



UNIVERSITY OF BELGRADE
FACULTY OF ARCHITECTURE

**ADMISSION PREREQUISITES FOR ENROLLING IN MASTER ACADEMIC STUDIES IN ENGLISH AT THE
UNIVERSITY OF BELGRADE – FACULTY OF ARCHITECTURE FOR THE ACADEMIC YEAR 2024/2025**

BELGRADE
September 2024



ADDRESS

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1. GENERAL TERMS

The University of Belgrade – Faculty of Architecture enrolls in the first year of master academic studies in the academic year 2024/2025:

1. 5 self-financed students in the study program **Master Academic Studies – Architecture, in English, Module Architecture** (120 ECTS).
2. 2 self-financed students in the study program **Master Academic Studies – Integral Urbanism, in English** (120 ECTS).

1.1 STUDY PROGRAM: MASTER ACADEMIC STUDIES – ARCHITECTURE, IN ENGLISH

Conditions

To be eligible for the Master Academic Studies – Architecture, in English, applicants must have completed undergraduate academic studies in the field of Architecture or in another related field of education within the educational and scientific field of technical and technological sciences or the educational and artistic field of art, as defined by the Rulebook on scientific, artistic or professional areas within the educational and scientific, i.e., educational and artistic fields (“Official Gazette of the Republic of Serbia” No. 114/17, 24/20, and 115/23), with at least 180 ECTS.

A prerequisite for enrollment in the study program Master Academic Studies – Architecture in English is knowledge of English at a higher intermediate level of competence.

Candidates with a foreign higher education degree must start the [procedure for the recognition of a foreign higher educational documents](#) no later than **fifteen days** before the deadline set by the faculty for applying for the competition.

Criteria for determining the order of candidates on the ranking list

The enrollment of candidates will be carried out based on the final ranking list. The order of candidates on the ranking list will be established based on the overall grade achieved in undergraduate academic studies and the results achieved in the entrance exam.

For enrollment in the study program, a candidate can score a **maximum of 100 points** based on:

- **Overall grade achieved in undergraduate academic studies – up to 60 points**

The candidate can receive a maximum of 60 points based on their overall grade from the undergraduate level of studies.

The overall grade achieved in undergraduate studies is evaluated by taking into account the overall average grade multiplied by the coefficient six (6).

The overall average grade achieved in previous studies is calculated as follows:

$$Pr = P \times B$$

Wherein: P – the average grade in undergraduate academic studies, B – the coefficient of study time, which is a reduction factor for each additional year of study.

The value of the study time coefficients (B) is halved for each additional three years of study, i.e., the coefficients are 0.83 – for one additional study year, 0.67 – for two additional study years, 0.5 – for three additional study years and further on 0.42, 0.33, 0.25, etc.

- **The results of the entrance exam – up to 40 points**

The candidate can receive a maximum of 40 points based on the results of the entrance exam. The entrance exam (see Entrance Exam Procedure) consists of two parts:

- **Portfolio – up to 20 points**

The quality of candidates’ portfolio can be evaluated with a maximum of 20 points.

The candidate submits a previously prepared portfolio, including design projects from the fields of architectural and urban design, on the day of the entrance exam at the scheduled time at the



faculty (see Admission timetable). The content and format of the portfolio will be specified within the section Entrance Exam Procedure.

The portfolio is evaluated based on five criteria, with each criterion carrying 4 (four) points:

- (1) spatial and architectural,
- (2) programmatic and functional,
- (3) technical and technological,
- (4) artistic and visual,
- (5) methodological and educational.

Optionally, the candidate who completed undergraduate academic studies at the University of Belgrade – Faculty of Architecture can submit a certificate of passed exams instead of a portfolio, where the number of points (up to 20) is calculated using the following formula: the sum of grades from courses SP01a, SP02a, SP03a, SP04, divided by 2.

- **Test – up to 20 points**

The candidate can receive a maximum of 20 points on the test.

The test is a two-hour written examination of knowledge conducted at the scheduled time at the faculty (see Admission timetable).

1.2 STUDY PROGRAM: MASTER ACADEMIC STUDIES – INTEGRAL URBANISM, IN ENGLISH

Conditions

To be eligible for the Master Academic Studies – Integral Urbanism, in English, applicants must have completed undergraduate academic studies in the field of Architecture or in another related field of education within the educational and scientific field of technical and technological sciences, or humanities and social sciences, or the educational and artistic field of art, as defined by the Rulebook on scientific, artistic or professional areas within the educational and scientific, i.e., educational and artistic fields (“Official Gazette of the Republic of Serbia” No. 114/17, 24/20, and 115/23), with at least 180 ECTS.

Related fields of education, include following scientific, i.e., professional fields that represent an integral part of the modern interdisciplinary approach to professional urban practice, namely:

- *From the field of Technical & Technological Sciences* (Biotechnology, Civil Engineering, Geodetic Engineering, Environmental Protection and Safety Engineering, Organizational Sciences, Traffic Engineering).
- *From the field of Social & Human Sciences* (Economics, History, Archaeology and Classical Sciences, Business & Management, Cultural Studies and Communication, Political Sciences, Law, Sociology, Philosophy, Arts).
- *From the Field of Arts* (Applied Arts and Design, Fine Arts).
- *From the field of Natural-Mathematical sciences* (Biology, Geo-sciences, Mathematical Sciences, Environmental Sciences, Computer Sciences, Physical Sciences, Physical-Chemical Sciences).
- *Interdisciplinary, Multidisciplinary & Transdisciplinary studies* (IMT) (Landscape Architecture Engineer, Information Technology Engineer, Applied Mathematics Engineer, Applied Physics Engineer, Spatial Planner, Tourismologist, Demographer, Graduate Ecologist in Environmental Protection Law, Graduate Landscape Architecture Engineer, Graduate Urban and Regional Development Engineer, Graduate Information Technology Engineer, Graduate Applied Mathematics Engineer, Graduate Applied Physics Engineer, Graduate Engineer in Energy Efficiency in Building Construction, Graduate Regional Policy and Development Organizer, Graduate Spatial Planner, Graduate Tourismologist, Graduate Demographer).

A prerequisite for enrollment in the study program Master Academic Studies – Integral Urbanism in English is knowledge of English at a higher intermediate level of competence.

Candidates with a foreign higher education degree must start the [procedure for the recognition of a foreign higher educational documents](#) no later than **fifteen days** before the deadline set by the faculty for applying for the competition.



Criteria for determining the order of candidates on the ranking list

The enrollment of candidates will be carried out based on the final ranking list. Candidates applying for enrollment in the study program Master Academic Studies – Integral Urbanism, in English are ranked based on the overall grade achieved in undergraduate academic studies.

For enrollment in the study program, a candidate can score a **maximum of 100 points** based on:

- Overall grade achieved in undergraduate academic studies

The overall grade achieved in undergraduate studies is evaluated by taking into account the overall average grade multiplied by the coefficient ten (10).

The overall average grade achieved in previous studies is calculated as follows:

$$Pr = P \times B$$

Wherein: P – the average grade in undergraduate academic studies, B – the coefficient of study time, which is a reduction factor for each additional year of study.

The value of the study time coefficients (B) is halved for each additional three years of study, i.e., the coefficients are 0.83 – for one additional study year, 0.67 – for two additional study years, 0.5 – for three additional study years and further on 0.42, 0.33, 0.25, etc.

Admission fee

The admission fee is 5.000,00 RSD. By paying the fee, the candidate acquires the right to apply for one or both study programs. The candidate fills out only one application form and indicates which study programs he is applying for.

Tuition fee

The annual tuition fee for the study programs Master Academic Studies – Architecture, in English, Module Architecture and Master Academic Studies – Integral Urbanism, in English is 4.000,00 EUR (in RSD equivalent at the mid-rate of the NBS on the day of payment).

Second admission period

If there are vacancies, upon the faculty's proposal, the Senate will approve a second period for enrollment in these study programs.

2. ADMISSION TIMETABLE

- Expression of Interest
by filling out a questionnaire on the faculty's website
from August 15, 2024, to September 7, 2024, at 23:59.
- **Candidate Application**
by sending documentation to the email address prijemnimaf@arh.bg.ac.rs
from September 8, 2024, to September 15, 2024, at 23:59.
- Publication of the list of registered candidates
on the notice board and the faculty's website www.arh.bg.ac.rs.
Monday, August 16, 2024, at 13:00.
- Submission of objections to the Committee for Admission
by sending objections to the email address prijemnimaf@arh.bg.ac.rs
Tuesday, September 17, 2024, until 20:00.
- **ENTRANCE EXAM**
at the University of Belgrade – Faculty of Architecture in the examination room according to the schedule that will be published on the notice board and on the website of the faculty www.arh.bg.ac.rs
Thursday, September 19, 2024, at 11:00.
*Candidates are required to arrive at the faculty at least half an hour before the start of the entrance



exam.

- Publication of the preliminary ranking list
Friday, September 20, 2024, until 22:00.
- Submission of complaints to the Committee for Admission
in person at the University of Belgrade – Faculty of Architecture in room 206a
Saturday, September 21, 2024, from 10:00 to 12:00.
- The review of the works
at the University of Belgrade – Faculty of Architecture in room 217
Saturday, September 21, 2024, at 12:00.
- Announcement of the Committee's decision on the submitted complaints
Sunday, September 22, 2024, until 12:00.
- Submission of appeals to the Committee's decision on the submitted complaints to the Dean, in written form to the email address prijemnimaf@arh.bg.ac.rs
Monday, September 23, 2024, until 12:00.
- Announcement of the Dean's final decision on submitted appeals
Tuesday, September 24, 2024, until 12:00.
- Publication of the final ranking list
on the notice board and the faculty's website www.arh.bg.ac.rs
Tuesday, September 24, 2024, until 16:00.
- **Candidate Enrollment**
at the University of Belgrade – Faculty of Architecture
from September 25 to September 27, 2024.
*A detailed protocol for enrollment in the master academic studies will be published later.

3. APPLICATION PROCEDURE

The application of candidates will be carried out by sending the documentation to the **email address prijemnimaf@arh.bg.ac.rs** according to the schedule determined by the admission timetable.

* Before applying, candidates are advised to inform themselves of the [Study Rules and Regulations](#) at the University of Belgrade.

Documents required for application

During the application, candidates are required to submit **scanned or photographed original documents or certified photocopies** of the following:

- Completed and signed Application Form (available for download on the faculty's website).
- Diploma and diploma supplement, or a certificate of completed undergraduate (first-degree) studies and a certificate of passed exams from undergraduate academic studies with at least 180 ECTS, along with translations of those documents into the Serbian language and a Decision on the recognition of a foreign higher education document for continuing education at the University of Belgrade or confirmation that the procedure for the recognition of the document is ongoing.
* Candidates with a foreign higher education degree must **start the procedure for the recognition of a foreign higher education document** no later than **fifteen days before the deadline for applying for the competition**, set by the faculty (see [Recognition of Foreign Higher Education Documents](#)).
- Proof of knowledge of English at a higher intermediate level of competence = B2 – Cambridge Advanced Certificate in English (CAE) or International English Language Testing System (IELTS) or level of knowledge aligned to the Common Framework of Reference for Languages (CEFR).
If the candidate has the nationality of the country in which the English language is native or official, this proof is not required.
- Biometric ID card for citizens of the Republic of Serbia or Passport for foreign citizens.



- Birth certificate – for citizens of the Republic of Serbia, the Faculty shall obtain a certificate *ex officio*. Foreign citizens are required to obtain this document.
- Certificate of citizenship, not older than six months.
- A Statement of the candidate authorizing the Faculty and the University for the use of their personal data (available for download on the faculty's website).
- Proof of payment of Admission fee in the amount of 5.000,00 RSD to the bank account of the University of Belgrade – Faculty of Architecture.

Instructions for payment	
Payer	Name, Address
Purpose of payment	Admission fee
Recipient	University of Belgrade – Faculty of Architecture; Bulevar kralja Aleksandra 73/II, 11000 Belgrade
Amount	5.000,00 RSD
Recipient's account	840 – 1436666 – 34
Reference number	67-700027

By signing the Application form, the candidate confirms that they accept the rules of the entrance exam.

The candidate is required to bring the signed and completed Application form and the statement regarding the use of personal information to the entrance exam and submit them to the invigilator. Without these documents, the candidate will not be allowed to take the entrance exam.

NOTE:

Certification of a photocopy of a document is the responsibility of notaries public (see [List of notary public offices](#)) and diplomatic and consular missions of the Republic of Serbia abroad. Exceptionally, in cities and municipalities where public notaries have not been appointed, these tasks are performed by the courts. Certification of a photocopy of a document is performed exclusively based on the original document - the original document is handed over for inspection and on that occasion, photocopies are provided that are prepared for certification by authorized persons for these tasks.

4. ENTRANCE EXAM PROCEDURE

4.1 STUDY PROGRAM: MASTER ACADEMIC STUDIES – ARCHITECTURE, IN ENGLISH

Candidates applying for enrollment in the study program Master Academic Studies – Architecture, in English, Module Architecture take an entrance exam which is of a classification nature. The candidates applying for this study program **pass the entrance exam in the English language**.

The entrance exam will be conducted in one day (according to the schedule determined by the Admission Timetable), in a single session, lasting a **maximum of two hours**.

Content and form of the entrance exam

The entrance exam includes:

- **Portfolio**

The candidate completes a portfolio prior to the entrance exam and submits it to the faculty on the day of the entrance exam.

The portfolio should contain up to 5 (five) projects from the field of architectural and urban design created during their undergraduate studies.

The candidate who completed undergraduate academic studies at the University of Belgrade – Faculty of Architecture submits a portfolio containing works developed within the Studio – Design Project courses SP01a, SP02a, SP03a, SP04.



The portfolio should be in a bound A3-sized booklet, with each project presented on five pages (single-sided).

The portfolio should be signed in the bottom right corner with the candidate's name, surname, and ID card or passport number, or personal identification number.

Candidates who completed their undergraduate academic studies at the University of Belgrade – Faculty of Architecture and have submitted a certificate of passed exams during the application process are not required to bring and submit their portfolio.

- **Test**

The candidate takes the test during the scheduled two-hour time for the entrance exam.

The test is a written examination to evaluate candidates' knowledge acquired during undergraduate academic studies. The test is divided into three parts, each covering a different domain within the field of architecture – urbanism, architectural design, and architectural technologies.

Portfolios and tests submitted during the entrance exam will be assessed by the Committee for Evaluation.

If deemed necessary, the Committee for Evaluation may conduct an oral interview with the candidates after the written part of the test has been completed.

Entrance exam protocol

- The candidate takes the entrance exam at the specified time at the University of Belgrade – Faculty of Architecture, in the exam room determined by the schedule published on the faculty's notice board and the website of the faculty.
- Candidates are required to arrive at the faculty at least half an hour before the start of the entrance exam.
- The candidate must bring to the exam: a valid identification document (ID card or passport) and a filled and signed Application form (see Documents required for application).

Candidates who do not have the identification documents and the Application Form will not be allowed to take the entrance exam.

- The candidate brings the portfolio and writing utensils to the exam.
- During the entrance exam, any conversation between candidates is not allowed. If candidates talk to each other or use unauthorized means (notes, calculators, phones, headsets, smart devices, etc.), they will be removed from the exam and disqualified.
- Upon completion of the test, the candidate submits both the test and the portfolio for evaluation.
- Candidates are prohibited from talking to the invigilators, and any orally obtained instructions will not be considered. All necessary explanations will be provided by the members of the Committee before the start of the entrance exam.
- The use of any additional aids, having food or drinks, etc., on the table is strictly prohibited during the exam. Candidates whose conditions have special requirements are exempt from the previous.
- Candidates with disabilities can take the entrance exam in a way adapted to their abilities, i.e., in a form accessible to them and in accordance with the objective possibilities of the faculty. A candidate with a disability is obliged to explain in writing in what way it is necessary to adjust the entrance exam and submit that explanation when applying for admission.
- Submission of the test and the portfolio before the allotted time and leaving the exam room is allowed only until fifteen minutes before the end of the exam. After that time, leaving the room or submitting the completed test is not allowed.
- Candidates must wait until the end of the exam at their seats without standing up and talking, regardless of whether they have submitted their work.
- Leaving the exam room is only allowed after handing in the test and the portfolio. Candidates show the signed confirmation of their application to the invigilator at the exit. Only after that can they leave the exam room. Reentering the room before the end of the exam is not allowed.
- When the candidate considers that they have finished the exam, they signal the invigilator by raising



their hand and wait at their seat to be called by the invigilator to submit the test and the portfolio. The invigilator takes the test and the portfolio and signs the Confirmation of application.

- Candidates must keep the signed Confirmation of application, as it serves as proof of the submission of the assignment.
- Announcements about the start of the exam, elapsed time, and the termination time of the exam will be made by the invigilator.
- Failure to comply with any of the listed rules will result in the disqualification of the candidate, regardless of previously earned points.
- Parents of the candidates or third parties are not allowed to enter the premises where the entrance exam is being conducted during the activities related to the organization and implementation of the exam.

A candidate who is removed from taking the entrance exam due to indiscipline or failure to follow procedures will lose the right to be ranked for enrollment.

All disputed issues during the conduct of the entrance exam will be resolved by the Committee for Admission.

4.2 STUDY PROGRAM: MASTER ACADEMIC STUDIES – INTEGRAL URBANISM, IN ENGLISH

Candidates applying for enrollment in the study program Master Academic Studies - Integral Urbanism, in English, **do not take an entrance exam**, but are ranked based on the overall grade achieved in undergraduate academic studies (see General Terms).

5. ENROLLMENT PROCEDURE

The right to enroll is acquired by candidates who are on the final ranking list up to the number provided for enrollment in the competition

Enrollment of candidates from the final ranking lists will be conducted according to the schedule determined by the admission timetable.

If a candidate who has obtained the right to enroll according to the competition fails to enroll within the specified period, the faculty will enroll the next candidate on the Final ranking list in the order specified.

Documents required for enrollment

Candidates who are eligible for enrolment should **submit certified translated photocopies** of the following documents and **bring their originals for inspection**:

- Diploma and diploma supplement, or a certificate of completed undergraduate (first-degree) studies and a certificate of passed exams from undergraduate academic studies with at least 180 ECTS, along with translations of those documents into the Serbian language and
Decision on the recognition of a foreign higher education document for continuing education at the University of Belgrade.
- Proof of knowledge of English at a higher intermediate level of competence = B2 – Cambridge Advanced Certificate in English (CAE) or International English Language Testing System (IELTS) or level of knowledge aligned to the Common Framework of Reference for Languages (CEFR).
If the candidate has the nationality of the country in which the English language is native or official, this proof is not required.
- Scanned biometric ID card or photocopy of the ID card for citizens of the Republic of Serbia, i.e., a photocopy of a valid passport for foreign citizens.
- Birth certificate – for citizens of the Republic of Serbia, the Faculty shall obtain a certificate *ex officio*; foreign citizens are required to obtain this document.
- Certificate of citizenship, not older than six months.



- One completed ШБ-20 Form (will be provided by the faculty at the enrollment).
- Student's index (to be purchased).
Fill in only the personal data on the right and left side of the index and glue a photo.
- Two photographs sized 4.5 x 3.5 cm.
One should be glued in the index, and the other should be glued on the ШБ-20 Form.
- Signed statement of the candidate authorizing the Faculty and the University for the use of their personal data (available for download on the faculty's website).
- Two signed copies of the Study Contract (will be provided by the faculty at the enrollment).
- Two signed copies of the Tuition Payment Contract (will be provided by the faculty at the enrollment).
- Certificate of health insurance for the academic year of enrollment for foreign citizens only.
- Proof of payment for the annual tuition fee in the amount of 4.000,00 EUR or the first installment of the annual tuition fee in the amount of 2.000,00 EUR to the account of the University of Belgrade – Faculty of Architecture.

The amount for the annual tuition fee or the first installment of the annual tuition fee must be paid in national currency equivalent at the mid-rate of the NBS on the day of payment using the following instructions.

Instructions for payment	
Payer	Name, Address
Purpose of payment	Tuition fee
Recipient	University of Belgrade – Faculty of Architecture; Bulevar kralja Aleksandra 73/II, 11000 Belgrade
Amount	Amount in national currency
Recipient's account	840 – 1436666 – 34
Reference number	61-730002

- Proof of payment of Fee for the University Centre for Student Career Development in the amount of 100,00 RSD to the account of the University of Belgrade – Faculty of Architecture.

Instructions for payment	
Payer	Name, Address
Purpose of payment	Fee for the University Centre for Student Career Development
Recipient	University of Belgrade – Faculty of Architecture; Bulevar kralja Aleksandra 73/II, 11000 Belgrade
Amount	100,00 RSD
Recipient's account	840 – 1436666 – 34
Reference number	501

- Proof of payment of Fee for administrative enrollment costs in the amount of 2.200,00 RSD to the account of the University of Belgrade – Faculty of Architecture.

Instructions for payment	
Payer	Name, Address
Purpose of payment	Fee for administrative enrollment cost
Recipient	University of Belgrade – Faculty of Architecture; Bulevar kralja Aleksandra 73/II, 11000 Belgrade
Amount	2.200,00 RSD
Recipient's account	840 – 1436666 – 34
Reference number	501



A detailed protocol for enrollment in the master academic studies will be published later.

6. RIGHTS AND OBLIGATIONS OF CANDIDATES

- By submitting an application for admission, required documentation, and paying the Admission fee, candidates acquire all the rights provided by the Rulebook on Student Enrollment in Study Programs at the University of Belgrade.
- The list of candidates who applied for admission, along with their personal information and data on their achievements in undergraduate academic (previous) studies, will be posted at the specified time and made available to all registered candidates on the notice board and the website of the faculty.
- Candidates whose personal information and data on achievements in undergraduate academic (previous) studies are mistakenly entered in the list of registered candidates can submit objections to the Committee for Admission within the prescribed deadline.
- The Committee for Admission will accept valid objections and correct the data if official evidence is provided within the prescribed deadline.
- Candidates who have passed the entrance exam are granted the right to be ranked for enrollment in study program where entrance exam is required.
- Candidates have the right, exclusively in person, within 36 hours from the publication of the preliminary ranking list, to submit a written complaint to the Committee for Admission using the provided form.
- The Committee for Admission will decide on the candidate's complaint within 24 hours after the expiration of the deadline for filing complaints, and the appropriate decision will be posted on the notice board of the website of the faculty.
- Candidates whose complaints are rejected in the first instance have the right to file an appeal to the Dean of the Faculty within 24 hours after the expiration of the deadline for the Committee's decision, using the form they will receive when submitting the appeal.
- The Dean makes a final decision within 24 hours of receiving the candidate's appeal, which will be posted on the notice board of the website of the faculty.
- Parents of the candidates or third parties are not allowed to submit complaints on behalf of the candidate or to review the works of the candidates.
- The final ranking list is published on the notice board, the website of the faculty, and the website of the University. The University's final ranking list serves as the basis for candidate enrollment.
- Candidates who are eligible for enrollment are required to sign a study contract with the faculty before submitting enrollment documents. The contract regulates mutual rights and obligations, and it should be submitted during the enrollment process. For students paying tuition fees, the contract also specifies financial obligations toward the faculty.

NOTE:

The University of Belgrade – Faculty of Architecture reserves the right to amend the text of the Admission Prerequisites for Enrolling in the Master Academic Studies in English at the University of Belgrade – Faculty of Architecture for the Academic Year 2024/2025. All corrections will be published on the faculty's website, www.arh.bg.ac.rs.
