

COLLEGE OF APPLIED SCIENCES UŽICE



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About the College

The College of Applied Sciences Užice is a public higher education institution, one of the leading institutions in the field of vocational education/applied studies in the Republic of Serbia, with about 1,300 students enrolled in accredited study programmes in three fields of science: engineering and technology, social sciences and humanities, and medical and health sciences.

Our study programmes are designed to develop students' ability to apply the acquired knowledge and skills in real-world business settings. Therefore, the College provides higher education not only through course delivery, but also through other forms of professional development, such as one-day or longer seminars and training courses, workshops, round tables and professional lectures on different contemporary topics, such as business communication, tourism destination management, energy efficiency, ecology, urban planning and design, artificial intelligence, etc.

For over 40 years, i.e. since the establishment of the College in 1975, we have been harmonizing our study programmes with the development strategy of the Republic of Serbia and our region, and modernizing them in order to respond to technical and technological, social and economic changes, as well as to labour market demands. Numerous partnership agreements have been signed between our college and various entrepreneurs and institutions in order to provide our students with hands-on experience.

Moreover, we are doing everything in our power to fight against the trends detrimental to our society, such as betrayal of expectations, loss of trust and lack of belonging, which affect young people, who are, unfortunately, increasingly leaving not only their hometown, but also their country. One of the ways to motivate and encourage young people is to recognize and appreciate their efforts and work accordingly. There are plenty of occasions and events in the College when our best students receive awards, such as scholarships, grants or study trips.

The College staff comprises 23 professors with a doctoral degree, 9 lecturers with a master's degree, and over 15 teaching associates with profound scientific, professional and practical knowledge.

So far, the College has organized 10 international scientific conferences entitled 'Science and Higher Education in Function of Sustainable Development', received more than 120 papers per conference and gathered renowned experts and scientists both from the country and abroad. The conference also provides our students with an opportunity to present the results of their scientific research and have their papers published.

Since 2009, the College staff and students have been actively involved in the implementation of international Tempus and Erasmus projects, through which we have established cooperation with numerous higher education institutions in Serbia and EU countries.

Owing to the grants received, we have managed to modernize our study programmes, provide state-of-the-art equipment and increase the mobility of both staff and students.

Today, the college occupies an area of around 4000 m², and offers lecture halls, IT classrooms, laboratories and a library fully equipped to ensure a quality learning environment.

Academic Authorities

College Council

The Council is the governing body of the College. It has 21 members, and it comprises the representatives of the College (8 teaching staff representatives and 1 non-teaching staff representative), students (3) and the founder (8). The decisions are made by a majority of votes of the total number of the Council members.

The powers and functions of the Council are as follows:

- 1) to adopt the Statute as proposed by the Teaching Staff Council;
- 2) to appoint the director and decide on the termination of the appointment;
- 3) to adopt the financial plan as proposed by the Teaching Staff Council;
- 4) to adopt the report on the activities and the annual balance sheet, as proposed by the Teaching Staff Council;
- 5) to adopt the investment plan as proposed by the Teaching Staff Council;
- 6) to grant approval for decisions in respect of the management of the College property;
- 7) to grant approval for the distribution of financial resources;
- 8) to decide on the amount of the tuition fees as proposed by the Teaching Staff Council;
- 9) to submit, at least once a year, a report on the activities to the founder;
- 10) to adopt a general legal act on disciplinary responsibility of students;
- 11) to select an external auditor of the financial transactions of the College;
- 12) to perform other duties in accordance with the Law on Higher Education and the Statute.

Director

Director is the executive officer of the College. Only a full-time teacher employed for an indefinite period of time can be appointed as the director. The Council is in charge of the appointment and termination of the appointment of the director.

The director manages the work of the College and his/her duties include the following:

1. to represent the College and act on its behalf;
2. to organize and chair the Teaching Staff Council sessions;

3. to make business decisions on behalf of the College up to the amount defined in the financial plan of the College;
4. to execute the decisions of the Teaching Staff Council and the College Council;
5. to hire and dismiss the College employees;
6. to sign student diplomas and diploma supplements;
7. to propose measures for the improvement of the work of the College to the Teaching Staff Council;
8. to bear responsibility for legality of all College activities;
9. to bear responsibility for the implementation of study programmes;
10. to hire non-teaching staff at the recommendation of the Employment Committee;
11. to adopt the Rulebook on Internal Organization of Work and Systematisation of Jobs;
12. to perform other tasks pursuant to the Law on Higher Education and other regulations, the the College Statute and rulebooks.

Teaching Staff Council

The Teaching Staff Council is the professional body of the College. Its members are teachers with the employment contract for at least 50% working hours. They make decisions about issues relating to the teaching process. The decisions are made by a majority of votes of the total number of Teaching Staff Council members. When discussing/making decisions about the issues relating to the quality of teaching, modernization of study programmes, ECTS credit allocation and analysis of teaching effectiveness, student representatives shall take part in the sessions. The number of student representatives shall not exceed 20% of the total number of Teaching Staff Council members.

The Teaching Staff Council shall:

1. adopt study programmes and monitor their implementation;
2. elect teachers and associates;
3. adopt special traineeship programmes to be implemented by the College;
4. propose the number of students to be enrolled in the first year of studies;
5. take measures to improve teaching process;
6. discuss problems relating to the mandatory and optional textbooks;
7. discuss recommendations and reports about the non-teaching activities of teachers and associates;
8. adopt the Code of Professional Ethics;
9. define lifelong learning programmes;
10. determine scientific/professional subfields;
11. classify courses by scientific/professional field;
12. set up permanent or interim committees;
13. perform other tasks pursuant to the Statute and other general acts of the College.

Department Councils

In order to ensure the efficient implementation of the teaching process, Department Councils are set up as an auxiliary professional body. Department Council members are teachers and associates teaching first and second cycle courses of a specific study programme. Department Council sessions are scheduled and chaired by the Head of the Department. The Head of Department is appointed by the Director, as proposed by the Department Council. The Head of Department is proposed by the Department Council member by a majority of votes of the total number of members.

The responsibilities of a Department Council are as follows:

1. to propose the curriculum of undergraduate, specialist and master's vocational studies;
2. to organize lectures, practical classes and other forms of teaching;
3. to organize exams, and discuss the results of exams and teaching process as a whole;
4. to make suggestions for the modernization of teaching for equipment and teaching aids procurement;
5. to set up final thesis defense committees.

Academic Calendar

The academic year begins on 1st October and ends on 30th September. An academic year comprises a winter and a summer term, each 15 weeks' long. Some courses are one-semester courses.

Public holidays include:

- 11th November: the Armistice Day
- 1st-8th January: New Year's and Christmas Holiday
- 15th-16th February: Statehood Day
- April (varying date): Easter Holiday
- 1st-2nd May: International Workers' Day

The College organizes 6 (six) examination terms: January term, February term, June term, July term, August term and September term. Under exceptional circumstances, the director may allow an additional examination term to be organized.

Studies

The College of Applied Sciences Užice offers accredited undergraduate, specialist and master's degree study programmes in three fields of science: engineering and technology, social sciences and humanities, and medical and health sciences. All courses are taught in the Serbian language.

The undergraduate study programmes last three years and grant 180 ECTS credits upon the completion. They comprise:

2. Technological Engineering (2 modules: 1. Food Engineering and 2. Environmental Engineering)
3. Mechanical Engineering
4. Information Technology
5. Civil Engineering
6. Interior Architecture
7. Management and Entrepreneurship
8. Tourism
9. Accountancy and Audit
10. Health Care

Specialist vocational studies can be enrolled upon the completion of undergraduate studies. They last a year and grant additional 60 ECTS credits. They comprise:

2. Occupational Safety and Environmental Protection Engineering
 - Module 1: Occupational Safety and Health
 - Module 2: Protection of Working Conditions and Living Environment
3. Mechanical Engineering
 - Module 1: Production Engineering and
 - Module 2: Thermotechnics
4. Information Technology
5. Civil Engineering
6. Management
7. Tourism
 - Module 1: Tourism Destination Management
 - Module 2: Ecotourism
8. Accounting and Audit

The College offers a **master's degree** (the fourth and fifth year completed and a total of 300 ECTS credits earned) in the following vocational programmes:

2. Occupational Safety and Health

*** The accreditation process of the Business Economics and Management study programme is currently underway. The programme comprises the following modules:

- Module 1: Accounting and Audit
- Module 2: Tourism Management
- Module 3: Strategic Management

Admission Requirements

Students who have completed four-year higher education are eligible to enroll in undergraduate studies. They must pass the entrance exam and occupy a position within the approved number of students on the final ranking list.

Students who have passed the general Matura exam do not have to take the entrance exam. Instead, the grade they achieved in the Matura and the average high-school GPA are multiplied by two.

The Healthcare study programme shall enroll only students who have completed a medical high school or a grammar school, and have successfully passed the entrance exam or the general Matura exam. Students who have completed other four-year high schools can enroll in this study programme if they pass the supplemental exam.

Foreign citizens can enroll in undergraduate studies under the same conditions as Serbian citizens provided that they know the language of instruction.

The language placement test is taken in front of the Committee set up by the Teaching Staff Council, and comprising three Serbian language teachers who need not be the College employees. The placement test consists of the written part (students write about a given topic) and the oral exam. The candidates who possess the certificate of proficiency in Serbian, issued by a competent authority, are exempted from taking the placement test. If the Committee determines that the candidate knows the Serbian language, they write the report which is attached with the student's application form.

Foreign citizens are not eligible to enroll if they do not have a proof of health insurance.

Admission Procedure

As an independent higher education institution, the College announces the Call for Enrollment at the accredited study programmes it offers. The Call is announced by the director, at the recommendation of the Teaching Staff Council. It includes the number of students to be enrolled according to the valid work permit, admission requirements, ranking criteria, explanation of the application procedure, as well as the procedure and deadlines for submitting appeals against the determined rank order or the amount of the tuition fee paid by self-financed students.

The Call is announced no later than 4 (four) months before the beginning of an academic year, i.e. following the decision of the Government of the Republic of Serbia.

The number of state-funded students to enroll in undergraduate, specialist and master's studies is determined by the decision of the Government of the Republic of Serbia, based on the opinion of the College and the National Council, no later than 1 (one) month before announcing the Call for Enrollment.

The number of state-funded students to enroll in the first year of studies is determined by the College Council, at the recommendation of the Teaching Staff Council.

When applying for enrollment, students must bring original documents for inspection. However, they submit the copies of the following documents together with the application form:

- transcript of records for each year of the completed high school,
- high school diploma or Matura diploma,
- birth certificate,
- proof of the payment of the entrance exam fee.

Students who have submitted all the required documents are eligible to take the entrance exam.

The enrollment procedure is carried out by the Enrollment Management Committee comprised of 5 members appointed by the Teaching Staff Council.

The Committee's responsibilities are as follows:

- to collect the application forms submitted within the deadline,
- to organize the entrance exam,
- to rank order the candidates based on the number of points obtained in the entrance exam and their overall high school performance,
- to announce on the College notice board or on the official College website the ranking list with the total number of points obtained by each student,
- to explain the ranking criteria to students,
- to provide the director, who is responsible for dealing with students' complaints, and the College Council, responsible for dealing with students' appeals, with all the necessary explanation.

The ranking list provides the basis for the enrollment of candidates. If there are two candidates with the same total number of points, the advantage is given to the one who scored a higher number of points in the entrance exam. Candidates are enrolled either as state-funded or self-financed students.

Enrollment in Specialist Vocational Studies

Students who have completed undergraduate vocational or academic studies granting at least 180 ECTS credits are eligible to enroll in specialist vocational studies. The number of enrolled students is determined by the Teaching Staff Council and must not exceed the number stated in the valid work permit.

The Teaching Staff Council announces the Call for Enrollment no later than 2 (two) months before the beginning of the instruction in the winter semester. The ranking list is composed based on the average grade achieved during the undergraduate studies, and it provides the basis for the enrollment.

Specialist vocational studies last 1 (one) year, awarding 60 ECTS credits upon completion.

Upon the completion of specialist vocational studies, the student acquires the professional title Specialist of Applied Sciences with the designation of the rank of the first level of vocational studies in their respective field, pursuant to the Law on Higher Education.

Enrollment in Master's Vocational Studies

Students who have completed undergraduate vocational or academic studies awarding at least 180 ECTS credits are eligible to enroll in master's vocational studies. Those who have completed studies in compliance with the regulations that had been valid before the adoption of the Law on Higher Education are eligible to enroll provided that the harmonisation of diplomas has been done and their diploma recognized as a diploma of undergraduate vocational or academic studies.

The number of enrolled students is determined by the Teaching Staff Council and must not exceed the number stated in the valid work permit.

The Teaching Staff Council announces the Call for Enrollment no later than 2 (two) months before the beginning of the instruction in the winter semester. The ranking list is composed based on the average grade achieved during the undergraduate studies, and it provides the basis for the enrollment.

Master's vocational studies last 2 (two) years, awarding 120 ECTS credits upon completion.

Upon the completion of master's vocational studies, the student acquires the professional title Master of Applied Sciences with the designation of the rank of the second level of vocational studies in their respective field, pursuant to the Law on Higher Education.