



APPLICATION INSTRUCTIONS

for the Call to Tender for Young Researcher Candidates in 2019

Read the text of the tender before filling out the application form. The text is available on the University of Ljubljana website (<https://www.uni-lj.si/studij/mladi-raziskovalci/>). The candidate who is applying to the tender must fulfil the requirements listed in Article 3 of the tender, in accordance with Article 113 of the Rules on the procedures of (co-)financing, evaluating and monitoring the implementation of research activities (hereinafter 'Rules'). **The selection procedure will include timely and complete applications of the candidates¹ who will be eligible for the tender.**

- ◆ The candidate registers to the university information system at https://studij.uni-lj.si/MR/mr_prva.asp or https://studij.uni-lj.si/MR/english/mr_prva.asp (application form in English) 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.
- ◆ 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 within one hour.
- ◆ After entering the application, the candidate selects the **Login/Prijava** tab in the menu and enters all the missing information into the application form. In the section on **completed education**, the candidate determines the place where he/she completed his/her education of a higher education programme(s) in Slovenia or abroad or in Slovenia **and** abroad in the case that the candidate has completed one degree abroad and another in Slovenia. The candidate then chooses the type of study programme that he/she has finished or will have finished by 20 September 2019. **The choice of the type of study programme depends on the type of evidence to be uploaded in the next step, and the choice cannot be altered after the submission of the application.**² The candidate then enters data on the higher education institution, where he/she has completed his/her education and, in the case of already finished education, the date of completion of the studies. Candidates must provide their **average grade**

¹ A candidate, young researcher and mentor are used in the text in a neutral manner for men and women.

² If the candidate completed more than one type of education (e.g. both an academic degree study programme approved in the Republic of Slovenia before 11 June 2004 and also a Bachelor's degree study programme and Master's degree study programme approved in the Republic of Slovenia after 11 June 2004), the candidate chooses to apply for the tender with either his/her academic degree or the Bachelor's and Master's degree. If the candidate completed an academic degree study programme as well as a Master's degree study programme (not including Bachelor's degree study programmes), they should select the academic degree study programme as it is a requirement that candidates apply to the tender with a Master's degree study programme only in the case of a completed Bachelor's degree study programme.

of study (average grade of all completed exams and tutorials to two decimal places). When calculating the average grade, the grades of all exams and tutorials included as part of their academic degree study programme (excluding the diploma) are considered or those from the Bachelor's and Master's degree study programmes (both programmes together, including the diploma and Master's theses if these are foreseen by the study programmes) or a single cycle Master's degree study programme.

The average grade is calculated by totalling the grades of all accredited and numerically assessed study obligations - exams, tutorials, final paper (except in the case of the former model of university education) and dividing the total by the number of obligations.

Example:

- grades from Bachelor's degree study programmes: 9, 9, 9, 10, 10 and diploma thesis 10; *average grade of Bachelor's degree study programme: 9,5*

- grades from Master's degree study programmes: 8, 8, 9 and Master's thesis 9; *average grade of Master's degree study programme: 8,5*

- average (which should be at least 8,00): $(9+9+9+10+10+10+8+8+9+9)/10 = 9,1$

If the candidate has not yet completed the qualification required as an entry requirement, the candidate should provide evidence of completion of at least 80% of all the examinations in the Master's degree study programme (in this case he/she must have already completed the Bachelor's degree study programme) or a single cycle Master's degree study programme. In this case, they must provide their average grade at the time of application.

- ◆ In case that the candidate completed a Pre-Bologna Research Master's degree, he/she, indicates "yes" and lists the university, faculty, name of the study programme and date of graduation.
- ◆ The candidate fills in the data on enrolment in a doctoral degree study programme, namely, he/she indicates his enrolment in a doctoral study programme (in the academic year 2018/2019). He/she must also provide information about the university, faculty as well as the name and year of the doctoral degree study programme. In addition, the candidate shall provide information on the doctoral study programme to be enrolled in the academic year 2019/2020³.
- ◆ In the next step, the candidate chooses the mentor to whom he/she is applying.
- ◆ The candidate shall indicate which of the following non-compulsory attachments he/she wishes to be taken into account when assessing his/her application and will be uploaded after the submission of the application:
 - a certificate on the enrolment in an accredited doctoral degree study programme in the Republic of Slovenia, if the candidate is already enrolled in the academic year 2018/2019;
 - evidence of Pre-Bologna Research Master's degree qualification (the certificate of graduation);
 - evidence of University of Ljubljana Prešeren Award or Prešeren Award from a University of Ljubljana Member (faculty/academy) or evidence of a comparable award from a University of Ljubljana Member (other awards and commendations are not considered in the evaluation);
 - evidence of authorship or co-authorship of scientific article(s): extract from COBISS (if the candidate is not yet registered in COBISS and has published articles in co-authorship, he/she can provide an extract from one of the co-authors and mark the relevant articles) or a photocopy of the published articles in the magazines (an article from the magazine and the table of contents of the magazine must be photocopied so that the published article is evident);
 - description of the candidate's experiences of collaboration on research work: the candidate describes the collaboration on a research project that he/she has participated in so far with the mentor he/she is applying for as young researcher (e.g. participating in a research project during his/her studies, seminar papers, his/her diploma thesis, research work carried out for the

³ The candidate must apply separately for the Call to tender for doctoral study programmes at the University of Ljubljana for the academic year 2019/2020 and also enroll.

Prešeren Award or other award, etc.) or describes the collaboration on a research project that he/she has participated in with a different mentor (if possible, this mentor should sign the description or provide other proof to confirm the description of research experience);

- ◆ 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 grant permission, he/she might be subsequently called upon to provide appropriate evidence of meeting the tender requirements.
- ◆ The candidate then **submits the application. The application is not yet complete at this point.**
- ◆ In the menu, on the subpage *Attachments/Priloge*, the candidate must upload all the mandatory attachments and those non-obligatory attachments that are indicated in the application.
- ◆ Mandatory attachments are proof of education and, in the case of non-fulfilment of the age condition, a certificate of utilization of parental leave or a medical certificate for a prolonged sick leave.

The mandatory evidence of education is as follows:

- candidates with an academic degree qualification in a relevant study programme that was obtained in a study programme approved in the Republic of Slovenia before 11 June 2004 must upload their **diploma certificate and the complete diploma supplement**;
- candidates with a relevant Bachelor's degree qualification and Master's degree qualification in a relevant study programme must upload **diplomas from the Bachelor's and Master's degree study programmes and both complete diploma supplements from the Bachelor's and Master's degree study programmes**;
- candidates with a single cycle Master's qualification in a relevant study programme must upload their **diploma certificate and the complete diploma supplement**;
- candidates who have not yet obtained qualifications listed under Indent 2 of this Article, but have completed at least 80% of all exams and tutorials from a Bachelor's and Master's degree study programmes must upload their **diploma certificate and the complete diploma supplement** as well as **official evidence of their average grade**, which must show the number of all academic requirements and so far completed exams and tutorials from the Master's degree study programme;
- candidates who have not yet completed qualification(s) under Indent 3 of this Article, but have completed at least 80% of all exams and tutorials from a single cycle Master's degree study programme must upload **official evidence of the average grade**, which must show the number of all academic requirements and so far completed exams and tutorials from the single cycle Master's degree study programme;
- ◆ Only after the candidate has uploaded all the mandatory attachments from the previous article, and those non-compulsory attachments, which he/she has previously marked, will his/her application be complete. A successful submission of a complete application will be notified to the candidate by e-mail.

The candidate must submit the application and upload all attachments no later than by **25 September 2019 by 13:00 CEST**. After this time, 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.

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 web address <https://www.uni-lj.si/studij/mladi-raziskovalci/>, and consider these notices, information and instructions as an integral part of the invitation to tender.