



GUIDE FOR FRESHMEN

BELGRADE DANCE INSTITUTE

2024/25.

Dean's Speech

Dear colleagues,

Welcome to the Belgrade Dance Institute. Today marks the first day of your three-year journey through higher education. The best students will continue their further education through graduate studies.

Before you is a practical guide that will help you adapt more easily to the new way of working and learning. In this presentation, we will explain the fundamental principles of student responsibilities at a higher education institution.

I wish you much success during your studies.

Prof. dr Vladimir Tomašević

Dean





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Dean

- The Dean is **the head of the Faculty**.
- You should address the Dean with requests only upon a recommendation from the Student Services, the Secretary, or a professor.
 - Prof. Dr Vladimir Tomašević, Office 312.

Vice Dean for Academic Affairs

- The head of the study program and Vice Dean for Academic Affairs in **Artistic Dance** is Prof. Dr Snežana Arnautović Stjepanović (Office 310).





Professors

- Professors conduct **lectures and exercises, quizzes, consultations, and other pre-examination obligations**, as well as exams and provide the final assessment of students' work.
- Professors can hold the titles of associate professors, associate professors without tenure, and full professors.
- Guest professors from the most eminent European and global institutions also deliver lectures.
- You can communicate with professors during regular consultations at the Institute, the schedule of which will be posted on the website, as well as through the notice board on the 2nd floor and via email.
- **The email addresses of professors** are in the following format:
 - firstname.lastname@iui.rs

Professors and Teaching Assistants

- **Your professors in the first year of study are:**
 - Prof. dr Vladimir Tomašević, Office 312
 - Prof. dr Snežana Arnautović Stjepanović, Office 310
 - Prof. Aleksandar Ilić, Office 310
 - Prof. dr Miomir Petrović, Office 336
 - Prof. Dijana Milošević, New Space
 - Prof. Ana Spremić; New Space
 - Doc. Katarina Bučić; New Space
 - Milica Bezmarević, New Space
 - Ognjen Vučinić, New Space
 - Tijana Malek, New Space
 - Nataša Sunarić, Office 309



Assistant Professors and Teaching Associates

- Teaching Assistants and Associates **conduct exercises, assist professors in delivering lectures, collaborate on quizzes and exams**, help professors organize pre-examination student obligations, and hold **consultations** with students.
- You can communicate with teaching assistants and associates during consultation hours, which will be published, as well as through email.
- **The email addresses of teaching assistants** are in the following format:
- Firstname.lastname@iui.rs



Student Services

- The Student Services handle **the administrative aspects** of your **studies**, including the organization of lectures, quizzes, and exams, as well as managing your documentation (student records and files) and communication with students (various notices).
- Communication is conducted both in person and **via email**, so it's important to regularly check your email account!
- **The email address for Student Services:**
studentska.sluzba@fim.rs
- The office hours for Student Services are from **11 AM to 2 PM** every working day.
- **The Student Services team consists of:**
 - Dragana Bulajić, Student Services Clerk (Office 333)
 - Slađana Ivančević, Student Services Clerk (Office 333)



Issuance of Study Certificates

- The Student Services issues **certificates of regular enrollment**, which are necessary for health insurance, privileged driving, family pensions, etc.
- Requests for certificates must be submitted to the Student Services **exclusively between 11:00 AM and 1:00 PM** via email at studentska.sluzba@fim.rs or by phone at 011 41 40 420, or in person.
- Certificates are issued to students in person at the Student Services **the following working day**, exclusively between **11:00 AM and 1:00 PM**.
- Certificates related to the aforementioned matters are free of charge (maximum of three certificates per year). Any subsequent certificates incur a fee of 500 RSD. In such cases, the student must also provide proof of payment.



Legal Services and Finance

- The Legal Service department handles student contracts, records, student IDs, and other **official documentation**. They work with students from 11 AM to 2 PM.
- **The Legal Services team consists of:**
 - Viktorija Ivanović-Krstić, Institute Secretary (Office 332).
- The Finance department deals with students' financial obligations.
- **The Finance Department team consists of:**
 - Branka Kolarević, Finance Associate (Office 311).



Quality Control Service

- The Quality Control Service ensures the smooth process of teaching.
- **In charge of quality control is:**
 - Damir Ilić, Head of the Quality Control Service (Office 309).



Library and Reading room

- The library contains printed and electronic books and journals that can be borrowed for a maximum period of **ten days** on any working day.
- You can use the reading room from 09:00 AM to 5:00 PM, but the number of seats is limited.
- The library and reading room are located in Offices 315 and 314.
- You can also access the services of the University Library under the same conditions as students of state faculties (with an ID and annual membership fee).
- The library's working hours are from 08:00 AM to 4:00 PM.



Career Development Center

- The Career Development Center is responsible for career counseling and guidance for students.
- The center works with students on working days according to the class schedule (which will be posted on the website in the second week of classes).
- **In charge of the Career Development Center is:**
 - Prof. Dr. Tatjana Ilić-Kosanović, Head of the Career Development Center (Office 336).



Room Allocation

- Dean 312
- Vice Dean 334
- Student Service 333
- Legal Service 332
- Quality Control Service 338
- Finance 311
- Library and reading room; CZRK 315, 314
- Professors offices 336, 338, 339, New Space
- Center for Continuing Education 339
- Classroom 313
- Classroom 329
- Classroom 330
- Classroom 331
- Classroom 337
- Language and IT Lab 335
- Auditorium 1 (Hall, I floor)
- Dance Halls 214 (II floor) and New Space
- Locker Rooms 215, 216, 217 (II floor)
- Students Club



Calendar

- The academic year is divided into two semesters.
- You can find the **work plan** (semesters, duration of semesters, exam periods, holidays) for the upcoming academic year on the **Institute's website**.
- Due to the specific nature of the program and the involvement of guest lecturers from both the country and abroad, you will regularly receive the **class schedule** via email from the Student Services.
- **The consultation schedule** will be posted on the **Institute's website and notice board** by the end of the first week of classes.



Subjects/Courses in the First Semester of the First Year of Study

- **The subjects you will have in the first semester of the first year are as follows:**
 - History of Performing Arts (6 ECTS/ESCP).
 - Body and Movement (8 ECTS/ESCP).
 - Aesthetics (6 ECTS/ESCP).
 - English 1 (2 ECTS/ESCP).
 - Contemporary Dance 1 (5 ECTS/ESCP).
 - Classical Ballet 1 (5 ECTS/ESCP).



Lectures (theoretical subjects)

- Lectures in theoretical subjects represent **a form of work in which the professor presents specific course material** to the students. Students are directed to certain textbooks, scripts, and literature through which they will deepen and reinforce the knowledge acquired during the lectures. Students can also study other professional titles of their choice.
- Each professor creates their own lecture plan and program, which they will introduce to the students in the first week of classes.
- Professors may assign **various types of tasks** to students to be completed at home (**seminar papers, presentations, etc.**).
- Unlike high school, professors may expect students to pre-read and understand the content of specific lectures from textbooks, scripts, or literature.
- Guest lecturers from the industry may also participate in lectures.



Lectures (artistic subjects)

- Lectures in artistic subjects represent a **form of work in which each professor will organize the fulfillment of the curriculum according to the specific requirements of each subject.**



Exercises (theoretical subjects)

- During exercises in theoretical subjects, students, with the assistance of professors and teaching assistants, **apply the theoretical knowledge acquired** during lectures to practical examples, engage in group discussions, orally present ("defend") written seminar papers and presentations, and more.
- Each professor/assistant creates their own plan and program for exercises, which they will introduce to students in the first week of classes.
- **Remember that your responsibilities include** attending lectures, participating in exercises, completing homework assignments (presentations, seminar papers, preparation, and study), and are structured to represent a 40-hour workweek!



Exercises (artistic subjects)

- Exercises in artistic subjects represent a form of work in which each professor will organize the fulfillment of the curriculum according to the specific requirements of each subject.



Knowledge Assessment / Grading

- Knowledge is assessed through students' participation in lectures, exercises, quizzes, exams, as well as through their work on seminar papers, written and oral presentations, group presentations, and by fulfilling specific requirements in artistic subjects.
- Grades are given on a scale ranging from 6 (the lowest) to 10 (the highest).
- If a student receives a grade lower than 6, they are considered to have failed the exam.
- The exam can be retaken in the next examination period.



Midterm Examinations

- Midterm Examinations are **pre-examination** obligations that involve **assessing knowledge**.
- They are typically organized in the form of tests but can also take different forms.
- Each professor decides how many Midterm Examinations will be organized (usually 2-3) and in what manner.



Seminar Papers and Presentations

- Students are required, in consultation with the professor and assistant, to prepare a certain number of **seminar papers, written presentations**, and similar assignments on a topic agreed upon with the professor and following a predetermined structure.
- The grades for these assignments contribute to the final grade for the specific subject.



Exams

- Exams represent the **final assessment of knowledge, either through oral or written means**, as agreed upon with the professor.
- **Written exams** are conducted in a classroom in the form of tests, essays, and other formats, as agreed upon with the professor.
- Oral exams are conducted in a classroom in front of the professor and assistant, as well as other students. A student may prepare a written outline before the oral examination.
- Exams can also consist of writing a seminar paper and defending it orally.
- **Exams in artistic subjects** are organized according to the specific requirements of each subject.

Exams



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ПРИЈАВА ЗА ПОЛАГАЊЕ ИСПИТА

Име и презиме студента: Петар Петровић

ЛМБГ: 0804993710301 _____

Број индекса: 3-БИУИ/2018 _____

Испитни рок: јануарски _____

Пријављујем се за полагање испита из предмета:

Савремена игра 3 _____

који је Обавезан _____ (обавезан или изборни).

Испит полажем _____ 1 _____ пут.

Датум пријављивања:

Потпис студента:

25 / 12 / 2019



Exams - Grades

- A student who is not satisfied with their grade can contact the Student Services and request to retake the exam within 7 days. In this case, the student will retake the exam in the next examination period.
- It's important to note that the number of points earned on pre-examination obligations remains the same.
- Each exam is worth a maximum of 100 points.



Financial Obligations of Students

- The financial obligations of students, as well as the payment schedule, are determined by the Study Agreement.



Important Announcements

- You can find important announcements on:
 - The Institute's website (www.iui.rs)
 - The Institute's Facebook page
 - The notice board on the 2nd floor.



Several Important Notices for the Beginning

- In case of an injury, please immediately contact the Student Services.
- You have been provided with keys to the lockers in the changing rooms. The replacement cost for lost keys is 1000 RSD.
- It is not allowed to bring food and drinks, except water, into the halls and bathrooms.
- You have received cards that you will use to access the Hall on the 2nd floor and the bathrooms.
- The entrance doors to the Hall and bathrooms must always be closed.
- You must always carry the card with you.
- The replacement cost for a lost or damaged card is 1000 RSD.



Rules for Using Dance Halls

- In the hall, it is not allowed to enter with outdoor shoes; you will be provided with a mini training on how to use the shoe cover machine.
- It is strictly forbidden to bring food and drinks into the hall.
- In the hall, it is strictly prohibited to bring and drag any heavy objects on the ballet floor.
- It is strictly forbidden to place any items on the piano.
- Make sure to read the instructions for turning on and off the music devices.
- When leaving the hall, be sure to close all windows, turn off the lights, and turn off the music devices.
- If you use the hall for activities outside of academic activities and with individuals who are not students of the institute, please report to the Student Services for record-keeping.



Rules for Using Music Devices

- Check if the devices are plugged into the power source.
- When connecting and disconnecting the cable to the sound emitter, the amplifier must be turned off.
- All parameters and cables on the mixer and amplifier will be set, and it is strictly forbidden to touch any knobs (adjustment buttons), except for the main mix.



Rules for Using the Sauna

- The use of the sauna is regulated by rules that you will receive as part of this material and are prominently displayed in front of the sauna.



Rules for Using Cameras

- The camera is borrowed from the library, and students must sign for it, taking responsibility for its use until the return date.
- After taking the camera, the student is obligated to inspect the camera and notify the responsible person if they notice any physical or software defects. Otherwise, any subsequently identified damage will be the responsibility of the person who last borrowed the camera.
- It is prohibited to lend the camera to other students without prior confirmation of the transfer at the library.
- The memory card must be empty (it is the students' responsibility to transfer and format the card after recording. Any material found on the card at the time of a new loan will be deleted).



- The student is responsible for ensuring the functionality of the camera and lens and returning it in the condition in which it was received.
- Upon returning the camera, the student must check its condition and report any deficiencies if they exist.
- The student is also responsible for charging the battery before returning the camera.
- The battery in the camera must be fully charged at the time of pickup.



For additional information, please contact the Student Services.

Phone: 011 41 40 420

Email: studentska.sluzba@fim.rs

www.iui.rs