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

MASTER ACADEMIC / PROFESSIONAL STUDIES

1. Number of vacancies for student enrolment

1.1. Master academic studies

In the academic year 2022/23, a total of 2155 students can be enrolled in the underground academic studies at the Faculty of Technical Sciences:

- **979 students financed from the state budget**
- **1176 self-financing students**

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

Study programme	state budget	self financing	total	tuition	
				national	international
Production engineering	25	45	70	100,000	3,000 €
Mechanization and construction engineering	21	11	32	100,000	3,000 €
Energy and process engineering	28	4	32	100,000	3,000 €
Technical mechanics and technical design	4	20	24	100,000	3,000 €
Power, electronic and telecommunications engineering	105	70	175	100,000	3,000 €
Computing and control engineering	120	55	175	120,000	3,000 €
Software engineering and information technologies	34	30	64	120,000	3,000 €
Power software engineering	36	104	140	120,000	3,000 €
Measurement and control engineering	6	26	32	100,000	3,000 €
Biomedical engineering	10	38	48	100,000	3,000 €
Information engineering	4	44	48	120,000	3,000 €
Information and analytics engineering	0	16	16	120,000	3,000 €
Information security	0	16	16	120,000	3,000 €

Artificial intelligence and machine learning	0	40	40	120,000	3,000 €
Civil engineering	80	60	140	100,000	3,000 €
Geodesy and geoinformatics	32	32	64	100,000	3,000 €
Architecture	75	45	120	100,000	3,000 €
Digital techniques, design and production in architecture	16	8	24	100,000	3,000 €
Regional development planning and management	4	12	16	100,000	3,000 €
Scene architecture and design	5	7	12	100,000	3,000 €
Scene architecture and technique	5	7	12	100,000	3,000 €
Traffic and transportation	45	60	105	100,000	3,000 €
Postal traffic and telecommunications	12	20	32	100,000	3,000 €
Industrial engineering	20	44	64	100,000	3,000 €
Engineering management	100	75	175	100,000	3,000 €
Innovation engineering	4	21	25	100,000	3,000 €
Information systems engineering	40	24	64	120,000	3,000 €
Mechatronics	32	32	64	100,000	3,000 €
Graphic engineering and design	35	35	70	100,000	3,000 €
Environmental engineering	24	40	64	100,000	3,000 €
Safety at work	16	16	32	100,000	3,000 €
Water treatment and safety engineering	6	10	16	100,000	3,000 €
Disaster risk management and fire safety	9	23	32	100,000	3,000 €
Mathematics in engineering	8	24	32	100,000	3,000 €
Engineering animation	10	38	48	100,000	3,000 €
Clean energy technologies	8	24	32	100,000	3,000 €
TOTAL:	**979**	**1,176**	**2,155**		

1.2. Master professional studies

In the academic year 2022/23, a total of 172 students can be enrolled in the master professional studies at the Faculty of Technical Sciences:

- **18 students financed by the state budget**
- **154 self-financing students**

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

Study programme	**state budget**	**self financing**	**total**	**tuition**	
				national	**international**
Production engineering	8	24	32	100,000	3,000 €
Electrical engineering	10	60	70	100,000	3,000 €
Engineering management MBA	0	70	70	100,000	3,000 €
TOTAL:	**18**	**154**	**172**		

NOTE:

- Persons with disabilities or student of the Roma nationality who, through the application of affirmative action measures, enrolled and completed undergraduate academic studies in the status of students whose studies are financed from the budget of the Autonomous Province of Vojvodina, enrol in the academic year 2022/23 in the first year of master's academic study programmes financed from the budget of the Autonomous Province Vojvodina at the University of Novi Sad and its faculties by applying affirmative action measures that are implemented in accordance with the programme of implementing affirmative action measures for university enrolment of persons with disabilities and members of the Roma national minority
- Tuition fees for master academic study programmes taught in English are increased by 50%.
- Students enrolled in the Engineering Management MBA study programme pay tuition fees throughout their studies

2. Terms and conditions of application

2.1. Master academic studies

Applicants who meet the requirements in accordance with the general acts of the Faculty and the Law on Higher Education and who have completed four years of secondary school education are eligible to apply for enrolment in master academic studies.

2.2. Master professional studies

Applicants who meet the requirements in accordance with the general acts of the Faculty and the Law on Higher Education and who have completed secondary school education lasting three or four years are eligible to apply for enrolment in master professional studies.

3. Procedure for application and evaluation of previously completed study programmes

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 one study programme. If the chosen study programme has modules, a candidate can choose only one study module. 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. The contest number is the identification number for each candidate during the entire process of application and enrolment.

Submitting more than one application is not allowed. Candidates are advised to complete the application carefully and follow the important deadlines during the contest and enrolment, since late changes and delays will not be considered.

During the contest for enrolment in the master of academic/professional studies, a committee is formed for the purpose of evaluating the previously completed study programme. All candidates who have not completed previous studies at the Faculty of Technical Sciences as well as the candidates who have completed previous studies at the Faculty but who are changing the study programme or study module during the contest are subject to evaluation.

Based on the evaluation of study programmes, the committee determines whether a study programme is appropriate, i.e. whether the candidate can apply for enrolment in master's academic/professional studies.

In case of a negative outcome of the evaluation of the previously completed studies, the amount paid for the evaluation costs will not be returned to the applicant.

4. Taking the entrance examination

Candidates who apply for the study programmes Scene Architecture and Design and Scene Architecture and Technique are required to take the entrance exam.

The entrance exam conditions, manner and procedure for taking the exam are determined by the Committee for the evaluation of the given study programme.

Entrance exams will be taken on the Faculty premises, according to the timetable that will be posted on the candidate admission web service: http://prijemni.ftn.uns.ac.rs

A candidate who does not pass the entrance exam cannot enrol.

5. Application schedule

Submission of documents for evaluation and application for admission (refers to the candidates whose previously completed studies require evaluation):

electronic application: from September 19, 2022 until September 23, 2022, at 13:00

application at the Registrar's office: from September 19, 2022 to September 23, 2022, from 10:00 to 13:00.

Application for the candidates who have completed the appropriate study programme at the FTN (applies to candidates who do not need to evaluate previously completed studies):

electronic application: from September 19, 2022 until October 3, 2022, at 13:00

application at the Registrar's office: September 30, 2022 and October 3, 2022, from 10:00 to 13:00.

Taking entrance exams:

October 4, 2022, from 09:00 to 13:00.

Publication of evaluation results and preliminary rankings:

October 4, 2022, by 20:00.

Publication of final rankings:

October 6, 2022, by 20:00.

Enrolment of accepted candidates:

October 7, 2022

The enrolment of accepted candidates will be done on the basis of a roll call. The roll call is performed in the Ceremonial Hall of the Faculty of Technical Sciences, based on the final ranking lists.

The results of the evaluation, preliminary and final ranking lists will be published on the web service for the admission of candidates: **http://prijemni.ftn.uns.ac.rs**

Candidates are asked to check the exact term of the roll call on the web service for the admission of candidates: http://prijemni.ftn.uns.ac.rs on October 06,2022, after 20:00.

Candidates who do not appear at the roll call will be considered to have given up enrolment.

Upon completion of enrolment, candidates who are not enrolled should take their documents by October 21, 2022. After that deadline, the documents will not be kept.

6. Criteria for determining the order of candidates on the ranking list

Student ranking is done in accordance with the Regulations on student enrolment in study programmes.

A unique ranking list of all candidates is determined with the total number of points obtained according to all criteria.

The right to enrol in a master's degree in academic or professional studies is acquired by a candidate who is ranked within the number of students envisaged for enrolment in the study program. Student status (state-funded or self-financing) is determined based on the number of available places according to the contest.

If two or more candidates have the same number of points, the candidate with a higher grade point average during the study has the advantage.

7. Documents required for candidate application

7.1. Documents required for applying:

- Scanned diplomas or scanned certificates of graduation of all previously completed studies,
- Scanned diploma supplements or scanned certificates of passed exams of all previously completed studies,
- Scanned diploma of the final high school graduation exam,

- For residents of the Republic of Serbia - read ID card (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 application fees,
- Scanned proof of payment for study programme evaluation,
- Scanned curricula of all previously completed studies (refers to candidates who did not complete their studies at the Faculty of Technical Sciences),
- Scanned certificate of employment at the Faculty of Technical Sciences (applies to candidates employed at FTN)
- CV and portfolio of artistic works (refers to candidates applying to the study programme Scene Architecture and Design),
- CV and portfolio of selected works (refers to candidates applying to the study programme Scene Architecture and Technology).

7.2. Documents for enrolment:

∗ Verified copy of diploma or original certificate of graduation (if the candidate has completed his / her studies at FTN, it is not necessary to verify diploma copies),

∗ Verified copies of diploma supplements or the original certificate of passed exams (if the candidate has completed his / her studies at FTN it is not necessary to verify copies),

∗ Diploma on the final - high school graduation exam (copy),

∗ For residents 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 – birth certificate (original document) and/or the copy of the first passport page,

∗ Proof of payment of application fees (original payment slip) ,

∗ Proof of payment of study programme verification (original payment slip),

∗ Verified curricula and programmes of all previously completed studies (refers to candidates who did not complete studying at the Faculty of Technical Sciences),

∗ Enrolment kit (containing an enrolment folder and student's booklet and is obtainable at the Faculty on the day of enrolment upon submitting proof of enrolment payment),

∗ Two 4.5 x 3.5 cm photographs

∗ Certificate of employment at FTN (applies to candidates employed at FTN),

∗ Proof of payment of enrolment fees (original payment slip) ,

∗ Proof of payment for self-financing students (original payment slip),

∗ Proof of payment for organizing classes for supplemental exams (applicable to students who, based on the evaluation of previous studies, need to take supplemental exams).

8. Fees

Bank account number of the Faculty of Technical Sciences	**840-1710666-12**
Reference number for the fees for application and organization of the entrance exam	**97 9706111356**
Reference number for study programme verification	**97 0306111355**
Reference number for fees of enrolment, tuition, and supplemental subjects	to be announced at the web service for the admission of candidates: **http://prijemni.ftn.uns.ac.rs**

∗ Fee of applying for the open call and organizing the entrance exam for candidates who are citizens of the Republic of Serbia (if the payment is made on the territory of the Republic of Serbia): **RSD 3,000.00**

∗ 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 25.00**

∗ 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**

∗ Fee for the evaluation of the study programme for students coming from other faculties (if the payment is made on the territory of the Republic of Serbia): **RSD 10,000.00**

∗ Fee for the evaluation of the study programme for students coming from other faculties (if the payment is made abroad): **EUR 100.00**

∗ 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**.

∗ Fee for the organization of classes for listening to supplemental subjects, per ECTS point: **tuition fee / 60**.

The candidate can pay the tuition fee in full or in a maximum of two instalments. The first instalment is paid at the time of enrolment and amounts to 50% of the total tuition fee.

The candidate can pay the fees for organizing classes for listening to the supplemental subjects in full or in a maximum of two instalments. The first instalment is paid at the time of enrolment and amounts to 50% of the total cost for supplemental subjects.

9. Manner and deadlines for filing a complaint against the established order

The participant in the call may only submit a complaint through the web service for candidate admission: **http://prijemni.ftn.uns.ac.rs**

A complaint against the evaluation results, the number of points achieved on the entrance exam, the regularity of the procedure determined by the call, or the regularity of the entrance exam, are submitted after the publication of the preliminary ranking list, no later than **October 6, 2022 at 12:00.**

Submission of complaints and their resolution is done within strictly defined time limits. Candidates are cautioned to strictly adhere to the stated deadlines, as late submissions will not be accepted.

Upon receipt of the complaint, it is forwarded for consideration to the appropriate Committee, which determines the proposal of the decision on the complaint made by the Dean. Candidates can see the decision of the Dean on the web service for the admission of candidates.

10. Enrolment of Non-Residents

Foreign citizens can enrol in the first year of the master's academic / professional studies at the Faculty under the same conditions. Candidates - foreign citizens must, when applying for the call, submit verified diplomas of completed undergraduate academic / professional studies.

A foreign citizen pays tuition fees throughout his / her education, unless otherwise stated by an international agreement or a bilateral university agreement.

A foreign citizen can enrol in the study program if he / she provides proof of knowledge of the Serbian language in accordance with the Statute of the University and the Statute of the Faculty, i.e., the knowledge of the language of instructions.

A foreign citizen who has completed previous education abroad may conditionally enrol in the study programme in the event that the procedure for recognition of a foreign school or higher education document

has not been completed before the deadline for submitting the application for enrolment, with the proof that the procedure is ongoing. If the request for recognition is rejected or if the recognition of a foreign public document does not give the right to enrol in the study programme to which the person has applied, it will be considered that the conditional enrolment has not been completed.

11. Notes

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 citizen of the Republic of Serbia who has completed previous education abroad may conditionally enrol in a study programme in the event that the procedure for recognition of a foreign school or higher education document has not been completed before the application deadline, with attached evidence that the procedure is ongoing. If the request for recognition is rejected or if the recognition of a foreign public document does not give the right to enrol in the study programme to which the person has applied, it will be considered that the conditional enrolment has not been completed.

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

In the event that all the places for enrolment according to the call are not filled, the realization of the enrolment in the second call deadline will begin. The number of vacancies in the study programmes will be announced later.

All other conditions for applying for enrolment, student enrolment, enrolment of foreign students, competition deadlines, procedures for forming the ranking list, and the procedure for complaints are in line with the general and other provisions of the Joint call.

More information on enrolment in master's academic / professional studies can be found on the faculty's website: http://www.ftn.uns.ac.rs

Dean

prof. Srđan Kolaković, PhD