INSTRUCTIONS FOR APPLYING TO THE CALL TO TENDER FOR YOUNG RESEARCHERS IN 2025

Read the text of the tender before filling out the application form. The text is available on the University of Ljubljana website. The selection procedure will include timely applications of the candidates who will be eligible for the tender.

The candidate must apply separately for the Call for enrolment into doctoral degree programmes at the University of Ljubljana and also enroll.

The candidate is obliged to monitor all notices, information and instructions regarding the subject of the call, published by the University of Ljubljana on the website, and consider these notices, information and instructions as an integral part of the invitation to tender.

SUBMITTING APPLICATION ONLINE

1. The candidate registers to the university information system (please click here for English version) under "registration for using the application - application for the call to tender for young researcher candidates". The candidate enters his/her birth data, chooses gender and citizenship, and enters a permanent address and a postal address, if it is different from the permanent address. The candidate must provide an e-mail address and a telephone number fully operational during the time of the call to tender. These data are required for the purposes of communication with the candidates and for communicating the time for the candidate's interview with his/her mentor. The candidate selects the tender to which he/she is applying and confirms the registration.

2. In the next step, the candidate will be given a registration code which, together with his/her birth data, will be entered in the section "application for the call to tender for young researcher candidates". The candidate receives the code to the indicated e-mail address presumably within one hour.

3. After entering the application, the candidate selects the Login/Prijava tab in the menu and enters all the missing information into the application form.

4. The candidate enters all necessary information on completed education.

5. The candidate fills in the data on enrolment in a doctoral degree study programme.

6. In the next step, the candidate chooses the mentor to whom he/she is applying.

7. The candidate indicates which attachments will be provided after the submission of the application (the choice cannot be altered afterwards). The attachments that the candidate should provide with their application are listed in each individual description of the research work.

Candidates submit the application documentation in Slovenian or English. Candidates who have obtained prior education abroad and their certificates/attachments are not in English shall provide certificates/attachments together with translations into Slovenian or English.

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.

If a candidate has multiple attachments of the same type, they should combine them into a single file.

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 programme obligations with grades, with which they have enrolled or will enroll in doctoral studies, if it shows the date of completion of the study.

- *Proof of education 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
  - official transcript of all the grades for the study programme, with which they have enrolled / will enroll in a doctoral degree programme

- *Proof of education 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 enroll to a doctoral degree programme

- awards:
  - proof of received university Prešeren Prize of the University of Ljubljana, Prešeren Prize of a University of Ljubljana member and/or another equivalent award

- bibliography:
  - printout from COBISS (if the candidate is not yet entered in COBISS and has published articles in co-authorship, a printout for one of the co-authors with appropriate marking of relevant articles can be uploaded) or published articles in journals (the article from the journal and the journal index, where the publication of the article is visible, must be scanned);

- candidate's description of previous cooperation in research work

- CV

- motivation letter

- preliminary research proposal

- o letter of recommendation
- o other attachments: candidate names their own file

In the case of non-fulfilment of the condition regarding the year they completed their study programme, the candidate should also provide a certificate of utilization of parental leave or a medical certificate for a prolonged sick leave.

8. The candidate reads and confirms the data, provided in the application form as true, accurate and complete. The candidate determines if he/she grants permission to the University of Ljubljana to verify the authenticity of statements in the application documentation with holders of public record data or competent institutions that process data that he/she listed in the tender documentation. If the candidate does not grand permission, he/she might be subsequently called upon to provide appropriate evidence of meeting the tender requirements.

9. The candidate then submits the application.

10. In the menu, on the subpage Attachments/Priloge, the candidate must upload all the attachments that he/she indicated in the application.

11. When the candidate uploads all the attachments he previously marked, he will be notified of the successfully submitted application within one hour by email.

12. The candidate must submit the application and upload all the attachments no later than the deadline, stated in the call to tender. After the deadline, it will no longer be possible to log in to the information system. Candidates are advised not to submit applications shortly before the expiration of the deadline, as server overload may occur.