**UNIVERSITY OF BELGRADE – MOBILITY FACT SHEET 2023**

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| **Key Data on the Institution** | |
| **Name of the University** | University of Belgrade |
| **Head of Institution** | Prof. Dr Vladan Djokic, Rector |
| **Address** | Studentski trg 1, 11000 Belgrade |
| **Erasmus + Coordinator** | Prof. Dr Ratko Ristic, Vice-Rector for International Relations |
| **General Website** | [www.bg.ac.rs](http://www.bg.ac.rs) |
| **Incoming mobility** | <https://mobion.bg.ac.rs/erasmus+/erasmus-pages/incoming-candidates/incoming-about-this-section> |
| **Email** | [kabinet@rect.bg.ac.rs](mailto:kabinet@rect.bg.ac.rs) |

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| **Erasmus+ Information** | |
| **Erasmus + Coordinator** | Prof. Dr Ratko Ristic, Vice-Rector for International Relations |
| **ECTS Coordinators at UB faculties and institutes** | <https://mobion.bg.ac.rs/erasmus+/ects-coordinators-contacts> |
| **RS Erasmus Agency** | <https://erasmusplus.rs/home-eng/> |
| **UB Erasmus Charter** | [shorturl.at/xzST0](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/bg.ac.rs/files/en/international/Erasmus_Charter_for_Higher_Education_2021.pdf) |
| **International Relations Office** | <https://mobion.bg.ac.rs/erasmus+/contact> |
| **UB Online Mobility Platform** | <https://mobion.bg.ac.rs> |
| **Required documents & Nomination procedure for incoming candidates:** | <https://mobion.bg.ac.rs/erasmus+/erasmus-pages/incoming-candidates/nomination-procedure>  <https://mobion.bg.ac.rs/erasmus+/erasmus-pages/incoming-candidates/incoming-required-documents> |

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| **Academic Calendar (lecture periods)** | | |
|  | **Lecture periods** | |
| **First term (winter term)** | October 1st | January 15th |
| **Exam period** | Mid-January – Mid February | |
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| **Second term (summer term)** | February 17th | May 31st |
| **Exam period** | June 1st – June 30th | |

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| **Admission and registration** |

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| **Exchange students (credit transfer, non-degree seeking)** | | |
| At the moment of the application and during the entire stay abroad, the students must be enrolled in an undergraduate or graduate program at their home institution and pay the corresponding tuition fees there, where applicable.  A learning and recognition agreement is mandatory and has to be submitted to the home and host institutions before the start of the stay abroad. Modifications are possible at the beginning of each semester. | | |
| **Additional requirements** | | |
| **All students and staff coming to the University of Belgrade** (RS BELGRAD02) are required to register through the **online application system** at: <http://mobion.bg.ac.rs/> by the dates specified in the Academic Calendar section.  All Erasmus+ KA1 mobility nominations from the University of Belgrade (RS BELGRAD02) must be sent exclusively from the International Relations Office of the UB, duly signed by the Rector, or Vice-Rectors. Those applications and nominations sent directly to host universities by candidates or other Faculties/Institutes of the University of Belgrade should not be accepted and International Relations Office of the University of Belgrade should be informed about it. Please note that the applications received through the above manner will not be financially supported.  **Please send the Nomination list to the designated UB IRO coordinator, in accordance to the deadline below.**  **International Relations coordinators:** <https://bg.ac.rs/en/international/contacts.php> | | |
| **Students**  **and**  **Staff** | **Nomination deadline**  (with official Nomination letter sent by the Partner institution to UB) | **For the Semester 1** (Winter term) and full academic year: April 15  **For the Semester 2** (Summer term): October 25  ERASMUS+ Exchange program |
| **Application deadline**  **at Mobion**  [**http://mobion.bg.ac.rs**](http://mobion.bg.ac.rs) | **Online for Erasmus+ applicants at Mobion**  [**http://mobion.bg.ac.rs**](http://mobion.bg.ac.rs):  **For the Semester 1 (Autumn semester) and for the full academic year:** May 15  **For the Semester 2 (Spring semester):** November 25  **Application documents** are uploaded to the **Mobion platform:** [**http://mobion.bg.ac.rs**](http://mobion.bg.ac.rs) according to the above-mentioned Registration deadlines.  For **Students:**   1. **Diploma and diploma supplement** of previously obtained degrees; 2. **Transcript of Records in the English language;** 3. **Proof of language skills of relevant language** at the host institution (such as copies of course certificates, language tests etc.); 4. **CV** in the English or the Serbian language; 5. **Letter of Motivation** in the English or the Serbian language; 6. **Passport number; date of issuance; date of validity (passport copy)** 7. [**Erasmus+ Learning Agreement**](https://mobion.bg.ac.rs/files/IxA3eyLSng52/LAMA%20templates/Learning%20Agreement%20Template-%20Student%20Mobility%20for%20Studies%20KA103.docx): Signed by the relevant authority at the home institution 8. **Photo;** 9. **Invitation letter for PhD students from the mentor of the Host institution/faculty**   For **Staff for teaching and Staff for training:**   1. **Erasmus+ Mobility Agreement (**[**Teaching**](https://mobion.bg.ac.rs/files/IxA3eyLSng52/LAMA%20templates/Mobility%20Agreement%20Template-Staff%20mobility%20for%20teaching%202020-21.docx)**/**[**Training**](https://mobion.bg.ac.rs/files/IxA3eyLSng52/LAMA%20templates/Mobility%20Agreement%20Template-Staff%20mobility%20for%20training%202020-21.docx)**)**: Signed by the relevant authority at the home institution; 2. **CV** in the English or the Serbian language; 3. **Invitation letter from the Host faculty/institute in Belgrade;** 4. **Passport number; date of issuance; date of validity;** 5. **Photo;** |
| **Contact information** | [kostrm@rect.bg.ac.rs](mailto:kostrm@rect.bg.ac.rs) |
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| **Course information websites** | | |
| **Study programs** | <https://mobion.bg.ac.rs/erasmus+/erasmus-pages/incoming-candidates/ub-academic-offer>  <https://www.bg.ac.rs/study-programs/> | |

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| **Language requirements** | | |
| **Language of instruction A:** | **Language** | **Serbian** |
| Please **check at the appropriate Faculty at the University of Belgrade** about the required Language of instruction for each study program. | **Required level** | B1/B2 for students |
|  | **Accepted certificate (s)**  *Not required for candidates from: Croatia, Bosnia & Herzegovina, Montenegro, North Macedonia* | Official language certificate issued by an official language school. Or official confirmation from the sending University. |
| **Language of instruction B:** | **Language** | **English** |
| Please **check at the appropriate Faculty at the University of Belgrade** about the required Language of instruction for each study program. | **Required level** | B1/B2 for students  C1 for staff |
|  | **Accepted certificate (s)** | Official language certificate issued by an official language school or any other official Authority. Or official confirmation from the sending University. |

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| **Student and welcoming services** | |
| **Accommodation** | **Accommodation at the Student dormitories in Belgrade is not granted for Erasmus+ students.**  **Private accommodation with (with no charge for agency):**  [www.cityexpert.rs/en](http://www.cityexpert.rs/en)  <http://studyinserbia.blogspot.com/2013/07/student-accommodation-in-serbia_8.html>  <https://www.4zida.rs/izdavanje-stanova>  <https://roommateor.com/izdavanje-stanova/beograd>  <https://izdavanjestanova-beograd.rs/>  **Only Staff** can apply directly at the following Guest house:  **Guest house “Kralj Aleksandar I”**  <https://www.sc.rs/usluge/hosteli>  Address: Bulevar kralja Aleksandra 75, 11000 Belgrade  Phone:+381 11 401 800 or :+381 11 3400 693  Reservations on: [konakkraljaleksandar@gmail.com](mailto:konakkraljaleksandar@gmail.com)  Transportation: Tram: 2, 5, 6, 7, 12 or 14 Bus: 25, 26, 27, 27l, 32, 65 or 74 | |
| **Facilities for students with special needs** | Persons with disabilities are asked to visit the following link:  <http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php> | |
| **Welcome event / orientation week** | Orientation days are organized at the beginning of each semester. OD include a reception of International Students by International Office Staff and Erasmus Student Network representatives (http://belupgrade.esn.rs/). ESN will provide a Buddy for students to help him/her in the first days of their stay in Belgrade. | |
| **Language Course(s)** | [**http://learnserbian.fil.bg.ac.rs**](http://learnserbian.fil.bg.ac.rs)  **Mandatory registration till Mid-January or Mid-September:**  <http://learnserbian.fil.bg.ac.rs/admissions.php>  **Students who attend Serbian language course as part of their exchange program at the University of Belgrade and want to transfer credits to their home university must register for the course and the exam on E-student platform of our faculty. They are doing it by sending an email to:**[**mobilnost@fil.bg.ac.rs**](mailto:mobilnost@fil.bg.ac.rs)**and**[**mobility@fil.bg.ac.rs**](mailto:mobility@fil.bg.ac.rs)  Fall semester: Registration till October 01  Spring semester: Registration till February 18  **Free of charge for Erasmus+ candidates!** | |
| **Health Insurance** | Foreign citizens exercise their right to urgent medical care based on certain forms (if such have been prescribed), **European Health Insurance Card (EHIC) or on the basis of a specific health insurance document or another international health insurance policy proving valid insurance coverage at the territory of the Republic of Serbia for the whole period of stay. Urgent medical care for domestic and international students in Belgrade:**  **Student Polyclinic**  Krunska 57, 11000 Belgrade,  Phone: 011 / 2430-814, 2433-488, 2436-434, 3440-939 | |
| **Visa/**  **Residence Permit** | Please be so kind and read before your arrival about the **Rights and Obligations of foreign citizens in Serbia:**  **Information about Residence permit procedure for foreigners in Serbia:**  <http://www.mup.gov.rs/wps/portal/en/information>  **International students** can enter Serbia **with a valid passport** and need to submit a Residence permit application (**you are not a tourist, you are a foreign student**) at the **Police Department for foreign citizens, Omladinskih brigada 1, Novi Beograd, SIV 3 building.**  The first **mandatory obligation** **after arrival at the territory of the Republic of Serbia is to register within 24 hours at the nearest Police station in Belgrade together with the landlord of the rented apartment where you will get the Confirmation of Registration.**  **In case the student is staying in a student dormitory, the student dormitory will take over the obligation of registration at the nearest Police station.**  The Residence permit costs in Belgrade are according to the last check about **18.000,00 RSD (approximately 140 Euro) for a stay up to 6 months.**  **Please provide your CV in the Serbian language since the Police Department for foreign citizens in Belgrade** is asking for it when you are applying for the Residence permit.  Please provide a Certificate from your home university stated you got a stipend during the stay in Serbia, or credit card or foreign currency account statement. The Police is asking for **proof of sufficient financial means during your stay in Serbia.**  Please provide the **Health Insurance Policy with Covid** for your stay in Belgrade (EU and Non-EU students should provide this Health insurance Policy).  Please provide the **Confirmation of Registration (White card you got after registration within 24 hours)** and the **Certificate on Enrollment** at the appropriate Faculty.  **In general, the following mandatory documentation for temporary residence approval (on every grounds):**  • a valid personal or official passport  • proof of means of subsistence during the planned temporary residence  • registration of either short-term or residential address in the Republic of Serbia  • proof of health insurance during the planned residence  • two photos (35x45mm, color, full face)  • filled out application form  • proof of prescribed administrative fee payment    **International staff** residing up to 90 days do not need a Visa/Residence permit unless they are hired on the basis of an employment contract. | |
| **Transportation Card BusPlus** | **Belgrade Plus City Transportation Company**  <https://bgnaplata.rs/>  E-mail: [info@bgnaplata.rs](mailto:info@bgnaplata.rs)  Zone A, B and C  **Students should buy tickets for Zone A.**  **Documents required** at Belgrade Plus Points of sale:   * Certificate from the Faculty in Belgrade * Student booklet issued at the Faculty in Belgrade * Passport   UB grb logo**BELGRADE PLUS Points of sale:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Address | Working hours | Saturday |  | |  | Skender Begova 47 | 07:00-19:00 | 08:00-15:00 | |  | Trg Republike Shopping Mall | 07:00-19:00 | 08:00-14:00 | |  | Deligradska 10 | 07:00-19:00 | 08:00-14:00 | |  | Bulevar Mihajla Pupina 167 | 07:00-19:00 | 08:00-14:00 | |  | Knez Mihailova 6, second floor | 07:00-20:00 | 08:00-14:00 |  |   Price for the Student transportation Card for one months (**for students up to 26 years**):  **1.000 RSD**  Price for the Student transportation Card for one months (**for students over 26 years old**):  **2.200 RSD**  Students need to buy every months at the Points of sale their ticket. | |
| **Student Cafeteria Card (Mensa Card)** | After arrival in Serbia/Belgrade international candidates will be supplied with detailed information and document for the Student Cafeteria card at the **International Relations Office of the University of Belgrade, (Rectorate Building), Studentski trg 1, 11000 Belgrade, Serbia, first floor, Office No. 23.**  The Student Cafeteria Card for students should be obtained at the following address:  **Student Center**  **Svetozara Markovica No. 56,**  **11000 Belgrade**  **Phone: +381 11 363-7299** | |
| **Buddy support** | **Belgrade ESN network**  Assistance to foreign students in Belgrade.  **This network can provide a buddy for helping students during their stay in Belgrade and make their start easier and less stressful.**  [www.belupgrade.esn.rs](http://www.belupgrade.esn.rs)  [office.belupgrade@esn.rs](mailto:fice.belupgrade@esn.rs) | |
| **Useful Websites**  **for your social and cultural life in Serbia** | **Belgrade Guide In Your Pocket:** <http://www.inyourpocket.com/data/download/belgrade.pdf>  **Tourist Organization of Belgrade:**  <https://www.tob.rs/en>  **Tourist Organization of Serbia:**  <http://www.srbija.travel/en> | |
|  | Enclosed you will also find the **GENERAL INFORMATION SHEET** with necessary information about administrative obligations you have to perform in Belgrade, like photos, CV, various charges etc. for the official Authorities in Belgrade when obtaining Residence Permit, Transportation and Mensa Card. | |

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| **International Office / Student Service Center / Visitors’ Service** |

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| Mailing address | Studentski trg 1, 11000 Belgrade, Serbia | |
| Phone | +381 11 3207453 | |
| Website/ email | <http://bg.ac.rs/en/international/contacts.php>  <https://www.bg.ac.rs/vodic-za-studente/>  (only in the Serbian language\_ | |
| **Working hours with students and staff** | **Every Working day 10.00 – 13.00**  **First floor, Office No. 23** | |
| Student and Staff Exchange | Incoming | **Marina Kostrica**  [kostrm@rect.bg.ac.rs](mailto:kostrm@rect.bg.ac.rs) |
| Outgoing |