



UNIVERSITY OF NIŠ

# GUIDE FOR INTERNATIONAL STUDENTS

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# INTRODUCTION

This guide is for non-Serbian nationals coming to study at the University of Niš, both as degree-seeking students and exchange students.

We hope that it will answer the basic questions you may have about living and studying in Niš.

## ACADEMIC INFORMATION

### STUDY PROGRAMMES



The University of Niš has 13 faculties, most of which are located in Niš. Two of the faculties of the University of Niš are located in nearby towns in Southern Serbia – Leskovac and Vranje.

Some of these faculties comprise a number of departments, which offer study programmes at undergraduate, master's and doctoral levels. You can find more information about each of the study programmes at the websites of individual faculties.

It is important to note that, at the majority of the faculties and departments, the language of instruction is Serbian. Therefore, international applicants have to demonstrate competence in the Serbian language by a relevant document. However, there are a few departments that offer study programmes taught entirely in English, such as the undergraduate courses at the Faculty of Medicine or at the English Department at the Faculty of Philosophy. Certain accredited study programmes in English are also available at the Faculty of Sport and Physical Education, Faculty of Civil Engineering and Architecture, Faculty of Electronic Engineering and Faculty of Mechanical Engineering.

In addition, most of the faculties and departments offer a few courses and seminars in English for exchange students. Departments of Foreign languages offer programmes in English, Russian, French and German.

Proficiency requirement for both Serbian and English is Level B2.

The International Officers and Academic Coordinators at individual faculties will be able to provide more information about study programmes and individual courses taught in English and other languages.

Here is the list of accredited study programmes the University of Niš offers in the academic year 2016/17. The programmes accredited in English are underlined. The list does not include information about specific modules within study programmes, however, all additional details can be provided by contact persons at individual faculties (see page 7).

### SCIENCES AND MATHEMATICS

**Faculty of Sciences and Mathematics** – consists of six departments and provides education in the fields of physics, mathematics, chemistry, informatics, biology and ecology, geography and tourism

#### **Undergraduate studies:**

Mathematics  
Geography  
Physics  
Biology  
Chemistry  
Computer Science

#### **Master studies:**

Biology  
Ecology and Nature Conservation  
Geography  
Tourism  
Mathematics  
Physics  
Chemistry  
Applied Chemistry  
Computer Science

#### **Doctoral studies:**

Chemistry  
Computer Science  
Mathematics  
Physics  
Biology

## HUMANITIES AND SOCIAL SCIENCES

**Faculty of Economics** – provides study programmes in economics, business management, finance, banking and related disciplines

**Undergraduate studies:**  
Finances, Banking and Insurance  
Business Management

Accounting, Auditing and  
Financial Management  
General Economics

**Master studies:**  
Economics  
**Doctoral studies:**  
Economics

**Faculty of Law** – provides legal education at all levels of studies

**Undergraduate studies:**  
Law

**Master studies:**  
Law - General Programme  
Law - Internal Affairs Programme

**Doctoral studies:**  
Law

**Faculty of Philosophy** – offers study programmes in philosophy, psychology, history, sociology, journalism, communication and public relations, pedagogy, as well as in Serbian, English, French and Russian language and literature studies

**Undergraduate studies:**  
Sociology  
Journalism  
Pedagogy  
Psychology  
History  
Philosophy  
Communication and Public  
Relations  
Social Policy and Social Work  
Serbian Language and Literature  
English Language and Literature  
Russian Language and Literature  
French Language and Literature

**Master studies:**  
Philology  
Psychology  
History  
Sociology  
Social Work  
Journalism  
Pedagogy  
Advanced Subject Teaching  
Communication studies  
Philosophy  
English Language and Literature  
Russian Language and Literature

**Doctoral studies:**  
Sociology  
Philology  
Psychology  
History  
Media and Society

**Faculty of Sport and Physical Education** – offers academic and applied study programmes in the fields of physical education and sports

**Undergraduate professional studies:**  
Sports - Serbian Programme  
Sports - English Programme  
Sports - Distance Learning Programme

**Undergraduate studies:**  
Physical Education and Sport  
**Master studies:**  
Physical Education and Sport  
Physical Education and Sport -  
Distance Learning Programme

**Specialist professional studies:**  
Sports - Serbian Programme  
Sports - English Programme  
**Doctoral studies:**  
Sport Sciences

**Faculty of Education in Vranje** – provides education for teachers and pre-school teachers as well as a doctoral programme in teaching methodology

**Undergraduate studies:**  
Preschool Teaching  
Primary School Teaching

**Integrated studies (undergraduate + master):**  
Technical Education and Informatics

**Master studies:**  
Preschool Teaching  
Primary School Teaching  
**Doctoral studies:**  
Methods of Class Teaching

## MEDICAL SCIENCES

**Faculty of Medicine** – provides study programmes in medicine, pharmacy, dentistry, nursing, public health and other related fields

**Undergraduate professional studies:**

Sanitary and Ecological Engineering  
Oral Hygiene  
Dental Prosthetics  
Nursing

**Specialist studies:**

Pharmaceutical Medicine

**Specialist professional studies:**

Professional Nurse/Technician - Specialist  
Professional Instrument Nurse/Technician - Specialist  
Professional Sanitary and Ecological Engineer - Specialist

**Integrated studies**

**(undergraduate + master):**

Medicine - Serbian Programme  
Medicine - English Programme  
Dentistry - Serbian Programme  
Dentistry - English Programme  
Pharmacy - Serbian Programme  
Pharmacy - English Programme

**Master studies:**

Health Policy and Management

**Doctoral studies:**

Medical Sciences  
Pharmaceutical Sciences  
Dental Sciences

## TECHNOLOGY AND ENGINEERING SCIENCES

### University of Niš

**Master studies:**

Innovation Engineering

**Faculty of Civil Engineering and Architecture** – offers study programmes in architecture, civil engineering and related fields

**Undergraduate studies:**

Civil Engineering  
Architecture

**Integrated academic studies:**

Architecture

**Master studies:**

Architectural Construction  
Architectural Planning  
Civil Engineering - Structural Engineering  
Civil Engineering - Traffic Engineering  
Civil Engineering - Hydraulic Engineering  
Civil Engineering

**Doctoral studies:**

Civil Engineering  
Architecture  
Materials and Structures  
Hydroinformatics - Serbian Programme  
Hydroinformatics - English Programme

**Faculty of Electronic Engineering** – offers study programmes in electrical engineering, computer science, telecommunications, electronics and related disciplines

**Undergraduate studies:**

Electrical Engineering and Computer Science - Serbian Programme

Electrical Engineering and

Computer Science - English Programme

**Master studies:**

Electrical Power Engineering  
Electronics and Microsystems  
Control Systems  
Telecommunications - Serbian Programme  
Telecommunications - English Programme  
Computing and Informatics

**Doctoral studies:**

Electrical Engineering and Computing

**Faculty of Mechanical Engineering** – educates students in the fields of mechanical engineering, engineering management and computer science

**Undergraduate studies:**

Mechanical Engineering  
Engineering Management

**Master studies:**

Engineering Management  
Information and Production  
Technologies  
Energetics and Process  
Engineering  
Mechatronics and Control  
Mechanical Constructions,  
Development and Engineering  
Traffic Engineering, Transport  
and Logistics

**Doctoral studies:**

Mechanical Engineering -  
Serbian Programme  
Mechanical Engineering -  
English Programme

**Faculty of Occupational Safety** – provides study programmes in environment protection, fire protection, emergency management and communal system management and occupational safety

**Undergraduate studies:**

Occupational Safety  
Environmental Protection

**Master studies:**

Emergency Management  
Occupational Safety Engineering  
Fire Protection Engineering  
Environmental Protection  
Engineering  
Communal Systems Management

**Doctoral studies:**

Occupational Safety Engineering  
Environmental Protection  
Engineering

**Faculty of Technology in Leskovac** – provides education in the fields of textile technologies, chemical technologies, and food technology and biotechnology

**Undergraduate studies:**

Textile Technologies  
Food Processing Technology  
and Biotechnology  
Chemical Technologies

**Master studies:**

Textile Technologies  
Food Processing Technology  
and Biotechnology  
Chemical Technologies  
Material and Energy Flow  
Management

**Doctoral studies:**

Technologic Engineering

## ARTS

**Faculty of Arts** – offers a variety of study programmes in visual arts (including graphic design), and music arts (including piano, accordion, wind instruments, string instruments, solo singing, guitar, and music pedagogy)

**Undergraduate studies:**

Music Art - General Music  
Pedagogy  
Music Art - Piano  
Music Art - String Instruments  
Music Art - Wind Instruments  
Music Art - Solo Singing

**Master studies:**

Music Art - Guitar  
Music Art – Accordion  
Music Art – Percussion  
Instruments  
Visual Arts - Painting  
Applied Arts - Graphic Design

**Master studies:**

Music Art - General Music  
Pedagogy  
Music Art - Performing Arts  
Visual Arts - Painting  
Applied Arts - Graphic Design

## CURRENT LIST OF INTERNATIONAL ACADEMIC AND ADMINISTRATIVE CONTACT PERSONS AT THE UNIVERSITY AND INDIVIDUAL FACULTIES



UNIVERSITY OF NIŠ	ACADEMIC	ADMINISTRATIVE
	<b>Ivica Manić</b> , PhD ivica.manic@elfak.ni.ac.rs Erasmus + Institutional Coordinator	<b>Jelena Čivljak</b> , International Relations civljak@ni.ac.rs

The majority of faculties have International Officers who can assist international students with various academic and non-academic issues (enrolment, choosing courses, signing up for exams, residence registration, obtaining a temporary residence permit, etc.):

FACULTY	ACADEMIC	ADMINISTRATIVE
<b>Faculty of Civil Engineering and Architecture</b>	<b>Milan Gocić</b> , PhD milan.gocic@gaf.ni.ac.rs	<b>Nada Zorboska</b> nada.zorboska@gaf.ni.ac.rs
<b>Faculty of Economics</b>	<b>Aleksandra Andjelkovic</b> , PhD aleksandra.andjelkovic@eknfak.ni.ac.rs Phone: 018/52 86 89	<b>Ivana Ranđelović</b> Associate for Public Relations ivana.randelovic@eknfak.ni.ac.rs
<b>Faculty of Electronic Engineering</b>	<b>Zlatica Marinković</b> , PhD zlatica.marinkovic@elfak.ni.ac.rs	<b>Nevena Mitić</b> nevena.mitic@elfak.ni.ac.rs
<b>Faculty of Arts</b>	<b>Katarina Đorđević</b> , MA, for the Arts Department katarinadjordjevic1966@yahoo.com <b>Milena Injac</b> , MA, for the Music Department injac.milena@gmail.com	
<b>Faculty of Medicine</b>	<b>Gordana Kocić</b> , PhD, Vice Dean for Postgraduate Studies kocicrg@yahoo.co.uk	<b>Bojana Marjanović</b> bojana@medfak.ni.ac.rs
<b>Faculty of Mechanical Engineering</b>	<b>Vladislav Blagojević</b> , PhD vlada@masfak.ni.ac.rs	<b>Nikola Milisavljević</b> , head of the Student Service mnikola@masfak.ni.ac.rs Phone: 018/500 620
<b>Faculty of Law</b>	<b>Nebojša Raičević</b> , PhD, Vice Dean of Science raicko@prafak.ni.ac.rs	<b>Nina Kosanović</b> nina@prafak.ni.ac.rs
<b>Faculty of Sciences and Mathematics</b>	<b>Jelena Ignjatović</b> , PhD jelena.ignjatovic@pmf.edu.rs jekaignjatovic73@gmail.com Phone: 018/533 015 ext. 151	<b>Danica Dobrosavljević</b> danica@pmf.ni.ac.rs Phone: 018/533 015 ext. 153 and ext. 165
<b>Faculty of Occupational Safety</b>	<b>Predrag Niketić</b> , MA predrag.niketic@znrfaq.ni.ac.rs	<b>Aleksandra Petković</b> aleksandra.petkovic@znrfaq.ni.ac.rs
<b>Faculty of Sport and Physical Education</b>	<b>Bojan Jorgić</b> bojanjorgic@yahoo.com	<b>Miljana Kostić Đorđević</b> miljana@fsfv.ni.ac.rs
<b>Faculty of Philosophy</b>	<b>Vladimir Hedrih</b> , PhD, Vice-Dean for International Cooperation vladimir.hedrih@filfak.ni.ac.rs	
<b>Faculty of Technology in Leskovac</b>	<b>Dragan Cvetković</b> , PhD dragancvetkovic1977@yahoo.com	<b>Ana Nikolić</b> nikolicana@yahoo.com
<b>Faculty of Education in Vranje</b>	<b>Danijela Zdravković</b> , PhD danijelavranje@gmail.com	<b>Igor Mitić</b> igorm@ucfak.ni.ac.rs Phone: 017/422 962

## ACADEMIC CALENDAR

The academic year commences on 1st October and finishes on 30th September each year, although there may be slight differences among the faculties. The academic year consists of two semesters:

Autumn semester: 1 October – 15 January

Spring semester: 15 February – 31 May

There are six final examination periods\* in an academic year:

15 January – 15 February

15 April – 30 April

June

September

October



## TAKING EXAMS

The exam schedules for each of the final examination periods are posted on individual faculty noticeboards and sites. In order to take an exam, students must sign up for it several days in advance, either on-line or by filling in a paper form. More precise information can be obtained at each faculty or department.

## GRADING SYSTEM

In institutions of higher education in Serbia, a 5–10 grading scale is used (5 is a failing whereas 6–10 are passing grades, 6 being the lowest and 10 the highest passing grade).

### Description of the grading system (Grading distribution)

Local Grades	ECTS Grades	Definition	Percentage of students receiving the grade
10	A+	Outstanding	10%
9	A	Excellent	25%
8	B	Very Good	30%
7	C	Good	25%
6	D	Sufficient	10%
5	F	Insufficient	

### ECTS credits:

1 academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

\* The actual dates may vary at different faculties.



# ARRIVAL AND REGISTRATION AT THE UNIVERSITY



## ARRIVAL DATES

You should arrive in Niš a week or two before the beginning of the semester or academic year that you intend to complete at the University of Niš in order to complete all the necessary paperwork and, if applicable, find accommodation.

## ORIENTATION DAY(S)

The Office for International Cooperation organizes a short orientation programme for all international students at the beginning of every mobility period, at every level of studies, at each faculty. In addition, together with the Buddy Network, it will be at the students' disposal throughout their stay in Niš, so that all incoming international students can get the necessary logistic support regardless of the date of their arrival and the length of their stay.

## THE INTERNATIONAL RELATIONS OFFICE (IRO)

The International Relations Office of the University of Niš coordinates all academic programmes at the University level and provides specialist support to students who come from outside Serbia. Therefore, upon arrival, all international students are required to register at the International Relations Office, which is usually stipulated in the student's scholarship agreement.

### The address of the Office is:

University of Niš, The Rectorate, Univerzitetski trg 2, Room 17, 18000 Niš

## CONTACT PERSONS AT THE INTERNATIONAL RELATIONS OFFICE

Zlatana Pavlović, Head of the Office (zlatana@ni.ac.rs)

Jelena Čivljak, Senior Officer (civljak@ni.ac.rs)

Tel.: 381 18 257093

Fax: 381 18 257950

## ENROLMENT

### A. Full-degree programmes

Faculties can enroll a number of international applicants, not exceeding the total number of students as set in the work permit.

A foreign citizen can enroll in the status of a "self-financing student" (paying the full tuition fee), as specified by each faculty, ranging from 1000 to 3500 Euros per year, depending on the faculty.

All the documents necessary for the enrolment (in undergraduate, master or doctoral studies) must be translated into Serbian and sealed by an official court interpreter.

Follow the general rules for admission and enrolment (see the following pages).

### B. Exchange programmes

Exchange students are enrolled as students of the University of Niš for a limited period of time, i.e. the duration of their exchange period, and will not get a degree from the University of Niš. They will only complete a portion of their original study programme and return to their home institution.

Exchange students will be enrolled at the host faculty, which has previously accepted their application.

The documents that should be submitted to the University IRO by exchange students are:

1. Application Form
2. CV
3. Transcript of Records
4. Proof of Registration at the Home Institution
5. Copy of Passport
6. Learning Agreement
7. Motivation Letter
8. Language Certificate (English or Serbian B2)

Follow the rules of the particular exchange programme for specific information.



## ADMISSION REQUIREMENTS

### APPLICATION

All students (including international students) directly apply and are enrolled in all levels of study at a certain faculty of the University of Niš.

When applying, candidates are obliged to present their original documents for inspection, and submit their copies and certified translations together with the application form.

In order to be considered for admission, the following is required from all international applicants:

- Validated diploma or school leaving certificate of four-year secondary education, together with the transcripts of records for each of the four years;
- Proof of Serbian language proficiency (B2 level)\*;
- Proof of payment of the entrance exam fee;
- Application form, available at the Office of Students' Affairs at each Faculty.

### ENTRANCE EXAM

Entrance exams are generally organized in the Serbian language\*.

The candidates pay the entrance exam fee and other application-related expenses directly to the faculty bank account. Faculties determine the amount that needs to be paid.

The candidates have to show their passport or ID card when taking the exam.

### ENROLMENT

In order to enroll, the candidates have to submit:

- Original documents (validated diploma or school leaving certificate of four-year secondary education, together with the original transcripts of records for each of the four years of schooling);
- Birth certificate, with certified translation into Serbian;
- Proof of having health insurance for the current academic year;
- Two registration forms (the so-called ŠV-20, available at the Office of Students' Affairs at every faculty);
- University of Niš index (student booklet);
- Two photos 4.5 x 3.5 cm and one photo 2.5 x 2 cm;
- Proof of payment of tuition fee for self-financing students.

Faculties reserve the right to require some additional admission documents.

**Candidates are advised to contact the faculty of their choice in order to receive detailed information on enrolment requirements and entrance examinations.**

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\* Valid for the study programmes that are organized only in the Serbian language.

## REGISTRATION CALENDAR FOR DEGREE STUDENTS

### UNDERGRADUATE STUDIES

<b>First enrolment competition</b>	<b>June – July</b>
Submission of candidates' documentation	June
Entrance examination period	June – July
Enrolment	July
<b>Second enrolment competition</b>	<b>September</b>
Submission of candidates' documentation	September
Entrance examination period	September
Enrolment	September

### MASTER STUDIES

<b>First enrolment competition</b>	<b>October</b>
Submission of candidates' documentation	October
Entrance examination period	November
Enrolment	November
<b>Second enrolment competition</b>	<b>To be announced</b>

### DOCTORAL STUDIES

<b>First enrolment competition</b>	<b>October – November</b>
Submission of candidates' documentation	October – November
Entrance examination period	November
Enrolment	November
<b>Second enrolment competition</b>	<b>To be announced</b>

## VALIDATION OF DOCUMENTS

All documents related to previous secondary education have to be validated and recognized by The Serbian Ministry of Education, Science and Technological Development. Requests for recognition of foreign school certificates and diplomas are to be submitted personally or sent by registered mail to the following address:

MINISTARSTVO PROSVETE, NAUKE I TEHNOLOŠKOG RAZVOJA  
Sektor za školske uprave, stručno-pedagoški nadzor i srednje obrazovanje i vaspitanje  
Nemanjina 22-26  
11000 BEOGRAD



For all the information regarding this procedure, please contact **The Ministry of Education, Science and Technological Development** (<http://www.mpn.gov.rs>).

Applications for the recognition of a foreign higher education document are submitted to the University of Niš by filling in the form and enclosing the documentation as requested in the form.

## SERBIAN LANGUAGE COURSES

Serbian courses are organized at the **Centre for Serbian as a Foreign and Second Language** (<http://centar.filfak.ni.ac.rs/en/>) operating within the Department of Serbian Language of the Faculty of Philosophy in Niš. The Centre offers different levels of courses and its programme is intended for:

- students of Slavic studies from foreign universities;
- exchange students in international students' mobility programmes;
- foreign citizens intending to study at any of the faculties of the University of Niš;
- all foreign citizens who want to learn standard Serbian and get a certificate for it.

The Center also organizes Serbian language proficiency tests for foreign citizens, at the fee of €100.

CONTACT e-mail: [srpski.kao.strani@filfak.ni.ac.rs](mailto:srpski.kao.strani@filfak.ni.ac.rs)

### THE FOLLOWING SERBIAN LANGUAGE COURSES ARE OFFERED AT THE UNIVERISTY

#### BEGINNER LEVELS

**A1** - intended for absolute beginners and its aim is mastering the pronunciation of all Serbian language phonemes, learning Serbian Cyrillic and Latin scripts, as well as learning basic grammar.

**A2** - intended for those students who have already gained a basic knowledge of Serbian (including level A1), with focus on grammar.

#### INTERMEDIATE LEVELS

**B1** - intended for students who have already acquired the level A2 knowledge and who would like to have more independent communication through learning more advanced grammar and vocabulary.

**B2** - intended for those who have already gained competence at the B1 level and want to acquire skills of more spontaneous communication and learn more about Serbian culture.

#### ADVANCED LEVELS

**C1** - intended for those students who have a solid knowledge of the standard Serbian language (competence level B1 or B2) but would like to further improve their vocabulary and grammar.

**C2** - intended for those who have already gained competence at C1 level and want to broaden their knowledge of grammar and vocabulary, with the aim of advanced professional training and career building.

#### INDIVIDUAL COURSES

Individual courses are available for all levels, from A1 to C2.

#### DURATION AND COST OF COURSES

The courses are organized by semesters during the academic year (from October until June). The fee for each course is €500, while individual courses are charged €10 per class (45 minutes).

Level	Semester	Number of classes per week	Total number of classes
A1	autumn	15	225
A2	spring	15	225
B1	autumn	9	135
B2	spring	9	135
C1	autumn	9	135
C2	spring	9	135



## UNIVERSITY FACILITIES AND ORGANIZATIONS

The facilities that the University of Niš offers to both domestic and international students are: a student infirmary, four halls of residence, three student canteens and a library at each of the faculties, in addition to the central library.

### LIBRARIES

Each faculty has its own well-equipped library and its own reading room.

The University of Niš Central Library is in the Rectorate building, Univerzitetski trg 2, <http://www.ubnt.ni.ac.rs/english>.

Working hours: 7:30 a.m. - 7:30 p.m. Monday to Friday

July and August: 7:30 a.m. - 2:30 p.m.



The library collections contain 95.000 books and 1.380 scientific journals in more than 70.000 volumes, a collection of 5.100 dissertations defended at the University of Niš (both in printed and electronic form), a rich collection of reference books and legacies of distinguished local scholars, as well as a collection of electronic publications.

The library has access to electronic scientific journals and books in full-text via the Consortium of Serbian Libraries for Joint Acquisition (KoBSON). You can get more information about this at <http://www.kobson.nb.rs>.

### STUDENT ORGANIZATIONS

There are numerous student organizations, groups and associations at the University of Niš. Their main role is to resolve students' problems and improve their participation in the work and management of the University. Student organizations are also very interested in organizing various activities, such as charities, volunteer work, student excursions.

For more information see:

<https://www.ni.ac.rs/en/general-type-students-organizations-.html>

<https://www.ni.ac.rs/en/international-professional-students-organizations-.html>

Erasmus Student Network (ESN) is a new student organization established to provide help to both incoming and outgoing Erasmus+ students.



## ACCOMMODATION AND MEAL PLAN OPTIONS

International students can stay in hostels or they can opt for private rental accommodation.

### HOSTELS

Hostels are not as affordable as halls of residence/dormitories, however, for those international students who have not rented an apartment prior to their arrival in Niš, staying at a hostel while looking for a room/flat/house to rent is highly recommended.

There are many hostels in or near the city centre and their prices range from 8 to 15 Euros per bed per night.

Since the University of Niš does not have an actual campus, but the faculties are scattered around the city, in order to choose the hostel close to your faculty, it is best to consult sites such as [www.hostels.com](http://www.hostels.com) or [www.booking.com](http://www.booking.com).



### PRIVATE RENTAL ACCOMMODATION

Although more expensive, private accommodation is the most convenient yet affordable solution for the majority of students.

The rent for a studio is between 80 and 120 Euros per month, whereas a bigger flat may cost between 130 and 200 Euros. The rent does not include utilities (heating, electricity, cable TV, the Internet, water, garbage disposal, etc.), which range from 30 to 150 EUR per month, depending primarily on the size of the flat, the type of heating and the number of occupants).

### HALLS OF RESIDENCE/DORMITORIES

Unfortunately, international students cannot stay in halls of residence/dormitories in Niš.

### MEAL PLAN OPTIONS

You can purchase a meal plan and have one, two or three meals a day in one of the three student canteens.

The Student Center Niš provides meals for the students of the University of Niš in three student canteens. Meals are available to all students, including foreign citizens. A meal coupon should be purchased for every meal; three meals a day cost around €4. Meal coupons are issued in the Student Center Niš, upon the request of the University.

For more information see:

[http://www.scnis.rs/index.php?option=com\\_content&view=category&layout=blog&id=36&Itemid=59](http://www.scnis.rs/index.php?option=com_content&view=category&layout=blog&id=36&Itemid=59)



## OBTAINING AND MAINTAINING LEGAL STATUS IN SERBIA

This part of the guide provides all the information international students will need to obtain legal status in Serbia for the duration of their study at the University of Niš.



### RESIDENCE REGISTRATION (OBTAINING A WHITE CARD)

All international students have to register with the police/local authorities within 24 hours of arriving in Serbia.

International students who opt for private rental accommodation have to register with the police within 24 hours of arriving in Serbia at the following address: *Odeljenje granične policije za strance* (Office for Foreigners of the Ministry of Interior), Bulevar 12. februar 89, Niš. The registration can be conducted exclusively in the presence of the flat/house owner. In case the flat/house owner is absent (due to illness, disability, work or another reason), a judicial authorization is issued to another person to conduct registration on behalf of the flat/house owner. International students are advised to go to this police station also accompanied by a local student volunteer (buddy) to avoid any misunderstanding due to a possible language barrier. In order to register, international students have to present a valid passport and an appropriate certificate from the University of Niš.

After registering with the police, international students will be issued a “white card”, which will allow them to reside in the Republic of Serbia in the following 90 days. Immediately upon being issued a white card, international students are required to submit a copy of it either to the International Relations Office of the University of Niš (Univerziteti trg 2) or to their faculty.

If an international student leaves the Republic of Serbia within the 90-day period granted for his/her stay, without applying for a temporary residence permit, he/she is obliged to register with the police within 24 hours of every subsequent re-entry into the country, following the procedure described above.

International students need to register an address change in the Republic of Serbia with the police within 24 hours of the move.

### OBTAINING A TEMPORARY RESIDENCE PERMIT

International students who have been issued a white card, i.e. who have been granted a 90-day stay in Serbia, are obliged to apply for a temporary residence permit within those 90 days if they want to extend their stay in the country. They are advised to apply as early as possible, ideally, immediately after being issued a white card, in order to prevent any possible problems that may arise in case their documentation necessary for granting a temporary residence permit is incomplete and they do not have enough time to obtain it.

When applying for a temporary residence permit, it is necessary to submit the following documents:

- a valid passport (with a visa, if necessary)
- a copy of the white card
- a certificate of admission issued by the University of Niš
- proof of health insurance coverage
- proof of financial support/resources
- proof of residence (the lease contract)
- two photographs (passport size)
- three copies of the completed application form (Application for Issuance of Approval for Temporary Stay) obtained at the police office
- proof of paid application processing fee for the residence permit

Here is the model form of the temporary residence permit followed by the temporary residence permit filled out with required information.

Образац попунити читко на српском језику користећи **ВЕЛИКА СЛОВА**  
Fill out the form legibly in Serbian language using **CAPITAL LETTERS**

Попуњава службено лице органа коме је поднет захтев To be filled out by the authorized person of the authority to which the application was submitted			
Примљено			
Датум	Број	Потпис	Број ОПБ

Напомене

Назив органа коме се захтев подноси  
The authority to which the application is submitted

## ЗАХТЕВ ЗА ОДОБРЕЊЕ ПРИВРЕМЕНОГ БОРАВКА APPLICATION FOR ISSUANCE OF APPROVAL FOR TEMPORARY STAY

1.	Презиме Surname	
2.	Име Given name(s)	
3.	Пол Sex	<input type="checkbox"/> мушко – male <input type="checkbox"/> женско – female
4.	Дан, месец и година рођења Day, month and year of birth	
5.	Место и држава рођења Place and country of birth	
6.	Држављанство Nationality	
7.	Занимање Occupation	
8.	Пребивалиште, односно боравиште и адреса стана у иностранству Place of residence and address in a foreign country	
9.	Боравиште, адреса у Републици Србији и број телефона Residence, the address in the Republic of Serbia and phone number	код – at
10.	Датум и место уласка у Републику Србију Date and place of entry into Republic of Serbia	
11.	У ком својству борави у Републици Србији Purpose of stay in Republic of Serbia	
12.	Број путне исправе, датум издавања и до када важи Passport number, date of issue and date of expire	



13.	<p>Подаци о лицу на основу чијег статуса у Републици Србији се тражи одобрење боравка: Презиме и име, Датум, место и држава рођења, Држављанство, Статус члана породице.</p> <p>Data relating the person on the basis of whose status in the Republic of Serbia residence permit is requested: Surname and given name(s), date, place and country of birth, Nationality, Status of the family member.</p>	
14.	<p>Назив факултета, школе или друге установе где се школује или организација код које је ангажован</p> <p>University, school or other institution attended by the applicant, or other organization in which he (she) is engaged or employed</p>	
16.	<p>Предвиђено трајање боравка до</p> <p>Anticipated period of stay until</p>	
17.	<p>Завршна изјава:</p> <p>Овим потврђујем да су сви подаци наведени у тачкама 1-16 потпуни, истинити и да одговарају подацима у приложеним документима. Потврде које су на другим језицима приложене су у српском преводу.</p> <p>Hereby I confirm that all information given under items 1-16 are complete, that they are true and correspond to the data contained in the attached documents. Certificates in other languages are attached in the Serbian translation.</p>	

У  
In  
Дана  
Date

\_\_\_\_\_  
Потпис подносиоца захтева - Signature of the applicant

Попуњава службено лице органа коме је поднет захтев  
To be filled out by the authorized person of the authority to which the application was submitted

Како је захтев решен	
До ког датума је одобрен боравак	
Датум издавања одобрења	

Напомене

\_\_\_\_\_  
Потпис службеног лица

Образац попунити читко на српском језику  
користећи **ВЕЛИКА СЛОВА**  
Fill out the form legibly in Serbian language using  
**CAPITAL LETTERS**

Попуњава службено лице органа коме је поднет захтев  
To be filled out by the authorized person of the authority to  
which the application was submitted

Примљено			
Датум	Број	Потпис	Број ОПБ

Напомене

Назив органа коме се захтев подноси  
The authority to which the application is submitted

## ЗАХТЕВ ЗА ОДОБРЕЊЕ ПРИВРЕМЕНОГ БОРАВКА APPLICATION FOR ISSUANCE OF APPROVAL FOR TEMPORARY STAY

1.	Презиме Surname	<b>MATELA</b>
2.	Име Given name(s)	<b>JENNA ANN</b>
3.	Пол Sex	<input type="checkbox"/> мушко – male <input checked="" type="checkbox"/> женско – female
4.	Дан, месец и година рођења Day, month and year of birth	<b>24.11.1995.</b>
5.	Место и држава рођења Place and country of birth	<b>SAN FRANCISCO, USA</b>
6.	Држављанство Nationality	<b>AMERICAN</b>
7.	Занимање Occupation	<b>STUDENT</b>
8.	Пребивалиште, односно боравиште и адреса стана у иностранству Place of residence and address in a foreign country	222 NORTH PARK STREET, TAMPA, FLORIDA, 33602,USA
9.	Боравиште, адреса у Републици Србији и број телефона Residence, the address in the Republic of Serbia and phone number	<b>MARIJE SIMOVIĆ 47/12, 18000 NIŠ</b> код – at <b>MARKO TOMIĆ</b> (the owner of the flat)
10.	Датум и место уласка у Републику Србију Date and place of entry into Republic of Serbia	<b>DATE:</b> <b>Day/month/year/ (eg. 5.11.2016.)</b> <b>PLACE(eg. BEOGRAD)</b>
11.	У ком својству борави у Републици Србији Purpose of stay in Republic of Serbia	<b>STUDENT</b>
12.	Број путне исправе, датум издавања и до када важи Passport number, date of issue and date of expire	<b>12345678, 06 MAY 2010, 05 MAY 2020</b>

13.	Подаци о лицу на основу чијег статуса у Републици Србији се тражи одобрење боравка: Презиме и име, Датум, место и држава рођења, Држављанство, Статус члана породице. Data relating the person on the basis of whose status in the Republic of Serbia residence permit is requested: Surname and given name(s), date, place and country of birth, Nationality, Status of the family member.	/
14.	Назив факултета, школе или друге установе где се школује или организација код које је ангажован University, school or other institution attended by the applicant, or other organization in which he (she) is engaged or employed	<b>UNIVERSITY OF NIŠ, FACULTY OF PHILOSOPHY, DEPARTMENT OF PSYCHOLOGY</b>
16.	Предвиђено трајање боравка до Anticipated period of stay until	<b>15.07.2017.</b>
17.	Завршна изјава: Овим потврђујем да су сви подаци наведени у тачкама 1-16 потпуни, истинити и да одговарају подацима у приложеним документима. Потврде које су на другим језицима приложене су у српском преводу. Hereby I confirm that all information given under items 1-16 are complete, that they are true and correspond to the data contained in the attached documents. Certificates in other languages are attached in the Serbian translation.	

У

In **NIŠ**

Дана

Date **05.11.2016.**

Потпис подносиоца захтева - Signature of the applicant

Попуњава службено лице органа коме је поднет захтев

To be filled out by the authorized person of the authority to which the application was submitted

Како је захтев решен	
До ког датума је одобрен боравак	
Датум издавања одобрења	

Напомене

Потпис службеног лица

Applicants who have submitted their application documents will be issued a confirmation slip stating that their application has been received. Applicants are required to submit a copy of this confirmation slip to the International Relations Office of the University of Niš (Univerzitetski trg 2) or to their faculty.

When an international student is granted a temporary residence permit, it shall be affixed in the student's passport (in the form of a label). Immediately after being granted a temporary residence permit, the student is obliged to submit a copy of the passport page to which his/her temporary residence label is affixed to the International Relations Office of the University of Niš (Univerzitetski trg 2) or to his/her faculty.

An international student should submit an application for the extension of the temporary residence period not later than 30 days prior to the expiration of the temporary residence permit.

Temporary residence may be extended for up to two years after the expiration of the duration of the study programme, specialization or practical training.

If an international student fails to submit an application for a temporary residence permit within 90 days of entering the country, his/her stay in the Republic of Serbia will be deemed illegal and the police may take measures against him/her as provided for by the law.

Prior to the beginning of each academic year, the University of Niš will submit a list of all international students to the police, along with the type of scholarship granted to each student and the duration of the study programme at the University.

For any questions regarding temporary residence issuance, international students may contact Nevena Mitić from IRO ([nevena.mitic@elfak.ni.ac.rs](mailto:nevena.mitic@elfak.ni.ac.rs)).

You can find more information at:

<http://www.euprava.gov.rs/en?alphabet=cyr>

[http://arhiva.mup.gov.rs/cms\\_eng/home.nsf/inf-for-foreigners](http://arhiva.mup.gov.rs/cms_eng/home.nsf/inf-for-foreigners)

<http://www.mfa.gov.rs/en/>

## HEALTHCARE

All international students are required to have medical insurance (either from their home country or one purchased in Serbia).

Medical services for students are provided by the Student Infirmarys at Bulevar Zorana Djindjica 52a, phone: 018/423-4155, and at Katićeva 29, phone: 018/450-0056, e-mail: [mstudentskanis@gmail.com](mailto:mstudentskanis@gmail.com).

There are many private clinics in Niš where you can also go (please, read the terms of your insurance carefully, since you may qualify for reimbursement, in which case you should collect all bills).

### **Please check for validity of your insurance before your arrival!**

In case of a medical emergency, you should follow the procedure described in your insurance policy. If possible, it is advisable to have a local student volunteer (buddy), who can help in procedural matters and who can make sure there are no misunderstandings due to a possible language barrier. Most doctors speak some English.





## HOW TO GET TO NIŠ

You can choose to fly to two airports, Niš Constantine the Great or Belgrade Nikola Tesla Airport.

### FLY TO NIŠ CONSTANTINE THE GREAT AIRPORT

Constantine the Great Airport offers affordable Wizz Air and Ryanair flights to and from Niš, but these flights include mostly European airports. Alternatively, you can use Belgrade Nikola Tesla Airport (see below).

You can find more information about Niš Constantine the Great Airport at:

<http://nis-airport.com/en/>



You can choose different types of transport from Niš Constantine the Great Airport to Niš:

BUS: number 34, see <http://nis-airport.com/en/passengers/getting-here/by-bus/>

TAXI: there is a taxi rank at the airport, see <http://nis-airport.com/en/passengers/taxi-2/>

SOME TAXI COMPANIES:

Bros Taxi: <http://www.brostaxi.rs/>

Cool Taxi: <http://www.cooltaxi.rs/>

Eko Taxi: <https://www.facebook.com/ekoTaxiNis/>

DžokerTaxi: <http://dzokertaksi.rs/>

CAR RENTAL:

Inter Rent-A-Car: <http://www.rentacarnis.rs/en/index.php>

To get to Faculties located in Leskovac and Vranje:

INTERCITY BUS TRANSPORT\*: <http://www.polazak.rs/en/timetable/bus> and <https://redvoznje.net/>

Note: The driving distance between Niš and Leskovac is approximately 55 km/34 mi, and the distance between Niš and Vranje is approximately 123 km/76 mi.

### FLY TO BELGRADE NIKOLA TESLA AIRPORT

You can also choose to fly to Belgrade Nikola Tesla Airport.

You can choose different types of transport from Belgrade Nikola Tesla Airport to Belgrade, such as bus transport, taxi, rent a car. For further information please see:

[http://www.beg.aero/en/passengers/to\\_and\\_from\\_the\\_airport/bus\\_transport.326.html](http://www.beg.aero/en/passengers/to_and_from_the_airport/bus_transport.326.html)

<http://www.beg.aero/en/home>

Here are some more links where information on Belgrade Airport – Niš transport services can be found:

- 1) <http://www.beogradskitransfer.com/Belgradetransfer/home/>
- 2) <http://rezervacije.mladosttravel.rs/> (a door-to-door van transport from/to Belgrade airport to Niš)
- 3) <http://www.rentacarnis.rs/en/index.php> (a car rental agency from Niš)
- 4) [http://www.bas.rs/basweb\\_eng/redvoznje.aspx?lng=en](http://www.bas.rs/basweb_eng/redvoznje.aspx?lng=en) (Belgrade coach/bus station)
- 5) [http://wizzair.com/en-GB/travel\\_services/airport\\_transfer](http://wizzair.com/en-GB/travel_services/airport_transfer)

(go to *door-to-door transfer*, Belgrade-Niš [more info](#); this is relevant for students who fly with Wizz Air)

In case you decide to travel by bus, this is the timetable of BAS, Belgrade bus station, all Belgrade- Niš departures are listed. A direct bus ride from Belgrade to Niš takes about three hours.

Note: The distance between Belgrade Airport and Niš is approximately 250km/155mi.

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\* Niš intercity bus/coach station is at Bulevar 12. Februara bb, near the Fortress and the Main Square in the city centre. Most city buses stop near the city centre.

## TRANSPORT IN NIŠ

Once in Niš, you can rely on different types of public transport:

BUS: <http://www.busevi.com/red-voznje/categoryevents/7-gradski-prevoz-ni>  
<https://getbybus.com/en/blog/buses-nis/>

SOME TAXI COMPANIES:

Bros Taxi: <http://www.broxtaxi.rs/>

Cool Taxi: <http://www.cooltaxi.rs/>

Eko Taxi: <https://www.facebook.com/ekoTaxiNis/>

DžokerTaxi: <http://dzokertaksi.rs/>



## CURRENCY

1.00 EUR = approximately 122 RSD (Serbian dinars)

1.00 USD = approximately 110 RSD (Serbian dinars)

## EMERGENCY PHONE NUMBERS:

AMBULANCE: +381 18 194

POLICE: +381 18 192

FIRE SERVICE: +381 18 193

## SIGHTS

Niš is one of the oldest cities in Europe, known as “the east/west gateway” which connects Europe with the Middle East. Some of the most interesting sights well worth visiting are the following:

### BANOVINA

Banovina building is located on the right bank of the Nišava, close to the entrance to the Fortress. It was built in 1889 for Niš County Administration.

At the beginning of World War One, from 26 July 1914 till 16 October 1915, Niš was the “war capital of Serbia” and this building housed the Serbian Government and Foreign Ministry. On Tuesday, 28 July 1914 the official declaration of war to Serbia by Austro-Hungary arrived here, in a manner unprecedented in diplomatic relations – via a telegram. It was received by the Serbian Prime Minister Nikola Pašić.

The building got its present look in 1935. After World War Two it was the municipal seat, while since 1966 the building has been the seat of the University of Niš.



### THE FORTRESS

Niš Fortress is located in the centre of the city, on the bank of the Nišava River. It is one of the best preserved and most beautiful medieval fortresses in the central Balkans. It was destroyed and restored many times times, by the Romans, the Byzantines, Slavs, Bulgarians, and Serbs. It got its final shape in 1723, when the Turks built it, facing the end of their reign in this area.



## TINKERS ALLEY

Tinkers' Alley is located in Kopitareva Street. It is the only part of the commercial district of old Niš that has been preserved. According to the urban planning document of March 1878, this place was the location of "Sagr Cincar Mahalla". Since the Turkish word "sagr" means a craftsman, in the age of the Turks this part of Niš was a craftsman's quarter, and the most prominent craft was tinsmithing. Today, this old but well preserved ambience is home to numerous fine restaurants and cafés.



## THE SKULL TOWER

This horrific monument was built along the road to Constantinople, as a warning to anyone rising against the Ottoman Empire. A mid-19th century written document reads that the tower was rectangular, 4.5 meters wide and 4 meters long, that on all four sides there was a total of 56 rows, with 17 skulls in each row, totalling 952 skulls. In time most skulls were taken or missing, so that today the tower has only 58 skulls.



## NIŠKA BANJA

Niška Banja (Niš Spa) is located 10 km away from Niš on the road to Sofia.

King Aleksandar I Karadjordjević had his villa here. Excited about the water from Banja, the king issued a special decree: every two days, his subjects filled pitchers with the thermal water and took them to Belgrade to the king. Medically, Niška Banja has a mild, sedative climate, very good for convalescents.



Taken from the official website of the Tourist Organisation of Niš  
<http://www.visitnis.com/>

## CLIMATE

Mild climate is characterized by moderately hot summers and moderately cold winters as well as significant annual rainfall. The average temperature is 11°C – 12°C.



The most precise weather forecast for Niš can be found at the Republic Hydrometeorological Service of Serbia website ([http://www.hidmet.gov.rs/eng/prognoza/naslovna\\_prognoza.php](http://www.hidmet.gov.rs/eng/prognoza/naslovna_prognoza.php))

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[www.fuse.ni.ac.rs](http://www.fuse.ni.ac.rs)

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