

FACULTY OF TECHNICAL SCIENCES
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Head of Registrar's office: 021/485-2222
Office for Doctoral academic studies: 021/485-2209
Marketing office: 021/459-141; 485-2061

OPEN CALL FOR ADMISSION TO THE FIRST YEAR OF STUDIES, ACADEMIC YEAR 2024/25

DOCTORAL ACADEMIC STUDIES

1. Number of vacancies for student enrolment

In the academic year 2024/25, 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		

NOTES:

- * 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 for enrolment in 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 of at least 8.00 at undergraduate academic studies, and
 - * Grade point average of at least 8.00 at master academic studies.
2. Applicants 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 of at least 8.00.

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

The application for the open call 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 application number and informs the candidate about the success of the application. The application 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 open call and enrolment, since late changes and delays will not be considered.

During the open call for enrolment in Doctoral academic studies, a committee is formed for the purpose of evaluating previously completed study programmes. All candidates who have not completed previous studies at the Faculty of Technical Sciences, as well as candidates who have completed previous studies at the Faculty of Technical Sciences but who are changing the study programme during the open call, 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 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 programme 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 Regulations 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 16, 2024 until September 20, 2024, at 13:00

application at the Registrar's office: September 19, 2024 and September 20, 2024, from 11:00 to 13:00.

Application for the candidates who have completed the appropriate study programme at the Faculty of Technical Sciences (refers to the candidates whose previously completed studies do not require evaluation):

electronic application: from September 16, 2024 until September 30, 2024, at 13:00

application at the Registrar's office: September 27, 2024 and September 30, 2024, from 11:00 to 13:00.

Taking entrance exams:

October 1, 2024, from 17:00.

Publication of evaluation results and preliminary rankings:

October 7, 2024, by 20:00.

Publication of final rankings:

October 9, 2024, by 20:00.

Enrolment of accepted candidates:

October 10, 2024 and October 11, 2024.

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

Candidates are asked to check the exact time of enrolment on October 9, 2024, after 20:00, on the candidate admission web service: <http://prijemni.ftn.uns.ac.rs>

Candidates who do not appear will be considered to have given up enrolment.

Upon completion of enrolment, candidates who are not enrolled should take their documents by October 18, 2024. After that deadline, the documents will not be kept any longer.

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

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

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

A candidate ranked within the determined number of students for enrolment and a candidate with an appointed advisor 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 advisors and mentors, there is an adequate advisor or mentor from the required research or artistic field for which the candidate is interested. The candidates who do not find an advisor or mentor in the required field cannot be enrolled in Doctoral academic studies.

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

7. Documentation required for candidate application

7.1. Documents required for application:

- * 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,
- * CV,
- * For residents of the Republic of Serbia – read ID document (for holders of IDs with a chip) or scanned ID document (for holders of IDs without a chip); For non-residents – scanned birth certificate and/or scanned first passport page,
- * Scanned proof of payment of application fee,
- * Scanned proof of payment for study programme evaluation,
- * Scanned curricula of all previously completed studies (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).
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7.2. Documents required for enrolment:

- * Verified copies of diplomas or the original certificate of all 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 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 IDs with a chip) or scanned ID document (for holders of IDs without a chip); For non-residents – birth certificate (original document) and/or a copy of the first passport page,
- * Verified curricula of all previously completed studies (applicable to candidates who did not complete their studies at the Faculty of Technical Sciences),
- * Two photographs (4.5 x 3.5 cm),
- * Proof of payment of enrolment fee (original payment slip),
- * Proof of payment for self-financing students (original payment slip),
- * Proof of payment for organising classes for supplemental subjects (applicable to students who, based on the evaluation of previous studies, need to take supplemental exams),
- * Enrolment kit (containing: enrolment folder and student's booklet, obtainable at the Faculty on the day of enrolment upon submitting proof of payment of enrolment fee).

8. Fees

Bank account number of the Faculty of Technical Sciences	840-1710666-12
Reference number for the fees for application and organisation of the entrance examination	97 0606111257
Reference number for study programme evaluation	97 03-06111355
Reference number for the fees of enrolment, tuition, and supplemental subjects	to be announced at the candidate admission web service: http://prijemni.ftn.uns.ac.rs

- * Fee for application and organisation of the entrance examination for residents of the Republic of Serbia (if the payment is made on the territory of the Republic of Serbia): **6,000.00 RSD**,
- * Fee for application and organisation of the entrance examination for residents of the Republic of Serbia (if the payment is made abroad): **60.00 EUR**,
- * Fee for application and organisation of the entrance examination for non-residents (classes in the Serbian language): **200.00 EUR**,
- * Fee for application and organisation of the entrance examination for non-residents (classes in the English language): **300.00 EUR**,
- * Fee for study programme evaluation for students coming from other faculties (if the payment is made on the territory of the Republic of Serbia): **10,000.00 RSD**,
- * Fee for study programme evaluation for students coming from other faculties (if the payment is made abroad): **100.00 EUR**,
- * Enrolment fee for residents of the Republic of Serbia: **7,500.00 RSD**,
- * Enrolment fee for non-residents (classes in the Serbian language): **230.00 EUR**,
- * Enrolment fee for non-residents (classes in the English language): **345.00 EUR**,
- * Fee for organising 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 at the time of enrolment.

Candidates may pay the fee for organising classes for supplemental subjects in a single payment or in not more than two instalments. The first instalment in the amount of **50%** of the total cost of the supplemental subjects is to be paid at the time of enrolment.

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

Candidates may file a complaint via email to: studsluzba@uns.ac.rs

Complaints referring to the accuracy of personal data and data related to previously completed studies are to be filed until **October 1, 2024 at 12:00 pm**.

Complaints referring to evaluation results, number of points in the entrance examination, regularity of the application procedure, or regularity of the entrance examination are to be filed after the preliminary ranking list has been announced, and not later than **October 9, 2024 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 for consideration to the relevant Committee, which proposes a resolution, and the Dean is rendering the final decision. The Dean's decision can be seen in the candidate admission web service.

10. Enrolment of Non-Residents

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

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

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

Non-residents can enrol in a study programme if they submit proof of sufficient knowledge of the Serbian language in accordance with the Statute of the University and the Statute of the Faculty, i.e., sufficient knowledge of 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 foreign diploma verification is not completed 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 document verification 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 students funded from the budget of the Republic of Serbia in the academic year 2024/2025.

A resident of the Republic of Serbia who completed a previous level of education abroad can conditionally enrol in a study programme in case the procedure for foreign diploma verification is not completed 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 document verification 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 open call, enrolment will be realised in the second open call. The number of vacancies for each of the study programmes will be subsequently announced.

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

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

Acting Dean

Prof. Boris Dumnić, Ph.D.