



UNIVERSITY
OF NOVI SAD

ERASMUS+ INTERNATIONAL STUDENT AND STAFF MOBILITY FACTSHEET

UNIVERSITY OF NOVI SAD (UNS)
2019/2020

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| Name of the institution | University of Novi Sad |
| Country | Republic of Serbia |
| PIC | 998833833 |
| Erasmus Code | RS NOVISAD02 |
| Postal address | Dr. Zorana Đinđića 1, 21000 Novi Sad, Serbia |
| Rector | Prof. Dr. Dejan Jakšić |
| <i>Website</i> | http://www.uns.ac.rs/index.php/en/ |





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| International Relations Office | <p>Ivana Vujkov, Head of IRO E-mails: iro@uns.ac.rs and ivana.vujkov@uns.ac.rs Tel: +381 21 485 2016</p> <p>IRO e-mail: iro@uns.ac.rs Branka Agbaba, International Relations Officer Tel: +381 21 485 2017 Biljana Jagrović, International Relations Officer Tel: +381 21 485 2000 extension 5038 Filip Marinković, International Relations Officer Tel: +381 21 485 2016 Maja Stojiljković, Project officer Tel: +381 21 485 2032</p> |
| Erasmus+ Institutional Coordinator(s) | <p>CENTRAL LEVEL: IRO office is the main coordinator for UNS in Erasmus+ Key Action 1 - MOBILITY FACULTY LEVEL: http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori</p> |
| OUTGOING students/staff | KA1 mail: outgoing.erasmus@uns.ac.rs |
| INCOMING students/staff | KA1 mail: incoming.erasmus@uns.ac.rs |
| Website | http://www.uns.ac.rs/index.php/en/ |

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| Academic calendar | <p>http://www.uns.ac.rs/index.php/en/faculties Please refer to respective faculties for details. <u>Lecture periods:</u> October – January & February – June First term 2019/2020 (winter term): October 1-January 15 Second term 2019/2020 (summer term): February 15-June 30</p> |
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| | <p><u>Main exam periods:</u></p> <p>January-February / June-July / September-October</p> <p>Please contact respective faculties for details.</p> |
| Website for incoming students (practical information) | http://www.uns.ac.rs/index.php/en/ |
| Course information | https://www.course-catalogue.uns.ac.rs/ |
| English-taught courses | http://www.uns.ac.rs/index.php/en/studies/study-programs/study-program-in-english-language |

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| <p>Nomination Procedure and deadlines for students/staff</p> <p>DEADLINES for nomination and files sent by UNS partner:</p> <p>30 June (for winter semester)</p> <p>15 November (for summer semester)</p> | <p><u>STUDENTS</u></p> <p>Home institution sends student nominations for a study exchange, with the following documents of the candidate:</p> <p>OBLIGATORY:</p> <ol style="list-style-type: none"> 1. Transcript of records 2. Erasmus+ learning agreement (<i>proposal</i>) 3. Copy of identity page of passport 4. Student CV (<i>Europass format</i>) 5. English language certificate 6. Contact with a potential supervisor or mentor (<i>only for PhDs</i>) <p>All documents must be in English.</p> <p>The host institution does the internal evaluation (faculties evaluate student documents) and afterward confirm the selection.</p> <p><u>STAFF</u></p> |
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| | <p>Home institution sends staff nominations for a training/teaching period with the following documents of the candidate: OBLIGATORY:</p> <ol style="list-style-type: none">1. CV2. Staff Teaching Agreement / Staff Training Agreement3. Copy of identity page of passport4. Pre-invitation letter from academic host at UNS <p>All documents must be in English.</p> |
| Support in preparing Learning Agreements when applying for student mobility at UNS | <p>Erasmus+ Coordinators: http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori</p> |
| Selection for KA1 | <p>After the application documents have been evaluated at the respective UNS faculty, selected students/staff will receive an invitation letter. They are also advised to read all relevant information regarding their arrival (Regulation of Stay, Welcome guide, Information on accommodation, etc.)</p> |
| Arrival at UNS (obligatory central registration of arrival and departure of ALL Erasmus+ incoming grantholders) | <p>All incoming grantholders need to register their ARRIVAL and DEPARTURE in the central International Office of the University when the mobility starts and ends.</p> <p>Apart from filling in the arrival form (and later departure form), grantholders are expected to provide:</p> <ul style="list-style-type: none">- Copy of Passport- Copy of Learning Agreement (students)- Copy of Grant Agreement (students and staff)- Copy of Mobility Agreement (staff) <p>All Erasmus+ grant holders are asked to send an e-mail announcing their registration in the International Relations Office and <u>are advised to come in the period between 13-15h.</u></p> |
| Regulation of Stay at the Police Department in Novi Sad | <p>Incoming students and staff have the obligation to register at the Police Department upon arrival to Serbia/Novi Sad within 24 hours.</p> <p>http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_Stay.pdf</p> |





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| | <p>Both University/Faculty coordinators (IROs) can issue the certificate on Erasmus+ mobility to the grant holder for this purpose upon registration.</p> |
| Welcome Week | <p>Welcome Week (February and October) is organised jointly by the International Relations Office of the University, the International Relations Offices of the faculties and the Erasmus Student Network (ESN) Novi Sad.</p> <p>More information on activities is available on the ESN Novi Sad website http://novisad.esn.rs/ and the facebook group https://www.facebook.com/esn.novisad</p> |
| Accommodation | <p>All Erasmus+ students are supported by the ESN Novi Sad in finding an appropriate private accommodation. Please note that places in student dorms are not offered in Erasmus+ as an alternative, given that there is highly limited dorm capacity for foreign students.</p> <p>Final decision on private accommodation remains the responsibility of the incoming student/staff.</p> <p><i>If you need a buddy to assist you with accommodation matters, please contact ESN Novi Sad :</i></p> <p>https://www.facebook.com/esn.novisad</p> <p>Estimated costs of living are around 300-400 EUR per month.</p> <p>Staff is advised to get recommendation from the UNS academic host.</p> |
| Language requirements for students | <p>For studying at the University of Novi Sad, international students are required to provide sufficient evidence of English language (B2).</p> |
| Language courses | <p>A course of a Serbian language is available to international students, should they wish to learn Serbian during the exchange:</p> <p>http://www.srpski-strani.com/index_eng.php</p> |
| Welcome guide | <p>http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Ultimate_Guide_book.pdf</p> |
| Students with special needs | <p>Please refer to student services at separate faculties</p> <p>http://www.uns.ac.rs/index.php/en/faculties</p> |





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| Visa requirements | <p>Contacting the Serbian embassy in the relevant country is the first step.</p> <p>International students are advised to read in advance about the requirements regarding their regulation of stay in Novi Sad in order to complete their registration successfully upon arrival:</p> <p>http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_Stay.pdf</p> |
| Insurance | <p>Students and staff are required <u>to have their own health insurance</u> arranged for the period of study exchange at UNS.</p> |
| Enrollment | <p>Enrollment of students and other academic-related matters (learning agreements, transcript of records, etc.) are dealt with at the faculty level.</p> <p><u>International relations and Erasmus+ coordinators at faculty level:</u></p> <p>Faculty of Philosophy Tomislav Bukatarević, Aleksandra Mirković, Kristina Ostojić international@ff.uns.ac.rs, erasmus@ff.uns.ac.rs</p> <p>Faculty of Agriculture Dr. Bojana Komaromi, Assistant Professor bojana.komaromi@gmail.com</p> <p>Faculty of Law Dr. Bojan Tubić, Vice-Dean for International Cooperation, B.Tubic@pf.uns.ac.rs</p> <p>Faculty of Technology Prof. Dr Senka Vidović, Vice Dean, senka.vidovic@tf.uns.ac.rs Dr. Jelena Vladić, Teaching Assistant vladicj@uns.ac.rs</p> <p>Faculty of Economics, Subotica Gorana Francisković, gorana.franciskovic@gmail.com</p> <p>Faculty of Technical Sciences Dragana Dvizac, Nemanja Dukić, Olivera Šulc iro.ftn@uns.ac.rs</p> |





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| | <p>Faculty of Medicine Dubravka Klajić, ducamf@uns.ac.rs</p> <p>Faculty of Sciences Ivana Pejović, Gordana Vlahović iro@pmf.uns.ac.rs</p> <p>Academy of Arts Kristina Koprivšek, Petar Bursać, Bojana Borković akademijaumetnostinovisad@gmail.com</p> <p>Technical Faculty „Mihajlo Pupin“ in Zrenjanin Dr. Višnja Mihajlović, Vice-Dean for Finances, Assistant Professor, visnjamihajlovic@uns.ac.rs</p> <p>Faculty of Sport and Physical Education Darinka Korovljev, dara.korovljev@uns.ac.rs Bojana Harison, bojana.harison@uns.ac.rs</p> <p>Faculty of Education, Sombor Mladen Subotić, suboticmladen16@gmail.com</p> <p>Teacher Training Faculty in the Hungarian Language, Subotica Bea Grabovac, beagrabovac2@gmail.com</p> <p>Faculty of Civil Engineering, Subotica Dr. Martina Vojnić Pučar, vojnicmartina@gmail.com</p> |
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Final important remarks:

- All foreign students and staff apply for mobility at their home university (not UNS).
- University of Novi Sad only accepts official nominations sent by the partner university.
- University of Novi Sad officially confirms the selection of students and staff to the partner university.

Deadlines for nomination and candidate files sent by the partner university to UNS:

30 June (for mobility in winter semester)

15 November (for mobility in summer semester)

