

Датум

23.08.2018

УНИВЕРЗИТЕТ У БЕОГРАДУ

**МОЛБА ЗА ПРОДУЖЕТАК РОКА ЗА ЗАВРШЕТАК СТУДИЈА**

Молим Веће за студије при Универзитету да ми одобри продужетак рока за завршетак студија.

Обавезу завршетка студија нисам могао/ла да извршим из следећих разлога:

ОБВЕЗЕ СИС КОНКУРИРАЊА И СЛОБОДНОСТ ПУТАЊА, СТУДИЈСКИ  
ПРОГРАМ "Public Governance AND ADMINISTRATION" АД  
УНИВЕРЗИТЕТУ ЕТН ZÜRICH

Уз молбу прилажем следећу документацију:

1. Извод из матичне књиге рођених детета
2. Потврда из војног одсека
3. Извештај лекара специјалисте
- ☒ 4. Потврда иностране образовне институције
5. Остало:

ИМЕ И ПРЕЗИМЕ СТУДЕНТА

СТУДИЈСКИ ПРОГРАМ

БРОЈ ИНДЕКСА

ГОДИНА УПИСА СТУДИЈА

КОНТАКТ (Е-mail и број телефона)

ЗА КОЛИ ПЕРИОД СЕ ТРАЖИ ПРОДУЖЕТАК:

**ПРИЛОГ:** Потврда о положеним испитима

Марија Здравковић

Мастер програм Рачунарство у друштвеним

203/2015

НАУКАМИ

2015

мари.здравковиц13@gmail.com 0631100761

1 семестар

САГЛАСАН МЕНТОР

ПОДНОСИЛАЦ МОЛБЕ

Марија Здравковић

САГЛАСАН ПРОГРАМСКИ САВЕТ

V. David



Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

**School for Continuing Education**

ETH Zurich  
Daniel Künzle, MA  
Director  
HG E18.3  
Raemistrasse 101  
8092 Zurich  
Switzerland

Phone +41 44 632 56 59  
info@sce.ethz.ch  
www.ethz.ch/continuing-education

Ms Maja Zdravkovic  
Savska 5/5  
11000 Belgrade  
SERBIA

Zurich, 16 May 2018

**Admission to the CAS programme in Public Governance and Administration**

Dear Ms Zdravkovic

Thank you for your application. We are pleased to confirm that you have been admitted to the Certificate of Advanced Studies programme.

A confirmation of participation from your side is not necessary. However, please take careful note of our cancellation policy:

If withdrawal occurs after the receipt of the admission to the CAS, the following fees and dates are effective: Withdrawal within 30 days after admission at no charge, after 30 days after admission CHF 4900, after the start of the studies CHF 7500.

The course begins officially on 30 August 2018 and lasts until 15 September 2018.

General information is summarised in the leaflet for CAS and DAS students at ETH Zurich. The invitation to enrol electronically for the semester is enclosed as well.

We wish you a successful programme start.

Sincerely yours,

Daniel Künzle

- Leaflet for ETH Zurich CAS and DAS students
- Invitation semester registration
- Information sheet for entry to the Schengen Area

Copy to: Programme secretariat



Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

## Zentrum für Weiterbildung

ETH Zürich  
Claudia Heinze  
MAS/MBA Programme  
HG E17  
Rämistrasse 101  
8092 Zürich  
Schweiz

Telefon +41 44 632 56 59  
info@zfw.ethz.ch  
www.ethz.ch/weiterbildung

Frau  
Maja Zdravkovic  
Savska 5/5  
11000 Belgrade  
SERBIA

Zürich, 17. Mai 2018

### Weiterbildungsprogramme (CAS/DAS) - Elektronische Einschreibung Frühjahrssemester 2018 Certificate and Diploma of Advanced Studies (CAS/DAS) - electronic enrolment spring term 2018

Sehr geehrte Frau Zdravkovic / Dear Ms Zdravkovic

Das Frühjahrssemester beginnt am 19. Februar 2018. Sie können sich bis 1. Juni 2018 auf elektronischem Weg über [www.mystudies.ethz.ch](http://www.mystudies.ethz.ch) einschreiben. Nach diesem Datum wird Ihnen eine Verspätungsgebühr von CHF 50.-- belastet, weshalb ich Ihnen rate, so rasch wie möglich die Einschreibung vorzunehmen.  
Als Beilage erhalten Sie einige Informationen für eine problemlose Registrierung.  
Nach erfolgter elektronischer Einschreibung werden Sie Ihre ETH-Karte und die Immatrikulationsbestätigungen per Post erhalten.  
Bitte bewirtschaften Sie Ihre Versandadressen während Ihrer Studienzeit persönlich unter [www.adressen.ethz.ch](http://www.adressen.ethz.ch).

*The spring semester starts on 19 February 2018. Online registration will be possible until 1 June 2018 at [www.mystudies.ethz.ch](http://www.mystudies.ethz.ch). After that date, you are being charged CHF 50.--. Therefore, I recommend that you register as soon as possible.*

*Some important information for a carefree registration is pointed out on the enclosed sheet.  
After registration, you will receive your ETH card as well as the matriculation confirmations by postal delivery.  
During your study time, you are invited to manage your address at [www.adressen.ethz.ch](http://www.adressen.ethz.ch).*

Freundliche Grüsse / Kind regards  
Claudia Heinze

Beilage / Encl.

Benutzername und Passwort für Login:  
Username and password for login:

Benutzername/username: zmaja  
Passwort/password: SY/UQ3yyEeb}Fp

Dies ist das Initial-Login. Falls Sie es geändert haben, müssen Sie das von Ihnen gesetzte Passwort verwenden.

*This is for your initial login. If you change your password, you must use the altered version for later logins.*

Stud.Nr. / student number 17-953-084





Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

## ***Leaflet for CAS and DAS students at ETH Zurich***

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### ***General programme information***

Useful information on semester dates, orientation, services, names and addresses of lecturers, and other useful addresses and links can be found on the ETH Zurich homepage:  
<https://www.ethz.ch/en/studies.html>.

The ETH Course Catalogue is available at [www.vvz.ethz.ch](http://www.vvz.ethz.ch).

### ***Subject-specific information***

Questions concerning programme structure, lectures, examinations and thesis etc. should be addressed to the programme manager.

### ***Administrative information***

Administrative queries (matriculation, electronic semester enrolment, leave of absence, ETH card, matriculation confirmation, degree certificate, etc.) may be addressed to the Centre for Continuing Education.

***Important:*** If you send a written request, please include your student number and the programme you are attending. Thank you.

### ***Matriculation, enrolment, removal from the register of students, final degree certificate***

At admission your place in the programme is guaranteed and you will be matriculated at ETH Zurich. It is not necessary to confirm your participation. Before the semester begins you will be invited to enrol electronically and you should then do so as soon as possible (students who enrol after the second week of the semester are charged a fee). After you register you will receive a letter containing your ETH card and confirmation of matriculation.

The successful completion of your studies is communicated by the programme director to the Centre for Continuing Education. After this you will be removed from the register of ETH Zurich students and your final degree certificates (diploma, academic record, diploma supplement) will be issued.

### ***Duration of studies***

Normally, CAS respectively DAS programmes last as part-time courses between one and two semesters. If you would like to extend your studies by or interrupt them for one semester, a request citing good cause must be approved by your programme manager. A copy of the approval should be forwarded to the Centre for Continuing Education.

### ***Programme fees***

The cost of each programme involves the mandatory contribution (*Kostenbeitrag*) as stated in the guide or on the website for the individual programmes, plus CHF 580 tuition fee (*Schulgeld*).

### ***Cancellation fee***

Participants who withdraw from the programme after admission must inform the Centre for Continuing Education in writing. The cancellation fee and deadline for withdrawal from the programme are stated in binding form in the admission letter.



Eidgenössische Technische Hochschule Zürich  
Swiss Federal Institute of Technology Zurich

## Continuing education: CAS, DAS, MAS and MBA programmes Information concerning electronic semester enrolment

At [www.mystudies.ethz.ch](http://www.mystudies.ethz.ch) you can enrol for the semester, change your address, register for courses, view/print your course schedule, view/print your study overview and course attendance confirmation sheets etc. electronically. The web application itself provides online help to each function.

### GENERAL

- To log in use your nethz username and password. Please refer to the enclosed letter.
- After saving your enrolment for the semester, a confirmation message is sent to your ETH-mail-account. New entrants come to know their e-mail address after enrolment. Your student card as well as the matriculation confirmations are being subsequently sent to the address you have specified as your correspondence address.
- Please use the links within *myStudies* or the following addresses for questions and feedback:
  - [info@zfw.ethz.ch](mailto:info@zfw.ethz.ch): exclusively for queries relating to study administration
  - [support@rektorat.ethz.ch](mailto:support@rektorat.ethz.ch): for general feedback, error reports and suggestions.
- Always remember to log out using the "Logout" button at the top right of the screen, especially when you use a public computer.

### INSTRUCTIONS

- After having logged in a so-called "start page" opens providing a summary of relevant information (address details, current and possibly previous matriculations at ETH Zurich).  
Check your address details on the next page. Confirm them or make the appropriate changes. During your study time, you are invited to manage your address at [www.adressen.ethz.ch](http://www.adressen.ethz.ch). If you wish that the semester invoice should carry the address of your employer (c/o address), you can specify it as "Separate Student Invoice Address".
- To **enrol for the semester**, click the "Functions" button to the right of the **current matriculation**, which brings you to an overview of this matriculation. Click the "Enrolment" button.
  - Now you can enrol for the semester. The next semester number compared to the previous semester is always the one suggested.
  - After clicking the "Enrol" button, your enrolment will be confirmed and you can register for courses.
- **Register for course units and courses:** In the following form, select "Course registration", then click the programme into which you participate.
  - Choose your courses from the subject list which you obtain after clicking the "Search" button. To register for a course unit, tick the corresponding checkbox. Save your registration with the "Save marked units" button and return to the search form.
  - You can always change your course registrations during the semester (add or delete a course unit) without any problems.
- With a click on "Welcome" (in the upper blue area) you return to the first page, where you can find the "Course schedule" button. Students with double matriculation will be able to see all their courses in the timetable.





## Entry to the Schengen Area / Visa Procedure

The following information may be useful if you are planning to visit Switzerland or if you are expecting a visitor from abroad.

Information on general entry requirements is available online <a href="https://www.sem.admin.ch">https://www.sem.admin.ch</a> > Topics > Entry
For multiple entries/departures to and from the Schengen area (including Switzerland) we recommend you consult <a href="#">Calculation of short-term stays/short-stay calculator</a> . The page includes a short-stay calculator.
If you would like to work in Switzerland or plan to stay longer than 90 days, please contact the <a href="#">competent cantonal migration office</a>
<b>Validity of travel document</b> Regardless of whether you require a visa, you must be in possession of a valid travel document recognised by the Swiss authorities (see <a href="#">List 1, Annex 1</a> ). Your travel document: <ul style="list-style-type: none"><li>• must be valid for at least 3 months after the date on which you plan to leave Switzerland and</li><li>• must have been issued within the last 10 years.</li></ul>

### DO I NEED A VISA?

Information on visa requirements for your nationality is available at [Link](#)

#### No

##### What do I need to keep in mind when entering Switzerland?

Your stay in the Schengen area (including Switzerland) may not exceed 90 days in any 180-day period.

Please note the [Entry requirements](#) for Switzerland.

If you enter Switzerland without a visa, you may be questioned by the border authorities on the reason for your stay and on your financial means. You may be refused entry if there is any doubt as to the reasons for your stay, or if you do not have sufficient financial means. In the case of the latter, you may be required to submit a declaration of sponsorship by a guarantor at the border.

If you are travelling to Switzerland to visit someone, it may be helpful to have a personal invitation from your host to show to the border authorities or to be met by your host at the airport. This is not mandatory, however.

#### Yes

##### Where should I submit my visa application?

If you require a visa, you can submit your application to the [Swiss embassy or consulate](#) responsible for your place of residence

##### Where can I obtain an application form?

You can download the [Application form](#) from our website or obtain the application form free of charge from the appropriate Swiss embassy or consulate.

##### What documents do I have to enclose with the application? How much does the visa cost?

You should enclose your travel document, proof of health insurance and any other documents to support the purpose of your visit. You can obtain information on the documentation required and visa fees on the [website](#) of the appropriate embassy/consulate.

##### Do I need to submit a declaration of sponsorship?

The embassy/consulate will decide whether you need to submit a declaration of sponsorship (see information sheet *Declaration of Sponsorship*).

### ISSUANCE OF VISA

#### Entry to the Schengen area

Your stay in the Schengen area (including Switzerland) may not exceed 90 days in any 180-day period.

However, you must comply with the period of validity entered on the visa sticker and the number of days you are allowed to stay.

### VISA REFUSAL

#### What rights do I have?

If your visa application is refused, you can appeal.