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**CALL FOR APPLICATIONS FOR ADMISSION TO DOCTORAL ACADEMIC STUDIES
 ACADEMIC YEAR 2018/2019**

DOCTORAL ACADEMIC STUDIES

1. The number of available places for enrolment:

A total of 55 students can be enrolled at the Faculty, as follows:
 -30 students as state-funded students, and
 -25 self-financed students

The number of students who can be enrolled in the following Study Programmes:

Study Programme	State-funded students	Self-financed students	Total	Fees	
				for the citizens of Serbia (RSD)	for International students (EURO)
Agronomy (in Serbian and in English)	18	17	35	100,000.00	4,000.00
Agricultural Economics (in Serbian and in English)	5	5	10	100,000.00	4,000.00
Veterinary Medicine (in Serbian and in English)	7	3	10	150,000.00	4,000.00
Total:	30	25	55		

2. Requirements for application:

The students meeting the following requirements can enrol the programmes of doctoral academic studies, until the approved enrolment quotas for state-funded students or for self-funded students are filled:

- Applicants who completed master academic studies or integrated studies with at least 300 ECTS credits and the GPA of at least 8 (eight), as registered in the diploma of undergraduate academic studies, and the diploma of master academic /integrated /studies.
- Applicants with the academic degree of the former 2-year master programme, if they did not obtain Ph degree according to earlier legal regulations within the term stipulated by the law.
- Doctoral academic studies can be enrolled by applicants who are in good command of one the world languages.

3. Entrance Examination

- There is no entrance examination.

4. Application terms

First application term:

Applicants can apply in the period from 3rd September to 17th October 2018 (11a.m. – 1p.m.).

Preliminary ranking list will be announced on 19th October 2018.

Final ranking list will be announced on 23rd October 2018.

Enrolment of admitted applicants will be in the period from 23rd to 25th October 2018.

Enrolment of admitted applicants will be from 23rd to 25th October 2018, from 10a.m. to 2.p.m., according to the following schedule:

Students to be enrolled as state-funded students will be registered on 23rd October 2018 from 10a.m. to 2.p.m. and on 24th October 2018 from 10a.m. to 12a.m. If students ranked for enrolment as state-funded students are not enrolled in the indicated period, it will be assumed that they withdrew, so the order in the ranking list is moving upwards. Students who entered the ranking list of state-funded students in the above described way will be registered on 24th October 2018 from 1p.m. to 2p.m. Self-funded students will be registered on 25th October 2018 from 10a.m. to 12a.m. At 12a.m. on 25th October 2018 there will be a roll-call of self-funded students and the available places will be filled.

Second application term:

The second application term is from 26th to 29th October 2018 (from 11a.m. to 1p.m.)

The preliminary ranking list will be announced on 31st October 2018.

The final ranking list will be announced on 5th November 2018.

Enrolment of admitted applicants will be on 6th November 2018 from 10a.m. to 2p.m.

5. Documents required to be submitted for application

Applicants are to submit the following documents:

- a photocopy of the diploma (which need not be certified if the student graduated from the Faculty of Agriculture, Novi Sad),
- a photocopy of ID Card, while the original ID card is to be presented. If the ID card contains a chip, it is necessary to print the ID card data using a smart card reader.

Applicants who did not study at the Faculty of Agriculture, Novi Sad, are required to submit their CV together with the curriculum of the completed study programme, including the list and the structure of mandatory and elective courses and modules, their descriptions and the number of hours, as well as the proof of payment for the study programme validation in the amount of 17,500.00 RSD (Bank account no. 840-1736666-97, Model no. 97, Reference number 6318102400101).

Applicants **qualified to enrol** the Faculty are to submit the following:

- a registration set which can be bought at the entrance desk of the Faculty, and which includes the enrolment form (Serbian: *ŠV 20 obrazac*),
- two photographs of dimensions 4.5x3.5cm,
- the proof of payment of the enrolment fee in the amount of 5,750.00 RSD made to the bank account of the Faculty,
- the proof of payment of the tuition fee for self-financed students; the amount can be paid in two instalments.

Students who were previously state-funded students **are not allowed to enrol again** at the same level of academic studies as state-funded students.

6. Fees

- For enrolment, the amount of 5,750.00 RSD paid to the bank account of the Faculty (Account no. 840-1736666-97, Model no. 97, Reference number 6318102400101)
- For self-financed students, the tuition fee can be paid in two instalments.

7. Criteria determining the ranking of applicants:

All applicants for doctoral studies belong to one of the following two categories:

1. Applicants who completed the relevant study program at the Faculty of Agriculture
2. Applicants who did not complete the relevant study programme, but completed some other programme at the Faculty of Agriculture, or applicants coming from other faculties.

The applicants from the first category are ranked according to the credits acquired on the basis of their grades and the credits acquired on the basis the length of studying.

Considering the second category of applicants, the Commission for Study Programme Evaluation decides whether there is certain additional programme content that the students are to master, or examinations that the students are to pass in order to enrol the doctoral studies. These applicants are to submit a request for validation of previously completed undergraduate and master academic studies, and submit the relevant curriculum (students of the Faculty of Agriculture submit only the request) to the Student Affairs Office of the Faculty at the time stipulated by the Call. The Commission for Study Programme Evaluation consists of the members of the Commission for Recognition of Examinations and Heads of the Study Programmes.

In addition to the credits acquired on the basis of the achieved grades and the length of studying, for this group there is also a coefficient obtained in the following way: the number of the recognized ECTS credits is divided by the required ECTS credits, i.e. by 300 ECTS credits. This coefficient is multiplied by the number of credits acquired on the basis of the first two criteria (achieved grades and length of studying).

An integrated ranking list is made for all applicants with the total number of credits earned through all the criteria determined by the Call for Applications.

The number of credits determined on the basis of the grades and the number of credits based on the length of studying is calculated in the following way: out of the maximum 100 credits, the average grade accounts for 75%, while the length of studying calculated for the whole year accounts for 25%.

The number of credits (A) acquired **on the basis of the achieved grades** at undergraduate and master academic studies is calculated by the formula:

$$A = 75 * \frac{Po}{10} * \frac{4}{5} + 75 * \frac{Pm}{10} * \frac{1}{5}$$

where: Po is the average grade achieved at undergraduate academic studies; Pm is the average grade achieved at master academic studies.

The number of credits (B) acquired **on the basis of the length of studying** is calculated by the formula:

$$B = 25 * \frac{no}{No} * \frac{4}{5} + 25 * \frac{nm}{Nm} * \frac{1}{5}$$

where: no is the number of months planned for completion of undergraduate academic studies; No is the number of months during which the applicant completed their undergraduate academic studies; nm is the number of months planned for completion of master academic studies; Nm is the number of months during which the applicant completed their master academic studies.

The coefficient of credits (K) acquired during previous studies is calculated by the formula:

$$K = \frac{E}{e}$$

where: E is the number of recognized ECTS credits after the equivalation,; e is the number of required ECTS credits of the completed study programme.

Total number of credits is:

$$\sum credits = (A + B) * K$$

If an applicant completed master studies which lasted for 2 years, a different method is applied. The number of credits (A) acquired **on the basis of the achieved grades** at undergraduate and (2-year) master studies is calculated by the formula:

$$A = 75 * \frac{Po}{10} * \frac{4}{6} + 75 * \frac{Pm}{10} * \frac{2}{6}$$

where: **Po** is the average grade achieved at undergraduate academic studies; **Pm** is the average grade achieved at (2-year) master studies.

The number of credits (B) acquired **on the basis of the length of studying** is calculated by the formula:

$$B = 25 * \frac{no}{No} * \frac{4}{6} + 25 * \frac{nm}{Nm} * \frac{2}{6}$$

where: **no** is the number of months planned for completion of undergraduate academic studies; **No** is the number of months during which the applicant completed their undergraduate academic studies; **nm** is the number of months planned for completion of (2-year) master studies; **Nm** is the number of months during which the applicant completed their (2-year) master studies.

The coefficient of the credits (K) achieved during previous studies is calculated by the formula:

$$K = \frac{E}{e}$$

Total number of credits is:

$$\sum credits = (A + B) * K$$

For enrolment in the Study Programme of Veterinary Medicine, the third method of credit calculation is applied. The number of credits (A) acquired **on the basis of the achieved grades** at the integrated studies is calculated by the formula:

$$A = 75 * \frac{Pi}{10}$$

where: **Pi** is the average grade achieved at integrated academic studies.

The number of credits (B) **acquired on the basis of the length of studying** is calculated by the formula:

$$B = 25 * \frac{ni}{Ni}$$

where: **ni** is the number of months planned for completion of integrated academic studies; **Ni** is the number of months during which the applicant completed their integrated academic studies.

The coefficient of credits (K) acquired during previous studies is calculated by the formula:

$$K = \frac{E}{e}$$

where: **E** is the number of recognised ECTS credits after performed equivalation; **e** is the number of required ECTS credits of the completed study programme.

Total number of credits is:

$$\sum credits = (A + B) * K$$

The right to admission is obtained by applicants who are ranked within the approved enrolment quota.

Applicants of the second category have the entrance module consisting of the courses the applicants are obliged to pass. The number of courses cannot be more than 5, while the number of courses the applicants are obliged to pass differs for each applicant, depending on the study programme they completed. Prior to the admission, the applicants declare in writing that they accept to pass the entrance module, i.e. the courses, and they are obliged to pass the courses

prior to taking examinations at doctoral studies. The applicants of the second category at the same time attend the lectures of doctoral study courses, and make arrangements with the professors of the entrance module to take the entrance module examinations, without attending the lectures and tutorials. They are allowed to take examinations of the entrance module in all examination terms, including the term for senior students (the students who have attended all the lectures but still have not passed all the examinations, Serbian: *apsolventski rok*).

8. Terms and conditions of submitting a complaint about the ranking:

An applicant can submit to the Commission for Student Admission a complaint related to the regularity of the process and about their position on the ranking list within 36 hours following the announcement of the preliminary ranking list. Complaints are to be submitted in writing to the File Department of the Faculty from 9:00a.m. to 2:00p.m. If a complaint is sent by mail, only the complaints received within 36 hours following the announcement of the preliminary ranking list will be accepted. Complaints sent by e-mail will not be accepted. On the basis of the proposal made by the Commission for Student Admission, the Dean or the person authorized by the Dean will make the decision related to the complaint within 24 hours after the complaint was received.

9. Admission of foreign citizens:

Foreign citizens can enrol the study programme under the same conditions as Serbian citizens if they submit a proof of good command of the Serbian language in accordance with the Statute of the University, and if they submit:

- Nostrified diploma on completed studies and acquired ECTS credits.
- If they have health insurance

Foreign citizens can enrol the study programme provisionally in case when the validation procedure of the foreign higher educational document is not completed before the term for submitting the applications for admission. In case the request for validation is refused or if the validation of the foreign public document does not entitle the applicant to enrol the study programme, the enrolment will be annulled.

Foreign citizens pay the tuition fee during the whole education period, unless otherwise is stipulated by an international agreement or by bilateral agreement of universities.

Tuition fee for students who are foreign citizens is 4,000.00 EURO. The full amount is charged upon enrolment.

10. NOTE:

Note: The provided enrolment quotas are formed on the basis of the opinion of the National Council for Higher Education and the approval of the Ministry of Education, Science and Technological Development; if necessary, the quotas will be subsequently modified by the decision of the Provincial Government of Autonomous Province of Vojvodina regarding the enrolment quotas for state-funded students. The University of Novi Sad reserves the right to change and amend the text of the Call for Applications. All potential changes and amendments to the Call for Applications will be announced on the web site of the University of Novi Sad and the internal pages of the Faculty.

Contact phones for further information: +318 21 485 3209, +318 21 485-3388 and +318 21 485-3219.

Dean

Prof. Nedeljko Tica, Ph.D.