



Pursuant to Article 12 of the Research and Development Activity Act (Official Gazette of the Republic of Slovenia, Nos 22/06 – official consolidated text, 61/06 – ZDru-1, 112/07, 9/11, 57/12 – ZPOP-1A and 21/18 – ZNOrg, hereinafter referred to as “RDAA”), Rules on Procedures for Financing, Co-Financing, Evaluating and Monitoring of Research Activities (Official Gazette of the Republic of Slovenia, Nos 52/16 and 79/17, hereinafter referred to as “Rules”), and the Employment Relationship Act (Official Gazette of the Republic of Slovenia, Nos 21/13, 78/13 – amend., 47/15 – ZZSDT, 33/16 – PZ-F, 52/16, 15/17 – dec. CC and 22/19 - ZPosS), University of Ljubljana, Kongresni trg 12, Ljubljana, hereby announces the

FOURTH CALL TO TENDER FOR YOUNG RESEARCHER CANDIDATES (M/F) IN 2019

1. SCOPE OF CALL TO TENDER

The scope of the call to tender is to select young researcher candidates¹ (hereinafter referred to as “candidate(s)”) for training and to obtain the Doctor of Science degree at the University of Ljubljana in 2019.

The candidates who have not yet enrolled in a doctoral degree study programme and will be selected in this tender **shall also apply separately** for the **Call for enrolment into Doctoral degree programmes 2019/2020**, which is published on the University of Ljubljana website.

2. MENTORS AND AVAILABLE SPACES

Candidates can apply for the position with their selected mentors, in the context of scientific disciplines and in the selected research field as stated in the list of mentors, which is an integral part of the tender documentation.

3. CONDITIONS FOR YOUNG RESEARCHER CANDIDATES

Candidates shall meet the following conditions:

- ◆ In the 2019/2020 academic year, they will be enrolled in Year 1, 2 or 3 of a doctoral degree study programme;
- ◆ They are 28 years old or less (pursuant to the year of birth, i.e. they were born in 1991 or later); the age limit can extend above 28 years, if the candidate has already completed one or two years of a doctoral degree study programme without financial aid, namely one year for each completed year of a doctoral degree study programme;

¹ The terms “candidate”, “young researcher”, and “mentor” are used neutrally for men and women.

- ◆ They have not been financed by the Slovenian Research Agency in the young researchers programme yet;
- ◆ In the 2019/2020 academic year, they will not be enrolled in the additional year of a doctoral degree study programme or they will not have used such status yet;
- ◆ They have not completed their Doctorate of Science or obtained the scientific title of Doctor of Science yet;

and

- ◆ They have obtained at least an academic degree qualification in a relevant study programme approved in the Republic of Slovenia before 11 June 2004, and a minimum average grade of all exams and tutorials (excluding a diploma) of 8,00;

or

- ◆ They have obtained a Master's degree qualification in a relevant study programme and a minimum average grade of all exams and tutorials from a Bachelor's degree study programme and a Master's degree study programme of 8,00;

or

- ◆ They have obtained the Pre-Bologna Research Master's degree in a relevant post-graduate study programme approved in the Republic of Slovenia before 11 June 2004;

or

- ◆ In consideration of the three preceding indents, they have obtained an equivalent academic degree qualification abroad.

The candidates referred to in the seventh indent of the previous paragraph, who have not yet graduated or defended the Master's thesis but have completed a minimum of **80% of all exams and tutorials from a Bachelor's and a Master's degree study programme**, can also apply for the tender. If selected as a young researcher, such candidates must complete a Master's degree study programme and obtain a **certificate on the completion of study (graduation) and a certificate on all completed academic requirements with the minimum average grade of 8,00** in the Bachelor's and Master's degree study programmes **on or before 20 September 2019**.

If candidates obtain qualifications abroad, they must submit a **decision on the recognition** of foreign education for the purpose of education in the Republic of Slovenia **on or before 20 September 2019**. Such candidates must apply for the tender for enrolment in the doctoral degree study programme in due time for the purpose of the process of recognition and the issue of the decision on the recognition of foreign education in the Republic of Slovenia. The process of recognition under the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, Nos 87/11, 97/11 – amend. and 109/12) may take up to two months.

If young researcher candidates are enrolled in Year 2 or 3 of the doctoral degree study programme in the 2019/2020 academic year or have obtained their Pre-Bologna Research Master's degree in a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004 or an equivalent qualification obtained abroad, the average grade of the completed education referred to in the sixth or seventh indent of the first paragraph of this point is irrelevant (as a condition for candidacy in the tender). The average grade, however, is taken into consideration in the selection process.

If a young researcher candidate has utilized a minimum of a six-month parental leave whereby one year applies for one child, the age limit shall be extended above 28 years. The same applies for a candidate's prolonged documented sick leave of a minimum of six months.

Candidates **must also meet other conditions** that are determined for the offered position with a selected mentor. The conditions are published in the **descriptions of individual mentors' trainings**, which are an integral part of the tender documentation.

4. UNIVERSITY OF LJUBLJANA'S YOUNG RESEARCHER CANDIDATE ASSESSMENT CRITERIA AND EVALUATION

- ◆ **Average grade (average grade = number of points)**
 - of all exams and tutorials (excluding diploma) in a university study programme approved in the Republic of Slovenia before 11 June 2004;
- OR
- of all exams and tutorials in the Bachelor degree study programme and Master's degree study programme; the grades received for the Bachelor's thesis and Master's thesis are also taken into consideration;
- ◆ **Pre-Bologna Research Master's degree** in a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004 **(1 point)**;
- ◆ **Enrolment in a doctoral degree study programme (0.5 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**);
- ◆ **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)**;
- ◆ **Candidate interview assessment (up to 5 points)**.

5. FINANCING PERIOD

The young researcher qualification process to obtain a Doctorate of Science is financed for:

- ◆ a maximum of four years for those enrolled in a doctoral degree study programme;
- ◆ a maximum of three years for those enrolled in a doctoral degree study programme in medicine. If a young researcher fails to obtain the residency status, the Agency provides funding for another year of qualification in a doctoral degree study programme.

If a young researcher candidate is enrolled in Year 2 of a doctoral degree study programme when signing the contract on qualification process, implementation and financing between the Slovenian Research Agency and the University of Ljubljana, the financing period referred to in the first paragraph is shortened by one year or, if they are enrolled in Year 3 of a doctoral degree study programme, it is shortened by two years.

6. APPLICATION METHOD AND SUBMISSION DEADLINE

Candidates must apply and submit their applications and upload all attachments to the University of Ljubljana's information system on https://studij.uni-lj.si/MR/mr_prva.asp or https://studij.uni-lj.si/MR/english/mr_prva.asp (application form in English) **by 25 September 2019 by 13:00 CEST** in accordance with the Instructions for applying for the tender for young researcher candidates in 2019, which are an integral part of the tender documentation and published in the application. It will not be possible to log in to the information system after this deadline.

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.

Mandatory attachments to the application for the tender are:

- ◆ Evidence of qualification;
- ◆ Certificate of utilization of parental leave or medical certificate for a prolonged sick leave (only if a candidate wants to assert the right to age limit above 28 years such as determined in point 3 herein).

Non-mandatory attachments are:

- ◆ A certificate on the enrolment in an accredited doctoral degree study programme in the Republic of Slovenia, if a candidate is already enrolled in the 2018/2019 academic year;
- ◆ Evidence of Pre-Bologna Research Master's degree qualification, if a candidate has obtained it;
- ◆ 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 <https://www.uni-lj.si/studij/mladi-raziskovalci/> and consider all notifications, information and instructions as integral parts of the tender.

7. 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.

Due to the University of Ljubljana's duty to meet the deadlines referred to in the Rules, notification and communication with candidates will be carried out via e-mail or 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.

8. ENSURING EQUAL OPPORTUNITIES

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

9. 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 94/07 – official consolidated text) and the Rules on Personal and Confidential Data Protection of the University of Ljubljana.

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

Article 6 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, postal delivery address, telephone/mobile phone number, e-mail address, previously obtained academic qualification(s) in the Republic of Slovenia or abroad, enrolment in a doctoral degree, and other evidence submitted by candidates in order to prove their fulfilment of the tender requirements (medical certificates, parental leave utilization certificates)² 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)³.

The University of Ljubljana will submit the above-mentioned personal data to the Slovenian Research Agency, which will check if candidates meet the requirements as determined in the call for tender prior to signing an employment contract with the selected candidate.

For unsuccessful candidates, personal data processing will end within two years from the selection date, whilst for the selected candidates, personal data processing will end in accordance with the Employment Relationship 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 to rektorat@uni-lj.si. If the candidate believes their rights regarding personal data are not properly guaranteed, they can file a complaint or appeal to the Information Commissioner (more at www.ip-rs.si).

10. TENDER DOCUMENTATION

The tender documentation includes:

1. University of Ljubljana Fourth Call to Tender for Young Researcher Candidates in 2019;

² The University of Ljubljana will only process such personal data if the age condition is not met. The third paragraph of Article 113 of the Rules determines that if a young researcher candidate has utilized a minimum of six months of the parental leave, whereby one year applies for one child, the age limit is raised above 28 years. The same applies for a candidate's prolonged documented sick leave of a minimum of six months.

³ Non-mandatory attachments

2. Application form, available from: https://studij.uni-lj.si/MR/mr_prva.asp (English version: https://studij.uni-lj.si/MR/english/mr_prva.asp);
3. List of mentors and offered positions with descriptions of trainings;
4. Instructions for applying for the tender for young researcher candidates.

The tender documentation (the text of the tender with attachments) shall be available on the University of Ljubljana website (<https://www.uni-lj.si/studij/mladi-raziskovalci/>) on the date when the tender is published by the Employment Service of Slovenia (<http://www.ess.gov.si/>).

11. WARNINGS AND ADDITIONAL INFORMATION

The candidates who have not yet enrolled in a doctoral degree study programme and will be selected in this tender procedure **shall also apply separately** for the **Call for enrolment into Doctoral degree programmes 2019/2020**, which is published on the University of Ljubljana's website. Candidates can submit the application for the tender for enrolment in doctoral study 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 2019.

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 study programme in the Republic of Slovenia by 30 September 2019;
2. the selected young researcher candidates who by 20 September 2019 do not complete their study programme with a minimum average grade of all completed academic requirements of 8,00 such as determined in the last four indents of point 3 herein, or in the case of education completed abroad, do not obtain a decision on the recognition of foreign education for the purpose of continuing education in the Republic of Slovenia;
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 training.

Prior to signing the employment contract, the Slovenian Research Agency will check if candidates meet the tender requirements.

Ljubljana, September 2019

Prof. Dr. Igor Papič
Rector

Links:

- ◆ Call for enrolment into Doctoral degree programmes 2019/2020:
<https://www.uni-lj.si/study/doctoral/call-for-enrolment>
- ◆ Recognition of education:
<https://www.uni-lj.si/study/information/recognition-of-foreign-education-for-enrolment-in-second-and-third-cycle-studies-and-for-transfer>
- ◆ Rules on the Procedures for the (Co)financing and Assessment of Research Activities and on Monitoring the Implementation of Research Activities (Unofficial Consolidated Text, No.1):
<https://www.arrs.si/en/akti/rules-cofinanc-junij18.asp>