



CALL FOR ADMISSION



MB University in Belgrade
FACULTY OF BUSINESS AND LAW, Belgrade-Mladenovac

In compliance with the Law on Higher Education, as stipulated in Article 83, paragraph 1 (Official Gazette of the Republic of Serbia No. 76/05), and in adherence to the Statute of the Faculty, we hereby

ANNOUNCE A CALL FOR ADMISSION

FOR ENROLLMENT OF STUDENTS IN THE FIRST YEAR OF UNDEGRADUATE STUDIES, MASTER STUDIES AND DOCTORAL ACADEMIC STUDIES

FOR 2024/2025 ACADEMIC YEAR

The first enrollment period

27 Teodora Drajzera Street, 11000 Belgrade; phone number: 011 3391641
e-mail: fpi.menadzment@gmail.com ; www.ppf.edu.rs

STUDY PROGRAMS:

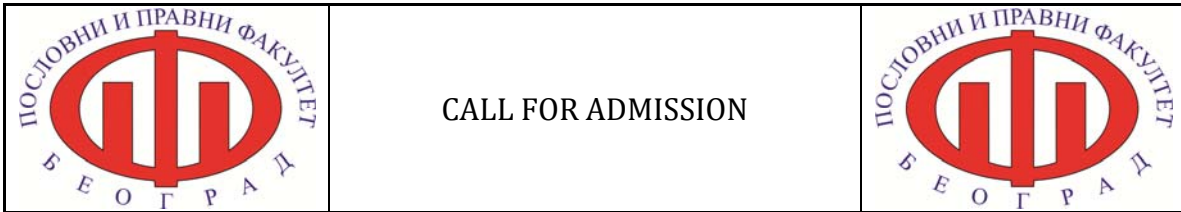
1. UNDEGRADUATE (BACHELOR) ACADEMIC STUDIES

- Business Management - 240 ECTS, 90 students
- Law- 240 ECTS, 60 students
- Information Technology -240 ECTS, 30 students
- Business Economics -240 ECTS, 60 students
- Security Management -240 ECTS, 50 students
- Sport Management-240 ECTS, 30 students

2. MASTER ACADEMIC STUDIES

- Industrial Economics and Management- 60 ECTS, 50 students
- Business Law - 60 ECTS, 50 students

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- Information Technology - 60 ECTS, 30 students
- Master of Security - 60 ECTS, 50 students
- Master of Economics - 60 ECTS, 50 students

3. DOCTORAL ACADEMIC STUDIES

- Business Management- 180 ECTS, 8 students
- Modern Information Technology- 180 ECTS, 5 students
- Public Law - 180 ECTS, 5 students

ADMISSION REQUIREMENTS:

A) Undergraduate studies

Prospective candidates who have successfully completed a **four-year secondary education** are eligible to apply for the admission to the first year of undergraduate studies.

Foreign citizens with a four-year secondary education are eligible to apply for enrollment in the first year of undergraduate studies, provided they are proficient in Serbian and have duly certified their secondary school diploma.

Citizens of Serbia who have completed their high school education abroad may apply for enrollment in the first year of undergraduate studies after certifying their high school diploma. They are subject to the same enrollment requirements as other applicants.

Applicants for enrollment are required to take **an entrance exam**, which includes a test on general knowledge.

B) Master's academic studies

The Faculty of Business and Law offers five master's degree programs in the Serbian language, each lasting one year (60 ECTS credits). These programs are open for enrollment to students who have completed a minimum of 240 ECTS credits in their undergraduate studies.

Serbian citizens who have completed their undergraduate studies abroad can apply for admission to master's academic programs after completing the necessary diploma validation process, known as "nostrification," for their undergraduate degree.

Serbian citizens who have completed their undergraduate studies abroad are enrolled under identical conditions as other candidates.



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C) Doctoral academic studies

The Faculty of Business and Law offers three doctoral academic study programs in the Serbian language, each lasting for three years (180 ECTS credits). Eligible candidates for enrollment must complete a minimum of 300 ECTS credits in their master's academic studies.

Citizens of Serbia who have completed their master's academic studies abroad can apply for enrollment in the first year of doctoral studies, having previously completed nostrification of the master's academic studies diploma.

Citizens of Serbia who have completed master's academic studies abroad are enrolled under the same conditions as other candidates.

ENROLLMENT DOCUMENTATION REQUIREMENTS

When applying, candidates are required to submit the following documents:

- **application form** (available at the Faculty of Business and Law),
- **a scanned copy of their biometric ID card with a chip or a photocopy of their biometric ID card without a chip**
- **school certificates (transcripts)** from all four years of high school education
- **diploma (certificate)** of completion of secondary school final exam,
- **proof of payment of the fee for taking the entrance exam** (payment should be made in the appropriate amount to the current account of the Faculty of Business and Law in Belgrade)

Candidates submit the necessary documentation to the Service for Teaching and Students Affairs.

ENROLLMENT OF THE ACCEPTED CANDIDATES

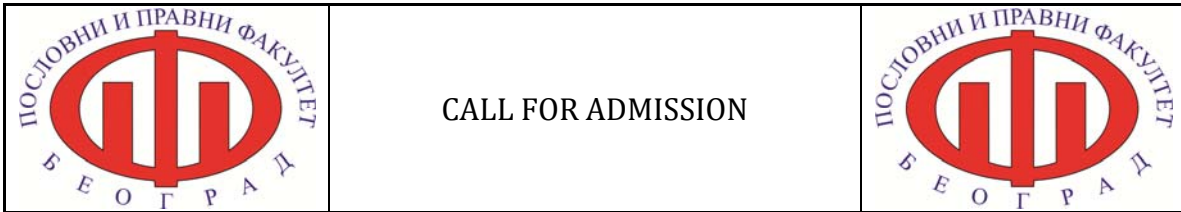
Candidates who have met the requirements for enrollment at the Faculty of Business and Law are required to submit the following completed documentation forms:

- **two ŠV-20 forms** (available at the student service office of the Faculty of Business and Law)
- **student index** (available at the student service office of the Faculty of Business and Law)
- **2 photographs sized 3.5 x 4.5 centimeters**
- **proof of tuition payment**
- **student contract** (available at student service office of the Faculty of Business and Law),
- **application form** (available at student service office of the Faculty of Business and Law).

If a candidate who has been granted the right to enroll **fails to do so** within the stipulated period, the Faculty of Business and Law will enroll another candidate in their place, following the order of the unified ranking list. This **adjustment of the list** occurs at the end of the working day on which the registration for the first year of study concludes.

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CRITERIA FOR DETERMINING THE ORDER OF CANDIDATES

The criteria for determining the order of candidates for enrollment in the first year of undergraduate studies consist of the overall academic achievement in secondary education and the result achieved in the entrance exam (test on general knowledge):

1. The order of candidates for enrollment in the first year is determined based on the overall academic performance achieved in secondary education and the results attained in the entrance examination or aptitude test. A candidate for enrollment in a study program can achieve a maximum of 100 points, based on their overall academic performance in secondary school and their performance in the entrance examination. The overall academic performance in secondary school is calculated by adding together the average grades obtained in each grade level of high school, multiplied by 2. Based on this criterion, a candidate can obtain a minimum of 16 and a maximum of 40 points. The overall academic performance in secondary school is calculated by rounding to two decimal places.
2. The result achieved on the entrance exam is evaluated from 0 to 60 points. A candidate passes the admission test (Test for checking knowledge, general abilities, and aptitudes for the field of information technologies; for other study programs, Test of general knowledge) if they score a minimum of 31 points.
The test contains 30 questions. Each question is valued at two points.
3. If two or more candidates have the same number of points obtained based on the above criteria, priority will be given to the candidate with a higher number of points obtained based on overall academic performance in school.

Criteria for determining the order of candidates for enrollment in master's academic studies include the following: Average grade obtained during previous studies and duration of studying.

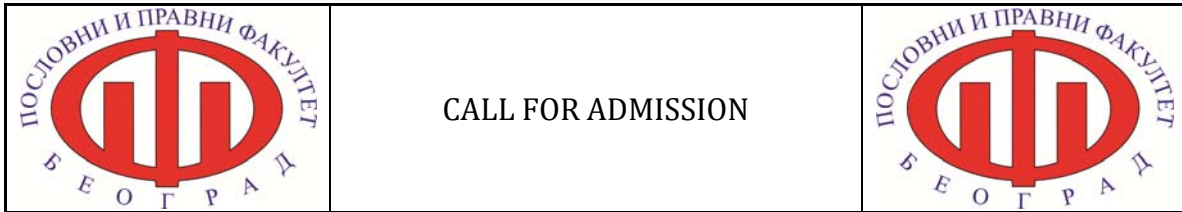
The right to enroll in master's academic studies is granted to individuals who have successfully completed four-year undergraduate academic studies. The order of candidates for admission in the master's academic study is determined based on the overall average grade and the duration of study in their previous academic endeavors.

The number of points is acquired as the sum of the following elements:

1. The tenfold average grade from the undergraduate academic studies (The maximum average grade is 10. The maximum number of points based on achievement is up to 100).
2. The total number of points is adjusted based on the duration of study, subtracting 0.25 points for each month of study beyond the prescribed deadline for completion of studies, or

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adding 0.25 points for each month of study completed below the prescribed deadline. For study programs with 240 ECTS credits, the prescribed deadline is four years.

3. If two or more candidates have the same number of points obtained based on the specified criteria, priority will be given to the candidate with the higher average grade achieved in their studies.

Criteria for determining the order of candidates for enrollment in doctoral academic studies include the following: Average grade obtained during previous studies

Average grade obtained during previous studies:

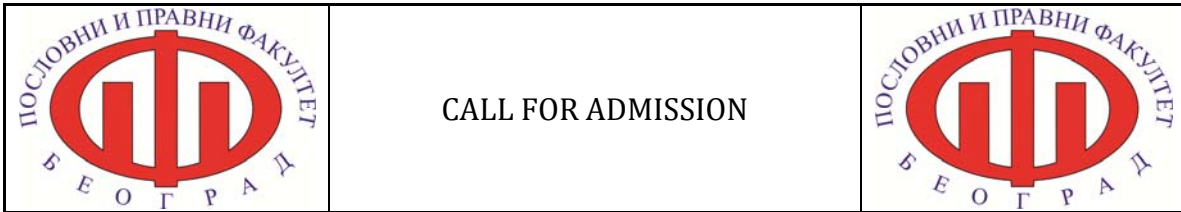
1. The tenfold average grade from the undergraduate academic studies (The maximum average grade is 10. The maximum number of points based on achievement is up to 100).
2. The total number of points is adjusted based on the duration of study, subtracting 0.25 points for each month of study beyond the prescribed deadline for completion of studies, or adding 0.25 points for each month of study completed below the prescribed deadline. For study programs with 300 ECTS credits, the prescribed deadline for completion of studies is five years.
3. If two or more candidates have the same number of points obtained based on the specified criteria, priority will be given to the candidate with the higher average grade achieved in their master's studies.

THE PROCEDURE FOR CONDUCTING THE ADMISSION PROCESS:

First enrollment period: June enrollment period:

- Candidate application at the Student Services Office of the Faculty of Business and Law: June 17th to June 22nd, 2024, from 11:00 to 13:00.
- Entrance exam for undergraduate studies: June 24th, 2024, at 10:00 a.m. at the Faculty of Business and Law: Business Management, Law, Information Technology, Security Management.
- Announcement of the ranking list: 27th June, 2024
- Candidate enrollment: 28th June, 2024. at 10:00

THE PROCEDURE AND DEADLINES FOR SUBMITTING APPEALS REGARDING THE DETERMINED ORDER OF CANDIDATES:



The candidates for enrollment in undergraduate, master's, and doctoral academic studies may submit an appeal regarding the order-ranking list of candidates to the Dean within three days from the date of announcement of the ranking list on the notice board of the faculty.

TUITION FEES:

- Annual tuition fee for **undergraduate academic studies** amounts:
 - **Business Management 1.200,00 €**,
 - **Law, Business Economics, Security Management and Sport Management 1.500,00 €**,
 - **Information Technology 1.500,00 €**, (in dinar equivalent at the middle exchange rate of the National Bank of Serbia on the day of payment) and is paid in **6 monthly installments**.
- Annual tuition fee for **master's academic studies** amounts **2.000,00 €** (in dinar equivalent at the middle exchange rate of the National Bank of Serbia on the day of payment) and is paid in **10 monthly installments**.
- Annual tuition fee for **doctoral academic studies** amounts **€4.000,00 €** (in dinar equivalent at the middle exchange rate of the National Bank of Serbia on the day of payment) and is paid in **10 monthly installments**.
- The entrance exam fee is **5,000.00 dinars**, and the Faculty partially funds scholarships for all students.
- The faculty provides special support for students with special needs.