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Office for Biomedical engineering; Software engineering and information technologies;

Clean energy technologies, Measurement and control engineering: +381 21 485-2233

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Office for Graphic engineering and design; Engineering animation: +381 21 485-2221

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Civil engineering: +381 21 485-2225

Office for Production engineering; Mechanization and construction engineering; Energy and process engineering; Technical mechanics and technical design: +381 21 485-2226

Office for Architecture; Scene architecture, technique and design: +381 21 485-2223

Office for Information system engineering; Mechatronics: +381 21 485-2228

Office for Traffic and transport engineering; Postal traffic and telecommunications: +381 21 485-2227

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## **OPEN CALL FOR ADMISSION TO THE FIRST YEAR OF STUDIES, ACADEMIC YEAR 2022/23**

### **UNDERGRADUATE ACADEMIC / PROFESSIONAL STUDIES**

#### **1. Number of vacancies for student enrolment**

##### **1.1. Undergraduate academic studies**

In the academic year 2022/23, a total of 2524 students can be enrolled in the underground academic studies at the Faculty of Technical Sciences:

- **1433 students financed from the state budget**
- **1091 self-financing students**

The number of students that can enrol in particular study programmes:

Field – Study programme	state-funded	self-financing	total	tuition	
				self-financing	international students
<b>Mechanical engineering</b>					
Production engineering	80	20	100	90,000	2,000 €
Mechanization and construction engineering	55	5	60	90,000	2,000 €
Energy and process engineering	55	5	60	90,000	2,000 €
Technical mechanics and technical design	0	30	30	90,000	2,000 €
<b>Electrical and computer engineering</b>					
Power, electronic and telecommunications engineering	160	80	240	90,000	2,000 €
Computing and control engineering	190	50	240	120,000	2,000 €
Power software engineering	100	60	160	120,000	2,000 €
Measurement and control engineering	10	50	60	90,000	2,000 €

Software engineering and information technologies	40	40	80	120,000	2,000 €
<b>Civil engineering</b>					
Civil engineering	110	70	180	90,000	2,000 €
<b>Architecture</b>					
Architecture	47	73	120	100,000	2,000 €
<b>Geodetic engineering</b>					
Geodesy and geoinformatics	40	20	60	90,000	2,000 €
<b>Traffic engineering</b>					
Traffic and transport	70	70	140	90,000	2,000 €
Postal traffic and telecommunications	20	20	40	90,000	2,000 €
<b>Industrial engineering and engineering management</b>					
Industrial engineering	35	45	80	90,000	2,000 €
Engineering management	55	125	180	90,000	2,000 €
<b>Environmental engineering and Safety at work</b>					
Environmental engineering	60	30	90	90,000	2,000 €
Safety at work	20	20	40	90,000	2,000 €
Disaster risk management and fire safety	20	20	40	90,000	2,000 €
<b>Interdisciplinary</b>					
Graphic engineering and design	50	40	90	90,000	2,000 €
Mechatronics	50	40	90	90,000	2,000 €
Engineering animation	30	30	60	90,000	2,000 €
Biomedical engineering	20	40	60	90,000	2,000 €
Information system engineering	30	50	80	120,000	2,000 €
Information engineering	56	4	60	120,000	2,000 €
Clean energy technologies	20	40	60	90,000	2,000 €
Scene architecture, technique and design	10	14	24	100,000	2,000 €
<b>TOTAL</b>	<b>1,433</b>	<b>1,091</b>	<b>2,524</b>		

## 1.2. Undergraduate professional studies

In the academic year 2022/23, a total of 160 students can be enrolled in the underground professional studies at the Faculty of Technical Sciences, of which

- **50 students financed from the state budget**
- **110 self-financing students**

The number of students that can enrol in particular study programmes

Field – Study programme	state-funded	self-financing	total	tuition	
				self-financing	international students
<b>Electrical and computer engineering</b>					
Electrical engineering	30	70	100	90,000	2,000 €
Software and information technologies	20	40	60	120,000	2,000 €
<b>TOTAL</b>	<b>50</b>	<b>110</b>	<b>160</b>		

### NOTES:

- \* Tuition fees for undergraduate academic study programmes taught in English are increased by 50%.
- \* If there is not a sufficient number of candidates enrolled in a study programme (minimum 25% of the total number of students determined by the contest), candidates will be allowed to enrol in another similar study programme in which there are vacancies.
- \* According to the recommendation of the Ministry of Education, Science and Technological Development and the Decision of the Provincial Secretariat for Higher Education and Scientific Research, 45 students financed from the state budget can enrol in the first year of undergraduate academic and undergraduate professional studies by affirmative action measures according to the following criteria:

<b>Candidates covered by affirmative action measures</b>	<b>Number of state-funded positions</b>
Persons with disabilities	15
Members of the Roma national minority	15
Citizens of the Republic of Serbia who completed secondary school abroad in the academic year 2021/22	15

- \* The enrolment of candidates covered by affirmative action measures is done in accordance with the Professional Instruction for conducting enrolment for the first year of study programmes of undergraduate studies at higher education institutions founded by the Republic of Serbia for the academic year 2022/23.
- \* All candidates who have applied according to a particular affirmative action measure and who have passed the entrance exam will be ranked in the study programmes they are applying at. A maximum of 1 candidate for each category of affirmative action can enrol in a particular study programme, except for the study programmes: Power, Electronic and Telecommunications Engineering and Computing and Control Engineering where a maximum of 2 candidates can be enrolled for each category of affirmative action.
- \* The number of students who are financed from the state budget by affirmative action measures is added to the already approved number of budget places and may not exceed 15 candidates (including all study programmes of undergraduate academic and undergraduate professional studies at the Faculty) for each category of affirmative measures. The number of candidates who enrol in this category will reduce the number of self-financing students up to the total number of places for enrolment in a given study programme.

## **2. Terms and conditions of application**

Applicants who have completed four years of secondary school education are eligible to apply for enrolment in undergraduate academic/professional studies.

## **3. Taking the entrance exam**

Candidates applying for the first year of undergraduate academic/professional studies, take the entrance exam in the following subjects:

### **- Mathematics (code P1)**

for enrolling in the study programmes: Power, electronic and telecommunication engineering; Computing and control engineering; Power software engineering; Measurement and control engineering; Software engineering and information technologies; Biomedical engineering; Information system engineering, Information engineering; Mechatronics; Engineering animation.

### **- Mathematics with logic (code P3)**

for enrolling in the study programmes: Production engineering; Mechanization and construction engineering; Energy and process engineering; Technical mechanics and technical design; Industrial engineering; Engineering management; Environmental engineering; Safety at work; Disaster risk management and fire safety; Traffic and transport; Postal traffic and telecommunications; Geodesy and geoinformatics; Clean energy technologies.

### **- Mathematics with the aptitude test for graphic engineering and design (code P4)**

for enrolling in the study programme Graphic engineering and design.

### **- Mathematics with the aptitude test for civil engineering (code P6)**

for enrolling in the study programme Civil engineering.

### **- Test covering the fields of: architectural design; urbanism; mathematics, geometry and computers; contemporary architecture, history and theory; art and design in architecture (code P7)**

for enrolling in the study programme Architecture.

**- Test on general knowledge; Interview with candidates (code P8)**  
for enrolling in the study programme Scene architecture, technique and design.

**- Mathematics for professional studies (code P9)**  
for enrolling in the undergraduate professional study programmes: Electrical engineering; Software and information technologies.

The application for the contest is submitted electronically, through the candidate admission service: <http://prijemni.ftn.uns.ac.rs>. A candidate has the right to apply for a maximum of **five** study programmes. The candidate opts for the **primary wish (1)** and states other wishes **by priority (2, 3, 4, 5)**. If a candidate has chosen the study programmes which require different entrance exams, he/she decides when submitting the application whether he/she will take separate entrance exams or will replace them with an equivalent one (explanation given in the note). After the candidate submits the application, the Registrar's office checks the entered data, assigns the candidate a unique contest number and informs the candidate about the success of the application. If the application is successful, the candidate will receive a confirmation of successful application on his/her account, which should be printed out and presented at the entrance exam. The contest number is the identification number for each candidate during the entire process of application and enrolment.

**NOTES:**

- 1) Candidates who take entrance exam P1, apart from the study programmes covered by this entrance exam, may indicate as a wish all study programmes for which entrance exams P3 and P6 are taken, and all study programmes at undergraduate professional studies for which entrance exam P9 is taken. On that occasion, they choose whether to take the appropriate entrance exams additionally. If candidates want to list study programmes not included in the aforementioned entrance exams, they are obliged to pay and pass entrance exams for these study programmes.
- 2) If candidates who take entrance exam P3 want to list other study programmes in addition to the study programmes covered by this entrance exam, they are obliged to pay for and take these entrance exams.
- 3) Candidates who take entrance exam P4, apart from the study programme covered by this entrance exam, may indicate as a wish all study programmes for which entrance exams P3 and P6 are taken, and choose whether or not they want to separately take the appropriate entrance exams. If candidates want to list study programmes not included in the aforementioned entrance exams, they are obliged to pay and pass entrance exams for these study programmes.
- 4) If candidates who take entrance exam P6, apart from the study programme covered by this entrance exam, want to list other study programmes, they are obliged to pay for and take those entrance exams.
- 5) Candidates who take the entrance exam P7, apart from the study programme covered by this entrance exam, may indicate as a wish all study programmes for which the entrance exams P3, P6, and P8 are taken and on that occasion choose whether or not they want to separately take appropriate entrance exams. If candidates want to list study programmes not included in the aforementioned entrance exams, they are obliged to pay for and pass entrance exams for these study programmes.
- 6) If candidates who take entrance exam P8, apart from the study programme covered by this entrance exam, want to list other study programmes, they are obliged to pay for and take entrance exams for these study programmes.
- 7) If candidates who take entrance exam P9, apart from the study programmes covered by this entrance exam, want to list other study programmes, they are obliged to pay for and take entrance exams for these study programmes.

**For entrance exams P3, P4, and P6, the same mathematics test is taken and different tests are taken to check for aptitude or logic. Candidates who take two or more of the above entrance exams pay one entrance exam in full and another 50% of the price of the entrance exam for each additional aptitude or logic test.**

Multiple applications are not allowed. Attention is drawn to the candidates to carefully fill in the application, following the deadlines that are important during the competition and enrolment, because subsequent changes and delays will not be considered.

A member of a national minority whose language is officially used in AP Vojvodina may take an entrance exam in his/her native language based on personal request.

People with special needs can take the entrance exam in a way adapted to their needs, which they propose in writing when applying for the open call for enrolment at the Faculty, in accordance with the objective possibilities of the faculty.

Candidate who has achieved exceptional success as a high-school student in grade III or IV by winning one of the first three places in the national competition organized by the appropriate Ministry of the Republic of Serbia or in the international competition in the subject from which the entrance exam is taken can be exempted from the obligation to take the appropriate entrance exam or part of the entrance exam, and he/she may be awarded an adequate number of points that can be achieved by taking the entrance exam. The right to recognize a certain number of points on the entrance exam is exercised based on the decision of the Dean made upon the submitted request of the candidate. As proof, the candidate should enclose a scanned diploma from the competition (the original diploma is brought for inspection upon enrolment at the Faculty) and **need not attend** the entrance exam or part of the entrance exam for which he/she was exempted.

Entrance exams will be conducted on the premises of the Faculty according to the schedule published on the Web service for the admission of candidates (<http://prijemni.ftn.uns.ac.rs>).

## **4. Application schedule**

### **4.1. First term**

#### **Application of candidates:**

**electronic application: June 13, 2022 until June 24, 2022, at 13:00.**

**application on the premises of the Faculty: from June 22, 2022 to June 24, 2022, from 8:00 to 13:00.**

#### **Entrance exams will be taken according to the following schedule:**

##### **1. Entrance exam P1:**

- Mathematics - **June 29, 2022, from 13:00 to 17:00.**

##### **2. Entrance exam P3:**

- Mathematics with logic: **June 28, 2022, from 13:00 to 17:00.**

##### **3. Entrance exam P4:**

- Mathematics with aptitude test for graphic engineering and design: **June 28, 2022, from 13:00 to 17:00.**

##### **4. Entrance exam P6:**

- Mathematics with aptitude test for civil engineering: **June 28, 2022, from 13:00 to 17:00.**

##### **5. Entrance exam P7:**

- Test for enrolment to the study programme of Architecture: **June 29, 2022, from 9:00 to 12:00.**

##### **6. Entrance exam P8:**

- General culture and information test: **June 27, 2022, from 9:00 to 13:00.**
- Interview by the Committee with candidates: **June 27, 2022, from 17:00.**

##### **7. Entrance exam P9:**

- Mathematics: **June 27, 2022, from 1 PM to 5 PM.**

**Publication of preliminary rankings:**

**June 30, 2022, by 20:00.**

**Publication of final rankings:**

**July 4, 2022, by 20:00.**

**Enrolment of accepted candidates:**

**July 5, 2022:** Candidates ranked **according to their first wish** in the final ranking list within the budget quota (without a roll call) are enrolled. Candidates who meet this condition are asked on **July 4, 2022, after 20:00**, to check the exact term of registration on the web service for the admission of candidates: <http://prijemni.ftn.uns.ac.rs>

Calls for all unenrolled candidates (candidates who, according to their first wish, are not ranked within the budget quota on the final ranking list, and all self-financing candidates) are performed in **Amphitheatre A1 on July 6 and July 7, 2022**. Calls are made based on the ranking list, which will be published on **July 5, 2022, by 20:00**.

**Candidates to be enrolled through roll calls are asked on July 5, 2022, and after 20:00 to check the exact term of the roll call on the web service for the admission of candidates (<http://prijemni.ftn.uns.ac.rs>).**

**Candidates who do not personally respond to the roll call are considered to have given up enrolment.**

**The general roll call of unregistered candidates** for the enrolment of the remaining places will be performed in **Amphitheatre A1 on July 8, 2022, at 10:00**. On this occasion, candidates who did not state in the application a certain study programme in which there are vacancies will be able to enrol, provided they have passed the entrance exam.

If there are vacancies in a study programme, candidates who have passed the appropriate entrance exam at another faculty (minimum 14 points) can also enrol in that study programme. The enrolment of such candidates will be completed on **July 11 and July 12, 2022**.

Upon the completion of enrolment, candidates who are not enrolled have to take their documents by **July 22, 2022**. Documents will not be saved after this deadline.

## **4.2. Second term**

If vacancies for enrolment are not taken after the first contest, there will be another enrolment in September. The number of vacancies per study programme will be announced by **July 31, 2022**.

**Application of candidates:**

**September 1 and September 2, 2022, at 13:00.**

**Entrance Exam:**

**September 5, 2022, from 9:00 to 13:00.**

**Publication of preliminary rankings**

**September 5, 2022, by 20:00.**

**Publication of final rankings**

**September 7, 2022, by 20:00.**

**Enrolment of accepted candidates**

**September 8, 2022, from 8:00 to 13:00.**

## 5. Documentation required for candidate application

### 5.1. Documents required for applying:

- \* Scanned certificates for all four high school years,
- \* Scanned diploma for the final high school graduation exam,
- \* For citizens of the Republic of Serbia – read ID document (for holders of ID with a chip) or scanned ID (for IDs without a chip). For non-residents – scanned birth certificate and / or scanned first passport page,
- \* Scanned proof of payment of the application fees.

### 5.2. Documents for enrolment:

- \* Enrolment kit (containing: enrolment folder, student's booklet obtainable at the Faculty on the day of enrolment upon submitting proof of enrolment payment),
- \* Certificates from all four years of high school (original),
- \* Diploma of the final high school graduation exam (original),
- \* For citizens of the Republic of Serbia - read ID document (for holders of ID with a chip) or scanned ID card (for IDs without a chip); for non-residents - birth certificate (original) and / or the copy of the first passport page,
- \* Two photographs 4.5 x 3.5 cm,
- \* Proof of payment for enrolment fee (original payment slip),
- \* Proof of payment for self-financing costs (original payment slip).

## 6. Fees

Fee for applying to the call for admission and organising the entrance exam for applicants who are citizens of the Republic of Serbia (if the payment is made on the territory of the Republic of Serbia): **RSD 6,000.00**

Fee for applying to the call for admission and organization of the entrance exam for applicants who are citizens of the Republic of Serbia (if the payment is made abroad): **EUR 50.00**.

Fee for applying to the call for admission and organization of the entrance exam for applicants who are foreign citizens (instruction in the Serbian language): **EUR 120.00**.

Fee for applying to the call for admission and organization of the entrance exam for applicants who are foreign citizens (instruction in the English language): **EUR 180.00**.

Enrolment fee for applicants who are citizens of the Republic of Serbia: **RSD 6,900.00**

Enrolment fee for applicants who are foreign citizens (instruction in the Serbian language): **EUR 120.00**.

Enrolment fee for applicants who are foreign citizens (instruction in the English language): **EUR 180.00**.

Tuition fees can be paid in full or in two instalments as follows:

1<sup>st</sup> instalment ..... at the time of enrolment (50%)

2<sup>nd</sup> instalment ..... by the verification of the winter semester (50%)

## 7. Criteria for determining the order of applicants on the ranking list

An applicant applying for admission to a study programme can score a maximum of 100 points in total, based on the overall grade in high school and based on the results achieved on the entrance exam.

The overall grade in high school refers to the sum of average grades in each year of high school multiplied by two. On this basis, the applicant can gain a minimum of 16 and a maximum of 40 points. The overall grade in high school is calculated by rounding it to two decimal places.

An applicant can gain from 0 to 60 points on the entrance exam. An applicant has passed the entrance exam (and is thereby entitled to be ranked for enrolment) if they score **at least 14 points** on the entrance exam.

An applicant can enrol in a study programme in the status of a student financed from the budget of the Republic of Serbia (state-financed student) or in the status of a self-financing student.

If two or more applicants have the same number of points, the advantage is given to the applicant with the higher number of points scored on the entrance exam.

An applicant can enrol in the status of a state-financed student if they are on the final ranking list up to the number of students approved for enrolment of applicants at the expense of the budget and if they score at least 50.01 points (the overall grade in high school and the number of points in the entrance exam).

An applicant can enrol in the status of a self-financing student if they are on the final ranking list up to the number of students approved for enrolment of self-financing students and if they score at least 30.01 points (the overall grade in high school and the number of points in the entrance exam).

A unique ranking list of all applicants with the total number of points obtained according to all criteria established by the call for admission is made for each study programme. The place on the unique ranking list and the number of total points determines whether the applicant can be enrolled in the first year of undergraduate academic/applied studies, in the status of a state-financed or a self-financing student.

- \* Each applicant will be ranked on the list of the study programme they have listed as a primary wish, if they pass the entrance exam.
- \* If an applicant acquired the right to enrol in their primary wish at the expense of the budget, they will only appear on the ranking list of that study programme.
- \* If an applicant did not acquire the right to enrol in their primary wish at the expense of the budget, they will also be equally ranked on the ranking list of the study programme they listed as secondary, for which they passed the appropriate entrance exam.
- \* If an applicant acquires the right to enrol in the study programme they listed as secondary, they will not appear on the ranking lists of the study programmes listed as tertiary, quaternary, and quinary.
- \* If an applicant does not acquire the right to enrol in the study programme they listed as primary and secondary at the expense of the budget, they will also be equally ranked on the ranking list of the study programme listed as tertiary, for which they passed the appropriate entrance exam.
- \* If an applicant acquires the right to enrol in the study programme they listed as tertiary at the expense of the budget, they will not appear on the ranking lists of the study programmes they listed as quaternary, and quinary.
- \* If an applicant does not acquire the right to enrol in the study programme they listed as primary, secondary, and tertiary, they will also be equally ranked on the ranking list of the study programme they listed as quaternary, for which they pass the appropriate entrance exam.
- \* If an applicant acquires the right to enrol in the study programme they listed as quaternary at the expense of the budget, they will not appear on the ranking list of the study programme they listed as quinary.
- \* If an applicant does not acquire the right to enrol in the study programmes they listed as primary, secondary, tertiary, and quaternary at the expense of the budget, they will also be equally ranked on the ranking list of the study programme they listed as quinary, for which they passed the appropriate entrance exam.

## **8. Manner and deadlines for filing a complaint against the established order**

Objections to the accuracy of master data and accuracy of the overall grade in high school are submitted to the email: [studsluzba@uns.ac.rs](mailto:studsluzba@uns.ac.rs) on **June 25, 2022 by 12:00.**



A complaint against the number of points achieved on the entrance exam, the regularity of the procedure established by the call, or the regularity of the entrance exam is submitted after the publication of the preliminary ranking list via the web service for the admission of applicants <http://prijemni.ftn.uns.ac.rs>, no later than July 3, 2022 by 20:00.

Upon the complaint of the participants in the call, the Dean makes a decision no later than July 4, 2022 by 12:00. Dean's decision can be read at the web service for admission.

**Filing complaints and their resolution is performed within a strictly defined time frame. Applicants are asked to strictly adhere to the stated deadlines, as untimely complaints will not be accepted.**

## **9. Admission of non-resident citizens**

Foreign citizens can enrol in the first year of undergraduate academic/applied studies at the Faculty under the same conditions as the citizens of the Republic of Serbia. Applicants who are foreign citizens submit validated diplomas of a completed secondary school lasting four years.

A foreign citizen pays a tuition fee during their entire education period unless otherwise determined by an international agreement or a bilateral university agreement.

A foreign citizen can enrol in a study programme if they provide proof of knowledge of the Serbian language or proof of knowledge of the language in which instruction is conducted, in accordance with the Statute of the University and the Statute of the Faculty.

A foreign citizen can take the entrance exam in the language of instruction, based on a personal request.

A foreign citizen who completed previous education abroad may conditionally enrol in the study programme if the procedure for validation of a foreign school or higher education document has not been completed before the deadline for submission of the application for enrolment, with the attached proof that the validation is in progress. If the request for validation is refused, or if the validation of a foreign document does not entitle the applicant to enrol in the study programme that the person applied to, the conditional enrolment will be considered as not completed.

## **9. Notes**

Citizens of the Republic of Serbia who obtained a high school diploma abroad apply and enrol according to the professional instructions of the Ministry of Education, Science and Technological Development of the Republic of Serbia.

A citizen of the Republic of Serbia who completed previous education abroad may conditionally enrol in the study programme if the procedure for validation of a foreign school or higher education document has not been completed before the deadline for submission of the application for enrolment, with the attached proof that the validation is in progress. If the request for validation is refused or if the validation of a foreign document does not entitle the applicant to enrol in the study programme that the person applied to, the conditional enrolment will be considered as not completed.

The procedure for recognition of foreign school documents in primary and secondary education is under the responsibility of the Qualifications Agency, Belgrade, 51 Majke Jevrosime St.

The applicants who are financed from the budget according to affirmative action measures apply and enrol according to professional instructions of the Ministry of Education, Science and Technological Development of the Republic of Serbia.

Members of the Serbian national minority from neighbouring countries apply and enrol according to professional instructions of the Ministry of Education, Science and Technological Development of the Republic of Serbia.

**The professional instructions for conducting enrolment in the first year of study programmes of undergraduate studies at higher education institutions founded by the Republic of Serbia for the academic year 2022/2023 will be subsequently published on the website of the Faculty: [www.ftn.uns.ac.rs](http://www.ftn.uns.ac.rs).**

The Faculty of Technical Sciences in Novi Sad provides the students who pay a tuition fee in the academic year 2022/2023 the same conditions and the rights to study as the students whose education is financed from the budget of the Republic of Serbia.

A student can be financed from the budget only once at the same level of study.

All other conditions for application for enrolment, enrolment of students, enrolment of foreign students, application deadlines, procedures for forming ranking lists, and the procedure for complaints are in line with the General and other provisions of the Joint call.

Information outside working hours (during the period of registration and enrolment in the first year of studies) can be obtained only at the following telephone number: +381 21 459-141.

Dean

prof. Srđan Kolaković, PhD