



UNIVERSITY OF BELGRADE
FACULTY OF ARCHITECTURE

Second Admission Period

**ADMISSION PREREQUISITES FOR ENROLLING MASTER ACADEMIC STUDIES – ARCHITECTURE, IN
ENGLISH AT THE UNIVERSITY OF BELGRADE – FACULTY OF ARCHITECTURE IN THE ACADEMIC YEAR OF
2023/2024**

BELGRADE
October 2023



ADDRESS

UNIVERSITY OF BELGRADE
FACULTY OF ARCHITECTURE
BULEVAR KRALJA ALEKSANDRA 73/II
11000 BELGRADE

www.arh.bg.ac.rs

INFORMATION PHONE
+ 381 11 3370199

STUDENT REGISTRY OFFICE
WORKING HOURS

MONDAY TO FRIDAY
FROM 12:00 TO 14:00

SECOND FLOOR
ROOM 205

studentskaslužba@arh.bg.ac.rs
prijemnimaf@arh.bg.ac.rs



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01. GENERAL TERMS

The University of Belgrade – Faculty of Architecture enrolls in the first year of master academic studies in academic year 2023/2024:

- 9 self-financed students in the study program **Master Academic Studies – Architecture, in English, Module Architecture.**

Conditions

To be eligible for the Master Academic Studies – Architecture 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), with at least 180 ECTS.

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

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 on the overall grade achieved in undergraduate academic studies and the results achieved at the entrance exam.

For enrollment in the study program a candidate can score **maximum 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 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 (6 – six).

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 - 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 in the 0.42, 0.33, 0.25, etc.

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

The candidate can receive a maximum 40 points based on the results of entrance exam.

The entrance exam consists of two parts:

- **Portfolio – up to 20 points**

The quality of candidates’ portfolio can be evaluated with the 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 in the scheduled time at the Faculty (see Admission timetable). Content and format of the portfolio will be specified within section Entrance Exam Procedure.

The portfolio is evaluated based on five criteria, with each criteria 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.

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

Tuition fee

The annual tuition fee for study program Master Studies in Architecture, in English, Module Architecture is 4000 EUR.

02. SECOND ADMISSION TIMETABLE

- **Candidate Application**

by sending documentation to the email address prijemnimaf@arh.bg.ac.rs
from October 9, 2023, to October 19, 2023, at 23:59.

- Publication of the list of registered candidates,
on the notice board and the faculty's website www.arh.bg.ac.rs.
Friday, October 20, 2023, at 13:00.

- Submission of objections to the Enrolment Committee
by sending objections to the email address prijemnimaf@arh.bg.ac.rs
Friday, October 20, 2023, until 20:00.

- **Entrance Exam**

at the University of Belgrade – Faculty of Architecture in the examination room 217
Saturday, October 21, 2023, 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
Saturday, October 21, 2023, until 22:00.

- Submission of complaints to the Committee for Enrollment
in person at the University of Belgrade – Faculty of Architecture in room 206a
Monday, October 23, 2023, from 10:00 to 12:00.

- The review of the works
at the University of Belgrade – Faculty of Architecture in room 217
Monday, October 23, 2023, at 13:00.

- Announcement of the Committee's decision on the submitted complaints
Monday, October 23, 2023, until 15:00.

- Submission of appeals on the Committee's decision on the submitted complaints to the Dean,
in written form to the email address prijemnimaf@arh.bg.ac.rs
Tuesday, October 24, 2023, until 15:00.

- Announcement of the Dean's final decision on submitted appeals
Wednesday, October 25, 2023, until 12:00.

- Publication of the final ranking list
on the notice board and the Faculty's website www.arh.bg.ac.rs
Wednesday, October 25, 2023, until 16:00.

- **Candidate Enrollment**

at the University of Belgrade – Faculty of Architecture
Friday, October 27, 2023.

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



03. APPLICATION PROCEDURE

Applying 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 with 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
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 foreign higher education degree must **start the procedure for the recognition of a foreign higher education document** for the purpose of enrollment at the next level of higher education no later than **seven days before the deadline for enrollment** in the 2023/2024 academic year, set by the Faculty. Foreign documents submitted after these deadlines allow applying for enrollment only in the next academic year (see [Recognition of Foreign Higher Education Documents for the Purpose of Further Education](#)).
- 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 (IELST) 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 Serbia or Passport for foreign citizens.
- Birth certificate – for citizens of the Republic of Serbia the Faculty shall obtain 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 entrance exam fee in the amount of 5000 RSD on the account of the University of Belgrade – Faculty of Architecture.

Instructions for payment

Purpose of payment: Admission entrance exam fee

Recipient: Architecture University of Belgrade–Faculty of Architecture; Bulevar kralja Aleksandra 73, 11000 Belgrade

Amount: 5000,00 RSD

Recipient's account: 840 – 1436666 – 34

Reference number: 67-700027

By signing the Application form, 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 for the entrance exam and submit them to the invigilator. Without these documents, the candidate will not be allowed to take the entrance exam.



04. ENTRANCE EXAM PROCEDURE

Candidates applying for enrollment in the study program Master Studies in 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 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 portfolio containing works developed within 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 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 in three parts each covering different areas of the field of architecture – urbanism, architectural design, and architectural technologies.

While working on the test, the candidates are allowed to use their portfolio.

Portfolio and the test submitted during 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 specified by the schedule published on the Faculty's notice board.
- 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, ten blank A4-sized sheets, 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, calculator, phones, headsets, smart devices, etc.), they will be removed from the exam and disqualified.
- Upon completion of the test, the candidate submits both test and the portfolio for the 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 entrance exam in a way adopted 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 the 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 they can 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 time when termination 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.

05. ENROLLMENT PROCEDURE

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

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 or confirmation that the procedure for the recognition of the document is ongoing.

- 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 (IELST) 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 the valid passport for foreign citizens.
- Birth certificate – for citizens of the Republic of Serbia the Faculty shall obtain certificate *ex officio*. Foreign citizens are required to obtain this document.
- Certificate of citizenship, not older than six months.
- One completed ШБ-20 Form (to be purchased).
- 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 one 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 Agreement of Studying (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 4000 EUR or 1st instalment of the annual tuition fee in the amount of 2000 EUR on the account of the University of Belgrade – Faculty of Architecture.

The amount for the annual tuition fee or the 1st instalment of the annual tuition fee could be paid in national currency equivalent using following instructions.

Instructions for payment

Purpose of payment: Tuition fee

Recipient: University of Belgrade–Faculty of Architecture; Bulevar kralja Aleksandra 73, 11000 Belgrade

Amount: Amount in national currency

Recipient's account: 840 – 1436666 – 34

Reference number: 61-730002

Optionally, the amount for the annual tuition fee or the 1st instalment of the annual tuition fee could be paid in EUR. The payment instruction is provided in the document available at the Faculty's website.

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

Instructions for payment

Purpose of payment: Fee for the University Centre for Student Career Development

Recipient: University of Belgrade–Faculty of Architecture; Bulevar kralja Aleksandra 73, 11000 Belgrade

Amount: 100,00

Recipient's account: 840 – 1436666 – 34

Reference number: 501

- Proof of payment of Fee for administrative enrollment costs in the amount of 2200 RSD on the account of the University of Belgrade – Faculty of Architecture.

Instructions for payment

Purpose of payment: Fee for administrative enrolment cost



Recipient: University of Belgrade–Faculty of Architecture; Bulevar kralja Aleksandra 73, 11000 Belgrade
Amount: 2200,00
Recipient's account: 840 – 1436666 – 34
Reference number: 501

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.

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, within the deadline set by the competition.

06. RIGHTS AND OBLIGATIONS OF CANDIDATES

- By submitting an application for the admission, required documentation, and paying the Admission entrance exam 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 the 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 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 of 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.

NOTE:

The University of Belgrade – Faculty of Architecture reserves the right to amend the text of the Admission Prerequisites for Enrolling the Master Academic Studies – Architecture, in English at the University of Belgrade – Faculty of Architecture in the Academic Year 2023/2024. All corrections will be published on the Faculty's website www.arh.bg.ac.rs.
