ERASMUS+
INTERNATIONAL STUDENT
AND STAFF MOBILITY
FACTSHEET
UNIVERSITY OF NOVI SAD (UNS)
2020/2021

<table>
<thead>
<tr>
<th>Name of the institution</th>
<th>University of Novi Sad</th>
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<tbody>
<tr>
<td>Country</td>
<td>Republic of Serbia</td>
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<tr>
<td>PIC</td>
<td>998833833</td>
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<tr>
<td>Erasmus Code</td>
<td>RS NOVISAD02</td>
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<tr>
<td>Postal address</td>
<td>Dr. Zorana Đindića 1, 21000 Novi Sad, Serbia</td>
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<tr>
<td>Rector</td>
<td>Prof. Dr. Dejan Jakšić</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.uns.ac.rs/index.php/en/">http://www.uns.ac.rs/index.php/en/</a></td>
</tr>
</tbody>
</table>
| **International Relations Office** | Ivana Vujkov, Head of IRO  
E-mails:  [iro@uns.ac.rs](mailto:iro@uns.ac.rs)  and  [ivana.vujkov@uns.ac.rs](mailto:ivana.vujkov@uns.ac.rs)  
Tel:  +381 21 485 2016 |
|---|---|
| **IRO e-mail:**  [iro@uns.ac.rs](mailto: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 |
| **Erasmus+ Institutional Coordinator(s)** | CENTRAL LEVEL: IRO office is the main coordinator for UNS in Erasmus+ Key Action 1 - MOBILITY  
| **OUTGOING students/staff** | KA1 mail:  [outgoing.erasmus@uns.ac.rs](mailto:outgoing.erasmus@uns.ac.rs) |
| **INCOMING students/staff** | KA1 mail:  [incoming.erasmus@uns.ac.rs](mailto:incoming.erasmus@uns.ac.rs) |
Please refer to respective faculties for details.  
Lecture periods:  
October – January & February – June  
First term 2019/2020 (winter term): October 1-January 15  
Second term 2019/2020 (summer term): February 15-June 30 |
| **Main exam periods:** | January-February / June-July / September-October  
**Please contact respective faculties for details.** |
|-----------------------|-------------------------------------------------|
| **Course information** | [https://www.course-catalogue.uns.ac.rs/](https://www.course-catalogue.uns.ac.rs/)  
| **English-taught courses** | |

<table>
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<tr>
<th><strong>Nomination Procedure and deadlines for students/staff</strong></th>
<th><strong>STUDENTS</strong></th>
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<tbody>
<tr>
<td><strong>DEADLINES</strong> for nomination and files sent by UNS partner:</td>
<td>Home institution sends student nominations for a study exchange, with the following documents of the candidate:</td>
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<tr>
<td>30 June (for winter semester)</td>
<td><strong>OBLIGATORY:</strong></td>
</tr>
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</table>
| 15 November (for summer semester) | 1. Transcript of records  
2. Erasmus+ learning agreement (*proposal*)  
3. Copy of identity page of passport  
4. Student CV (*Europass format*)  
5. English language certificate  
6. Contact with a potential supervisor or mentor (*only for PhDs*) |
| All documents must be in English. | The host institution does the internal evaluation (faculties evaluate student documents) and afterward confirm the selection. |
### STAFF

Home institution sends staff nominations for a training/teaching period with the following documents of the candidate:

**OBLIGATORY:**

1. CV
2. Staff Teaching Agreement / Staff Training Agreement
3. Copy of identity page of passport
4. Pre-invitation letter from academic host at UNS

All documents must be in English.

| Support in preparing Learning Agreements when applying for student mobility at UNS |

| Selection for KA1 |
| 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.) |

| Arrival at UNS (obligatory central registration of arrival and departure of ALL Erasmus+ incoming grant holders) |
| All incoming grant holders need to register their ARRIVAL and DEPARTURE in the central International Office of the University when the mobility starts and ends. |

Apart from filling in the arrival form (and later departure form), grant holders are expected to provide:

- Copy of Passport
- Copy of Learning Agreement (students)
- Copy of Grant Agreement (students and staff)
- Copy of Mobility Agreement (staff)

All Erasmus+ grant holders are asked to send an e-mail announcing their registration in the International Relations Office and are advised to come in the period between 13-15h.

| Regulation of Stay at the Police Department in Novi Sad |
| Incoming students and staff have the obligation to register at the Police Department upon arrival to Serbia/Novi Sad within 24 hours. [http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_Stay.pdf](http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_Stay.pdf) |
| **Welcome Week** | Both University/Faculty coordinators (IROs) can issue the certificate on Erasmus+ mobility to the grant holder for this purpose upon registration. 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. More information on activities is available on the ESN Novi Sad website [http://novisad.esn.rs/](http://novisad.esn.rs/) and the facebook group [https://www.facebook.com/esn.novisad](https://www.facebook.com/esn.novisad) |
| **Accommodation** | 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. Final decision on private accommodation remains the responsibility of the incoming student/staff. *If you need a buddy to assist you with accommodation matters, please contact ESN Novi Sad:* [https://www.facebook.com/esn.novisad](https://www.facebook.com/esn.novisad) Estimated costs of living are around 300-400 EUR per month. Staff is advised to get recommendation from the UNS academic host. |
| **Language requirements for students** | For studying at the University of Novi Sad, international students are required to provide sufficient evidence of English language (B2). |
| **Language courses** | A course of a Serbian language is available to international students, should they wish to learn Serbian during the exchange: [http://www.srpski-strani.com/index_eng.php](http://www.srpski-strani.com/index_eng.php) |
| **Students with special needs** | Please refer to student services at separate faculties [http://www.uns.ac.rs/index.php/en/faculties](http://www.uns.ac.rs/index.php/en/faculties) |
| **Visa requirements** | Contacting the Serbian embassy in the relevant country is the first step.  
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: [http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_ Stay.pdf](http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Regulation_of_ Stay.pdf) |
| **Insurance** | Students and staff are required to have their own health insurance arranged for the period of study exchange at UNS. |
| **Enrollment** | Enrollment of students and other academic-related matters (learning agreements, transcript of records, etc.) are dealt with at the faculty level. |

International relations and Erasmus+ coordinators at faculty level:

**Faculty of Philosophy**  
Ljiljana Siriški, Tomislav Bukatarić, Aleksandra Mirković,  
[international@ff.uns.ac.rs, erasmus@ff.uns.ac.rs](mailto:international@ff.uns.ac.rs, erasmus@ff.uns.ac.rs)

**Faculty of Agriculture**  
Dragana Krajinović,  
[dkrajinovic@polj.uns.ac.rs](mailto:dkrajinovic@polj.uns.ac.rs)

**Faculty of Law**  
Dr. Bojan Tubić, Vice-Dean for International Cooperation,  
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**Faculty of Technology**  
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**Faculty of Economics, Subotica**  
Gorana Francisković,  
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Olivera Šulc, iro.ftn@uns.ac.rs

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erasmus@pmf.uns.ac.rs, iro@pmf.uns.ac.rs

Academy of Arts
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Technical Faculty „Mihajlo Pupin“ in Zrenjanin
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Monika Šalata,
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Faculty of Civil Engineering, Subotica
Dr. Martina Vojnić Pučar,
vojnicmartina@gmail.com
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)