



University of Ljubljana, Kongresni trg 12, Ljubljana, pursuant to Article 12 of the Research and Development Activities Act (Ur. l. RS, Nos. 96/02, 115/05, 61/06 – The Societies Act, 112/07, 9/11 and 57/12 -ZPOP-1A) and the Rules of procedure for (co)financing, Assessing and Monitoring the Implementation of Research Activities (Ur. l. RS, Nos. 4/11, 72/11 and 45/12) hereby publishes a

3rd PUBLIC TENDER FOR YOUNG RESEARCHERS CANDIDATES FOR THE YEAR 2014

1. THE PURPOSE OF THE PUBLIC TENDER

The purpose of the Public Tender is the selection of Candidates¹ for Young Researchers to be trained in research groups and to obtain a doctorate of science.

2. MENTORS AND POSTS AVAILABLE

The Applicants may apply for available posts with mentors selected from those given in the Annex within the scientific disciplines and in the selected research fields.

The Applicant may only apply for one available post.

Only one Candidate for Young Researcher can be chosen per mentor. In the event of several Candidates for Young Researchers competing for the same mentor, they will be ranked according to the overall score achieved on the basis of the selection criteria. The Applicant with the highest score will be selected. Should the selected Candidate resign or refuse the post of Candidate for Young Researcher, the next Applicant shall be admitted for the post of Young Researcher according to the overall score achieved. The selection is made final when the University of Ljubljana has notified the Slovenian Research Agency of the results of the Public Tender.

3. CONDITIONS FOR YOUNG RESEARCHERS CANDIDATES

The Candidate for Young Researcher must meet the following conditions:

- Holds at least an undergraduate academic degree in a relevant field, obtained in a study programme accredited in the Republic of Slovenia before 11 June 2004 and an average grade for all examinations and coursework of at least 8.00, and meets the conditions for enrolment in the doctoral study programme;
- or
- Holds a 1st and a 2nd cycle degree in the relevant field and an average grade for all examinations and coursework (excluding the grade of the graduation thesis) of at least 8.00, and meets the conditions for enrolment in the doctoral study programme;
- or

¹ The terms Candidate, Applicant, Young Researcher and Mentor are used neutrally in the text for both men and women.

- Holds at least an undergraduate academic degree in the relevant field, from a study programme accredited in the Republic of Slovenia before 11 June 2004 and a 2nd cycle degree in the relevant field, and has an average grade for all examinations and coursework (excluding the grade of the graduation thesis) in the undergraduate academic study programme and the 2nd cycle study programme of at least 8.00, and meets the entry requirements for the doctoral study programme;

or

- Holds Master of Science degree in the relevant field from a master's study programme accredited in the Republic of Slovenia before 11 June 2004 and meets the entry requirements for the doctoral study programme.

or

- Holds an equivalent degree to that referred to in the first, second, third and fourth indent hereunder obtained at foreign university, whereby he/she must meet the average grade condition and the entry requirements for the doctoral study programme at the University of Ljubljana;

and

- Not more than 5 years have passed since defending the thesis referred to in the first, second or third indent hereunder or defending the master's thesis referred to in the fourth indent hereunder, whereby the five-year period is set as up to 30 September of the current year; if the Candidate has already enrolled in a doctoral study programme without the financial support of the Agency or the Ministry of Science, the period since the defence of the bachelor's or master's thesis shall be extended beyond 5 years, namely one year shall be added for each of study years entered.

The Candidate who has not yet obtained a degree in accordance with the preceding paragraph of this article of the Public Tender but has passed at least 80% of all examinations and coursework in the study programme in a relevant field may also participate in the Public Tender. Such a Candidate must complete the study programme and send a degree certificate and a certificate of passed all examinations and coursework to the University of Ljubljana by 15 September 2014 at the latest.

If the Candidate has already enrolled in a postgraduate study programme to acquire an academic title or has a Master of science degree from a master's study programme accredited in the Republic of Slovenia before 11 June 2004, the average grade for the undergraduate academic study programme or the 1st and 2nd cycle study programme combined shall be irrelevant, except in the case of re-enrolment in the first year of the doctoral study programme.

If the Candidate has used parental leave – with one year accounted per one child – the period since the defence of the bachelor's or master's thesis shall be extended beyond 5 years. This equally applies to the Candidate's documented sick leave exceeding six months.

Young Researchers who have already received funding from the Young Researchers Programme but terminated the contract prematurely or failed to complete the programme within the period stipulated in the contract may not participate in the Public Tender.

4. THE CANDIDATE EVALUATION CRITERIA ARE AS FOLLOWS:

- The average grade of all examinations and coursework:
 - in the undergraduate academic study programme (adopted in the Republic of Slovenia before 11 June 2004) (at least 80% of all examinations and coursework must be passed);

or

- in the 1st **and** 2nd cycle study programme (without the grade of the graduation thesis) (at least 80% of all examinations and coursework must be passed);

or

- in the undergraduate academic study programme (without the grade of the graduation thesis) (adopted in the Republic of Slovenia before 11 June 2004) **and** at the 2nd cycle study programme (all examinations and coursework must be passed);
- A Master of science degree;
- Enrolment in a study programme (accredited study programme) to obtain an academic title;
- Received awards, i.e. the University Prešeren Award, the Prešeren Award by the University Member or an equivalent award by the University Member;
- Published articles authored or co-authored by the Candidate;
- Collaboration in research work at the discretion of the Mentor that the Candidate is applying to.

The number of points awarded to the Candidate for the individual criteria is listed in the annex **Evaluation of Criteria for Assessing the Applications**, which constitutes an integral part of the Tender documentation.

5. DURATION OF FUNDING

The duration of funding for training of Young Researchers aiming to obtain a doctorate of science is:

- a maximum of three years and six months if they are enrolled in a doctoral study programme (3rd cycle study programme).

If the Candidate is enrolled in the second year of the doctoral study programme when he/she signs the contract on the implementation and financing of the training between the Slovenian Research Agency and the University of Ljubljana, the agency shall reduce the financing period by one year, or two years if the Candidate is enrolled in the third year when he/she signs the contract.

More information about financing is available in the Rules of Procedure for (Co) Financing, Assessing and Monitoring the Implementation of Research Activities (<http://www.arrs.gov.si/sl/akti/prav-sof-ocen-sprem-razisk-dej-jun-12.asp>).

6. APPLICATION CONTENT

The Application for the Public Tender **must** contain:

1. **The application form UL-MR/Pr/2014, completed in full and signed by the Candidate**;
 2. **Proof of education²**
 - undergraduate academic study programme degree: a photocopy of the graduation certificate with the Diploma Supplement;
- or**
- 1st and 2nd cycle study programme degree:

² If the Applicant has not yet received a degree, he/she submits a degree certificate and a certificate of passed examinations.

- *for the 1st cycle*: a photocopy of the graduation certificate with the Diploma Supplement;
- *for the 2nd cycle*: a photocopy of the graduation certificate with the Diploma Supplement;

or

- undergraduate academic study programme degree and 2nd cycle study programme degree: a photocopy of the graduation certificate with the Diploma Supplement and a photocopy of the graduation certificate of the 2nd cycle study programme with the complete annex (**IMPORTANT**: the Candidate must have **completed the 2nd cycle of the Bologna study programme**. For the Candidates who send the **Statement No. 3** (form **UL-MR/1/2014**), **only** the obtained undergraduate academic study programme degree shall be taken into account.

or

- The Candidate has not yet obtained a degree referred to in the first, second or third indent of this article but has passed at least 80% of all examinations and coursework:
 - official evidence of the average grade for all passed examinations and coursework (excluding the grade of the graduation thesis) thus far achieved in the undergraduate academic study programme adopted in the Republic of Slovenia before 11 June 2004 **or** in the 1st and 2nd cycle study programmes

and

- **Statement No. 3** stating that the Candidate will graduate at the University of Ljubljana by the date specified in Statement No. 3 and submitting a degree certificate and a certificate of passed examinations and coursework.

or

- Obtained equivalent relevant foreign degree: a photocopy of the decision by the University of Ljubljana on the recognition of foreign education with a view to access to education in the Republic of Slovenia. If the Candidate has not yet received the decision in question, he/she attaches **Statement No. 3** (form **UL-MR/1/2014**) stating that he/she will obtain the decision and submit a photocopy of the decision by the date specified in Statement No. 3 (Candidates should bear in mind that the procedure for recognition under the Recognition and Evaluation of Education Act (Ur.l. RS, No. 87/11, 97/11 – amended) can take up to two months);

and

- Evidence of enrolment in an accredited doctoral study programme in the Republic of Slovenia if the Candidate has already enrolled in the programme;

and

- Evidence of a completed Master of science study programme, if the Candidate holds a Master of science degree (photocopy of the degree certificate);

and

3. **Statement No. 1** (form **UL-MR/1/2014**): a written statement by the Candidate confirming that he/she is aware that his/her personal information given in the application is used for the records or registers as determined by the Rules of Procedure for (Co)Financing, Assessing and Monitoring the Implementation of Research Activities (Ur. L. RS, Nos. 4/11, 72/11 and 45/12).
4. **Statement No. 2** (form **UL-MR/12/2014**): a written statement by the Application stating that he/she has not yet received funding from the Young Researchers Programme.

The Candidates **may** also enclose the following annexes:

5. Evidence of received University Prešeren Award or Prešeren Award by the University Member or an equivalent award by the University Member;
6. Evidence of the authorship or co-authorship of scientific articles;
7. A description of the Candidate's previous collaboration in research work.

7. METHOD AND DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for submitting the complete applications is Thursday, 28 August 2014. The Applications are to be sent via registered mail to the address: **University of Ljubljana, Kongresni trg 12, 1000 Ljubljana** or delivered in person to the despatch centre of the university **by 11am on 28 August 2014**. Late applications shall be rejected by a decision. Applications with an incorrectly labelled envelope shall not be included in the selection process and shall be returned to the sender.

The applications must be delivered in a sealed envelope marked »**NE ODPIRAJ – vloga na 3. javni razpis za kandidate za mlade raziskovalce v letu 2014**« (»**DO NOT OPEN – Application for 3rd Public Tender for Young researchers Candidates for the Year 2014**«) and which states the full address of the sender.

The Applicants should follow all notifications, information and instructions concerning the Public Tender, published by the University of Ljubljana on its website: www.uni.lj.si and consider these notifications, information and instruction an integral part of the Public Tender.

Foreign nationals can complete the application and forms in English.

8. OPENING OF APPLICATIONS

The applications shall be opened by a commission, appointed by decision of the Rector of the University of Ljubljana. Due to the large number of applications expected, the opening of the applications shall not be public. The opening of the applications shall take place in the premises of the university within five working days of the expiry of the deadline for the submission of applications.

In the event of formally incomplete applications, the Applicants shall, within 8 days of the opening of the applications, be invited in writing to supplement their application. The Applicants can supplement the application within 5 working days of the receipt of the invitation to supplement the application. An application not supplemented by the applicant within the deadline in accordance with the invitation to supplement the application shall be rejected by a decision.

9. EVALUATION OF APPLICATIONS

The Applicants' fulfilment of the conditions in accordance with Article 3 of the Public Tender is verified by the Mentors to which the Applicants are applying. The Mentors also evaluate the Applicants in writing according to the criteria set in Article 4 of the Public Tender.

10. NOTIFICATION OF THE SELECTION

The Candidates shall be informed of the outcome of the Public Tender by a decision within 40 days of the date of the opening of the applications.

11. TENDER DOCUMENTATION

The tender documentation (text of the tender, instruction, forms or annexes) is available on the University of Ljubljana website (www.uni-lj.si) as of the date of the notice of publication of the Public Tender in Employment Service of Slovenia (<http://www.ess.gov.si/>).

12. WARNINGS AND ADDITIONAL INFORMATION

PLEASE NOTE:

The Candidates selected in this Public Tender must apply separately for the **Tender for the enrolment in the doctoral study programmes in the academic year 2014/2015** published on the University of Ljubljana website (http://www.uni-lj.si/study/study_programmes/postgraduate_studies_3rd_cycle/).

The candidates should bear in mind that the procedure to recognise a foreign education under the Recognition and Evaluation of Education Act (Ur. I. RS, Nos. 87/11, 97/11 – amended) can take up to two months.

Foreign nationals participating in this Public Tender must have all the required documents for employment in the Republic of Slovenia in accordance with the legislation of the Republic of Slovenia available prior the commencement of the training or no later than 1 November 2014.

For the selected Candidates who fail to enrol in a doctoral study programme in the academic year 2014/2015, the University of Ljubljana shall not be able to conclude a Young Researchers Training Agreement with the Slovenian Research Agency.

All questions regarding the Public Tender should be sent by 1pm on 27 August 2014 to the e-mail: R-R@uni-lj.si. The University will send replies from 26 August 2014 to 28 August 2014 at the latest.

Ljubljana, 22 August 2014

Prof. Dr. Ivan Svetlik
RECTOR

ANNEXES TO THE PUBLIC TENDER:

Annex 1: List of mentors at the University of Ljubljana for the year 2014

Annex 2: Instructions on how to apply for the "2nd Public Tender for Young Researchers Candidates for the year 2014" and how to fill in the "Confirmation and Evaluation Sheet"

Annex 3: Application form (form *UL-MR/Pr/2014*)

Annex 4: Statement No. 1 (form *UL-MR/11/2014*)

Annex 5: Statement No. 2 (form *UL-MR/12/2014*)

Annex 6: Statement No. 3 (form *UL-MR/13/2014*)

Annex 7: Confirmation and Evaluation Sheet (from *UL-MR/POC/2014* – candidates should **not** enclose it with the application)

Annex 8: Evaluation of Criteria for Assessing the Applications

Links:

- Code table of research fields (ARRS classification):
<http://www.arrs.gov.si/en/gradivo/sifranti/sif-vpp.asp>
- Rules of Procedure for (Co)Financing, Assessing and Monitoring the Implementation of Research Activities 4/11, 72/11 and 45/12) (in Slovene language): <http://www.arrs.gov.si/sl/akti/prav-sof-ocen-sprem-razisk-dej-jun-12.asp>
- Registration and enrolment
http://www.uni-lj.si/study/registration_and_enrolment/application_procedure/