



UNIVERSITY  
OF NOVI SAD

# ERASMUS+ INTERNATIONAL STUDENT AND STAFF MOBILITY FACTSHEET

UNIVERSITY OF NOVI SAD (UNS)  
2022/2023

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 Madić
Website	<a href="http://www.uns.ac.rs/index.php/en/">http://www.uns.ac.rs/index.php/en/</a>





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International Relations Office	<p><b>Ivana Vujkov</b>, Head of IRO E-mails: <a href="mailto:iro@uns.ac.rs">iro@uns.ac.rs</a> and <a href="mailto:ivana.vujkov@uns.ac.rs">ivana.vujkov@uns.ac.rs</a> Tel: +381 21 485 2016</p> <p>IRO e-mail: <a href="mailto:iro@uns.ac.rs">iro@uns.ac.rs</a></p> <p><b>Branka Agbaba</b>, International Relations Officer Tel: +381 21 485 2017</p> <p><b>Biljana Jagrović</b>, International Relations Officer Tel: +381 21 485 2004</p> <p><b>Filip Marinković</b>, International Relations Officer Tel: +381 21 485 2016</p> <p><b>Maja Stojiljković</b>, Project Officer Tel: +381 21 485 2032</p>
Erasmus+ Institutional Coordinator(s)	<p><b>CENTRAL LEVEL:</b> IRO office is the main coordinator for UNS in Erasmus+ Key Action 1 - MOBILITY</p> <p><b>FACULTY LEVEL:</b> <a href="http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori">http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori</a></p>
OUTGOING students/staff	KA1 mail: <a href="mailto:outgoing.erasmus@uns.ac.rs">outgoing.erasmus@uns.ac.rs</a>
INCOMING students/staff	KA1 mail: <a href="mailto:incoming.erasmus@uns.ac.rs">incoming.erasmus@uns.ac.rs</a>
Website	<a href="http://www.uns.ac.rs/index.php/en/">http://www.uns.ac.rs/index.php/en/</a>

Academic calendar	<p><a href="http://www.uns.ac.rs/index.php/en/faculties">http://www.uns.ac.rs/index.php/en/faculties</a></p> <p>Please refer to respective faculties for details.</p> <p><b><u>Lecture periods:</u></b></p> <p>October – January &amp; February – June</p> <p><b>First term 2022/2023 (winter term):</b> October 1-January 15</p> <p><b>Second term 2022/2023 (summer term):</b> February 15-June 30</p> <p><b><u>Main exam periods:</u></b></p> <p>January-February / June-July / September-October</p>
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	Please contact respective faculties for details.
Website for incoming students (practical information)	<a href="http://www.uns.ac.rs/index.php/en/">http://www.uns.ac.rs/index.php/en/</a> <a href="https://www.uns.ac.rs/index.php/en/vesti-3/2761-info-international">https://www.uns.ac.rs/index.php/en/vesti-3/2761-info-international</a>
Course information	<a href="https://www.course-catalogue.uns.ac.rs/">https://www.course-catalogue.uns.ac.rs/</a> <a href="http://www.uns.ac.rs/index.php/en/studies/study-programs/study-program-in-english-language">http://www.uns.ac.rs/index.php/en/studies/study-programs/study-program-in-english-language</a>
English-taught courses	

<p>Nomination Procedure and deadlines for students/staff</p> <p><b>DEADLINES</b> for nomination and files sent by UNS partner:</p> <p><b>30 June</b> (for winter semester)</p> <p><b>15 November</b> (for summer semester)</p>	<p><b><u>STUDENTS</u></b></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"> <li>1. Transcript of records</li> <li>2. Erasmus+ learning agreement (<i>proposal</i>)</li> <li>3. Copy of identity page of passport</li> <li>4. Student CV (<i>Europass format</i>)</li> <li>5. English language certificate</li> <li>6. Contact with a potential supervisor or mentor (<i>only for PhDs</i>)</li> </ol> <p><b>All documents must be in English.</b></p> <p>The host institution does the internal evaluation (faculties evaluate student documents) and afterwards confirm the selection.</p> <p><b><u>STAFF</u></b></p> <p>Home institution sends staff nominations for a training/teaching period with the following documents of the candidate:</p> <p>OBLIGATORY:</p> <ol style="list-style-type: none"> <li>1. CV</li> <li>2. Staff Teaching Agreement / Staff Training Agreement</li> <li>3. Copy of identity page of passport</li> <li>4. Pre-invitation letter from academic host at UNS</li> </ol> <p><b>All documents must be in English.</b></p>
Support in preparing Learning Agreements when applying for student mobility at UNS	<p><b>Erasmus+ Coordinators:</b></p> <p><a href="http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori">http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori</a></p>





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 grantholders)	<p><b>All incoming grantholders need to register their ARRIVAL and DEPARTURE in the central International Office of the University when the mobility starts and ends.</b></p> <p>Apart from filling in the arrival form (and later departure form), <u>grantholders are expected to provide:</u></p> <ul style="list-style-type: none"><li>- Copy of Passport</li><li>- Copy of Learning Agreement (students)</li><li>- Copy of Grant Agreement (students and staff)</li><li>- Copy of Mobility Agreement (staff)</li></ul> <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 10-13h.</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><a href="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</a></p> <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 <a href="http://novisad.esn.rs/">http://novisad.esn.rs/</a> and the facebook group <a href="https://www.facebook.com/esn.novisad">https://www.facebook.com/esn.novisad</a></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. 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 : <a href="https://www.facebook.com/esn.novisad">https://www.facebook.com/esn.novisad</a></i></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 knowledge(B2).</p>
Language courses	<p>Serbian language course is available to international students, should they wish to learn Serbian during the exchange: <a href="http://www.srpski-strani.com/index_eng.php">http://www.srpski-strani.com/index_eng.php</a></p>
Welcome guide	<p><a href="http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Ultimate_Guidebook.pdf">http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Ultimate_Guidebook.pdf</a></p>
Students with special needs	<p>Please refer to student services at separate faculties</p> <p><a href="http://www.uns.ac.rs/index.php/en/faculties">http://www.uns.ac.rs/index.php/en/faculties</a></p>
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><a href="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</a></p>
Insurance	<p>Students and staff are required <b>to have their own health insurance</b> arranged for the period of study exchange at UNS.</p>
Enrollment	<p>Enrollment of students and other academic-related matters (learning agreements, transcripts of record, etc.) are dealt <b>with at the faculty level</b>.</p> <p><a href="#">International relations and Erasmus+ coordinators at faculty level:</a></p> <p><b>Faculty of Philosophy</b> Ljiljana Siriški, Tomislav Bukatarević, Aleksandra Mirković <a href="mailto:international@ff.uns.ac.rs">international@ff.uns.ac.rs</a>, <a href="mailto:erasmus@ff.uns.ac.rs">erasmus@ff.uns.ac.rs</a></p> <p><b>Faculty of Agriculture</b> Dragana Krajinović <a href="mailto:dkrajinovic@polj.uns.ac.rs">dkrajinovic@polj.uns.ac.rs</a></p> <p><b>Faculty of Law</b> Dr. Bojan Tubić, Vice-Dean for International Cooperation <a href="mailto:B.Tubic@pf.uns.ac.rs">B.Tubic@pf.uns.ac.rs</a></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)

