



CALL FOR ENROLLMENT

OF STUDENTS IN THE FIRST YEAR OF UNDERGRADUATE ACADEMIC STUDIES IN ENGLISH
AT THE FACULTY OF ECONOMICS IN NIŠ

The Faculty of Economics enrolls 25 self-financing students in the first year of undergraduate academic studies, in the study program Economics (4 years, 240 ECTS) in English.

1. Conditions of enrollment

A candidate can enroll the Undergraduate Study Programme Economics if he/she:

1. has completed a four-year high school,
2. has passed the entrance exam,
3. submit a certificate of English language proficiency - level B2 or proof of completed English course at any level of formal education,
4. takes a place on the ranking list within the number of students approved by the Serbian government to the Faculty of Economics, University of Niš.

Foreign citizens enroll under the same conditions as citizens of the Republic of Serbia in terms of previous education, according to the Law on Higher Education (Official Gazette RS, No. 88/17, 27/18 - other law, 73/18, 67/19 and 6/20 - other laws) and the general acts of the Faculty of Economics, University of Niš.

1. Entrance exam

The candidates who apply for the enrollment in the first year of studies take an entrance exam that includes the program content studied in high school. The entrance exam is taken in one subject (by choice), from the following four subjects:

- Fundamentals of Economics ,
- Business Economics,
- Mathematics,
- Sociology.

2. Selection of candidates for enrollment in the first year of studies

The selection of candidates for enrollment in the first year of studies is made according to the results achieved in the entrance exam and the general success achieved in high school. **The ranking list** is compiled according to the total number of points and the established criteria. A candidate can score a **maximum of 100 points**.

The overall success in high school implies the sum of the average grades of all subjects in the first, second, third and fourth grade, multiplied by two. On this basis, the candidate can obtain a minimum of 16 and a **maximum of 40 points**.

The result of the entrance exam is evaluated from **0 to 60 points**.

3. Unique ranking list

The Faculty establishes a unique ranking list of all candidates with the total number of points obtained according to all the criteria determined by this competition. The ranking list formed in this way is the basis for the candidate's choice of the desired study program and module.

The position on the unified ranking list and the total number of points determines whether the candidate can be enrolled in the first year of studies.

A candidate can be enrolled as a **self-financing** student, if he is up to the number approved for the enrollment of self-financing students determined by this competition, and has at least 30 points.

4. The right to object to the position on the ranking list

A participant in the competition who believes that the order of candidates on the ranking list is not determined in the manner provided by the competition, has the right to complain to the dean of the Faculty within 24 hours since the publication of the ranking list.

The dean decides on the objection on the same day after receiving the objection.

5. Final ranking list

After the completion of the procedure based on the received objections, the Faculty determines and publishes **the final ranking list** of all the candidates with the total number of points obtained according to all criteria.

The final ranking list is the basis for enrollment.

6. Moving/sliding on the Final ranking list

If the candidate, who has exercised the right to enroll, does not enroll within the estimated period, the Faculty will enroll the next candidate instead, according to the order on the final ranking list.

7. Enrollment dates

The applications for this call, with all the required documentation, are submitted in the period from December 1, 2023 to December 15, 2023.

More detailed information about the application deadline, the date of the entrance exam and the required documentation will be published on the bulletin boards of the Faculty and the Faculty's web page.

8. Required documentation

Foreign citizens applying for the Call should submit the following documents:

1. Filled out [Application form](#) (available at the website of the Faculty).
2. Birth certificate and notarized translation into Serbian language.
3. Provide a certificate that demonstrates completion of high school degree or equivalent. Original transcripts of all years from the High School and a High School Diploma accompanied by notarized translation into Serbian. Please note that for each

document three notarized copies in total are necessary for admission. Two copies and original documents for the purpose of recognition of foreign documents submitted at Ministry of Education in Serbia (Qualifications Agency, Majke Jevrosime street 51, Belgrade; http://azk.gov.rs/Biblioteka/Brosure/ENIC_NARIC_brochure%20ENG.pdf), and one copy for the Faculty of Economics, along with the certificate from the Ministry of Education stating that the nostrification process is under way, submitted at the Office of Student Affairs.

4. Photocopy of the passport (page with photo and personal data).
5. Certificate of English language proficiency - level B2 or proof of completed English course at any level of formal education.
6. Proof of payment of 7000 RSD (approximately 60 EUR) for the costs of the entrance exam (according to the payment instructions presented below).

All documents should be translated and notarized by the certified court interpreter(s) in the Republic of Serbia and must be submitted at the Office of Student Affairs during the submission of documents timeframe.

The citizens of the Republic of Serbia applying for the Call should submit the following documents:

1. filled out [Application form](#) (available at the website of the Faculty),
2. original certificates confirming that the candidate has completed first, second, third, and fourth grade of high school,
3. original high school diploma,
4. scanned biometric ID,
5. certificate of English language proficiency - level B2 or proof of completed English course at any level of formal education, and
6. proof of payment of 7000 RSD for the costs of the entrance exam (according to the payment instructions).

Applicants who finished High School in Serbia are excluded from any requirements that pertain to translation of documents or submission of High School documents at the Ministry of Education in Serbia.

After submitting the documents, the candidate will receive an application number.

Candidates are required to bring an identity card or passport to the entrance exam.

9. CANDIDATE ENROLLMENT

The enrollment of candidates into the Undergraduate Study Programme Economics will be conducted in the premises of the Faculty of Economics University of Niš in time that will be published on the bulletin board and website of the Faculty of Economics and the University of Niš.

To enroll, a candidate is required to fill out [Registration Form](#) and submit the following documents:

Foreign citizens:

- original documents on completed high school and their certified translation, as well as the decision on their recognition by the Qualifications Agency, which can be submitted before the beginning of the academic year,

- student's Course and Grade Book ("Index"),
- statistical report on students enrolled ("ŠV Obrazac"),
- two identical 3.5 × 4.5 cm photos,
- proof of payment of the tuition fee (1250 EUR) for the first semester of studies, (Payment instructions are received directly from the Office of Student Affairs),
- Medical certificate (Students Polyclinics Niš),
- Health insurance for the current academic year (international health Insurance, issued in students own country, or in Serbia by relevant insurance company)
- Students' visa issued by the Ministry of Interior Affairs,
- Proof of student fee and insurance payment (2000 RSD).

Citizens of the Republic of Serbia:

- student's Course and Grade Book ("Index"),
- statistical report on students enrolled ("ŠV Obrazac"),
- two identical 3.5 × 4.5 cm photos,
- proof of student fee and insurance payment
- certificate of payment of tuition fee (1250 EUR) for the first semester of studies in RSD countervalue under the National Bank of Serbia average exchange rate on the day of payment, according to payment instructions presented below,

Upon the enrollment, students sign a study contract with the Faculty of Economics University of Niš.

10. Amount of tuition fee

The tuition fee for one school year is 2500 EUR in RSD countervalue under the National Bank of Serbia average exchange rate on the day of payment. The payment of the tuition fee should be made according to the payment instructions presented below.

1. for payment in EUR:

Bank: Narodna Banka Srbije – NBS, Kralja Petra 12, 11000 Belgrade, Serbia
 SWIFT: NBSRRSBGXXX
 IBAN: RS35840000000024079020
 Reference number: Passport number
 Recipient: University of Niš, Faculty of Economics

2. for payment in RSD:

Bank account: 840-1683666-17
 Reference number: ID number
 Recipient: Faculty of Economics, University of Niš

Prof. Tadija Đukić, PhD

Dean of the Faculty of Economics
 University of Niš