



UNIVERSITY OF NOVI SAD
INTERNATIONAL RELATIONS OFFICE

PRACTICAL GUIDE

FOR INCOMING *ERASMUS MUNDUS – Action 2*
STUDENTS AND STAFF

www.uns.ac.rs

WHO IS THIS GUIDE FOR

This Practical guide is intended for students and staff who are coming to Novi Sad within **BASILEUS** and **JoinEU-SEE** and **STEM** projects as part of ERASMUS MUNDUS – Action 2 Program (former EM ECW).

ACADEMIC INFORMATION

TYPES OF STUDY PROGRAMS OFFERED

The faculties comprising the University of Novi Sad offer a variety of study programs on **Bachelor**, **Master** and **Doctoral** level. In order to find the most adequate study programme for academic mobility, the candidates are advised to visit individual web-sites of Novi Sad faculties following the link: www.uns.ac.rs/en/fakulteti.htm

GRADING SYSTEM

A **5 -10** grading scale is used at the University of Novi Sad (with 6 as a pass level). Student's success is assessed by grades from 5 (failed) to 10 (excellent) within the higher education system of the Republic of Serbia.

PROGRAMS FOR DEGREE STUDENTS (pay attention to language of instruction!)

Within EM Action 2, enrolling in full degree programs at Western Balkan universities is now available within Basileus, but limited to one-year Master's or 34-month Doctoral programs. We would like to point out that candidates from the EU who choose this option must make a detailed enquiry at the relevant faculty of the University of Novi Sad about additional requirements that they need (previous degree verification - <http://www.uns.ac.rs/en/guide/validation.html>, acceptance by the faculty, fees of enrollment, proof of knowledge of the Serbian language, etc).

COURSES FOR EXCHANGE STUDENTS (pay attention to language of instruction!)

At the level of the University of Novi Sad, candidates cannot find a complete course catalogue for all available study programs. In order to find the desired courses and make sure what their content and language of instruction are, the candidate has to **visit the website of the faculty** or department he/she is interested in.

The majority of courses and study programs are **in Serbian** and the candidate needs to have some level of knowledge of the host country's language before arrival. However, there are cases where complete study programs are **in English** (e.g. undergraduate program of the Faculty of Medicine) or where some courses can be provided in English (e.g. some departments of the Faculty of Technical Sciences can offer their courses in English since professors are willing to enable consultations, literature or exams in English). The EM Action 2 candidate has to explore these options on his/her own. This is a very important step, since it will be one of the major considerations when candidates' applications are evaluated by the host institution (university and faculty).

Therefore, before or during their application for exchange period, candidates are advised to **contact the administration** of a specific faculty or department and ask for course descriptions they are interested in as well as to enquire about the language of instruction and other conditions for academic mobility.

Also, the candidates need to make sure to fill in additional or supporting documents, during the application period, that are required for different categories of mobility and defined by the program – Basileus, JoinEU-SEE, STEM. This means that communication with relevant faculties of the University of Novi Sad is useful and in some cases necessary during the application process – to make a study plan, preliminary learning agreement, research and teaching plan, etc.

ACADEMIC CALENDAR

Even though there are small differences among different faculties of the University of Novi Sad, the academic calendar is:

Winter semester: 1 October – 15 January

Exam period: 15 January – 15 February

Spring semester: 15 February – 31 May

Exam period: 1 June – 15 July

Exam period: 1 - 30 September

Note: Students are advised to arrive at least a week before the start of semester in order to complete all the necessary paperwork and formalities.

REGISTRATION AT THE UNIVERSITY

ADMISSION CRITERIA

- Admission criteria for degree students – *now applicable for WB universities within Basileus – checking requirements at faculty level is necessary.*
- Admission criteria for exchange students – this depends on individual faculties. Exchange students need to be registered at the student services of their host **faculty** upon arrival. It is important to have in mind that exchange students are not registered at the University level, but at the level the faculty which has previously agreed to accept them (after reviewing their files during application period).

REGISTRATION / Admission

At the University of Novi Sad registration process differs depending on the faculty. Enrolment of exchange students is normally done after student's arrival at the Student Services of that faculty. Following documents which students uploaded during application will provide the basis for enrollment:

:: Transcript of Records (document issued by the home university)

:: Learning Agreement

:: Copy of passport

The coordinator at the International Office guides the exchange students through the process of enrolment / registration at the faculty student service. Student buddy should also be of assistance.

SERBIAN LANGUAGE COURSES

At the University of Novi Sad you can learn Serbian at the Centre for Serbian as a Foreign Language. It offers a variety of Serbian courses ranging from A1 (Beginners) to C2 (Advanced) level. Language course

cannot be offered free of charge. More information about the Centre is available at <http://www.srpski-strani.com/kontakt.htm>

Contact person:

Jasmina Dražić

Phone/Fax: +381-21-459-626

E-mail: centar@ff.uns.ac.rs

jasmina@ff.uns.ac.rs

SERVICES AT THE UNIVERSITY

Within the University Campus, there is a health care centre, student restaurants, bakeries, libraries, post office, banks, and bookshops. Faculties of the University of Novi Sad are in charge of the academic services available to students.

PRACTICAL INFORMATION

VISA AND RESIDENCE

All EU citizens can travel to Serbia and stay up to 90 days without visa. Students coming to study in Novi Sad are advised to **check** whether they should apply for a study visa **before arrival**. For this they should contact the Embassy of Serbia in their home country and apply for a visa there, before coming to Novi Sad. Please refer to: www.mfa.gov.rs/Consularaffairs.htm for more details. The International Office of the University of Novi Sad provides exchange students with invitation letters (one of the documents needed to apply for the visa). After arrival students should apply for temporary residence permit.

If student applies for visa and temporary residence permit after arrival in Serbia the necessary documents are: **passport, 2 photos, proof of residence, proof of the means of subsistence** (scholarship or bank statement with minimum of 75 EUR per month) and **confirmation** from the faculty and University of Novi Sad that they are accepted exchange students.

Note: For a continuous stay of maximum 90 days, EU citizens and citizens of Croatia do not require a visa. However, all foreigners have to contact the Internal Affairs Service in Novi Sad (Police Department) one day upon arrival and register their place of residence in Novi Sad. If the person is accommodated in a student dormitory, hotel or hostel they will register the person and issue the guest so called “white card”. If a person is accommodated in a private apartment he/she needs to register his/her place of residence alone. Documents needed include: **passport, ID of the owner and proof of ownership**. The International Office staff will guide the exchange students through this process upon arrival.

ACCOMMODATION

The University of Novi Sad is not directly in charge of the student dorms. The Student Centre runs the dorms and the University of Novi Sad cooperates with it in terms of booking the places for exchange students within some specific mobility programs (e.g. Campus Europae).

However, please bear in mind that, for Erasmus Mundus Action 2 students and staff, the International Office does not make any bookings of the student dormitory places. Places for international students and staff are very limited in number and are not usually offered to those who have high level grants.

Dorm: Place in a **double room** (only double rooms are offered) in a student dorm has a regular full price of 100 EUR per month, the Ministry of Education and Science offers limited numbers of subsidized places per year for those students who do not receive grants.

Private: Since the EM grant is quite generous, private accommodation might even prove better value. The average price for single room apartment is between 140 and 200 EUR per month (depends on the location and amenities) excluding utilities. Renting an apartment together can reduce the cost of living. The International Office **can** give advice but **does not** offer or provide private accommodation. The Buddy Network of the University of Novi Sad can be of assistance.

Hostel: In order to have temporary residence in Novi Sad before finding private accommodation, you can visit the following websites:

www.novisad-hotels.com or www.hostelz.com

If there are available places in the dorm, foreign students are usually accommodated in the student dormitory "Sajmište", which is located near the Faculty of Medicine, but further away from the main Campus of the University. The dormitory is newly renovated. It has a cafeteria, reading room and a computer room.

CLIMATE

Novi Sad has a **moderate continental climate**, with four seasons. Autumn is longer than spring, with long sunny and warm periods. Winter is not so severe, with an average of 22 days of sub-zero temperature. January is the coldest month, with an average temperature of -1.9 °C. Spring is usually short and rainy, while summer arrives abruptly. The southeast-east wind Košava, which blows from the Carpathians and brings clear and dry weather, is characteristic of the local climate. It mostly blows in autumn and winter, in 2-3 days intervals.

HOW TO GET TO NOVI SAD

1. YOU CAN TAKE A FLIGHT TO BELGRADE AIRPORT

Belgrade Airport is 18 kilometers away from the Belgrade city centre ([Airport-Belgrade](#)).

→ BUS TRANSFER to Novi Sad

There are no regular lines between Belgrade Airport and Novi Sad. Various travel agencies offer transfer from and to Belgrade airport in vans or cars. Price can vary from 1500 RSD to 3500 RSD depending if it is calculated per person or per vehicle (Google "Transferi Novi Sad").

→ BUS TRANSFER to Belgrade

Tickets are available in the bus. Buses leave regularly in front of the Airport building. Taxi service is also available and prices are regulated (ask at the information desk at arrival)

1. Jat Airways

Ticket price: *to be checked*

Travel time: 30 min.

Route: Airport - Novi Beograd - Central Railway Station - Slavija terminal

Frequency: 05.00 - 21.00 h

2. Local bus (GSP) line number 72

Ticket price: to be checked

Travel time: 40 min.

Route: www.gsp.co.rs

→ FROM BELGRADE TO NOVI SAD

Novi Sad is some 75km north of Belgrade and it is well connected with the capital.

Take the train from Belgrade train station to Novi Sad. The train runs daily from 5:00 until 23:00 in different intervals. Check the website: www.srbrail.rs/redvoznje1/Direktni.aspx

Take a bus from the main bus station. Buses go in intervals of 20-30 minutes, but it is recommended to take the ones which take the shorter (highway) road. The journey usually lasts between 80-120 minutes, depending on the route taken and traffic.

2. YOU CAN TAKE A FLIGHT TO BUDAPEST AIRPORT

Novi Sad is some 300km away from Budapest (Hungary) but since some low-cost carriers fly to Budapest it might be viable option to flying to Belgrade.

→ TRANSPORT FROM THE AIRPORT TO THE CITY

Ferihegy Airport is located near Budapest, 16 km from the City eastward, alongside Main Road 4. For details please visit: www.bud.hu

:: By minibus

Budapest Airport also operates a shuttle service “Airport Minibus”. Passengers are taken to the previously requested address by minibuses with eight to eleven seats.

:: By metro and bus

Budapest Airport is also easily accessible by public transportation. Passengers are taken by a direct bus service (Buses 93 and 200) from Terminals 1 and 2 to Köbánya-Kispest metro station. For more information about the public transportation in Budapest see www.bkv.hu.

→ FROM BUDAPEST TO NOVI SAD

You can take a train from the **Keleti Train Station** in Budapest to Novi Sad. This station is located in the Eastern part of Budapest at **Keleti Pályaudvar metro station** - M2 metro line (red line). The train goes daily at 13:20 and at 23:25 and it takes about 6 hours to arrive to Novi Sad. For more information check the website: www.srbrail.rs/redvoznje1/Direktni.aspx

LIVING IN NOVI SAD

EXPLORING THE CITY

Novi Sad is an easygoing city. Find out more here: en.wikipedia.org/wiki/Novi_Sad.

Public transportation is mainly by bus. Once you have registered at the faculty, you will be able to apply for a monthly student ticket for all bus lines in the city. Taxi is also not very expensive. Novi Sad also has a large network of bicycle roads.

Places to visit include the symbol of Novi Sad the Pertovaradin fortress, various museums and galleries, town of Sremski Karlovci (good vine and old architecture), Fruška Gora mountain etc. There are many cultural events in Novi Sad during the year: EXIT music festival, Cinema City film festival, NOMUS classical music festival, etc.

The night life is very diverse. There are places to go out in the centre of Novi Sad, mainly to bars or cafes until 1am. After that there are still some bars and night clubs open. More importantly, it is not expensive at all! An average cost of a drink is 110 dinars (which is around 1,2 EUR)

Once in Novi Sad, you can easily visit the country by bus or train. Buses are much more comfortable solutions.

Useful site for getting to know cities in Serbia: <http://www.planplus.rs/>

SAFETY

Novi Sad is considered to be a safe city with relatively low crime rate. Students should exercise common sense with regards to their behavior and actions. Any lost or stolen property should immediately be reported to the proper authorities.

TRANSPORTATION IN NOVI SAD

BUS – All registered students can apply for a monthly bus card which will enable you to use the complete bus network inside the city. Note, that the lines outside the Zone 1 are not covered by the regular monthly card. Monthly card for students cost up to 10 EUR. Single ride ticket can always be purchased from the driver (price is around 0,40 EUR). All persons are required to purchase or show their tickets/monthly cards to the driver when entering the vehicle. Riding without the ticket is subject to fine.

TAXI – For those who are in a hurry there are several TAXI companies in Novi Sad. Please always use official taxi companies (they have phone numbers written on the side). Price is per kilometer but one ride in city should not be more than couple hundred of Dinars.

OTHER USEFUL INFORMATION

CURRENCY

Serbian **Dinar (RSD)**

1 EURO = around 100 DINARS (*please check the web site of the National Bank of Serbia for the latest information*)

The only legal currency in Serbia is Serbian dinar. There are many exchange offices in the city but you can exchange your money in banks as well. Exchange offices do not normally charge commission for their services. Please check for the exchange rate before exchanging your money. Most exchange offices will only exchange Euros and Dollars, for other currencies you will probably need to go to a bank.

Most supermarkets, shops and restaurants accept credit and debit cards (Visa, Visa Electron, Master, Maestro, Dinars). Please check before making purchase.

BANK ACCOUNT

There are a lot of different banks in Novi Sad. Most of them are foreign (Intesa, EFG Eurobank, HVB Bank, Hypo – Alpe Adria Bank, Raiffeisen bank, Société Générale etc.). All banks offer accounts for non residents, please check with the bank directly. You can use the ATMs to make cash withdrawals or your cards to make payments.

MOBILE PHONE

The competition is getting stronger and price cuts and special offers are constantly being promoted. There are now three options:

:: **TELENOR company**

The prepaid packages are very diverse so for the latest offers you should refer to their website:

www.telenor.rs

:: MTS company

Is the largest and state owned mobile operator in Serbia and it is also present in Bosnia and in Montenegro. For their current offer check their website: www.mts.telekom.rs

:: VIP company

Is the new mobile operator in Serbia it is owned by Telecom Austria. It has attractive offers and discounts on mobile phones. Check their website for all the latest information: www.vipmobile.rs

INTERNET AVAILABILITY

Broadband internet access is widely available (cable, ADSL, wireless) but it depends on your accommodation (ask for details). Prices and speeds are changing (currently for 15 Euros per month you can get 3Mbit flat rate). There are several internet cafes and faculties have their own computer rooms. You can also use WI-FI access provided by mobile operators, check their websites for latest offers and information.

EMERGENCY NUMBERS

Police – 92 / Ambulance – 94 / Fire brigade – 93

International dialing code for Serbia is +381 and for making calls abroad from Serbia dial 00.

LIVING EXPENSES

Living in a rented apartment is somewhat more expensive than living in dormitory but has other advantages. A studio flat costs between 150-200 EUR/month. Additional costs for utilities (heating, water, garbage disposal etc.), telephone, electricity, cable TV are around 30-60 EUR and depend on the city area and size of the apartment. Food in the supermarkets costs about the same as in most EU countries. Local grocery stores have higher prices and are therefore not recommended for bigger shopping. Bigger supermarket chains (such as Maxi, Tempo, Merkator, Idea, Univerexport and Roda) offer considerably lower prices. There are numerous restaurants and cafes where you can eat for around 5-6 EUR or less. There are some places with vegetarian food and you can eat different fish specialties. In average you will need around 350-400 Euros to cover your basic living expenses (rent, food and living costs).

STUDENT ORGANIZATIONS

There are numerous student organizations, groups and associations at the University of Novi Sad. Their main role is to resolve students' problems and improve their participation in the work and management of the University. Specialized student organizations are also very active and organize various activities including short term student exchanges, volunteering work. Some student organizations have started programs for helping foreign student getting around Novi Sad and Serbia (they have planned to organize excursions, tours and parties). During winter semester some student organizations organize the so-called freshmen welcome parties.

For details on student organizations, please visit: www.uns.ac.rs/en/studentske_org.htm

SHOPS

There are many shops in the pedestrian area of the city center. There are also several smaller and bigger shopping malls with most of the familiar labels. Prices vary from shop to shop and depend on the label, but it has to be emphasized that clothes and shoes can be more expensive in Serbia than in EU countries.

LIBRARIES

Each faculty has its own library and reading rooms.

The central library of the University of Novi Sad has new premises:

Address: Dr Ilije Đuričića 3

The Central University Library is located in the student dorm „Slobodan Bajić“

Working hours of the Library: Monday-Friday, from 8.00 – 14.30

Librarian: Mirjana Brković, M.Sc.

E-mail: mbrkovic@uns.ac.rs

Primarily it collects literature for interdisciplinary studies at our University. Within the consortium of Serbian libraries for joint acquisition (KoBSON), there is a possibility to access thousands of expert journals.

SPORT

Novi Sad is the sporting center of Vojvodina. The University Sports Association coordinates the work of sports organizations at each faculty and organizes various inter-university national and international sporting events. One can also take part in various other sports activities all year round (ice skating, swimming, track running, football, futsal and even American football).

MEDICAL SERVICES

Medical services are provided by the Student Center. All foreign student have to have medical insurance (either from their home country or purchased in Serbia). **Please check for validity of your insurance before arrival!** ERASMUS MUNDUS Action 2 students have complete coverage and medical insurance is organized centrally. Please read the terms of the insurance carefully. There are many private practices in Novi Sad where you can also seek assistance (do check if these costs can be reimbursed). It is advisable to ask your buddy to help you in case you need any medical treatment.

WELCOME DAYS

The International Office of the University of Novi Sad plans to organize welcome days for foreign students in specific mobility programs at the beginning of each school year.

EM candidates will be arriving in different periods, so for the time being there is no specific date for a welcome day for this program.

However, the International Office of the University and its BUDDY NETWORK is there to support logistically all incoming students upon arrival and during their stay.

STUDENT ADVICE

For schedules of their courses, foreign students should refer to the faculty information boards or internet sites. For each exam period there is usually a 5 day application deadline (for details on these deadlines, students should refer to the faculty student services or contact their buddies for help).

CONTACTS AT THE CENTRAL INTERNATIONAL OFFICE

For **BASILEUS**

Ivana Vujkov and Ana Šoti

Email: basileus_uns@uns.ac.rs

For **JoinEU-SEE**

Dubravka Gavrančić and Miloš Milutinović

Email: iro@uns.ac.rs

For **STEM**

Ivana Vujkov and Miloš Milutinović

Email: stem@uns.ac.rs

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