**UNIVERSITY OF NOVI SAD**

**FACULTY OF ECONOMICS IN SUBOTICA**

**Address: Segedinski put 9-11, 24000 Subotica**

**Telephone: +381 24 628 000, +381 24 628 080**

**Fax: +381 24 546 486**

**Student service, telephones: +381 24 628 124 (master studies)**

**+381 24 628 090 (master studies)**

**+381 24 628 086 (master studies)**

**Current account: 840-5334760-72**

***E-mail*: stslsu@ef.uns.ac.rs (for master studies);**

**Internet address: www.ef.uns.ac.rs**

**PUBLIC CALL FOR ENROLLMENT IN THE FIRST YEAR OF STUDIES, SCHOOL YEAR 2020/21**

# MASTER ACADEMIC STUDIES, STUDY PROGRAM "ADVANCED DATA ANALYTICS IN BUSINESS"

## 1. Number of free places for the enrolment of students

**At the Faculty of Economics, Department in Novi Sad, in school year 2019/20 at master academic studies, study program "Advanced data analytics in business" it is possible to enrol 25 students, financed by the budget of ERASMUS+ ADA project – Advanced data analytics in business**

**NOTE:**

Lectures at the study program will be conducted in Serbian and English languages.

## 2. Conditions of submission

For submission of application at master academic studies eligible are persons with finished high school education lasting 4 years and with graduation at bachelor academic studies of minimum 3 years with 180 ECTS, or minimum 4 years with 240 ECTS.

## 3. Procedure of submission of application and evaluation of previously finished study program

During procedure candidate is receiving application form with list of documents. Filled application form must be submitted to the Student service. From Student service candidate will receive written confirmation with unique submission number. Submission number is identification number of each candidate during the entire process of submission and enrolment.

During submission procedure for enrolment at master academic studies Committee for evaluation will be formed in order to evaluate previously finished study programs of candidates.

On the basis of evaluation of study programs, Committee for evaluation will decide whether the study program is compatible and whether the candidate is eligible for enrolment at the master academic studies.

**Submission of applications and documents for evaluation of previously finished study program:**

1. Candidates finishing bachelor academic studies are submitting Application form, certified curriculum and program of previously finished studies, and all necessary documents for enrolment.
2. During the submission candidates are submitting copies of documents WITH OBLIGATORY PRESENTATION OF ORIGINALS. During the enrolment copies must be replaced by originals or in specific cases with certified copies. Copies will not be returned to candidates not enrolling at the master study program.

## 4. Deadline for the submission of applications

**Submission of documents for evaluation and submission to the public call** (for the candidates where is necessary to conduct evaluation of previously finished study program): **from 16/09/2020 to 20/09/2020, from 11:00 - 13:00 hours.**

**Preliminary results of evaluation:**

**30/09/2020 until 20:00 hours.**

**Complaints on the results of evaluation**

**until 02/10/2020 at 12:00 hours.**

**Final results of evaluation:**

**04/10/2020 until 20:00 hours.**

**Publication of final ranking list:**

**11/10/2020. until 20:00 hours.**

**Enrolment of accepted candidates:**

**14th and 15th October 2020 from 15:00 hours.** Enrolment of accepted candidates will be conducted on the basis of roll-call. Roll-call will be conducted in the premises of Faculty of Economics in Subotica, Department in Novi Sad, on the basis of final ranking list.

Results of evaluation, preliminary and final ranking list will be published on the website of the Faculty: http://www.ef.uns.ac.rs

**If candidate does not show up at the roll-call, candidate will be considered withdrawn from the enrolment.**

**Note:** Request for the evaluation could be submitted by candidates whose are in the phase of finalizing bachelor academic studies under condition that they will finish bachelor studies before 04/10/2020.

After the end of enrolment procedure, candidates not enrolled can retrieve their documents until 15/11/2020. After the deadline documents will not be saved.

## 5. Criteria for the assessment of candidates on the ranking list

Order of candidates on the ranking list for the enrolment at the master academic studies will be decided on the basis of the following criteria:

* Overall average grade from the bachelor studies;
* Length of studying at the bachelor studies;
* Number ECTS points obtained at bachelor studies at the courses related to data science.

If submitted candidates after ranking have the same number of points (coefficient of success), advantage will be given to the candidate with the shorter period of studying at the previous level of studies.

Ranking list will be formed on the basis of coefficient of success, calculated on the basis of the formula:

Enrolment conditions, ranking of candidates and procedure of assessment of additional content will be conducted on the basis of "Rulebook about enrolment conditions and assessment of additional study program content for enrolment at the master academic studies", which is published at the website of the Faculty ([www.ef.uns.ac.rs](http://www.ef.uns.ac.rs)).

## 6. Necessary documents for submission of application

During submission candidates are PRESENTING ORIGINALS OF DOCUMENTS, an along application form (provided at the Faculty), candidates are submitting copies of documents:

* Personal ID or passport and its copies.
* Diploma, diploma supplement or certificate about finished bachelor academic studies.
* Curriculum and program of previously finished level of studies.
* Proof about the knowledge of English language: Cambridge Advanced Certificate in English (CAE) or IELTS (International English Language Testing System or proof about finished secondary education on English language.

During enrolment copies of the documents must be replaced by originals, or in specific cases, with certified copies.

Students not finishing bachelor academic studies at the Faculty of Economics in Subotica must submit diploma supplement or certificate about passed exams at bachelor academic studies.

**Note:** Diploma, or certificate about finished bachelor academic studies must contain a proof that student has enrolled the level of studies for the first time, in other words the proof where is possible to see the beginning and the end of previous study level. It is especially important for the students with transfer from the one to the other higher educational institution or from the one to the other bachelor study program, or finishing one and then the other study program. In the last case it is obligatory to submit all previously obtained diplomas, and not only the last one. If it is not possible to conclude the exact length of studying at the previous study level, Faculty can ask from candidate to submit additional documents in order to rank the candidate. If it is not possible to conclude the exact length of studying or candidate cannot submit additional proofs, Faculty has a right to reject the application as incomplete and not rank the candidate.

## 7. Procedure and deadlines for complaints on the ranking list

Complaint on the ranking list can be submitted to the dean maximum 36 hours after the publication of preliminary ranking list, PERSONALLY at the Department of the Faculty in Novi Sad. Dean will publish the decision maximum 24 hours after the submission of complaint.

Candidate has a right to a written complaint on the deans' decision to the Council of Faculty. Complain must be submitted personally to Student service at the Department of the Faculty in Novi Sad, maximum 24 hours after deans' decision is received. Council of the Faculty will consider the complaint maximum two days after its submission.

After publication of the final ranking list, if any of candidates entitled to enrol the study program, do not enrol him/herself until the end of the enrolment period, the next candidate from the list will have a right to be enrolled on the study program.

## 8. Enrolment of foreign citizens

Master academic studies can be enrolled by foreign citizens under the same conditions as Serbian citizens. Candidates – foreign citizens are submitting nostrified diplomas about finished bachelor academic studies.

Foreign citizens can be enrolled at the study program if they submit the proof about knowledge of English language and if they have health insurance.

Foreign citizen with finished previous education abroad, can be conditionally enrolled at the study program in the case when recognition of foreign diploma is not finished before the deadline of submission, by submitting the proof that procedure of recognition is on the way. In the case when recognition of diploma is refused, or diploma is not relevant for the study program, it will be considered that enrolment was not conducted.

## 9. Notes

Citizen of Republic of Serbia finishing previous education abroad, can be conditionally enrolled at the study program in the case when procedure of recognition of foreign diploma is not finished before the deadline for enrolment, by submitting the proof that procedure of recognition is on the way. In the case when recognition of diploma is refused, or diploma is not relevant for the study program, it will be considered that enrolment was not conducted.

At the same level of studies student can be enrolled at the first year of studies in the status of student only once, if studies are financed by state budget.

In the case where all places are not filled according to the public call, there will be second public call. Number of free places will be published later on.

All other conditions of public call, enrolment, enrolment of foreign students, deadlines, procedures of assessment, and ranking lists will be synchronized with General conditions of Joint public call. More information about enrolment at master academic studies can be found at website of the Faculty: <http://www.ef.uns.ac.rs>[.](http://www.ftn.uns.ac.rs/)

Dean

Prof. dr Aleksandar Grubor