

UNIVERSITY OF NOVI SAD INTERNATIONAL RELATIONS OFFICE

PRACTICAL GUIDE

FOR INCOMING EXCHANGE 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 **European exchange programs** such as ERASMUS MUNDUS – Action 2, Campus Europae or other exchange students. We hope that the information provided in this Guide will address your basic question regarding your mobility period in Novi Sad and will help you in your first weeks in this new environment.

International Relations Office-Team

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ACADEMIC INFORMATION

TYPES OF STUDY PROGRAMS OFFERED

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

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

A complete Course Catalogue which includes all study programs is currently not available at the university level. In order to find the desired courses and make sure what their contents 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**. However, there are cases of complete study programs **in English** (e.g. undergraduate program at the Faculty of Medicine) or of some courses provided in English (depending on the number of students). Foreign students will be offered consultations and literature in English in order to fulfill the obligations stipulated in their Learning Agreements. International Officers and Academic Coordinators at faculties will provide more information about this.

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 V, JoinEU-SEE Penta, 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.

CURRENT LIST OF INTERNATIONAL RELATIONS OFFICERS AT FACULTIES

The majority of faculties also have International Officers who can help students with faculty-related issues (establishing an academic contact, explanation of enrollment formalities, help with choosing subjects or finding information about subjects, faculty procedures etc.):

- Faculty of Philosophy: Ljiljana Siriški and Kristina Ivšić (international@ff.uns.ac.rs)
- Faculty of Agriculture: Dragana Krajinović (dkrajinovic@polj.uns.ac.rs)
- Faculty of Technical Sciences: Vladimir Todorović, Olivera Đuričić and Dragana Nikolić (iro.ftn@uns.ac.rs)
- Faculty of Sciences: Gordana Vlahović (gordanav@uns.ac.rs)
- Faculty of Medicine: Dubravka Klajić (ducamf@uns.ac.rs)
- Faculty of Technology: Damjan Tomanek (<u>markettf@uns.ac.rs</u>)
- Faculty of Sports and Physical Education: Dara Korovljev (dara.korovljev@uns.ac.rs)
- Academy of Arts: Kristina Koprivsek (tinako@uns.ac.rs) and Kristina Kovač (kristik@uns.ac.rs)
- Faculty of Education in Sombor: Jovan Mandić (jovan.mandic@pef.uns.ac.rs)

ACADEMIC CALENDAR AND ARRIVAL/DEPARTURE DATES

Although there are slight varieties among different faculties of the University of Novi Sad, the academic calendar is as follows:

Winter semester: 1 October – 15 January

Examination period: 15 January – 15 February

Spring semester: 15 February – 31 May Examination period: 1 June – 15 July Examination period: 1 - 30 September

Note: Students are advised to arrive a week or two before the beginning of semester in order to complete all the necessary paperwork and when necessary find accommodation. Expected date of arrival is 15 September (+-3 days) and departure 15 February or 15 July for winter and summer semester respectively.

GRADING SYSTEM

Within the Republic of Serbia higher education system, a 5 - 10 grading scale is used (5 as fail, 6 passing grade and up to 10 for excellent performance.

TAKING EXAMS

For schedules of courses or exams students should refer to the <u>faculty information boards or internet</u> <u>sites</u> or ask relevant international officer. When taking exams students usually need to apply for exam (fill in form). For each exam period there is a mandatory 5-day application period that student need to respect. More information can be obtained at the relevant faculty or from student-buddy.

ARRIVAL AND REGISTRATION AT THE UNIVERSITY

ENROLLMENT

Exchange students are enrolled as students of the University of Novi Sad for a limited period of time (duration of their exchange period) and will not graduate from the University of Novi Sad. They will only complete a portion of their study program and return to their home institution. Exchange students will be enrolled **after arrival**. Students are enrolled at the level of the **host faculty** which has previously agreed to accept them. The following documents uploaded during the application process or sent to our Office provide the basis for enrollment:

- :: Transcript of Records (document issued by the home university)
- :: Learning Agreement (signed according to exchange program regulations)
- :: Copy of passport
- :: Passport-type photo(s) (bring them with you)
- :: Filled forms (students will have to buy these forms at the faculty)

VISIT TO THE INTERNATIONAL OFFICE

The central International Relations Office (IRO) of the University of Novi Sad coordinates all academic exchange programs at the University level. Therefore all exchange students are required to register their arrival at the International Office (this is usually stipulated in the student's scholarship agreement).

Location:

University of Novi Sad, Rectorate, Dr Zorana Đinđića 1, 21000 Novi Sad IRO offices are located on the 1st floor (office I-18.B and I.20)

CONTACTS AT THE CENTRAL INTERNATIONAL OFFICE

For free movers, other non-project mobility and general questions

Email: iro@uns.ac.rs

For BASILEUS V

Ivana Đokvučić and Ivana Vujkov Email: <u>basileus uns@uns.ac.rs</u>

For JoinEU-SEE Penta

Dubravka Gavrančić and Nataša Nikolić

Email: joineusee@uns.ac.rs

For SIGMA Nataša Nikolić

Email: stigma@uns.ac.rs

For ERAWEB

Dubravka Gavrančić and Dubravka Klajić

Email: eraweb@uns.ac.rs

WELCOME DAYS

The University of Novi Sad International Office plans to organize welcome days for foreign students in specific mobility programs at the beginning of each academic year. Erasmus Mundus scholarship holders usually arrive at different periods, so for the time being there is no specific date for a welcome day for this program. It is usually held end of September or beginning of October. However, the University of Novi Sad International Office and its BUDDY NETWORK are there to support logistically all incoming students upon their arrival and during their stay.

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. It is important to note that the language course is <u>not</u> free of charge. When student are staying for 10 months or longer, these expenses can be covered through Participation expenses after deduction of tuition fees (this is on case to case basis).

More information on the Centre is available at http://www.srpski-strani.com/kontakt.htm Contact person: Jasmina Dražić

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, as well as 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.

LIBRARIES

Each faculty has its own library and reading rooms.

The University of Novi Sad Central Library 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, 8:00 – 16:00

Librarian: Mirjana Brković E-mail: mbrkovic@uns.ac.rs

The Central Library primarily 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.

MEDICAL SERVICES

Medical services are provided by the Student Health Center located at the University Campus (No. 27). All foreign students have to have medical insurance (either from their home country or purchased in Serbia). Please check for validity of your insurance before your arrival! ERASMUS MUNDUS Action 2 students have complete coverage and medical insurance is organized through the project. Please read the terms of the insurance carefully. There are many private practices in Novi Sad where you can also seek assistance (please collect all bills if you want to have your expenses reimbursed). It is advisable to ask your buddy to help you in case you need any medical treatment.

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, student excursions, etc. 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

BUDDY NETWORK

University of Novi Sad organizes each year Buddy Network to help incoming students. Buddy Network comprises University of Novi Sad students that are asked to contact their designated foreign student(s) before arrival, provide them with information and answer question that they might have, help the find accommodation, explain procedures and rules, help them with temporary residence application, enrollment and everyday life and activities. Using the Buddy Network is optional.

Buddy Network is available on Facebook: www.facebook.com/groups/220559227999688

VISA INFORMATION AND ACCOMMODATION

VISA AND RESIDENCE

Non-EU citizens: Please consult the nearest Serbian embassy or Ministry of Foreign Affairs' website for information whether you need visa. In case you need visa we will send you an invitation letter (one of the documents needed to apply for the visa). Please bare in mind that visa application process can take a month or more and that it is student's obligation to obtain this document on time. In case you do not need visa, follow the instructions for EU citizens baring in mind the length of stay permitted before having to apply for residence permit.

EU citizens: For travel and stay of up to 90 days no visa or residence permit is required. Although EU citizens can enter Serbia with their ID-card it is recommended that you use passport.

Registration: Under the law all foreigners are required to register their residence (address in Serbia) at Internal Affairs Office (local police department) within 1-2 days upon arrival. Dormitories, hotels and hostels will do this automatically and student will be given a card with name and address. This document (card) is submitted when applying for temporary residence permit so, keep it. In private housing students will need to register themselves and bring with them: their passport, copy of owner's ID and copy of proof of ownership (purchase contract or similar). Buddy network of the University will help students with this procedure.

Temporary residence: For all stays longer than 90 days **all** students **must** apply for a temporary residence permit (before 90-day period is finished). Failure to do so is a violation of the Law on Foreigners and may result in monetary fine and deportation. The International Office asks all students to present either residence permit or proof that the application has been submitted within 80 days after arrival.

Documents for issuance of the temporary residence stay:

- passport (valid six months after the expiring of stay);
- registration of residence (see above);
- 2 passport-type photos (4x3cm);
- filled forms (3x);
- proof of the means of subsistence (scholarship or bank statement with minimum of 75 EUR per month);
- proof of valid health insurance;
- confirmation from the faculty of student status;
- proof of payment of administrative taxes (for stay up to 3 months around 90 EUR, for stay up to 1 year 135 EUR).

ACCOMMODATION

Dormitory: A place in a double room (only double rooms are offered) in a student dorm has a regular full price of 90 EUR per month, the Ministry of Education, Science and Technological Development offers limited numbers of subsidized places per year for students in specific exchange programs or bilateral exchange students who do not receive grants. International Office cannot guarantee placement as it is dependent on the decision by the Ministry of Education, Science and Technological Development.

All foreign students are placed in Dormitory "Sajmiste" (Address: Slobodana Bajica 17; Headmaster Zeljko Despotovic; contact: sd.sajmiste@scns.rs). The dormitory is located near the Faculty of Medicine but some 3km away from the main Campus. All rooms have bathroom and kitchenette. There is a computer room but we recommend using an external internet provider. It also has a cafeteria, reading room and a gym. To get to the main Campus No. 8 bus can be used. Important note: Rent is to be paid in advance until 10th of the current month. Any delay in payment has to be supported by a written statement or additional charge may be applied. If student decides to leave earlier, student needs to inform the dorm headmaster and the Central Accommodation Service and get their permission (cancel the contract). Otherwise student will be charged for the month regardless if he/she has or has not used the room.

Private accommodation: Private accommodation is an affordable and convenient solution. The price for single room apartment is between 120 and 160 EUR per month (depends on the location and amenities) excluding utilities. Rent for bigger apartments range between 200-350 EUR. Utilities include heating, electricity, garbage disposal etc. and range from 50 to 150 EUR per month depending on real costs or number of residents. The International Office can give advice but does not offer or provide private accommodation. The University of Novi Sad Buddy Network can be of assistance with finding accommodation. From previous experience exchange students find accommodation relatively quickly.

Hostel: We recommend using a hostel for the first few days if you do not have apartment reserved. There are several hostels near the city center and one near the University Campus. Prices range from 10-20 EUR per night but for longer or group stays discounts can be negotiated. Students can stay in a hostel before finding private accommodation or when friend are visiting. Useful website: www.hostels.com.

MEDICAL INFORMATION

In case of medical emergency or illness students should follow procedure in their insurance policy. It is advisable to have a buddy with you if possible for procedural matters (whom to ask and how to proceed). Most doctors speak English.

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 (<u>Airport-Belgrade</u>) and some 80 kilometers from Novi Sad.

TAXI TRANSFER to Novi Sad

Various travel agencies from Novi Sad offer transfer from and to Belgrade airport in vans or cars. Price can vary from 1800 RSD to 5000 RSD depending if it is calculated per person or per vehicle.

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). For details also visit the Airport's web page: www.beg.aero

1. Minibus line A1

Ticket price: 250 RSD Travel time: 30 min.

Route: Airport - Novi Beograd - Central Railway Station (exit here) - Slavija

Frequency: 05.00 - 21.00 h

2. Local bus (GSP) line number 72

Ticket price: 120 RSD (Note: Belgrade uses an e-ticket service "BusPlus". Prepaid tickets are

cheaper than those sold by the driver)

Travel time: 45 min.

Route: www.gsp.co.rs – exit Zeleni venac market (last station)



FROM BELGRADE TO NOVI SAD

Novi Sad is some 75km north of Belgrade and it is well connected with the capital. Rail and Bus Stations are located in vicinity of each other.

Take the train from Belgrade train station to Novi Sad. The train runs daily in different intervals from 5:00 until 23:00. Check the website: http://www.zeleznicesrbije.com. Our Office would not recommend using trains as it is the least reliable means of transportation.

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 faster (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 please 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). For more information please check Hungarian Railway or the website: http://www.zeleznicesrbije.com

3. WHEN IN NOVI SAD

The Railway and Bus Stations are located next to each other. From there you can either take a local bus (remember to buy a ticket from the driver) or a taxi (avoid offers from unregistered taxi) to your place of residence. We recommend having a buddy waiting for you there.

LIVING IN NOVI SAD

EXPLORING THE CITY AND SURROUNDINGS

Novi Sad is an easygoing city. Find out more at: Novi Sad on Wikipedia. You can walk to most places but if you are in a hurry you can use public transportation, taxi or bike. You can explore numerous cafes and clubs in the city center, walk (or hike) along the Danube or rest in one of the city parks.

Places to visit include the symbol of Novi Sad, the

Petpovaradin fortress, various museums and galleries, **Picture 1: View of Fortress and Novi Sad** 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 bars or cafés until 1am. After that there are still some bars and night clubs open. Drinks cost about 140-150 dinars in average (which is around 1,2-1,3 EUR). (useful App: Novi Sad City Guide)





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. Please take care of your passports. If you are living in a rented apartment avoid making noise after 22h.

TRANSPORTATION IN NOVI SAD

BUS – All registered students can apply for a monthly bus card which will enable them 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 costs around 10 EUR. Single ride ticket can always be purchased from the driver (price is around 0,40 EUR). All passengers are required to purchase or show their tickets/monthly cards to the driver when entering the vehicle or in case of a regular control. Riding without the ticket is subject to fine. For more information please visit: www.gspns.co.rs. (You can also use **Bus NS** App)



TAXI – For those who are in a hurry there are several TAXI companies in Novi Sad. Please always use official taxi companies (like "Vip", "Nas taxi", "Beli taxi"). Price is per kilometer but one ride in city should not be more than couple hundred of Dinars. Non-regulated taxi drivers may approach you (at the railway and bus station) but their price will be significantly higher. We advise caution.

BIKE – Novi Sad has more than 50km of bike tracks and many people use them every day. NSBIKE is the rental service provided by the local government. For more information visit: http://www.nsbike.rs/english.html.

LIVING EXPENSES

Living in a rented apartment is somewhat more expensive than living in dormitory but has other advantages. A studio flat costs between 120-160 EUR/month. Additional expenses 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 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 and special promotions. There are numerous restaurants and cafés where you can eat for around 5-6 EUR or less. Most places will also offer vegetarian menu and you can eat different fish specialties, but in general food in Serbia is dominated by meat. In average you will need around 350-400 EUR to cover your basic living expenses (rent, food and living).

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 clothes and shoes can sometimes be more expensive in Serbia than in EU countries. Look for discounts especially in brand-stores. In the nearby town of Inđija there is a newly opened outlet center (see: http://www.fashionparkoutlet.rs, in Serbian).

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).

USEFUL INFORMATION FOR SERBIA

CYRILLIC LETTERS AND LANGUAGE

Serbian is a South-Slavic language. It is mutually intelligible with Croatian, Bosnian and Montenegrin and similar to Macedonian, Bulgarian and Slovenian. For some Serbian is hard to learn, but those from Slavic countries will pick up the similarities easily. Cyrillic letter are used, but it is common to use both. For more information see: Wikipedia.

CURRENCY

Legal tender is Serbian Dinar (RSD).

Denominations: 1, 2, 5, 10 and 20 Dinar (coins);

10, 20, 50, 100, 200, 500, 1000, 2000 and 5000 Dinar (banknote).

1 EUR = around 115 RSD (exchange rate fluctuations are to be

expected)

Exchange offices can be found on every corner (literally) and they do not charge any commission. Exchange rate should be listed clearly and you should receive a receipt. Banks can exchange money as

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well but their exchange rates are less attractive. Most exchange offices will only exchange Euro and Dollar, 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, Diners). Please check the acceptability of the cards at a specific place before making any purchase.

EXPLORING SERBIA

For exploring Serbia we recommend using buses, which are more reliable than train.

Bus connections from Novi Sad: www.gspns.co.rs. Also Picture 2: City center

useful site: http://www.planplus.rs/, or Google maps.

Belgrade is the capitol of Serbia. It has about 2 million inhabitants and a very vibrant life. You can also visit the fortress, numerous museums or concerts. Other recommended activities include visit to monasteries (some are listed among the UNSECO World Heritage), Guča Trumpet Festival (held annually in August), rafting, visit to the mountains, skiing etc. Both Novi Sad and Belgrade have good bus connections to other cities in Serbia and the region.

BANK ACCOUNT

There are a lot of different banks in Novi Sad. Most of them are foreign-owned (Intesa, EFG Eurobank, HVB Bank, Hypo-Alpe-Adria Bank, Raiffeisen Bank, Société Générale etc.). These banks are independent of their parent companies. All banks offer accounts for non-residents, please contact the bank directly if you want to open an account. You can use the ATMs to make cash withdrawals or your cards to make payments.

MOBILE PHONE

There are three operators for mobile telephony in Serbia and all offer special promotions for new customers. All companies also offer HSDPA internet access:

:: TELENOR company

Part of the Telenor Group (Norway). For their latest promotions and rates check: www.telenor.rs

:: MTS company

The largest and state-owned mobile network 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

The newest mobile network operator in Serbia, owned by Telekom 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 4Mbit or faster flat rate). There are many cafés with free wireless internet and faculties have their own computer rooms and/or wireless internet access. If you have EDUROAM account you can use it at the Campus as well. You can also use HSDPA (High Speed Mobile Internet) provided by mobile network operators - please check their websites for latest offers and information. In some parts of the city center you can access the free Wi-Fi city network

Look for:

EMERGENCY NUMBERS

("Gradnovisad") with username: gost and password: gost.

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Police -192 / Ambulance -194 / Fire brigade -193 International dialing code for Serbia is +381, but for making calls abroad from Serbia dial 00.

CLIMATE

Novi Sad has a four-season **moderate continental climate**. Autumn is longer than spring, with long sunny and warm periods. Winter is not 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 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.

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