

p – the number of repeated years of study;

r – the number of ECTS credits obtained in previous bachelor studies, after equivalence with the corresponding study programme (Bachelor Academic Studies in Physics, any module, in the case of enrolment in master academic studies in Physics and Teaching Physics; Vocational Studies in Optometry in the case of enrolment in Master vocational studies in Optometry);

s – the number of ECTS credits in the study programme used for comparison (s = 240 for Bachelor Academic Studies in Physics; s = 180 for Vocational Studies in Optometry).

Department of Chemistry, Biochemistry and Environmental Protection

Article 53

(1) The ranking of candidates for enrolment in the first year of master academic study programmes in Chemistry, Biochemistry, Teaching Chemistry, and Environmental Protection at the Department of Chemistry, Biochemistry and Environmental Protection shall be determined by evaluating: the duration of studies at the previous level of education (A), up to a maximum of 30%, and the overall grade point average achieved at the previous level of education (B), up to a maximum of 70%, where:

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

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 54

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

1) Master academic study programme Chemistry – must have completed bachelor academic studies in Chemistry (240 ECTS credits), or corresponding bachelor academic studies with at least 150 ECTS credits in chemical disciplines.

2) Master academic study programme Biochemistry – must have completed bachelor academic studies in Biochemistry (240 ECTS credits), or corresponding bachelor academic studies (240 ECTS credits) with at least 150 ECTS credits in biochemical, biological, and chemical disciplines.

3) Master academic study programme Environmental Protection – must have completed bachelor academic studies in Environmental Protection (240 ECTS credits), or corresponding bachelor academic studies (240 ECTS credits) with at least 150 ECTS credits in chemical, biological, physical, and related environmental protection disciplines.

4) Master academic study programme Teaching Chemistry – must have completed bachelor academic studies in Chemistry with 240 ECTS credits, or related bachelor academic studies (240 ECTS credits) with at least 120 ECTS credits in chemical disciplines

Article 55

(1) For each study programme and modules within the study programmes of master's academic studies at the Department of Chemistry, Biochemistry and Environmental Protection, in addition to general conditions, introductory module courses are defined. Equivalent courses passed at the previous level of study are recognized as exams established in the introductory module. The Department Committee determines the equivalences of the introductory module exams.

(2) Students can take the exams defined in the introductory modules in all exam periods provided by the Annual Work Plan of the Faculty.

(3) At the Department of Chemistry, Biochemistry and Environmental Protection, the introductory module for enrolment in master's academic studies consists of the following courses:

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

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

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

1. Analytical chemistry 1 2. Analytical chemistry 2
3. Fundamentals of instrumental analysis

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

1. Organic chemistry 1
2. Organic chemistry 2

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

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

5) 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

6) Study programme Master of Science in Environmental Protection

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

7) Study programme Master of Science in Teaching Chemistry

1. Developmental or Educational Psychology (or Psychology)
2. Pedagogy (or General Pedagogy)

(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.

IV ENROLMENT IN THIRD-CYCLE STUDIES

Article 56

(1) A person may be enrolled in the first year of doctoral academic studies if they have:

- completed master academic studies or vocational academic studies with at least 300 ECTS credits and achieved an average grade of at least 8.00 at each level of studies in the same or a related field to which they are applying; or
- obtained the academic title of Master of Science or Master of Arts with an average grade of at least 8.00.

(2) The Department Committee for the implementation of enrolment in doctoral academic studies (hereinafter: the Department Committee) shall be appointed by the Faculty Teaching and Scientific Council, upon the proposal of the Department Council.

(3) The scoring of candidates applying for enrolment in doctoral academic studies shall be carried out by the Department Committee in accordance with the criteria and standards established for enrolment in doctoral academic studies by this Rulebook.

(4) The provisions of Articles 28, 29, 30 and 31 of this Rulebook shall apply to matters concerning the composition, duties and obligations of the Department Committee referred to in paragraph 2 of this Article.

(5) The specific conditions for the enrolment of candidates in doctoral academic study programmes are laid down in the provisions of Article 57 of this Rulebook.

(6) The method of determining the ranking of candidates is defined in Articles 58–72 of this Rulebook.

Article 57

(1) In order to enrol in doctoral studies at the Department of Biology and Ecology, a candidate must have completed bachelor and master academic studies or integrated academic studies in biology or related scientific fields (minimum 300 ECTS credits). Candidates who have completed previous levels of studies in scientific fields related to biology must have passed courses in biological disciplines and disciplines relevant for the implementation of doctoral studies in the amount of at least 180 ECTS credits, which shall be evaluated by the Doctoral Studies Admission Committee. They must also submit a recommendation for acceptance signed by a faculty member from the relevant scientific field chosen by the candidate (student advisor) and the head of the respective department chair. If the candidate plans to conduct the experimental part of the doctoral dissertation outside the Department, they must also submit a confirmation from the project leader or the head of the laboratory where the experimental work is planned. This confirmation shall be submitted together with the application documents for enrolment.

(2) A person who fulfils the conditions specified in paragraph (1) of this Article may enrol in the first year of doctoral academic studies at the Department of Geography, Tourism and Hotel Management.

(3) A person may enrol in the first year of doctoral academic studies at the Department of Physics if, in addition to meeting the conditions specified in paragraph (1) of this Article, they submit a decision of the relevant department chair confirming acceptance of the candidate. This decision, signed by the head of the chair, shall be issued following an interview with the candidate and the ranking of applicants, and shall be submitted at the time of enrolment.

If the candidate plans to conduct the experimental part of the doctoral dissertation outside the Department, they must also submit a confirmation from the project leader or the laboratory where the experimental work is planned.

(4) A person may enrol in the first year of doctoral academic studies at the Department of Chemistry, Biochemistry and Environmental Protection if, in addition to meeting the conditions specified in paragraph (1) of this Article, they submit a confirmation from the relevant department chair that funding is secured within ongoing projects for the experimental part of the doctoral dissertation related to the proposed research topic. If the candidate plans to conduct the experimental part of the doctoral dissertation outside the Department, they must, in addition to the recommendation of the relevant department chair, also submit a confirmation from the project leader or the head of the laboratory where the experimental work is planned. This confirmation shall be submitted together with the application documents.

(5) Exceptionally, if an insufficient number of candidates meeting the requirements in paragraph (1) of this Article apply in the call for enrolment in the first year of doctoral studies, the Department of Chemistry, Biochemistry and Environmental Protection may enrol candidates who have:

- 1) completed bachelor and master academic studies or integrated academic studies with a total of 300 ECTS credits and achieved a cumulative average grade of at least 8.00 (calculated as the average of all grades from bachelor and master studies); or
- 2) completed undergraduate studies under regulations in force prior to 2005 and achieved an average grade of at least 7.50.

(6) Exceptionally, if an insufficient number of candidates meeting the requirements in paragraph (1) of this Article apply, the Department of Mathematics and Informatics and the Department of Biology and Ecology may enrol candidates who have completed bachelor and master academic studies or integrated academic studies with a total of 300 ECTS credits and achieved a cumulative average grade of at least 8.00 (calculated as the average of all grades from bachelor and master studies).

Article 58

- (1) 1) The ranking of candidates for enrolment in the first year of doctoral academic studies shall be determined on the basis of the average grades achieved in bachelor and master academic studies, the duration of studies at the bachelor and master levels, and the scientific results achieved, in accordance with the general act of the University regulating the method of scoring scientific results, unless otherwise provided by the provisions of this Rulebook.
- (2) When compiling the ranking list of applicants for doctoral academic studies, candidates who are enrolling at that level of studies and at that higher education institution for the first time shall be ranked first, after which the remaining candidates shall be ranked, in accordance with the Law and the Professional Instruction of the Minister of Education.

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 enrolment in the first year of doctoral academic studies at the Department of Biology and Ecology, candidates shall indicate whether they will attend classes in Serbian or in English. The ranking of candidates on separate ranking lists shall be carried out by the Admission Committee appointed by the Council of the Department of Biology and Ecology.
- (2) The ranking of candidates for enrolment in the first year of doctoral academic studies at the Department of Biology and Ecology shall be determined as follows:
 - 1) After the application deadline, all candidates who meet the requirements prescribed by law shall be invited for an interview.
 - 2) The interview shall be conducted before the same Admission Committee for doctoral studies, scoring and ranking of candidates appointed by the Department Council. The Committee shall pose specific questions to the candidate, which the candidate shall answer orally. Exceptionally, where necessary, the interview may also be conducted remotely via online platforms.
 - 3) The Committee shall evaluate the candidate's responses in the interview on a scale from 0 to 100 points (I).

- 4) After conducting interviews with all candidates, a ranking list shall be compiled based on the total number of points (U), calculated according to the formula:

$$U = 5 \cdot \alpha \cdot (Q1 + Q2 - k) + (1 - \alpha) \cdot I$$

where:

Q1 – the average grade achieved in bachelor and master academic studies (for candidates who studied under the current Law), or the average grade achieved in four-year studies (for candidates who studied under regulations in force prior to 2005);

Q2 – the average grade achieved in four subjects relevant to the study programme or to the specific scientific field chosen by the candidate;

(The four subjects to be evaluated are determined from a list of subjects for each specific scientific field adopted by the Department Council. Equivalent subjects passed at previous levels of study shall be recognised. The Department Committee shall determine subject equivalencies.)

k – the number of years of study exceeding the prescribed duration (k = 0 for candidates who completed their studies within the prescribed duration; k = 1 for candidates who exceeded the duration by one year, etc.);

I – the number of points obtained in the interview;

α – a weighting coefficient equal to 0.7.

5) In the event that candidates achieve the same number of points based on the criteria for ranking for enrolment in doctoral academic studies, priority shall be given to the candidate who has obtained additional points based on scientific results, evaluated in accordance with the applicable Regulation on the procedure, method of evaluation and quantitative expression of scientific research results.

6) Candidates for whom the Department Committee determines an entrance module through the process of individual subject equivalency shall be required to pass the examinations prescribed by the entrance module before taking examinations within the doctoral study programme. These examinations may be taken during 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's 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 Committee. The Committee 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 Geography, Tourism and Hotel Management

Article 61

(1) The ranking of candidates for enrolment in the first year of doctoral academic studies Doctor of Science – Geographical Sciences at the Department of Geography, Tourism and Hotel Management is determined by evaluating: the duration of studies at the previous level of education (A), the overall grade point average achieved at the previous level of education (B), the number of ECTS credits earned at the previous level of education (V), and the scientific results achieved in the field to which the study programme belongs (geography) (R), where:

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

$$B = 3 \times PO$$

$$V = 4b / (0.1 \times B)$$

$$R = r \times M$$

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

where:

n – the number of years of study;

p – the number of repeated years of study;

PO – the average grade achieved at the previous level of studies (sum of grades from bachelor and master academic studies divided by the total number of courses);

b – the number of ECTS credits obtained in previous studies or after the equivalency process;

B – the number of ECTS credits of the completed study programme;
r – the number of scientific research outputs submitted by the candidate in the application;
M – the value of scientific research outputs in accordance with the Regulation governing the procedure, method of evaluation, and quantitative expression of scientific research results prescribed by the competent Ministry. A paper published in the Proceedings of the Department of Geography, Tourism and Hotel Management shall be valued at 1 point.

Article 62

(1) The ranking of candidates for enrolment in the first year of doctoral academic studies Doctor of Science – Tourism at the Department of Geography, Tourism and Hotel Management is determined by evaluating: the duration of studies at the previous level of education (A), the overall grade point average achieved at the previous level of education (B), the number of ECTS credits earned at the previous level of education (V), the scientific results achieved in the field to which the study programme belongs (R), and awards received (first, second, or third place, supported by a certificate/diploma from the competition organiser) at national and/or international competitions (N), where:

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

$$B = 3 \times PO$$

$$V = 4b / (0.1 \times B)$$

$$R = r \times M$$

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

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

where:

n – the number of years of study;

p – the number of repeated years of study;

PO – the average grade achieved at the previous level of studies (sum of grades from bachelor and master academic studies divided by the total number of courses);

b – the number of ECTS credits obtained in previous studies or after the equivalency process;

B – the number of ECTS credits of the completed study programme;

r – the number of scientific research outputs submitted by the candidate in the application;

M – the value of scientific research outputs in accordance with the Regulation governing the procedure, method of evaluation, and quantitative expression of scientific research results prescribed by the competent Ministry, depending on the type of result and the scientific field (social sciences and humanities). A paper published in the Proceedings of the Department of Geography, Tourism and Hotel Management shall be valued at 1 point;

N – awards achieved;

a – the number of awards (first, second, or third place) obtained at competitions;

n – first, second, or third place achieved at a national or international competition endorsed by the Culinary Federation of the country in which the competition is held. The diploma must be signed by the President of the Culinary Federation. Each such award is valued at 1 point;

m – first, second, or third place achieved at a competition endorsed by the World Association of Chefs' Societies (WACS). The diploma must be signed by a representative of the organising Culinary Federation or a representative of WACS, and the competition must be included in the official WACS competition calendar. Each such award is valued at 2 points;

o – first, second, or third place achieved at the Culinary Olympics or the World Championship. Each such award is valued at 4 points.

Department of Mathematics and Informatics

Article 63

(1) The ranking 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 committee appointed by the Department Council.

2) Interviews with candidates take place before a seven-member committee (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 64

(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 committee 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 65

(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

$$(3 \times P1 + 2 \times P2) / 5$$

where P1 is the bachelor academic studies GPA and P2 is the master academic 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 66

(1) The order of candidates for enrolment in the first year of PhD studies in Computer Science 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 committee appointed by the Department Council.

2) Interviews with candidates take place before a six-member committee (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 Sciences 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 committee 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. 80/24 and 70/25).

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 enrolment of state-funded candidates, which is determined by the competition for a given study programme and has achieved at least 50 points.

Department of Physics

Article 67

(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 committee (2 members of the SSC research group while the third member is the head of the PhD study programme). The committee asks the candidate certain questions, and the candidate answers them orally.

3) Interviews may be eliminatory.

4) The committee 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 formula:

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

Where:

Q_1 - the GPA achieved in bachelor and master academic 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 - 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 - 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 - 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, Nos. 80/24 and 70/25).

(2) For students who have not passed the relevant or equivalent subjects, such subjects shall constitute the entrance module, and they shall be required to pass the examinations prescribed by the entrance module before taking examinations within the doctoral study programme. The examinations prescribed by the entrance module may be taken during all examination periods. For the purposes of ranking, their value shall be 0 points.

(3) The relevant subjects referred to in paragraph 2 of this Article, according to the specialisations within the study programme, are:

1) Plasma physics and Physics of Ionised Gases

1. Atomic and Molecular Physics

2. Physics of Ionised 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 Chemistry, Biochemistry and Environmental Protection

Article 68

(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 committee appointed by the Department Council, in Serbian as a rule.

Article 69

(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 70

(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 - 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 71

- (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.

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 of Natural Sciences, Mathematics and Informatics is determined as follows:
 - for students who have completed bachelor and master academic 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 formula:

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

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 committee (appointed by the Council of the relevant Department). The committee 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 committee 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:

- 2 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).

V RANKING LIST COMPLAINT PROCEDURE

Article 73

- (1) A candidate may lodge a complaint to the regularity of the procedure determined by the competition, regularity of the entrance examination, 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 Committee, on whose proposal the Dean shall decide on the complaint within 36 hours from the time of receiving the complaint.
- (3) The candidate shall submit any objection to the Faculty Student Affairs Office.

VI TRANSITIONAL AND CLOSING PROVISIONS

Article 74

- (1) Amendments and supplements to this Rulebook shall be adopted in the same manner and according to the same procedure as for its adoption.

Article 75

- (1) On the date of entry into force of this Rulebook, the Rulebook on Enrolment of Students in Study Programmes of the Faculty of Sciences in Novi Sad, No. 0601-248/25-1 of 15 May 2025, shall cease to have effect.

Article 76

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

President of the Academic Council of
the Faculty of Sciences

Prof. Srđan Rončević Ph.D.

THE FORM SHALL BE COMPLETED LEGIBLY IN BLOCK LETTERS

REQUEST FOR OBTAINING STUDENT STATUS

Full name:			
Personal Identification Number (JMBG):			
E-mail:			
Telephone:			
Father's full name:			
Mother's full name:			
Middle name: (tick as appropriate)	Father's name	Mother's name	
Gender: (particularly sensitive data)	Male	Female	Unspecified
Citizenship:			
Nationality: (particularly sensitive data)			
Employment status: (tick as appropriate)	Yes	No	
Permanent address:			
Place/Municipality/Country of residence:			
Date of birth:			
Place/Municipality/Country of birth:			
Academic year of first enrolment at a faculty:			
Name and location of the previous higher education institution:			
Name of the study programme at the previous higher education institution:			
Duration of the previous study programme:	3 years	4 years	5 years
Number of years of study:			
Name of the study programme for which the request is submitted:			

REQUIRED DOCUMENTATION (to be submitted with the Form):

- Persons whose student status was terminated at the Faculty of Sciences in Novi Sad shall submit their student record book (index) with this request.

- Persons whose student status was terminated at another higher education institution shall submit the following with this request:

1. Certificate of passed examinations;
2. Certificate or confirmation of the course of studies indicating progression by academic years (which academic year corresponds to which year of study);
3. Curriculum of the study programme in which the candidate was enrolled;
4. Proof of payment of the fee for examination equivalency, in accordance with the current Faculty price list.