

Republic of Serbia
UNIVERSITY OF NIŠ
FACULTY OF ECONOMICS
No.04-1837/1
Niš, October 30, 2025

In compliance with Article 65, 95 and 96 of the Law on Higher Education (Official Gazette of RS, no. 88/2017, 27/2018 and 73/2018, 27/2018 - second law and 67/2019, 6/2020 – second law, 11/2021 authentic interpretation, 67/2021 и 67/2021 – second law, 76/2023 and 19/2025), Article 20 of the Rulebook on Admission Study Programmes at the University of Niš (Official Gazette of the University of Niš, no.1/2019) and Article 120 of the Statute of the Faculty of Economics, the Academic Council at the XIV session held on October 31, 2024, adopts the following

RULEBOOK

on the organization and implementation of the undergraduate Economics study programme in English

Article 1

The Faculty of Economics at the University of Niš (hereinafter referred to as the Faculty) has completed accreditation for the organization of lectures in Serbian and English within the Economics study programme of undergraduate academic studies for obtaining the academic title – an economics graduate.

Article 2

The study programme Economics of undergraduate academic studies in English is implemented in compliance with the Law on Higher Education, the Statute of the Faculty, and the Rulebook on the organization and implementation of the Economics study programme of undergraduate academic studies and in English of the Faculty (hereinafter referred to as the Rulebook).

The Rulebook determines the special principles of the organization and implementation of the Economics study programme of undergraduate academic studies in English at the Faculty, in compliance with the general acts of the University of Niš and the Faculty of Economics in Niš.

Article 3

Teaching and exams in subjects implemented within the Economics study programme of undergraduate academic studies in English take place in the Faculty's premises.

Article 4

The Economics study programme of undergraduate academic studies in English at the Faculty, in compliance with the accredited study programme, lasts four years or eight semesters of teaching, implemented in the form of:

- 1) lectures and practical coursework,
- 2) other forms of active learning (seminars, case studies),

3) individual student work (presentation, term papers, internship).

Article 5

The total student workload during the implementation of the Economics study programme in English is 240 ECTS (European Credit Transfer System) credits or 60 ECTS points per academic year. Teachers and associates of the Faculty who have obtained academic titles in relevant specific scientific fields also teach Economics in English, in accordance with the accreditation for teaching in English.

The Academic Council of the Faculty plays a vital role in the selection of teachers and associates for English-taught courses. The selection process is based on proposals from the relevant departments, with the prior consent of the teacher and associates. The Council requires that all teaching activities be conducted solely in English, as per the accredited study programme, to maintain a consistent and high standard of English-taught courses.

At the commencement of the academic (school) year, teachers and associates involved in English-medium instruction affirm a formal consent statement to conduct teaching activities in the English language.

Literature for teaching and preparing exams in studies in English should contain references in English.

Article 6

Citizens of the Republic of Serbia and foreign citizens can enroll in the first year of the Economics study programme in English under equal conditions.

Article 7

The maximum number of students eligible for enrollment in the first year of the English-taught Economics programme shall not exceed the limit established by the work permit issued by the Ministry of Education of the Republic of Serbia.

Article 8

The English version of the Economics study programme has been adapted to meet the specific requirements of this academic course, as directed by the Academic Council upon the Dean's recommendation. as directed by the Academic Council upon the Dean's recommendation.

Article 9

At the beginning of the calendar year, the Faculty announces a call for registration of foreign candidates interested in studying and enrolling in the Economics study programme in English. Candidates are registered by submitting an application form (located on the Faculty's website), a photocopy of their passport and academic documents from previous education.

The verification and evaluation of applications submitted in response to the Call for Registration of Candidates shall be carried out by the Admission Committee for the study program Economics in English (hereinafter referred to as the Admission Committee). The Admission Committee shall be appointed by the Teaching-Scientific Council of the Faculty, upon the proposal of the Department Council.

Registration of candidates is charged in accordance with the Price List of services provided by the Faculty to foreign students studying in English.

Article 10

Candidates whose applications have been verified by the Admission Committee shall take a pre-admission examination in subjects determined at the beginning of the academic year by the Teaching-Scientific

Council of the Faculty. Depending on the number of applicants, the pre-admission examination shall be held periodically before the Admission Committee, on the premises of the Faculty. The pre-admission examination may also be conducted outside the Faculty's premises, in real time, in written form and in English, through electronic means of communication.

Registered candidates who have passed the pre-admission examination and paid 50% of the tuition fee are entitled to conditional enrollment, which entails obtaining documents for regulating residence and studies in the Republic of Serbia (invitation letter, visa certificate, temporary residence permit).

After receiving documents for the regulation of residence and studies in the Republic of Serbia, candidates are required to submit a request for recognition of a foreign public document on previous education to the Agency for Qualifications of the Republic of Serbia (ENIC/NARIC). The request can also be submitted electronically.

The ranking list for admission of candidates will be determined by evaluating their overall academic performance. Once finalized, the list will be displayed on the notice board of the Faculty and also published on the official website of the Faculty, before the announcement of the Competition for Enrollment in the study program Economics in English.

Article 11

In the event that, after the completion of the procedure prescribed in the previous article of this Rulebook, a registered candidate fails to obtain the right to residence and study in the Republic of Serbia, or fails to obtain any right that does not fall under the competence of the Faculty, the Faculty shall not be obliged to refund the tuition fee paid up to that point.

Article 12

The Competition for Enrollment in the first year of the study program *Economics in English* is announced by the University of Niš, upon the proposal of the Faculty. The Competition specifies the number of students to be enrolled, the admission requirements and detailed criteria for enrollment, the scoring and ranking system for candidates, the required enrollment documents, and the tuition fee.

Depending on specific needs, the Competition may also be announced by the Faculty of Economics. The application deadlines and entrance examinations are determined by the general provisions of the Competition and are held in two terms — June and September. If necessary, the Competition for Enrollment and the entrance examination may also be conducted outside the regular schedule.

Article 13

Candidates may enroll in the first year of the study program Economics in English in accordance with the Law on Higher Education of the Republic of Serbia, the Rulebook on Admission to Study Programs of the University of Niš, the Statute of the Faculty of Economics, this Rulebook, and the Competition for Enrollment.

Both citizens of the Republic of Serbia and foreign citizens who have completed a four-year secondary education are eligible to apply for enrollment in the first year of the study program Economics in English.

A foreign citizen, when applying for the Competition, must submit a decision on the recognition of a foreign public document on previous education or a confirmation that the procedure for recognition has been initiated with the Qualifications Agency of the Republic of Serbia.

Persons holding a foreign education document must initiate the recognition procedure no later than 15 days before the application deadline determined by the Faculty for the Competition.

Foreign documents submitted to the Qualifications Agency of the Republic of Serbia after these deadlines shall entitle the candidate to enrollment only in the following academic year.

Upon applying for enrollment, candidates must provide an appropriate certificate of English language proficiency or take an English language examination (written and oral) before a committee appointed by the Dean of the Faculty.

After obtaining the required documents (visa, decision on temporary residence, confirmation/decision from the Qualifications Agency), in accordance with the relevant legal regulations, candidates shall take the entrance examination on the premises of the Faculty.

The total number of registered candidates for the entrance examination, as well as the place where the examination will be held, shall be published on the official website of the Faculty of Economics two working days before the examination date.

The entrance examination shall be conducted in the presence of a representative of the Admission Committee.

The representative of the Admission Committee shall identify the candidates taking the entrance examination by verifying their identity documents and shall supervise the examination process in accordance with Article 7 of the Rulebook on the Admission of Students to Study Programs of the University of Niš.

Upon completion of the entrance examination, the Faculty shall prepare and publish the ranking list of candidates, as defined in the Competition Call. The list shall be based on the overall achievement in secondary education and the results of the entrance examination.

A candidate may file a complaint regarding the regularity of the entrance examination and his or her ranking on the list to the Admission Committee within 36 hours from the publication of the results. Based on the Committee's proposal, the Dean shall make a decision on the complaint within 24 hours of its receipt.

After the resolution of all received complaints, the Faculty shall determine and publish the final ranking list of all candidates for enrollment, including the total number of points obtained under all criteria. The final ranking list constitutes the basis for student enrollment.

After completing the relevant academic and legal procedures and upon receiving a positive decision from the Qualifications Agency of the Republic of Serbia (ENIC/NARIC) on the validity of the submitted documents of the registered candidates, the Faculty of Economics shall proceed with student enrollment.

Enrollment implies that all necessary conditions have been fulfilled for the candidates to enroll in the Undergraduate Academic Studies in English as self-financing students.

The Dean of the Faculty shall conclude a Tuition Fee Agreement with the students who have obtained the right to enrollment and shall issue their student record books (index books).

A foreign citizen enrolled in the study program Economics in English shall pay tuition fees throughout the entire period of study.

Article 14

If the decision of the Agency for Qualifications of the Republic of Serbia is negative, the candidates do not have the right to apply to the Faculty of Economics, and the Faculty has no obligation to return the funds paid up to that time in the name of tuition fees.

Article 15

Students from other economics faculties who have partially completed their study programme in English may transfer to the Economics programme in English at the Faculty of Economics in Niš without taking an entrance examination to earn the academic title of an economics graduate, provided that

- they have accumulated at least 60 ECTS points from other academic study programmes;
- they submit a transfer request no later than the deadline for admission to the following school year, and
- they submit a request for transfer along with a request for recognition of the exam and documentation from Article 8 of the Rulebook on admission of students to study programmes at the University of Niš

The Dean of the Faculty appoints a Committee to assess if a student has met the requirements for exam recognition and admission. Based on the Committee's recommendation, the Dean decides on the fulfillment of transfer criteria, recognition of exams, study programme obligations, requirements for further studies, and the student's status. The Committee shall, as a rule, consist of three members of the Faculty's teaching staff.

Article 16

This Rulebook shall enter into force on the day it is published on the Faculty's website, following the approval of the Senate of the University of Niš.



Dean of the Faculty of Economics

Prof. Vladislav Marjanović, PhD