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

DOCTORAL ACADEMIC STUDIES

1. Number of vacancies for student enrolment

In the academic year 2022/23, a total of 337 students can be enrolled in the first year of Doctoral academic studies at the Faculty of Technical Sciences:

- **67 students financed from the state budget**
- **270 self-financing students**

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

Study programme	state- funded	self- financing	total	tuition	
				national students	international students
Mechanical engineering	5	25	30	200,000	4,000€
Power, electronic and telecommunications engineering	9	41	50	200,000	4,000€
Computing and control engineering	14	36	50	200,000	4,000€
Civil engineering	3	12	15	200,000	4,000€
Architecture	4	11	15	200,000	4,000€
Scene design	2	8	10	200,000	4,000€
Traffic and transportation	3	12	15	200,000	4,000€
Industrial engineering / Engineering management	7	18	25	200,000	4,000€
Graphic engineering and design	3	7	10	200,000	4,000€
Environmental engineering	2	13	15	200,000	4,000€
Safety at work	1	9	10	200,000	4,000€
Mechatronics	3	12	15	200,000	4,000€
Mathematics in engineering	3	17	20	200,000	4,000€
Geodesy and geoinformatics	2	8	10	200,000	4,000€
Engineering animation	1	9	10	200,000	4,000€
Disaster risk management and fire safety	1	11	12	200,000	4,000€
Biomedical engineering	1	9	10	200,000	4,000€
Information systems engineering	3	12	15	200,000	4,000€
TOTAL	67	270	337		

NOTE:

- * Tuition fees for study programmes taught in English are increased by 50%.

2. Terms and conditions of application

The following applicants are eligible to apply to Doctoral academic studies:

1. Applicants who have completed master academic studies at the Faculty of Technical Sciences or similar faculties (depending on the field they apply to) that, together with undergraduate academic studies, last for at least 5 years and obtain at least 300 ECTS, together with:
 - * Grade point average at least 8,00 at undergraduate academic studies, and
 - * Grade point average at least 8,00 at master academic studies.
2. Persons who have completed similar studies lasting at least four years according to the regulations that were valid until the passing of the Law on Higher Education, if the Evaluation Commission determines that previously completed studies obtain at least 300 ECTS, and with the grade point average at least 8.00.

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. 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 Doctoral academic 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 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 Doctoral academic 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 Design are required to take the entrance exam, consisting of the analysis of the candidate's portfolio of artistic and professional works as well as the interview with the Committee.

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.

The conditions for enrolment and the manner of taking the entrance exam are defined by the Regulation on enrolment, studying at Doctoral academic studies and obtaining the title of a Doctor of Sciences, i.e. Doctor of Arts, <http://www.ftn.uns.ac.rs/1886781130/pravilnici>

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 11:00 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 29, 2022, September 30, 2022 and October 3, 2022, from 11:00 to 13:00.

Taking entrance exams:

October 4, 2022, from 17:00.

Publication of evaluation results and preliminary rankings:

October 10, 2022, by 20:00.

Publication of final rankings:

October 12, 2022, by 20:00.

Enrolment of accepted candidates:

October 13, 2022 and October 14, 2022

The enrolment of accepted candidates will be performed on the basis of a call.

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 on October 12, 2022, after 20:00 the exact term period of the call on the web service for the admission of candidates: <http://prijemni.ftn.uns.ac.rs>

Candidates who do not appear for a 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 document will not be kept.

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

Candidate ranking is carried out in accordance with the Regulations on enrolment, studying at Doctoral academic studies and acquiring the title of a Doctor of Sciences or the title of a Doctor of Arts.

For each study programme, a unique rank list is determined for all candidates, with the total number of points obtained according to all of the criteria.

A candidate ranked within the determined number of students for enrolment and a candidate with an appointed supervisor is entitled to be enrolled in Doctoral academic studies. The status of the student (state funded or self-financing) is determined based on the available number of places.

In case two or more candidates have the same number of points, the advantage is given to the candidate with the higher grade point average achieved during studying.

Upon collecting applications, the Head of the study programme, based on the documentation or interviews with the candidates, determines whether, among the available supervisors and mentors, there is an adequate advisor or a mentor from the required research or artistic field for which the candidate is interested. The candidates who do not find a supervisor or mentor in the required field cannot be enrolled in the Doctoral academic studies.

The agreement on cooperation between the Ph.D. student and the advisor is confirmed by signing an appropriate form after the completion of the enrolment, with the consent of the Head of the study programme.

7. Documentation required for candidate application

7.1. Documents required for applying:

- * Scanned diplomas or scanned graduation certificates of all completed levels of studying,
- * Scanned diploma supplements or scanned certificates of passed exams at all completed levels of studying,
- * CV,
- * 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 – scanned birth certificate and/or scanned first passport page,
- * Scanned proof of payment of the application fees,
- * Scanned proof of payment for study programme evaluation,
- * Scanned curricula of all previously completed study programmes (applicable to candidates who did not complete their studies at the Faculty of Technical Sciences),
- * CV and portfolio of artistic works (applicable to candidates applying for the study programme in Scene design).

7.2. Documents for enrolment:

- * Verified copies of diplomas or the original certificate of previously completed studies (candidates who completed their studies at the Faculty of Technical Sciences do not need to verify diploma copies),
- * Verified copies of diploma supplements or the original certificate of the passed exams at the previously completed studies (candidates who completed their studies at the Faculty of Technical Sciences do not need to verify diploma supplement copies),
- * 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 of all previously completed studies (applicable to candidates who did not complete studying at the Faculty of Technical Sciences),
- * Enrolment kit (containing: enrolment folder and student's booklet, obtainable at the Faculty on the day of enrolment upon submitting proof of enrolment payment),
- * Two photographs (4.5 x 3.5 cm)
- * Employment certificate (applicable to the candidates employed at the Faculty of Technical Sciences),
- * Proof of payment of enrolment fee (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 examination	97 0606111257
Reference number for study programme verification	97 03-06111355
Reference number for fees of enrolment, tuition, and supplemental subjects	to be announced at the web-service for candidate application:

- * Fees for registration and organization of the entrance examination for the residents of the Republic of Serbia (if the payment is made on the territory of the Republic of Serbia): **6,000.00 RSD**,
- * Fees for registration and organization of the entrance examination for the residents of the Republic of Serbia (if the payment is made abroad): **50.00 EUR**,
- * Fees for registration and organization of the entrance examination for the foreign candidates (classes in the Serbian language): **200.00 EUR**,
- * Fees for registration and organization of the entrance examination for the foreign candidates (classes in the English language): **300.00 EUR**,
- * Fees for study programme validation for students coming from other faculties (if the payment is made on the territory of the Republic of Serbia): **10,000.00 RSD**,
- * Fees for study programme validation for students coming from other faculties (if the payment is made abroad): **100.00 EUR**,
- * Enrolment fees for the residents of the Republic of Serbia: **6,900.00 RSD**,
- * Enrolment fees for non-residents (classes in the Serbian language): **200.00 EUR**,
- * Enrolment fees for non-residents (classes in the English language): **300.00 EUR**,
- * Fees for organizing classes for supplemental subjects per ECTS: **tuition/60**.

Candidates may pay the tuition as a single payment or in three instalments. The first instalment in the amount of **50%** of the total tuition is to be paid when registering for the academic year.

Candidates may pay the fees for the organization of supplemental subjects in a single payment or in not more than two instalments. The first instalment in the amount of **50%** is to be paid when registering for the academic year.

9. Filing complaints and deadlines after the determination of the rank list

Candidates may file a complaint via web-service for candidate application at: <http://prijemni.ftn.uns.ac.rs> or via email to: studsluzba@uns.ac.rs

Complaints referring to validation results, number of points in the entrance examination, the regularity of the registration procedure or regularity of the entrance examination is to be filed after the preliminary rank list has been announced, not later than **12 October 2022 at 12:00 pm**.

Filing and resolving complaints are conducted in a strictly determined schedule. Please note that unless the complaint is filed in the determined time schedule, the complaint will not be taken into consideration.

All received complaints will be forwarded to the relevant Committee to be considered, which proposes a resolution, and the Dean is rendering the final decision. The Dean's decision can be seen in the candidate web-service.

10. Enrolment of Non-Residents

Non-residents can enrol in Doctoral studies under equal conditions.

Candidates – non-residents, when registering, submit verified diplomas on completion of the previous level of study.

Non-residents pay tuition during the period of studying unless otherwise has been determined by an international agreement or a bilateral agreement between universities.

Non-residents can enrol a study programme if they submit a proof of sufficient Serbian language knowledge in accordance with the Statute of the University and the Statute of the Faculty or the language of the instruction.

A non-resident who completed a previous level of education abroad can conditionally enrol in a study programme in case the procedure for the verification of their diploma is not finished before the deadline for

application submission, if they submit proof that the procedure is in progress. In case the application for document verification is rejected, or if verification of the document does not entitle the person to be enrolled, conditional enrolment will be annulled.

11. Notes

The Faculty of Technical Sciences in Novi Sad ensures the same conditions and rights to both self-financing students and the students funded from the budget of the Republic of Serbia.

A resident of the Republic of Serbia who completed a previous level of education abroad can conditionally enrol in a study programme in a case when the procedure for foreign document verification is not completed before the deadline for document submission if they submit proof that the procedure is in progress. In case the application for document verification is rejected or if verification of the document does not entitle the person to be enrolled, conditional enrolment will be annulled.

A student can be state-funded only once for a particular level of study.

In case some vacancies remain after the first application, there will be a second application scheduled. The number of vacancies for each of the study programmes will be subsequently announced.

All other terms and conditions for enrolment, student registration, registration of foreign students, dates and deadlines, procedures for rank lists and complaints procedures are determined in accordance with the General and other provisions of the Common application procedure.

For more information regarding the enrolment of Doctoral academic studies, please visit the faculty website: <http://www.ftn.uns.ac.rs>

Dean

prof. Srđan Kolaković, PhD