

INFORMATION PACKAGE FOR CEEPUS SCHOLARSHIP HOLDERS AT THE UNIVERSITY OF KRAGUJEVAC

Dear CEEPUS scholarship holder,

Congratulations on being awarded a CEEPUS scholarship for a mobility at the University of Kragujevac. On the following pages you can find the most important information about your stay. This includes:

- information on what you need to do before arriving to Serbia,
- how and where to register when you arrive,
- accommodation information and registration of your stay,
- what is covered by scholarship, how it is calculated and how it is paid,
- how you can obtain emergency health insurance,
- what documents you should bring along,
- useful links regarding the University of Kragujevac, city of Kragujevac and other sources related to life and studying in Serbia

If you have any additional questions feel free to contact National CEEPUS Office (NCO) in Serbia by using the contact details at the end of this document.

FIRST STEPS: TASKS YOU NEED TO COMPLETE BEFORE THE ARRIVAL:

1. First, you need to **formally accept the scholarship in the CEEPUS system**
 - log in to your account at ceepus.info website and confirm that you accept the scholarship as it is awarded– otherwise the NCO will not consider your award valid;
 - please **bear in mind that the duration of stay and the dates of mobility can be different than those you applied for** (these can be changed by either host institution or host NCO due to various reasons including for example limited quota for the type of mobility you applied for, unavailability of lectures at the proposed period, etc.) – by accepting the scholarship you agree that your mobility will occur in the awarded period;
 - in case that you plan to stay shorter than the period awarded or that you plan to start your mobility later than the date specified in the Letter of Award – contact the NCO Serbia by email and inform us about the changes immediately. Otherwise, we might not be able to secure accommodation and there might be delays with the scholarship payments;
 - NCO Serbia must inform the University of Kragujevac and student dormitory about your stay one month before the start date of your mobility at the latest – **if you do not accept the scholarship by this date, we cannot guarantee your mobility as it was awarded;**

2. **Check whether you have been awarded the accommodation in student dormitory or not and immediately respond to NCO Serbia by email if the information is not correct**
- This information is found in the Letter of Award email sent to you by NCO Serbia.
 - NCO awards the accommodation on the basis of information in your application. Please bear in mind that this information can also be modified by the local contact person at host institution, so each CEEPUS applicant should check this information.
 - If you don't need accommodation in student dormitory during your stay and the Letter of Award email states that you have been granted accommodation please inform NCO Serbia immediately since the number of rooms for CEEPUS scholarship holders is limited and this place could be used by another candidate.
 - If you need accommodation in student dormitory during your stay and the email states that you are not awarded accommodation with the scholarship, please inform NCO Serbia by email immediately, and we will investigate the possibility to organize accommodation during your stay, if possible.
3. Check the Ministry of Foreign Affairs of the Republic of Serbia website (<http://www.mfa.gov.rs/en/consular-affairs/entry-serbia/visa-requirements>) or contact the Embassy of the Republic of Serbia in your home country for information about the most current regulations regarding entry and visa regime. Please bear in mind that in case of mobilities longer than 3 months it is necessary to obtain visa for the purpose of academic activity in Serbia. More information is also available at *Study in Serbia* website (section *Legal regulations for foreigners in Serbia*) at <http://www.studyinserbia.rs/>
4. Check the status of health care regulations between home country and the Republic of Serbia.
- Find the information for your country of origin at the relevant state health insurance authority in your country
 - Obtain the documents from your country and bring them with you to Serbia:**
 - **Urgent medical aid** could be provided for most CEEPUS countries, provided that scholarship holders bring along to Serbia a document which applies to their country of origin:
 - scholarship holders from Austria, Bulgaria, Croatia, Hungary, Slovakia, Slovenia, Czech Republic (i.e. countries which have agreements for using the EHIC card in Serbia; further countries may be added to the list in the upcoming period) should bring European Health Insurance Card – *EHIC*;
 - scholarship holders from Montenegro, Bosnia and Herzegovina, Romania and Macedonia should bring a health confirmation form issued by insurers in their country (Montenegro – form MNE/SRB 111, BiH – BIH/SRB 111, Romania – RM/SRB 111, Macedonia – Y/R 11). In case you are coming from these countries you need to obtain this form in your country and bring it along to Serbia.
 - scholarship holders from Poland use their passports as the basis for issuing the INO1 form.
 - Once you arrive to Serbia, the abovementioned documents are the basis for issuing the health confirmation for urgent medical cases - INO 1 form (INO 1 obrazac) at the local RFZO branch office. The INO 1 form needs to be shown in case of urgent medical cases at public medical facilities. Department for International Relations can direct the scholar to the local branch RFZO office.

- For scholarship holders from Albania and Moldova health insurance will be provided through special procedure since these countries have not signed relevant bilateral agreements on this matter with Serbia.
 - Note: Please pay attention that this refers **only to urgent medical aid issues – for situations which go beyond urgent medical aid issues, a private health insurance would be recommended.**
5. If needed, you may contact the CEEPUS local contact person at host institution via email.
 6. Carefully read through the CEEPUS obligation document for your target group (student/teacher):
 - Obligations of a CEEPUS III Scholarship Holder - Network Student**, available at <https://www.ceepus.info/files/Obligations%20of%20a%20CEEPUS%20III%20Scholarship%20Holder%20-%20NW%20Students.pdf> or
 - Obligations of a CEEPUS III Scholarship Holder – Network Teacher**, available at <https://www.ceepus.info/files/Obligations%20of%20a%20CEEPUS%20III%20Scholarship%20Holder%20-%20NW%20Teacher.pdf>
 7. **NCO Serbia strongly recommends that you secure sufficient funds to cover your needs for at least first two weeks of your stay in Serbia since the payment procedure might take several days, especially in case of shorter mobilities (e.g. one working week for teachers).**
 8. **NCO Serbia recommends that you bring along both your passport and ID card.**

WHEN YOU ARRIVE TO KRAGUJEVAC

You are expected to arrive to Kragujevac at the date from which the mobility is awarded in your Letter of Award. In case of any changes, please inform NCO Serbia immediately. When you arrive, it is recommended to an ID document (such as passport) and the CEEPUS Letter of Award during the registration stage at various offices mentioned below.

1. Check-in at the dormitory

- Those scholarship holders who are awarded accommodation in a student dormitory need to check-in at the student dormitory. Currently NCO Serbia is the process of negotiations with the student centre in Kragujevac regarding accommodation, so candidates will be notified regarding the possibility of accommodation. In case you do not need an accommodation and you are able to arrange and finance it on your own, please let us know immediately.

2. Registration in the police

- The dormitory automatically notifies the relevant police office about all incoming persons staying at their premises.
- If you have opted to arrange your own accommodation, you are obliged to check-in at the police administration office personally within 24 hours since your arrival. Please contact local police administration for more information regarding registration of foreigners: phone numbers - 034/502-100 or 034/378-200, address: Trg slobode 3. Department for International Relations of University of Kragujevac may direct scholarship holders to the adequate address.

3. **Register your arrival at the University Department for International Relations– Jovana Cvijica bb, (+381(0)34/300-425)**

- ☑ All scholarship holders are obliged to register their arrival at the Department for International Relations preferably on the day of arrival or the second day of their stay.
- ☑ All scholarship holders sign the Confirmation of Arrival and Participation and receive the scholarship confirmation form (for regulating your stay with the Police administration) at the IRC. Additional documents may also be distributed or signed, such as the scholarship agreement, travel order or additional documents to initiate the payment procedure.
- ☑ **Note:** teachers need to have 6 hours of teaching/supervising activities per work week and must stay for a minimum of one work week. NCO Serbia might ask for additional information on these teaching activities. Scholars will be provided with information from IRC regarding the payment method and dates of scholarship reimbursements.
- ☑ In case of longer mobilities, IRC will inform you about the procedure and payment dates.

DURING THE STAY

SCHOLARSHIP PAYMENT AND AMOUNT

The scholarship is reimbursed by the University of Kragujevac two times per month. **The scholarship is paid on the basis of the real period of stay** of the scholarship holder up to the maximum number of scholarship months that the scholarship holder is awarded, as specified in the Letter of Award. **For stays of 15 days or less half of a monthly scholarship is paid** (except for the short term excursions and summer schools), **while for stays from 16 days up to the full month full monthly scholarship is paid.** In other words, this means that even though the scholarship holder was awarded a full month he/she will not receive the second monthly installment if they leave before the 16th day. Exact dates when scholarship reimbursements will be carried out, as well as additional information regarding this payment method, can be found out at the University (International Relations Centre).

CEEPUS student scholarship amounts to 18,000 RSD per scholarship month, whereas teacher scholarship amounts to 35,000 RSD per scholarship month. The grant is designed to cover living costs, whereas the accommodation in a student dormitory is covered for the CEEPUS scholarship holders. Note that the accommodation option is not always guaranteed and is subject to certain factors, as specified below.

REGISTRATION AT THE POLICE

All CEEPUS scholarship holders who plan to perform their academic activities in Serbia for more than 90 days are obliged to register at the police administration (please contact local police administration for more information regarding registration of foreigners: phone numbers - 034/502-100 or 034/378-200, address: Trg slobode 3.) This is also the case for those scholarship holders who arrange their own accommodation, **regardless of the length of their stay.** More information is also available at *Study in Serbia* website (section *Legal regulations for foreigners in Serbia*) at <http://www.studyinserbia.rs>

On the other hand, scholarship holders who stay at designated student dormitories **shorter than 90 days** are usually registered by the student dormitory reception. All foreigners have to be registered at the Police Administration in Kragujevac within 24 hours upon their arrival. This is done by the student dormitory reception in case of stays shorter than 90 days and students/professors get a temporary residence card ("white

card”), which should be held until departure. Upon the arrival guests will be asked for their passport (and a copy of that document).

University of Kragujevac (Department for International Relations) may offer more detailed information to foreign students on how to regulate their stay in the Republic of Serbia.

ACCOMMODATION

Accommodation for incoming students and professors is arranged in dormitories of the Studentski centar Kragujevac.

The accommodation is booked for the dates stated in the Letter of Award, and is provided on the basis of the list of CEEPUS incoming scholarship holders, made by the NCO Serbia well in advance. Accommodation in student dormitories is free of charge for the CEEPUS scholars, but is to a certain extent dependent upon available capacities in dorms for certain periods. The list is designed in accordance to the awarded electronic CEEPUS applications, for those specific periods. **Due to a long procedure of announcing CEEPUS incoming scholars to the student dormitory and the Rectorate of University of Kragujevac it is obligatory to notify NCO Serbia regarding the need for accommodation as soon as possible following the obtaining of Letter of Award, as cited earlier in this document.** Otherwise, CEEPUS Serbia cannot guarantee accommodation.

If for any reason you would like to leave before the end of the mobility period stated in your Letter of Award and you are using the accommodation, please inform NCO via email, as this place could be then given to a scholarship holder on the accommodation waiting list.

Scholarship holders who stay in student dormitories may use the student restaurant, which provides meals at affordable prices.

In the case of unannounced arrivals of CEEPUS incoming students or professors to the Republic of Serbia before the mobility period or later than stated in the Letter of Award, CEEPUS Serbia cannot guarantee neither the accommodation of CEEPUS incoming scholars nor the realization of CEEPUS scholarship. Both the payment and the accommodation are carried out in accordance with the dates stated in the Letter of Award. If there are changes, you have to inform the NCO via e-mail as soon as possible in order to check if your mobility can be realized and whether the accommodation option could be rearranged, if applicable.

AT THE END OF STAY

- Register your departure at the Department for International Relations, sign the Confirmation of Departure and additional documents, if needed. This can be done on the day of your departure or a couple of days before. This is a required step since this serves as the confirmation of the exact period of your stay needed for the purposes of tax payments for your scholarship. Tax is covered by the NCO.
- Return the keys at the dormitory and check out.

- Urge your host institution to fill out the Letter of Confirmation (under the date following the end of your mobility). Network scholarship holders should ask the local contact person, while freemover scholarship holders should contact either the local contact person, mentor or other CEEPUS designated person at the host PPU.
- Fill out your Mobility report in your CEEPUS electronic application at www.ceepus.info within 2 weeks following the departure

MORE INFORMATION

STUDYING IN KRAGUJEVAC

More specific data regarding the study-related issues can be found on the web page of the University of Kragujevac: <http://www.kg.ac.rs/eng/>

For further information on living and studying in Serbia, please consult the *Study in Serbia* portal <http://www.studyinserbia.rs/> or university/relevant institution websites.

City of Kragujevac website (<http://www.kragujevac.rs>) offers a variety of information ranging from the cultural and historical aspects, to tourism, city news, useful contacts etc.

EMERGENCY AND USEFUL CONTACTS

Please find below some important telephone numbers:

Ambulance: +381 (34) 194 / Police: +381 (34) 192 / Firefighters: +381 (34) 193

CONTACTS

Contact **NCO's Office** for general issues:

Foundation Tempus – National CEEPUS Office Serbia

Address: Terazije 36, 1st floor, Belgrade

Phone : +381 11 33 42 430/ +381 11 33 42 432

<http://www.ceepus.info>

<http://www.ceepus.rs>

ceepus@tempus.ac.rs

Contact the Rectorate of the University of Kragujevac, **Department for International Relations**, for registration purposes and specific issues during your stay in Kragujevac:

Address: Jovana Cvijica bb, Kragujevac

Information for foreign students: +381(0)34/300-425

<http://www.kg.ac.rs/eng/index.php>