

**UNIVERSITY OF BELGRADE
FACULTY OF PHARMACY**

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**PREREQUISITES FOR ENROLLING THE FIRST YEAR OF INTEGRATED ACADEMIC
STUDIES AT THE UNIVERSITY OF BELGRADE - FACULTY OF PHARMACY IN
2020/2021**

In the first year of integrated academic studies University of Belgrade – Faculty of Pharmacy enrolls:

- 8 students for the study program *Pharmacy in English* (all self-financing students).

The enrollment of candidates will be carried out based on the final ranking list. The ranking list is created according general achievement in high school and the results from the entrance exam (maximum point 100). General achievement in high school includes the score of average grades from all subjects in I, II, III and IV year multiplied with 2. Accordingly, the candidate may obtain minimum 16 points and maximum 40 points. The entrance examination is written (180 minutes) comprising tests in Chemistry and Mathematics or Chemistry and Biology. At the entrance examination, the candidate may acquire maximum 60 points (60 points in Chemistry and Mathematics or in Chemistry and Biology).

The candidates - citizens of the Republic of Serbia and foreign citizens - applying for the first year of integrated academic studies - *Pharmacy in English* - **pass the entrance examination in the English language.**

The scholarship fee for the study program *Pharmacy in English* is 3.500,00 € and should be payed in RSD (paying in 4 instalments is admitted). This applies both on Serbian and foreign citizens.

Application

Submission of documents will be carried out:

- **24. 06. 2020. and 25. 06. 2020.** between **9-16h**, and **26. 06. 2020.** between **9-12h**, at the Section for teaching and student affairs (counter hall) - Faculty of Pharmacy (450 Vojvode Stepe Street, Belgrade).

Documents required for application

Serbian citizens submit the following documents:

1. Registration form (provided by the Faculty).
2. Photocopy of the original birth certificate (not required to be certified) and the original document which has to be presented for formal insight.
3. Photocopy of the original certificates (not required to be certified) from the High School (four years duration) and the original document which has to be presented for formal insight.
4. Photocopy (not required to be certified) of passed bachelor examination (diploma) and the original document which has to be presented for formal insight.

5. Certificate on the payment of 6.000,00 RSD on the account 840-1127666-05, code 189 (for the expenses of organizing and carrying out the Enrollment Contest).
6. A statement authorizing the Faculty and the University to import personal data provided by the candidate into an electronic database, and that these data can be used for the purpose of generating the necessary statistics, submitting the requested data to the Ministry of Education, Science and Technological Development without personal data, and will not be available to unauthorized personnel.

Submitted photocopies of documents will not be returned to the owner (candidate).

After submitting documents, candidate will receive the approved certificate of applying to the competition. **This is the only evidence that the candidate has applied for the Enrollment Contest. Candidate will not be able to take the entrance exam without it.**

Documents required for application of foreign citizens

Foreign citizens submit the following documents:

1. Registration form (provided by the Faculty).
2. Photocopy of the original documents from the High School translated by court interpreter into Serbian language and validated at the Ministry of Education, Science and Technological Development, 51, Majka Jevrosima Street, Belgrade, and the original document which has to be presented for formal insight.
3. Photocopy of the original birth certificate translated by court interpreter and the original document which has to be presented for formal insight.
4. Certificate on the payment of 8.000,00 RSD (for the expenses of organizing and carrying out the Enrollment Contest).
5. A statement authorizing the Faculty and the University to import personal data provided by the candidate into an electronic database, and that these data can be used for the purpose of generating the necessary statistics, submitting the requested data to the Ministry of Education, Science and Technological Development without personal data, and will not be available to unauthorized personnel.

Submitted photocopies of documents will not be returned to the owner (candidate).

After submitting documents, candidate will receive the approved certificate of applying to the competition. **This is the only evidence that the candidate has applied for the Enrollment Contest. Candidate will not be able to take the entrance exam without it.**

Entrance exam and results

Registered candidates take the entrance exam on 30. 06. 2020. between 10-13h. Candidates have to be at the Faculty of Pharmacy till 09:30 (450 Vojvode Stepe Street - Belgrade).

The results of the entrance exam will be posted on the noticeboard and internet page of the Faculty on 30. 06. 2020. at 17:00.

Ranking lists of candidates

The preliminary list of candidates will be shown on the noticeboard and internet page of the Faculty on 30. 06. 2020. at 21:00.

All complaints on the acquired points (from the preliminary lists) should be submitted to the Enrollment Commission on 01. 07. 2020. between 9-13h and 02. 07. 2020 between 8-10h.

Complaints should be submitted through the Archive of the Faculty on the form provided by the Faculty of Pharmacy. The decisions of the Enrollment Commission on the complaints will be reported on 02. 07. 2020. at 12:00h.

If the candidate involved in the Enrollment Contest is not pleased with the decision, he/she may submit another complaint to the Dean of the Faculty on 02. 07. 2020. between 12-14h. This specific complaint referred to the Dean should be submitted on the form provided by the Faculty. The decisions on the complaints referred to the Dean will be reported to the candidates on 02. 07. 2020 at 15:00h.

The final ranking list of candidates will be posted on 02. 07. 2020 at 17:00h.

Enrollment of Candidates

Enrollment of candidates from the final ranking list of integrated academic studies *Pharmacy in English* will be carried out on 03. 07. 2020. at 8,00h.

Candidates who fulfilled the right to be enrolled and did not enroll on time will definitively lose the right of enrollment.

Documents required for enrollment

Candidates who fulfill the right to be enrolled will submit the following **original** documents:

- original birth certificate,
- original certificate of completed High School,
- diploma on passed examination i.e. baccalaureate examination (only for the citizens of the Republic of Serbia),
- original documents on completed education and their certified translation as well as the decision on their validation at the Ministry of Education, Science and Technological Development of the Republic of Serbia (for foreign candidates),
- certificate on the payment of 2.200,00 RSD, for the expenses of enrollment procedure on the account 840-1127666-05, code 189,
- two identical photos 3,5 × 4,5 cm,
- certificate on the payment of scholarship fee (the first instalment): 875,00 € in RSD on the account of the Faculty 840-1127666-05, code 189,
- studying contract (provided by the Faculty),
- certificate of residence (provided at the Ministry of Interior Affairs in Belgrade, Department for Foreigners, 35 Savska Street, Belgrade),
- certificate of health insurance, for foreign candidates only (provided at the Department for Foreign Insurance, 30 Nemanjina Street, Belgrade).

Important note: Every candidate who fulfill the right to enroll the studies will receive an index and IIB forms provided by the Faculty.