



Pursuant to Scientific Research and Innovation Activities Act (Official Gazette of the Republic of Slovenia No. 186/21), General act on the stable financing of scientific research (Official Gazette of the Republic of Slovenia No. 87/22 and No. 103/22), Rules of the University of Ljubljana on the selection and financing of young researchers, applicable from 5 January 2024 (hereinafter: the Rules), and the Employment Relationship Act (Official Gazette of the Republic of Slovenia, No. 21/13 with amendments), University of Ljubljana, Kongresni trg 12, Ljubljana, hereby announces the

## SECOND CALL TO TENDER FOR YOUNG RESEARCHERS IN 2024

The candidates who have not yet enrolled in a doctoral degree programme and will be selected in this tender **must also apply separately** for the [Call for enrolment into Doctoral degree programmes 2024/2025](#), which will be published on the University of Ljubljana website.

### 1. SCOPE OF CALL TO TENDER

The scope of the call to tender is to select young researchers for training and to obtain the scientific title doktorica/doktor znanosti (equivalent to a PhD) at the University of Ljubljana in 2024.

The call is open for 37 positions for Young Researchers, position code: H017002.

The positions are open for a fixed period of time, namely for the duration of the researcher's training at the doctoral study programme, but for a maximum of 4 years, with full or part-time work.

### 2. EMPLOYMENT CONDITIONS

- Master's degree (2nd Bologna cycle) in a relevant field;
- Valid habilitation title of Assistant - Researcher or Assistant for the relevant field;
- Fulfillment of other conditions as specified by individual mentors in the individual job descriptions. These conditions are available at the following link: [Young researchers | University of Ljubljana \(uni-lj.si\)](#);
- Work experience: no requirements;
- Trial period: 3 months.

#### Additional requirements that the candidate must meet:

- In the academic year 2024/2025, the candidate must be enrolled in the 1st or 2nd year of a doctoral study program at the University of Ljubljana or in another relevant program in accordance with the Rules.
- In the program mentioned in the previous paragraph, the candidate must have student status in the academic year 2024/2025.
- No more than 4 years have elapsed since the year of completion of the study program<sup>1</sup> with which the candidate enrolled in the doctoral study program (hereinafter referred to as the "reference study

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<sup>1</sup> 2nd level study program or education that corresponds to the level of education acquired after 2nd level study programs and is, in accordance with the law regulating the Slovenian qualifications framework, classified at the 8th level or a comparable study program obtained abroad.



program") and the year of commencement of employment at the University of Ljubljana on the basis of this call for applications<sup>2</sup>. Employment is scheduled for October 1, 2024.

- A candidate who has not yet completed the reference study program may also apply for the call for applications. In the event of being selected as a young researcher, such a candidate must complete the study program by no later than **September 15, 2024**.
- The candidate has not yet been employed as a young researcher.
- The candidate has not yet completed a doctorate or obtained the scientific title of Doctor of Science.
- At the latest upon signing the employment contract, the candidate must have a valid habilitation title of Assistant or Assistant-Researcher<sup>3</sup> at a member of the University of Ljubljana that is the parent institution for the candidate's research field. Candidate will be informed by the UL member faculty or academy about the habilitation procedure in case of being selected for the position.

### 3. SUBMISSION DEADLINE

The candidate must submit the application no later than **June 14, 2024 at 13:00 CET** at [https://studij.uni-lj.si/MR/english/mr\\_prva.asp](https://studij.uni-lj.si/MR/english/mr_prva.asp). After this deadline, it will no longer be possible to submit an application.

### 4. APPLICATION METHOD

The candidate submits the application in the University of Ljubljana application at the web address [https://studij.uni-lj.si/MR/mr\\_prva.asp](https://studij.uni-lj.si/MR/mr_prva.asp) in accordance with the Instructions for Applying for the Call for Applications for Young Researchers, which are part of the call for applications documentation and are also published in the application.

Candidates must first complete and submit the application in accordance with the instructions, following which they must upload all mandatory attachments and the non-mandatory attachments that they have marked in the application and which they want to be considered in the evaluation of their application. The application is considered as complete after all attachments have been uploaded. Candidates will be informed about the successfully submitted complete applications via e-mail in 1 hour after submission.

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<sup>2</sup> In the case of absence due to parental leave, which occurs after the completion of the reference study program, this period shall be extended by the duration of the justified absence. In the case of justified absences, as determined by the regulations on health insurance, this period shall be extended only in the case of an uninterrupted absence of more than six months (an absence of more than six months means at least six months and one day), and then only for the duration of the justified absence.

<sup>3</sup> In accordance with Article 53 of the [Criteria for Elections](#) to the Titles of University Teachers, Researchers and Associates of the University of Ljubljana, in order to be elected to the title, a candidate must cumulatively meet the general (Article 54), general and special conditions (Article 81) and quantitative conditions (Article 82) for election to the title. The quantitative special condition for the first election to the title of Assistant and Assistant-Researcher is as follows:

"A candidate who has:

completed the last study with an average grade of at least good (8), where the calculation of the average takes into account the grades of all passed exams, exercises and other assessed study obligations, achieved at least a good grade (8) for his or her final thesis, if this is a condition for completing the study."

Individual members of the University of Ljubljana may add additional special conditions to these minimum conditions for election to the title for election to the title in a particular habilitation field, which are published for each member separately at the [link](#).



**Mandatory attachments to the application are as follows:**

- Proof of education and grades:

*for candidates that have already completed their study programme:*

- diploma certificate or temporary certificate of completion for the study programme, with which they have enrolled / will enrol in a doctoral degree programme  
and
- official transcript of all the grades for the study programme, with which they have enrolled / will enrol in a doctoral degree programme

Candidates who completed their studies abroad and cannot obtain a temporary certificate of completion at the time of application can only submit a certificate of completion of all study program obligations with grades, with which they have enrolled or will enrol in doctoral studies, if it shows the date of completion of the study.

*for candidates that haven't completed their study programme yet:*

- official transcript of all the grades they have received so far for the study programme, with which they will enrol to a doctoral degree programme

**Candidates who have completed or will complete their studies abroad must also attach an official grade scale of their educational institution, which provides an explanation of grades (shows the value of each grade).**

**Candidates can merge the document containing the grading scale with transcript of grades.**

- Proof of parental leave or proof of long-term sick leave (only in the case of a candidate who wishes to apply for an extension of the period from the completion of the study program with which he/she will enroll in doctoral studies until the start of employment, as specified in the note to point 2 of this call for applications).

**Non-mandatory attachments, which can be submitted and considered during candidate evaluation,** are:

- Evidence of University of Ljubljana Prešeren Award or Prešeren Award from a University of Ljubljana Member or evidence of another comparable award;
- Evidence of authorship or co-authorship of scientific article(s);
- Candidate's description of previous collaboration on research work.

Candidates shall keep up-to-date with all notifications, information and instructions about the tender published by the University of Ljubljana on the [website](#) (official website in Slovene) and consider all notifications, information and instructions as integral parts of the tender.

## **5. CANDIDATE SELECTION**

Timely and complete applications submitted by the candidates who meet the tender requirements will qualify for the selection process. Incomplete applications shall be applications submitted by candidates who have not included the documents and evidence as required by this call to tender and applications from which it is impossible to ascertain whether candidates fulfil the tender requirements or not.



Notification of candidates will be carried out via e-mail, communication with candidates also via telephone.

In the selection process, mentors will interview candidates, which will be agreed on via e-mail addresses or telephone numbers provided by candidates as their contact details in the application form.

Candidates will be informed about the decision in accordance with the Employment Relationship Act.

**The selected candidates will receive an invitation to respond within three days whether they accept the offered position** of young researchers or not. This will be sent to the email address that they have provided in their application therefore, they should be available via e-mail throughout the entire selection process.

If there are still vacancies after the selection process is completed, the University of Ljubljana will publish a new call for applications on its website with a list of vacancies.

## 6. WARNINGS AND ADDITIONAL INFORMATION

### Enrolment into Doctoral degree programmes

The candidates who have not yet enrolled in a doctoral degree programme and will be selected in this tender procedure **shall also apply separately** for the [Call for enrolment into Doctoral degree programmes 2024/2025](#), which will be published on the University of Ljubljana's website. Candidates can submit the application for the tender for enrolment in doctoral programmes electronically on the web portal eVŠ.

Foreign citizens who apply for this call to tender must arrange the entire required documentation for employment in the Republic of Slovenia in accordance with the Slovenian legislation prior to the start of training, which is anticipated for 1 October 2024.

The University of Ljubljana will not enter into the employment contract with:

1. the selected young researcher candidates who do not enrol in an accredited doctoral degree programme in the Republic of Slovenia by 30 September 2024;
2. the selected young researcher candidates who by 15 September 2024 do not complete their study programme with which they will enrol in a doctoral degree programme;
3. the foreign citizens who are selected as young researcher candidates but have not arranged the entire required documentation for employment in accordance with the legislation of the Republic of Slovenia prior to the start of employment.

**The criteria for evaluating young researcher candidates at the University of Ljubljana are as follows:**

- ♦ **Candidate interview assessment (up to 5 points);**
- ♦ **Authorship or co-authorship of (a) published article(s)** (an individual article is worth up to 1 point; in the case of co-authorship, 1 point is divided by the number of co-authors and rounded off to two decimal places; for this purpose published articles are only those scientific articles from a relevant scientific field which the University of Ljubljana Members apply in the habilitation process for pedagogic and research titles at the University of Ljubljana **(in total, up to 3 points)**;
- ♦ **Collaboration in research work (up to 3 points);**
- ♦ **Received awards:** University of Ljubljana Prešeren Award (1 point), Prešeren Award from a University of Ljubljana Member or another equivalent award from a University of Ljubljana Member (0.5 points), (irrespective of the number of awards, **a maximum of 1 point**);



- ♦ **Average grade** of the Master's degree programme or study programme with which the candidate have / will enrol in the doctoral study programme (1 point for an average grade from 9 to 10).

### **Financing period**

The young researcher employment to obtain a Ph.D. (doktor/doktorica znanosti) is financed for a maximum of four years.

If the candidate is enrolled in the 2nd year of the doctoral degree programme in the academic year 2024/2025, the funding period referred to in the previous paragraph shall be shortened by one year.

### **Refund of tuition fees**

A young researcher's employment is terminated: if he loses his student status, if he terminates his training early or in other cases stipulated by labor law. In these cases, the young researcher returns to the UL member half of the funds paid to cover the tuition fees for their doctoral studies until the termination of the employment contract, unless the employment is terminated within the first three months after the start of the training or the UL member decides otherwise. The young researcher is obliged to return the funds from the previous sentence to the UL member if they not complete the doctoral degree programme one year after the end of the employment at the latest, unless the UL member decides otherwise.

## **7. ENSURING EQUAL OPPORTUNITIES**

The call to tender ensures gender equality and prevents any discrimination of any young researcher candidate.

## **8. PERSONAL DATA PROTECTION**

By submitting the application, candidates confirm to be familiar with the content of the call to tender and agree with it.

The University of Ljubljana will ensure candidate's personal data protection in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation), the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No 163/22 – official consolidated text) and the Rules on the secure processing of personal data at the University of Ljubljana.

For the purpose of this call to tender, the personal data controller is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana.

Article 6 (b) of the General Data Protection Regulation sets forth that the processing of a natural person's personal data is lawful if it is necessary for the performance of a contract to which the data subject is party, or in order to take steps at the request of the data subject prior to entering into a contract. Personal data obtained from candidates' applications will be processed for the purpose of implementing this call to tender.

The University of Ljubljana will process the following personal data of candidates: name and surname, date of birth, permanent address, temporary address, telephone/mobile phone number, e-mail address, citizenship, previously obtained academic qualification(s) in the Republic of Slovenia or abroad, doctoral degree programme, and other evidence submitted by candidates in order to prove their fulfilment of the tender requirements (medical certificates, parental leave utilization certificates) and/or in order for evidence to be taken into consideration in the assessment of candidates' applications (evidence of awards, evidence of authorship and co-authorship of scientific articles, and a description of candidates' previous collaboration on research work).



The processing of personal data of non-selected candidates ceases within 2 years from the day of the final decision on selection, and the personal data of selected candidates are stored permanently in accordance with the Employment Relationships Act.

A candidate can request access to their personal data at any time, rectification of information, restriction of data processing and implementation of the right to transfer data. The candidate can exercise these rights in writing or by e-mail of the authorized person for personal data protection at the University of Ljubljana to [dpo@uni-lj.si](mailto:dpo@uni-lj.si). If the candidate believes their rights regarding personal data are not properly guaranteed, they can appeal to the Information Commissioner ([more information](#)).

## 9. TENDER DOCUMENTATION

The tender documentation includes:

- ♦ University of Ljubljana Second Call to tender for young researcher candidates in 2024;
- ♦ [Application form](#) (English version);
- ♦ Instructions for applying
- ♦ List of mentors and offered positions with descriptions of young researchers' positions.

The tender documentation (the text of the tender with attachments) shall be available on the University of Ljubljana [website](#) on the date when the tender is published by the Employment Service of Slovenia.

Ljubljana, June 2024

prof. dr. Gregor Majdič  
rector

Links:

- [Call for enrolment into Doctoral degree programmes 2024/2025](#)
- [General act on the stable financing of scientific research](#)
- [Rules of the University of Ljubljana on the selection and financing of young researchers \(in Slovene\)](#)
- [Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana](#)