

# ERASMUS+ INTERNATIONAL STUDENT AND STAFF MOBILITY FACTSHEET

UNIVERSITY OF NOVI SAD (UNS) 2024/2025

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	http://www.uns.ac.rs/index.php/en/

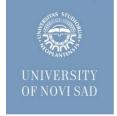




International Relations Office	Ivana Vujkov, Head of IRO  E-mails: iro@uns.ac.rs and ivana.vujkov@uns.ac.rs  Tel: +381 21 485 2016  IRO e-mail: incoming.erasmus@uns.ac.rs , iro@uns.ac.rs  Filip Marinković, International Relations Officer — Incoming mobility  Tel: +381 21 485 2016  Branka Agbaba, International Relations Officer  Tel: +381 21 485 2017  Biljana Lemi, International Relations Officer  Tel: +381 21 485 2000 extension 5038  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  FACULTY LEVEL: <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>
OUTGOING students/staff	KA1 mail: iro@uns.ac.rs
INCOMING students/staff	KA1 mail: incoming.erasmus@uns.ac.rs
Website	http://www.uns.ac.rs/index.php/en/

Academic calendar	http://www.uns.ac.rs/index.php/en/faculties
	Please refer to respective faculties for details.
	Lecture periods:
	October – January & February – June
	First term 2024/2025 (winter term): October 1-January 15
	Second term 2024/2025 (summer term): February 15-June 30
	Main exam periods:
	January-February / June-July / September-October





	Please contact respective faculties for details.
Website for incoming students (practical information)	http://www.uns.ac.rs/index.php/en/ https://www.uns.ac.rs/index.php/en/vesti-3/2761-info-international
Course information  English-taught courses	https://www.course-catalogue.uns.ac.rs/ http://www.uns.ac.rs/index.php/en/studies/study-programs/study-program-in-english-language

Nomination Procedure and deadlines for students	STUDENTS  Home institution sends student nominations for a study exchange, with the following documents of the candidate:  OBLIGATORY:
DEADLINES for nomination and files sent by UNS partner:  30 June (for winter semester)  15 November (for summer semester)	<ol> <li>Transcript of records</li> <li>Erasmus+ learning agreement (proposal)</li> <li>Copy of identity page of passport</li> <li>Student CV (Europass format)</li> <li>English language certificate</li> <li>Contact with a potential supervisor or mentor (only for PhDs)</li> <li>All documents must be in English.</li> <li>The host institution does the internal evaluation (faculties evaluate student documents) and afterwards confirm the selection.</li> <li>STAFF</li> <li>Home institution sends staff nominations for a training/teaching period with the following documents of the candidate:         <ul> <li>OBLIGATORY:</li> <li>CV</li> <li>Staff Teaching Agreement / Staff Training Agreement</li> <li>Copy of identity page of passport</li> <li>Pre-invitation letter from academic host at UNS</li> </ul> </li> <li>All documents must be in English and delivered well in advance of the</li> </ol>
Support in preparing Learning	realisation of the mobility.  Erasmus+ Coordinators:
Agreements when applying for student mobility at UNS	http://www.uns.ac.rs/index.php/en/eng/1168-erasmus-koordinatori





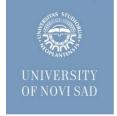
Selection for KA1	After the application documents have been evaluated at the respective UNS faculty, selected students/staff will receive an invitation letter. They are also advised to read all relevant information regarding their arrival (Regulation of Stay, Welcome guide, Information on accommodation, etc.)
Arrival at UNS (obligatory central registration of arrival and departure of ALL Erasmus+ incoming grantholders)	All incoming grantholders 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), grantholders 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 10-13h.
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. <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> Both University/Faculty coordinators (IROs) can issue the certificate on Erasmus+ mobility to the grant holder for this purpose upon registration.
Welcome Week	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 <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>
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: <a href="https://www.facebook.com/esn.novisad">https://www.facebook.com/esn.novisad</a> or buddy.novisad@esn.rs  Estimated costs of living are around 400-500 EUR per month.  Staff is advised to get recommendation from the UNS academic host.  Further information and recommendations on accommodations can be found at Novi Sad Tourism Organization's official website: <a href="https://novisad.travel/en/">https://novisad.travel/en/</a>
Language requirements for students	For studying at the University of Novi Sad, international students are required to provide sufficient evidence of English language knowledge(B2).
Language courses	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>
Welcome guide	http://www.uns.ac.rs/images/doc/medjunarodna/UNS_Ultimate_Guideb ook.pdf
Students with special needs	Please refer to student services at separate faculties <a href="http://www.uns.ac.rs/index.php/en/faculties">http://www.uns.ac.rs/index.php/en/faculties</a>
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: <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>
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, transcripts of record, etc.) are dealt with at the faculty level.





# International relations and Erasmus+ coordinators at faculty level:

# Faculty of Philosophy

Ljiljana Siriški, Tomislav Bukatarević, Aleksandra Mirković international@ff.uns.ac.rs, erasmus@ff.uns.ac.rs

### Faculty of Agriculture

Dragana Krajinović, Tamara Kovačević Popović dkrajinovic@polj.uns.ac.rs tamara.popovickovacevic@polj.edu.rs

### Faculty of Law

Dr. Bojan Tubić, Vice-Dean for International Cooperation B.Tubic@pf.uns.ac.rs

### Faculty of Technology

Jelena Pavličević, <u>jpavlicevic@uns.ac.rs</u> Vanja Katić, <u>vanja.katic@uns.ac.rs</u>

# Faculty of Economics, Subotica

Gorana Francisković, iro@ef.uns.ac.rs

### **Faculty of Technical Sciences**

Marijana Radišić, Biljana Bradić iro.ftn@uns.ac.rs

### Faculty of Medicine

Dubravka Klajić, dubravka.klajic@uns.ac.rs

# **Faculty of Sciences**

Gordana Vlahović, Ivana Pejović erasmus@pmf.uns.ac.rs, iro@pmf.uns.ac.rs,

### Academy of Arts

Kristina Koprivšek, Petar Bursać, Bojana Borković akademijaumetnostinovisad@gmail.com

# Technical Faculty "Mihajlo Pupin" in Zrenjanin

Dr. Višnja Mihajlović, Assistant Professor visnjamihajlovic@uns.ac.rs

### Faculty of Sport and Physical Education

Darinka Korovljev, <u>dara.korovljev@uns.ac.rs</u> Bojana Harison, bojana.harison@uns.ac.rs





# Faculty of Education, Sombor

Mladen Subotić

suboticmladen16@gmail.com

# Hungarian Language Teacher Training Faculty, Subotica

Dr. Viktor Feher

viktor.feher@magister.uns.ac.rs

# Faculty of Civil Engineering, Subotica

Dr. Aleksandar Landović erasmus.gfsu@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)

