

INFORMATION SHEET

ON THE SCHOLARSHIPS AWARDED BY THE OFFICE OF THE COORDINATION BODY OF THE GOVERNMENT OF THE REPUBLIC OF SERBIA FOR THE MUNICIPALITIES OF PRESEVO, BUJANOVAC AND MEDVEDJA

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INTRODUCTION

Dear students to be and the parents,

The Coordination Body's Office shall, in 2014, grant scholarships to young persons that wish to study at the University of Novi Sad.

The information sheet contains the information on the Coordination Body's open competition for granting scholarships to future students. If you have any queries and are of the view that the replies to them aren't contained in the information sheet, you may mail us at office@kt.gov.rs, goran.gavrilovic@kt.gov.rs and milutin.jovanovic@kt.gov.rs or come to our offices in Bujanovac or Presevo, as well as to the municipal administration body in Medvedja .

The address of the Coordination Body's Office in Bujanovac is: The municipality of Bujanovac's building, 115, Karadjordja Petrovica Str.

The address of the Coordination Body's Office in Presevo is: 12, Save Kovacevica Str.

The address of the service center of the local administration in Medvedja is: the Medvedja Municipal Building, 58, Jablanička 48 St.

1. Requirements for applying for the scholarship

The Coordination Body's Office is going to award, in 2014, scholarships to young persons that wish to study at one of the faculties of the University of Novi Sad. All interested persons **must** have residence in the municipalities of Presevo, Bujanovac and Medvedja. The scholarships are awarded for enrolment in the basic academic study courses and Novi Sad University's faculties.

All persons that meet the following criteria may apply for the scholarship:

- That they are up to 22 years old
- That they have residence in the territory of the municipalities of Bujanovac, Presevo or Medvedja
- That they aren't students of any other faculty in the territory of the Republic of Serbia (including the provinces)
- That they had **excellent or very good marks** during a four-year secondary school education and that they didn't repeat any secondary school years
- That they can speak Serbian
- That they didn't exercise the right to receiving scholarship at some other competition.

When applying for the scholarship, all interested persons are obliged to submit the following:

- The application containing the candidate's address, landline telephone number, cell telephone number and active e-mail address
- Curriculum Vitae
- The cover letter consisting of three parts: the first part of the cover letter should provide a clear explanation of the reason why the candidate applying for the scholarship decided to enroll in a specific faculty or faculty's department. The applicant should write in the second part of the cover letter about how he/she plans to apply the acquired knowledge in the municipality in which he/she lives. He/she should describe in the third part of the cover letter the way in which the acquired knowledge could contribute to the entire local community and to the development of the municipalities of Bujanovac, Presevo or Medvedja. The cover letter should be written in the Times New Roman Font, in the 12 Font Size, using a single spacing, and it should be at least one page long. Those who aren't in the position to type the cover letter at home may do so at the Coordination Body's Offices in Presevo and Bujanovac or at the municipal building in Medvedja.

- Certificate of citizenship (the original or a certified copy thereof, which is less than six months old)
- Birth certificate (the original or a certified copy thereof, which is less than six months old)
- Certificate of residence (the original or a certified copy thereof) or a certified copy of an ID card containing the requested information on residence or the printed residence data placed in the new ID card
- A certified copy of the certificate for each of the four years of secondary school, or for the first three years of secondary school and for the first term of the fourth secondary school year (for those who are still at secondary school)
- Evidence of the results achieved in competitions (for those who took part in competitions in any school subject during the four years of secondary education)

The application, along with the accompanying documentation, should be submitted personally or posted by registered mail to the Coordination Body's Offices in Bujanovac and Presevo and to the municipal administration body in Medvedja, in the period as of **May 21, 2014**, in a sealed envelope with the note: **THE COMPETITION FOR STUDENT SCHOLARSHIPS, NOT TO BE OPENED BEFORE THE EXPIRY OF THE APPLICATION DEADLINE**

The applications received after the application deadline shan't be taken into consideration.

The addresses of the Coordination Body's Offices to which the documentation should be submitted are as follows:

- **The Coordination Body's Office in Bujanovac**, the municipality of Bujanovac's building, 115, Karadjordja Petrovica Str.
- **The Coordination Body's Office in Presevo**, 12, Save Kovacevica Str.
- **The Service Centre of the municipal administration in Medvedja**: the Medvedja Municipal Building, 48, Jablanicka St.

2. Selection of candidates

The process of awarding student scholarships shall begin by adopting the Decision of the Director of the Coordination Body's Office on competition and by establishing the selection Commission. **The Commission and the selection procedure for awarding student scholarships shall have two phases.**

1) In the first stage of the selection process, upon the expiry of the deadline for applications for the competition, the Commission established by the Decision of the Director shall draw up a list of candidates who meet the formal requirements of the competition and who will be invited to the interview.

2) In the second stage of the selection procedure, the selection Commission shall conduct interviews with all the candidates who meet the formal requirements. During the interview, the selection Commission shall assess the communication skills and motivation of the candidates to study at the faculties of the University of Novi Sad.

The Commission assesses the candidates' motivation by the grades ranging from 1 to 3, in the following manner:

Grade 3 - Highly expressed motivation

Grade 2 - Moderately expressed motivation

Grade 1 - Lack of clear motivation

The Commission assesses the candidates' communication skills candidates by the grades ranging from 1 to 3, in the following way:

Grade 3 - Expressed communication skills

Grade 2 - Moderately expressed communication skills

Grade 1 - Unexpressed communication skills

Each member of the selection Commission shall individually assess each candidate according to both the criteria. The grades of all members of the selection Commission for each of the criteria shall be added together and the mean score shall be calculated. The sum of the average grades for each criterion shall give the total number of points for each candidate. Upon scoring the candidates on both the criteria, the selection Commission shall draw up a list of candidates, which shall then be published.

If two or more candidates have the same number of points, priority shall be given to the candidate who has achieved better success in the previous years of schooling. If the number of points is the same even then, then priority shall be given to the candidate who has a higher average of grades during the previous schooling.

Interview with the candidates shall take place in late May, upon the expiry of the deadline for submission of applications, while the applicants shall be subsequently notified of the exact time and date of the interview.

The final decision on the award of scholarships shall be made by the Director of the Coordination Body, after the passing of the qualifying examination for admission to the first year of study and only for those candidates who have passed the entrance exam at the faculties of the University of Novi Sad.

All applicants are required to submit to the Coordination Body's Office's commission the following:

- **Student matriculation book or a certificate of registration for the first year of basic studies at the chosen faculty.**

On the basis of this document, the final decision on the award of scholarships shall be made by the Director of the Coordination Body's Office, after the passing of the qualifying examination for enrollment in the first year of study and only for those candidates who have passed the entrance exam at the University of Novi Sad's faculties and or who have met the formal and legal requirements. The Coordination Body's Office shall conclude contracts with the scholars for the 2014/2015 academic year.

The Coordination Body's Office awards scholarships to the students who meet all the criteria set by the competition. The net amount of the scholarship shall be paid into the scholars' accounts in nine monthly installments, for the period from October 2014 to June 2015. The amount of monthly scholarship of 45,000 dinars is provided for the cost of housing, food, transportation and other costs of student life, as well as for the purchase of books and other materials necessary for studying. The rights and obligations shall be set in detail by a contract that the student concludes with the Coordination Body's Office. The Coordination Body's Office reserves the right to terminate the scholarship if the student fails to fulfill his/her obligations under the contract, or if he/she doesn't attend lectures and classes, fails to certify a semester and pass the exams in the first year required for entry in the second year of study, or if he/she abandons the faculty.

The Coordination Body's Office shall continue to provide scholarships to the selected students in 2015, provided that:

- The funds for student scholarships are approved in the 2015 budget
- The selected student regularly attends classes at the faculty and regularly verifies his/her semesters.

3. Entrance exam:

Each faculty of the University of Novi Sad posted on its website detailed information on:

- The programs which are studied
- The manner of applying (the documentation that should be submitted, the amount of compensation to be paid, the deadline for submitting applications)
- Enrollment in the faculty (the documents that should be submitted, the amount of enrollment fee, the enrolment deadline)
- Books for preparation for the entrance exam.

Internet presentations of the faculties:

- 3.1 The Faculty of Philosophy: www.ff.uns.ac.rs
- 3.2 The Faculty of Agriculture: <http://polj.uns.ac.rs>
- 3.3 The Faculty of Engineering: www.ftn.uns.ac.rs
- 3.4 The Faculty of Economics: www.ef.uns.ac.rs
- 3.5 The Faculty of Science and Mathematics: www.pmf.uns.ac.rs
- 3.6 The Faculty of Technology: www.tf.uns.ac.rs
- 3.7 The Faculty of Civil Engineering in Subotica: www.gf.uns.ac.rs
- 3.8 The Faculty of Law: www.pf.uns.ac.rs
- 3.9 The Faculty of Medicine: www.medical.uns.ac.rs/
- 3.10 The Faculty of Sports and Physical Education: <http://www.fsfvns.rs/>
- 3.11 The Art Academy: <http://www.akademija.uns.ac.rs/>