

University of Donja Gorica Information regarding services offered to international students



University of Donja Gorica is located on the address:
Donja Gorica bb,
81000 Podgorica
Montenegro
It is 6km away from the city center.

About University of Donja Gorica

University of Donja Gorica is a unique interdisciplinary institution, located in suburban of Podgorica, capital of Montenegro. It was founded in 2007 as the result of entrepreneurial idea which was developed over the years by two distinguished university professors, Veselin Vukotic and Dragan Vukcevic. It offers courses at both undergraduate and postgraduate level of education, including Bachelor, Specialist, Master's and PhD level of studies. Currently, it has around 2500 students, and 300 professors and teaching staff.

All programs at UDG are designed according to the principles of the Bologna Declaration, which ensures students' mobility, international recognition of diplomas, as well as the possibility of partial independent profiling of the programs through a wide range of elective courses, in accordance with personal affinities and interests.



The key ideas of UDG's existence can be summarized as follows:

- To find the way to encourage undoubtedly talented and intelligent young people from Montenegro to develop the sense to live intensive life;
- To find the way to help them liberate themselves from prejudices and values of the local surrounding, which disturbs their success on global market;
- To find the way to develop these young people's courage to make decisions and look for new solutions, their courage to innovate;
- To find the way to develop ethical values needed for business success.

Strategic goal of education process at this institution is to increase the quality of students' knowledge and to promote international reputation of our school. Key principles that UDG follows in order to achieve this strategic goal are based on contemporary and practical knowledge, flexibility, interdisciplinary courses, and individualism. In accordance with this idea, all programs within UDG provide freedom of choice to students, with possibility to take classes at different faculties during the course of study. A strong emphasis is put on motivating students, encouraging them, and building both their knowledge and character, thus students are very involved not only through lectures but also through various projects, tutorials, presentations, internships, and sports activities.

As it regards the physical environment, this university **has** the most modern **university** building with **excellent conditions** not only for learning but also for teaching and research.



Faculties:

UDG currently offers over 20 undergraduate programs at twelve faculties:

- Faculty for International Economics, Finance and Business;
 - International Economics, Finance and Business;
 - Entrepreneurship, Management and Business;
- Faculty of Law;
- Faculty for Information Systems and Technologies;
- Humanistic Studies:
 - International Relations and Diplomacy;
 - Security;
- Faculty of Arts and Communication:
 - Contemporary and Modern Art;
 - Communication and media;
- Faculty of Polytechnics;
- Faculty for Food Technology, Safety of Food and Ecology;
- Faculty of Design and Multimedia:
 - Graphic design;
 - Fashion design;
- Faculty of Sports Management;
- Faculty of Culture and Tourism;
 - Culture and Tourism;
 - International Hospitality and Management;
- 1. Faculty of Applied Sciences:
 - Mathematics;
 - Psychology;
 - Electrical Engineering;
 - Geodesy;
- 2. Faculty of Philology – English Language and Literature.7

Postgraduate studies

In addition to these undergraduate programs, UDG also offers 30 Specialist and Master's programs, as well as PhD programs at 3 faculties.

Since the Master's studies include 2-year studying process, Bachelor's degree (3 years) is a minimum prerequisite for enrollment. Also, there is a possibility of having a one extra year needed for preparation of students, such as for learning local language, culture, adjusting to new circumstances and etc.

It is important to point out that the academic year on Master's studies starts in October, thus, we would need to know whether the students are going to start this or the next academic year.

Examinations and Assessment

Work and knowledge of students is monitored continuously during the semester and assessed at the final exam. The teacher introduces the students at the first class to the forms of monitoring their work, terms of knowledge check, character and time of the final exam, structure of the total number of points and the way in which the final mark is established.

A student obtains points for every separate form of evaluation of his/her work and assessment of knowledge, in compliance with ECTS rules. In the structure of the total number of points, activities and checks of knowledge during the semester must account for at least 50% of the points.

The teacher is obliged to introduce the students at the first class to the manner of sitting for the final exam (written, oral) and terms for organization of exams (regular and make-up exam term). The final exam accounts for a maximum of 50% of the total number of points in the structure of points. After the end of the semester, a make-up exam term is organized.

Assessment is done according to the ECTS scale with the marks: A, B, C, D, E and F. The pass marks A, B, C, D and E according to ECTS scale have the following meaning:

- A – excellent (exceptional success with slight mistakes)
- B – very good (above average, with some mistakes)
- C – good (average with noticeable mistakes)
- D – satisfactory (in general good, with significant deficiencies)
- E – sufficient (meets the minimum criteria)
- F – insufficient (needs significantly more work)

Admission criteria for degree students

Exchange students register at the students' office of the faculty they come to study at. In order to be registered they need to submit their Learning Agreement, signed by their home university.

Undergraduate studies

In order to apply for enrolment candidates need to submit the following documents: original certificates on completed secondary education, original of the diploma on completed secondary education final exam (Recognition of original diploma) and the birth certificate or ID and 2 photos.

Enrolment is done on a competitive basis, according to the results achieved at the end and during secondary education.

Master and doctoral studies

Foreign students have the right to enroll faculties of the University of Donja Gorica under the same conditions as the citizens of Montenegro. Foreign students enrolling master or doctoral studies need to have their diploma validated by the NARIC centre of the Ministry of Education and Science. A foreign student who has filed a request for validation of his/her diploma, can be enrolled conditionally in case the procedure of validation has not been completed before the time limit for submitting application for enrolment expires.

In case the request for validation of education certificate is refused or if the foreign education certificate does not give the right to enrolment into the selected study programme of the University, the conditional enrolment shall be deemed null and void.

Support services

As it regards the support services for international students, we are pleased to inform you that all services will be offered in English. This includes:

- Student Services Department (studentska.sluzba@udg.edu.me;)
- International Cooperation Department (erasmusplu.udg@udg.edu.me;)
- Center for Foreign Languages (cfl@udg.edu.me;)
- Library (biblioteka@udg.edu.me;)

Student Services Department

Student Services Department is located at the ground floor of University building and is dedicated to providing students all information regarding the process of studying. It is the focal point for students who need information related to the courses they want to take, administrative and financial issues.

International Cooperation Department

This department supports students who wish to pursue their education abroad on undergraduate, Master's or PhD studies, then who wish to participate in summer schools or find an internship abroad.

Practical information

Visa procedure

The Ministry of Foreign Affairs in cooperation with the Ministry of the Interior is in charge of processing visa requests of foreign students. The requests are to be submitted to Embassy of Montenegro in the country of origin of the student. Visa procedure usually takes a few working days and the entire procedure can take up to 10 days, though sometimes it is completed in at a shorter time notice.

Detailed information on the visa regime for foreign citizens, the visa application form and the explanation of the entire procedure for obtaining the visa can be found as the web site of the Ministry of Foreign Affairs <http://www.mip.gov.me/> .

I. For EU students coming on exchange in the framework of mobility programmes there is also a possibility of entering the country with the passport and then obtaining the visa for the long term stay here in the country. The following steps need to be taken: report to the inspector for foreigners within 24 hours; you need your passport and the card for foreigners ("karton za strance")

II. submit a request for temporary stay on the grounds of participation in international projects. In order to submit this request you need the following:

- Request
- Passport
- Report (a part of the card for foreigners)
- Proof on means of subsistence (confirmation issued by University of Montenegro stating that you received Basilesu scholarship, that your insurance is paid)
- Proof on accommodation (if you rent a private apartment this is the agreement on rent certified by the court and the cadaster list for the apartment from the owner)

Accommodation

Most of the exchange students, same as large number of Montenegrin ones, are renting. The pri-

ces vary, depending on the type of accommodation (room/studio/apartment/distance from the faculty), between 80 and 400 € a month. Students quite often share a flat in order to reduce the price. IRD can help the students find the appropriate accommodation.

Some of the helpful links for renting apartments:

<http://www.c21fresh.me>

<http://www.ustanzadan.me>

<http://www.bloknekretninepodgorica.com/propertytype/izdavanje-stan-dvosoban-nenamjesten>

As it regards the procedure for registering for temporary residence, we have already contacted the Montenegrin Ministry of Foreign Affairs. Students should check in on counter of administrative tasks and data processing will be finished in 30 days. During 30 days of data processing, students should pay for Health and travel insurance wich costs between 24 and 30 euros. Our advice is to check opportunities of Health and travel insurance in your country.

Documents for registering for temporary residence (<http://www.asistent.me/boravak.html>)

1. A photocopy of the passport - the first page (uncertified).
2. Confirmation of the school or college that the person enrolled in the next school year.
3. Completed applications residence.
4. Health travel insurance for 30 days or certified Montenegrin health card.
5. Evidence of provided accomodation(sublet contract or immovable property).
6. Means of subsistence (bank statement of account in the amount of no less than 10 euros for each day of the required permit).
7. Payments on account: 825-50-71 model 05, reference number: (depending on the municipality issuing the documents) - 5.00 euros
8. Payments on account: 825-50-71, model 05, reference number: (depending on the municipality issuing the documents) - 10.00 euros.
9. Payment on account: 825-42-95, model 05, reference number: (depending on the municipality issuing the documents) - 10.00 euros.
10. Proof that the country of origin has not been sentenced to an unconditional prison sentence longer ode to 6 months for a criminal offense prosecuted ex officio or ceased legal consequences of conviction (for foreigners under the age of 16 years, proof is not required).

As already said, University of Donja Gorica will provide support of Inspector for Foreigners, during the process of registering.

International Cooperation Department will help finding a proper accommodation (usually through communication with agencies that offer such services). Depending on number of people, prices range from 200 euros/month.

Center for Foreign Languages provides help to international students who wish to get acquainted with Montenegrin language. Thorough specially designed courses, students have chance to get acquainted not just with language, but also with the culture and history of Montenegro.

Depending on the number of hours of course the price is between 100 and 230 euros

UDG's Library is very well known as the only library in Montenegro that operates on a 24hr basis. Students are allowed to enter the library anytime they want and stay there as long as they need. It has over 10 000 titles, including those in Montenegrin, English and several other languages. Also, it has desktop computers available to all visitors, also on a 24hr basis.

For each of the aforementioned departments, a contact person will be assigned, who will be in communication with students on a regular basis.

Recreation services - UDG has a moderately equipped gym located within the University building, with support facilities such as dressing room and showers. Also, it has open and closed courts for tennis, football and multifunctional court for basketball and volleyball.

Dining

Within the University building there is a Students' Club, where students can grab a coffee or a sandwich, while a Sport Club restaurant, that is located right across the building, offers a variety of meals and professional services.

Students' Club	Price in euros
Coffee	0.60-1.00
Tea	0.6
Water (Bottle)	0.5
Juice	1
Energy drink	2
Sandwich	1.3
Pie	0.3
Hot Dog	0.6

Sport Club Restaurant	Price in euros
Breakfast	2.50- 4.00
Sandwich	2.00- 4.00
Pancake	2.50- 3.00
Salad	3.00- 8.00
Tortilla	3.50- 5.00
Pizza	2.20- 5.00
Pasta and Risotto	4.00- 8.00
Dessert	0.70- 4.00

Conclusion remarks

In case aforementioned proposal is acceptable for you, a proposal of will be draw up, and will include:

- Rules of conduct which will be in accordance with the Almanac of Studies;
- Price, which will depend on the number of students and will be subject of mutual agreement, and will include all costs of studying at UDG, without a possibility of having an extra charges for registering exams and etc.

Once we get the precise information on the number of students, Rector, together with the UDG Senate, will draw up a proposal of contract and send it to you for a review.

In case you have any other requests (such as medical, religious, etc.) please, let us know, so we can take it into consideration.

Registration or enrolment

Registration: exchange students need to have their Learning Agreement duly signed by their home university. They should go to the students' service office at the Faculty where they will study during the exchange.

Enrolment: degree students coming to the University of Montenegro have to submit the following documentation:

- 2 filled in application forms (forms are obtained at the students' service office of the host faculty)
- 2 photos
- ŠV form (can be bought in the stationery store)
- Receipt on payment of the tuition fee

After registration, they have to sign the Agreement on Studying at the Faculty they enrolled

Podgorica – basic info

Podgorica is situated at the North part of Zeta valley, at the center of Montenegro, at the crossroad of several important road directions that lead from the sea towards the continental part of the country.

It is located at an altitude of 44, 5 meters. Geographical position is defined by coordinates 42, 26 of Northern latitude and 19, 16 degrees of East longitude.

Fertile plain of Zeta, composition of the River Zeta and Ribnica with Moraca, immediate vicinity of Skadar Lake and Adriatic Sea, favorable climate, communication and strategic position, made it possible for Podgorica to become the biggest urban agglomeration of Montenegro. It is not only a modern city, but the city which represents administrative, political, economic, traffic, scientific, educational and cultural center of Montenegro.

Its prosperity in the post war period accelerated the City development as a whole.

Skadar Lake, vicinity of the sea, altitude, relief, latitude, caused the various macro and micro climate at the area of Podgorica valley.

Basic info about Podgorica

Area: 1,500² km

Position: Northern part of Zeta valley

Altitude sea-level: 44,5 m

Geographical coordinates: 42°26' N, 19°16' E

Population: 187,085 citizens

Language: Montenegrin

Currency: euro€

Climate

At 120 meters above sea level (lower valley of Moraca river) – Mediterranean climate at 600 meters above sea level (upper valley of Moraca river) – low-mountain climate

In the Tara Canyon – mountain climate
Over 1,000 meters above sea level – higher-mountain climate

Average number of sunny days: roughly 135 (air temp. above 25°C)
Average number of rainy days: 118

Average number of snowy days: 3
Rainfall: 1544 mm

Relative air humidity: 59, 67

Average air temperature: 16, 4°C

Archaeological sites: Duklja, Medun, Zabljak Crnojevica

Churches: St. George (11th century)
Concathedral Catholic Church (20th century)
Temples: Temple of Resurrection of Christ (20th century)
Mosques: Osmanagica (18th century), remains of Doganjska (16th century)
Monasteries: Dajbabe, Celija Piperska, Duga, Zdrebaonik, Moraca...

Ribnica Fortification (Ribnica estuary - year 1474)
Stara Varos (monument complex)

Lake Skadar monument complex: cultural and historical monuments from different eras (prehistoric, ancient, medieval...)

Picnic places: hill Gorica; hill Ljubovic, park-forest Zlatica, Plavnica, Mareza, Toloska forest
Lakes: Skadar Lake, Bukumir Lake, Rikavac Lake

Rivers: Moraca, Zeta, Ribnica, Cijevna, Sitnica, Matica
Beaches: Galeb, Plocice, Sastavci (River Moraca), Vranjske njive (River Zeta), Niagara (River Cijevna)

Time zone: GTM + 1 H
Mains electricity: 220 V/50 HZ

Opening times

Most of the public institutions and private companies stick to the European working hours, from 9 am to 5 pm or from 8 am to 4 pm. Supermarkets and grocery stores usually open at 6 and most of them work even on Sundays. Boutiques and shoe shops work from 8 am to 9 pm.

Mobile communications

There are three mobile network operators working in Montenegro, and they cover the whole country. Anyone can buy a prepaid card and call within or outside Montenegro. The advice for tourists is to use prepaid cards which can be bought in post offices, selling points of the operators or tobacco shops/newsagents. The card is usually 5 euros, and the refills 5, 10 and 20 euros.

Currency

Montenegro accepts € as means of payment in its territory (EUR). (The exchange of other foreign currencies is carried out at the counters of business banks and currency exchange offices.

Attractions:

Republic Square

The city-center square has been recently reconstructed thus becoming a truly modern square. It is known for its fountain and colonnades. A very kind ambiance is great for taking photos and for family days-out. It is a place where many sophisticated events take place.



Slobode Street

The main street running through the city center and it is a popular promenade. It has been reconstructed and is among the main shopping and pedestrian zones in the city. Shops contain global trademarks and brands - Max&Co, Benetton, Bata...



Hercegovacka Street

Apart from being the main street, it is also a trendy pedestrian zone, bustling with boutiques and coffee bars.



Njegoseva Street

Njegoseva Street is the intersection Herzegovinian Street. It is a perfect place for a sip of coffee in the afternoon, or a night out.



The Millennium Bridge

A symbol and landmark of the new city; the 140 meter-long bridge links the banks of the River Moraca. Its specially designed pylons are 57 m high. It is a place young people to meet and an ideal subject for photographers



The Clock Tower

Stara Varos - the old town and its 16 meter-high clock tower represent an image of old Podgorica dating from the Turkish period, famous for its narrow streets, curved paths, houses and oriental style buildings.



Sastavci or Skaline

This is place at the confluence of the rivers Ribnica and Moraca, where the remains of Nemanja's old city are located. There are divided opinions about the name, but one thing is sure - all tastes are satisfied. The name comes from the word "generation" – the older population remembers and calls this romantic place Sastavci. The old bridge at the confluence of the two rivers is an ideal place for taking photos and watching the sunset.



City parks

Wide, green, beautiful and well-arranged park areas make Podgorica a special city and one of "the most-green" in Europe. These are excellent places for recreation and relaxing with an ecological orientation.

Vranjina visitor center

Vranjina visitors' center is a unique place providing all information on national parks in Montenegro. It is located in Vranjina in the building of National Park Skadar Lake. Characteristic display of flora, fauna, and cultural heritage, audio and video presentations introduce natural and cultural values of national parks in Montenegro. Center contains a gallery with exhibits from nature, reliefs of Montenegrin national parks, ethno room and a souvenir shop.

Address: Skadar Lake, Vranjina bb

Useful Lexicon

Good morning - Dobro jutro
Good afternoon - Dobar dan
Good evening - Dobro vece
Good night - Laku noc
Hello - Zdravo
Hello - Cao
Bye - Cao

Goodbye/Bye – Dovidjenja
See you later - Vidimo se
Good luck! - Srečno
Have a safe journey! Srečan put!

Maps

From Podgorica aeroport to Square of Republic

From Airport Podogrica to center of town you can take taxi (numbers of taxi companies are on page 2). The average time that can be reached from the airport to the city center is 20 minutes and a maximum price is 10 euros.

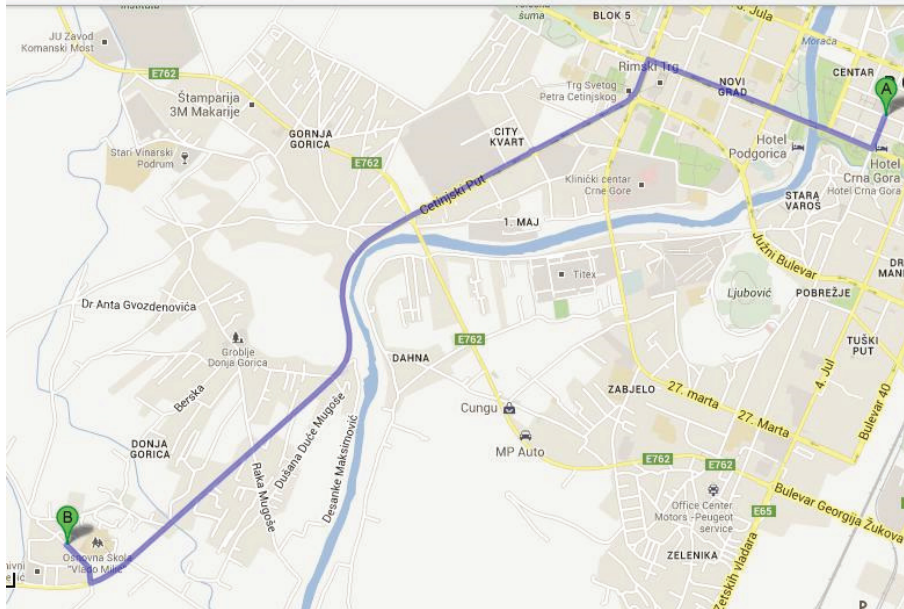
Taxi transportation

Taxi Association of the Capital has over 20 taxi companies which are available 24/7 to the citizens and visitors. Beside personal cars and public transport, this is one of the most frequent and most used means of transportation in Podgorica, since it is not that expensive.¹ You can find lines of them in front of all major hotels, the train and bus station and numerous other central locations. Ordering a taxi by phone will cost nothing extra, and all companies will have someone available who can speak English, and sometimes German or Italian, too.

Taxi Company	Telephone number
Alo Taxi(recommended)	19700
PG Taxi	19704
City Taxi	19711
Pink Taxi	19705
De Luxe Taxi	19706
Exclusive Taxi	19721
Elite Taxi	19708
Peugeot Taxi	19723
Prestige Taxi	19718
Royal Taxi	19702
Boom Taxi	19703
Orange 19 Taxi	19709
Taxi Plus	19712
Redline Taxi	19714
In Taxi	19755

¹If you are trying to cross a distance in town that is 0.50€/km. From the hotel to city center and around the city it will cost 1,2euros aproximately. From Podgorica airport to center of city it would cost 10 euros maximum.

From Square Republic to UDG



You can take taxi from city to UDG (average price is 2-3 euros).

GRADSKI SAOBRAĆAJ PG		RED VOŽNJE							
SVE VAŠE PRIMJEDBE JAVITE NA TELEFON 069 055 000		LINIJA L-8							
RADNIM DANOM									
STARI AERODROM (Splitske zgrade)	5.15	5.55	6.35	7.15	7.55	8.35	9.15	9.55	10.35
	11.15	11.55	12.35	13.15	13.55	14.35	15.15	15.55	16.35
	17.15	17.55	18.35	19.15	19.55	20.35	21.15	21.55	
HOTEL CRNA GORA	5.30	6.10	6.50	7.30	8.10	8.50	9.30	10.10	10.50
	11.30	12.10	12.50	13.30	14.10	14.50	15.30	16.10	16.50
	17.30	18.10	18.50	19.30	20.10	20.50	21.30	22.10	
DONJA GORICA (Okretište)	5.55	6.35	7.15	7.55	8.35	9.15	9.55	10.35	11.15
	11.55	12.35	13.15	13.55	14.35	15.15	15.55	16.35	17.15
	17.55	18.35	19.15	19.55	20.35	21.15	21.55		
HOTEL CRNA GORA	6.13	6.53	7.33	8.13	8.53	9.33	10.13	10.53	11.33
	12.13	12.53	13.33	14.13	14.53	15.33	16.13	16.53	17.33
	18.13	18.53	19.33	20.13	20.53	21.33	22.13		
SUBOTOM NEDJELJOM I PRAZNICIMA									
STARI AERODROM (Splitske zgrade)	6.35	7.55	9.15	10.35	11.55	13.15	14.35	15.55	17.15
	18.35	19.55	21.15						
DONJA GORICA (Okretište)	7.15	8.35	9.55	11.15	12.35	13.55	15.15	16.35	17.55
	19.15	20.35	21.55						