



INSTRUCTIONS ON HOW TO APPLY FOR THE "3rd PUBLIC TENDER FOR YOUNG RESEARCHERS CANDIDATES FOR 2014 AND HOW TO FILL IN THE "CONFIRMATION AND EVALUATION SHEET"¹

I. Public Tender Application

1. PURPOSE OF THE PUBLIC TENDER

The 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 – Zdr -1, Nos. 112/07, 9/11 and 57/12 –Supportive Environment for Entrepreneurship Act 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 the "3rd Public Tender for Young Researchers Candidates for 2014" with the aim to select Candidates² for Young Researchers to be trained in research groups and with a view of obtaining a doctorate of science at the University of Ljubljana.

2. MENTORS AND POSTS AVAILABLE

The posts available to Young Researchers (hereinafter: Candidates) are published only with the Mentors of the University of Ljubljana selected by the Slovenian Research Agency (ARRS) on the basis of the Public Tender in 2013. The public tender publishes posts available to the Candidates at all the University of Ljubljana member Faculties and Academies (hereinafter: University Members). The list of Mentors (hereinafter: Mentors) with which the Candidates may apply for Young Researchers posts are published in the Annex to the Public Tender.

Each Candidate **may only apply for one Mentor**. In case a Candidate is applying for several Mentors, only one application (chosen at random) shall be taken into account, while the others shall be rejected. Due to the size of the University, which includes 26 University Members, it would be virtually impossible to perform the selection procedure if the Candidate applied for several Mentors.

The Mentors may only evaluate those Candidates who meet the tender requirements. Each Mentor may choose only one Candidate, who meets the tender requirements and who has received the highest overall evaluation rating. As for the other Candidates who also meet the tender requirements, are ranked by the Mentors according to their overall evaluation scores. Should the selected Candidate withdraw the candidacy, the post of Young Researcher shall be offered to the next Candidate according to the overall evaluation score achieved. In accordance with the Rules of

¹ The Confirmation and Evaluation Sheet is filled in only by the Mentors in the procedure of evaluation of Candidates for Young Researchers Candidates.

² The terms Candidate, Young Researcher and Mentor are used neutrally in the text for both men and women.

the Slovenian Research Agency³, the selection of the Candidate shall be made final on 1 September 2014 and after this date no changes to the selected Candidate (due to the withdrawal of candidacy or failure to meet the requirements) shall be possible. If any selected Candidate does not fulfil all the requirements for the Young Researchers Candidate at the time of the public tender (e.g. has not passed all the examinations, has not obtained the diploma or the decision of a higher education institution on the recognition of a foreign education with a view to access education in the Republic of Slovenia (Candidate should bear in mind that the recognition process under the Recognition and Evaluation of Education Act (Ur. L. RS, Nos. 87/11, 97/11 – amended) can take up to two months) fails to meet the requirements by 15 September 2014, the Candidate shall not be entitled to co-financing by the Slovenian Research Agency and the Mentor shall lose the approved post of the Young Researcher.

3. REQUIREMENTS FOR YOUNG RESEARCHERS CANDIDATES

Every Candidate applying for the Young Researchers post must meet the requirements according to Article 103 of the Rules of the Slovenian Research Agency, as stated in Article 3 of the Public Tender. In evidence thereof, the Candidate is required to submit the relevant documents or photocopies of these documents. The detailed explanation of the evidence documents is given in the section 6 of these instructions, entitled 'Application Content'.

4. EVALUATION CRITERIA FOR THE YOUNG RESEARCHERS CANDIDATES

The evaluation criteria for the Young Researchers Candidates are stipulated in Article 104 of the Rules of the Slovenian Research Agency and stated in Article 4 of the Public Tender. Pursuant to the last paragraph of Article 104 of the Rules of the Slovenian Research Agency, the University of Ljubljana has determined the evaluation of criteria for assessing the Candidates. The number of points awarded to the Candidate for individual criterion is listed in the Annex **Evaluation of Criteria for Assessing the Applications**, which is a part of the tender documentation. The criteria are listed and explained in the document entitled **Confirmation and Evaluation Sheet (UL-MR/POC/2013)** which is enclosed to the Tender documentation for information purposes only. The Candidates should **not** include it in their application, since it is filled in by the Mentors when assessing the applications. All the certificates to be enclosed to the application are listed and explained in the section 6: 'Application Content'.

5. DURATION OF FUNDING

The duration of funding of Young Researchers aiming to obtain a doctorate of science in accordance with Article 106 of the Rules of the Slovenia Research Agency is a maximum of three years and six months if they are enrolled in a doctoral study programme (3rd cycle study programme). Enrolment in a four-year doctoral programme (old programme) is no longer possible.

If a Young Researchers is enrolled in the second year of a doctoral study programme in the academic year 2014/15, the funding period is reduced for one year, or two years if the Young Researcher is enrolled in the third year of a doctoral study programme.

In accordance with paragraph 4 of Article 110 of the Rules of the Slovenian Research Agency, the doctoral thesis shall be defended in the Republic of Slovenia (exceptionally also abroad), therefore the selected Candidate must enrol in an accredited doctoral study programme in Slovenia (3rd cycle).

³ The term Rules of the Slovenian Research Agency in the text refers to the Rules on the [Procedures of the \(co\)financing and Monitoring the Implementation of Research Activities \(Official Gazette of the Republic of Slovenia, No. 4/1, 72/11 and 45/12\)](#) (in Slovene language).

6. APPLICATION CONTENT

Under this point, the Public Tender covers the entire content of an individual application. The application forms may be filled in by hand using capital letters or printed using a printer, but the Candidate **must sign them by hand**.

Applications for the Public Tender **must include**:

1. **The application form UL-MR/Pr/2014**, completed in full and signed by the Candidate. The content of the application form is explained separately below.

and

2. **Evidence of required level of education⁴**

- If the Candidate holds the 1st cycle degree (undergraduate study), he/she submits a photocopy of the degree certificate (diploma) with the Diploma Supplement.

or

- If the Candidate holds the 1st or 2nd cycle degree, he/she submits a photocopy of the degree certificate for the 1st and 2nd cycle. The photocopies of both degree certificates need to be attached in order to calculate the average grade for all examinations and coursework in both cycles.

or

- If the Candidate holds a 1st cycle degree and a 2nd cycle degree and he/she requests that the 2nd cycle degree is also taken into account, he/she must submit a photocopy of the degree certificate with the Diploma Supplement and a photocopy of the 2nd cycle degree of the with the Diploma Supplement (**IMPORTANT:** the Candidate must have **completed the 2nd cycle**. For the Candidate who send **Statement No. 3** (form **UL-MR/11/2014**) as evidence of education, **only** the obtained degree, equivalent to 2nd cycle degree shall be taken into account if it meets the education requirements.) For the Candidates who submit photocopies of both degrees with both Diploma Supplements, the overall average grade of all examinations and coursework (excluding the grade of the graduation thesis) in the 1st and the 2nd cycle of higher education shall be taken into account when calculating the average grade.

or

- If 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, he/she must submit an official evidence of the average grade of all passed examinations and coursework – transcript of records (excluding the grade of the graduation thesis) achieved thus far in the undergraduate university study programme adopted before 11 June 2004, equivalent to the 2nd cycle degree **or** in the 1st or 2nd cycle **and necessarily also the Statement No. 3** stating that the Candidate will graduate at the University of Ljubljana by the date specified in Statement No. 3 and submit the degree certificate and the certificate of passed examinations and coursework-transcript of records.

or

- If the Candidate holds an equivalent foreign degree, he/she submits a photocopy of the decision by the University of Ljubljana on the recognition of the foreign education with a view to access education in the Republic of Slovenia. If the Candidate has not yet received the recognition decision, he/she attaches the **Statement No. 3** (form **UL-MR/11/2014**) stating that he/she has applied for the decision and submit a photocopy of the decision by the date specified in the Statement No. 3 (the 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).

⁴ If the Candidate has not yet received a degree, he/she submits a degree certificate and a certificate of passed examinations – transcript of records.

One of the above mentioned evidence of education or transcript of records must be included in the application; while the evidence of education may additionally be included (this is not obligatory if the Candidate does not possess such an evidence):

- evidence of enrolment in an accredited doctoral study programme in the Republic of Slovenia, if the Candidate has already enrolled in a doctoral study programme at the time of the application for the Public Tender (if the Candidate has already enrolled in a doctoral study programme, he/she receives additional 0.5 points in the evaluation);

and

- evidence of a completed Master of science degree or an equivalent degree obtained abroad, (photocopy of the Master of science degree certificate) (if the Candidate has obtained the Master of science degree, he/she receives an additional 1 point in the evaluation).

and

3. The Candidate's written **Statement No. 1** (form **UL-MR/11/2014**) confirming that he/she is aware that his/her personal data given in the application is *used for records or registers as determined by the Rules on the Procedures of (Co)financing and Monitoring of the Implementation of Research Activities (Ur.l. RS, Nos. 4/11, 72/11 and 45/12)*;
4. The Candidate's written **Statement No. 2** (form **UL-MR/11/2014**) that he/she has not received any funding from the Young Researchers Programme.

The Candidate **may** contain the following separate annexes, which are taken into account when evaluating the Candidate:

5. Evidence of received University Prešeren Award or Prešeren Award awarded by the University Member or an equivalent award awarded by the University Member, if the Candidate has received one of these awards (other awards and prizes are not taken into account in the evaluation);
6. Evidence of authorship or co-authorship of articles:
 - a COBISS print-out (if the Candidate has not yet been registered in COBISS and has published articles as a co-author, the print-out submitted may be that of the co-author with the relevant articles marked accordingly, or
 - photocopies of articles published in magazines (the article published in the magazine and the index of the magazine clearly showing the publication of the article must be photocopied - papers from conferences are not taken into account, despite being published in the conference proceedings).
7. The description of the Candidate's collaboration in research work:
 - in collaboration with the Mentor he/she is applying to for the Young Researchers post (e.g. cooperation in research work during study, seminar papers, graduation thesis, research work for the Prešeren Award or other award, etc.) or
 - in collaboration with another Mentor (if possible, the Mentor should confirm the description with a signature or the Candidate should submit any other proof to confirm the description of experience in research).

In case the Candidate is unable to provide authenticated evidence in due time, where such evidence is required, he/she may submit a copy with an appropriate written explanation as to why it was not possible to submit an authenticated document. The Candidate must deliver the missing document to the address of the University of Ljubljana as soon as possible.

7. METHOD AND DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for submission of the applications is Thursday, 28 August 2014. Detailed instructions on the manner of submission and marking of the applications are in the Public Tender.

The Candidates 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 form and the additional forms in English.

8. OPENING OF APPLICATIONS

All the necessary information is in the Public Tender.

9. EVALUATION OF APPLICATIONS

All the necessary information is in the Public Tender.

10. NOTIFICATION OF THE SELECTION

All the necessary information is in the Public Tender. The Candidate can expect to be notified of the selection results at the ending of August 2014.

12. TENDER DOCUMENTATION

The Tender documentation (text of the Tender, instruction, forms and 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/>).

13. 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).

Without the application for the Call for enrolment in doctoral study programmes it is not possible to enrol in the doctoral study programme at a later stage.

(the 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).

Foreign citizens should submit the documentation needed for employment in Slovenia according to the Slovenian legislation, before the education start, at the latest by 1 November 2014.

The University of Ljubljana shall not be able to conclude the working contract with the selected Candidate and the agreement on education of Young Researchers with the Slovenian Research Agency for the following Candidates:

- selected Candidates who shall not enrol in a doctoral study programme in the study year 2014/2015
- selected Candidates who shall not submit the following documentation by 15 September 2014:
 - certificate of graduation and transcript of records
 - photocopy of the recognition decision, issued by the University of Ljubljana

- selected Candidates who shall not submit the following documentation by 30 September 2014:
 - certificate of registration in a doctoral study programme in the Republic of Slovenia

and for the following Candidates:

- selected Candidates who are foreign citizens and shall not submit all the necessary documentation needed for employment in Slovenia according to the Slovenian legislation, before the education start, at the latest by 1 November 2014.

All questions regarding the Public Tender should be sent to the e-mail: R-R@uni-lj.si by 13.00 on 27 August 2014 at the latest. The University will send replies from 26 August 2014 to 28 August 2014 at the latest.

II. Application Form

The application form (form UL-MR/Pr/2013) must be filled in and signed by every Candidate. The form can be filled in on a computer or by hand but must be signed by hand. The Candidates fill in the following sections:

1. Candidate:

- First and last name:
- Date and Year of birth:
- Citizenship:
Either nationality of the Republic of Slovenia, or the corresponding foreign country for foreign nationals, should be entered here. **No** evidence of nationality needs to be enclosed with the application.
- Permanent address:
The Candidate's full permanent address is entered here.
- Temporary address:
To be filled in only by the Candidates who are officially registered as residing at a temporary address.
- Postal address for the delivery of decisions and notifications:
The address at which the Candidate can be reached so he/she can receive notification of the outcome of the Public Tender.
- Landline/mobile telephone number:
- E-mail:

2. Academic information (the veracity of this is evident by the required enclosed degree certificates and Diploma Supplements):

- *University and faculty issuing the 1st or 2nd cycle degree certificate:*
The university and faculty at which the Candidate has graduated or will have graduated by 15 September 2014 are entered here. The year of graduation must also be indicated. The Candidate may graduate from another Slovenian university or any other accredited institution of higher education. **If the Candidate has graduated from a foreign institution, he/she must provide the recognition decision of the qualifications, issued by the University Member where the Candidate shall enrol in the 3rd cycle doctoral study programme at the University of Ljubljana) with a view to access education in the Republic of Slovenia.** The photocopy of the decision on the recognition of the foreign education with a view to access education should be submitted by 15 September 2014.

- *The average grade achieved in the 1st and 2nd cycle study programme combined or equivalent :*
The average grade achieved in all the examinations and coursework is entered, rounded to **two decimal places**. The grades of all examinations and coursework of the 1st and 2nd cycle (both cycles **combined**) or equivalent academic undergraduate study (excluding the grade of the graduation thesis) shall be taken into account in the calculation of the average grade. If the Candidate holds a 2nd cycle degree and an equivalent degree, the grades of all examinations and coursework of the equivalent degree (excluding the grade of the graduation thesis) and the 2nd cycle degree **combined** are taken into account in the calculation of the average grade. If the Candidate has not yet obtained a relevant degree, he/she must have passed at least 80% of all exams and coursework, which makes it possible for final year students and candidates for graduation to apply as well. A Candidate who has not yet obtained a relevant degree or who has obtained a foreign degree but does not possess a decision by the University of Ljubljana on the recognition of the foreign education with a view to access education in the Republic of Slovenia, must graduate or obtain a decision on the recognition of the foreign education, as well as achieve an average grade of at least 8.00 in all examinations and coursework, by 15 September 2014, the deadline for submitting the certificates of evidence thereof to the University of Ljubljana. In accordance with the Article 107 of the *Rules of the Slovenian Research Agency*, the University must prepare the required documentation for all Young Researchers Candidates and send it to the Slovenian Research Agency by 20 September 2014, therefore the deadline for submission of relevant certificates cannot be extended beyond 15 September 2014.
- *The state of the Candidate's enrolment in the doctoral study programme (3rd cycle):*
The appropriate section is to be circled (not yet enrolled, enrolled in ... or completed Master of science degree). If the Candidate is enrolled in an accredited postgraduate study programme to obtain a scientific degree in Slovenia, the study year of the enrolment and the academic year should also be specified. Graduates of the 2nd cycle obtain a professional master degree, which is not equivalent to a scientific degree. Postgraduate study programmes to obtain a scientific degree are master and doctoral study programmes accredited in the Republic of Slovenia before 11 June 2004 and 3rd cycle doctoral) study programmes.
- *The university and faculty of the enrolment in the doctoral study programme (3rd cycle study programme):*
This section is to be filled in by the Candidates already enrolled in a 3rd cycle doctoral study programme.

3. Data of the Mentor:

The data of the Mentor to which the Young Researchers Candidate is applying are entered here. The required information can be found in the list of Mentors in the Annex to the Public Tender.

The section marked "TO BE COMPLETED BY THE UNIVERSITY OF LJUBLJANA" at the bottom of the application sheet is **not to be filled in** by the Candidates, since this is to be completed by the University of Ljubljana at the opening of the applications submitted for the 3rd Public Tender for Young Researchers Candidates for the year 2014, by the commission.

III. Statement No. 1

Each Candidate must fill in and sign **Statement No. 1** (form **UL-MR/11/2014**), confirming that he/she is aware that his/her personal data given in the application are used for the records and registers as determined by the Rules of the Slovenian Research Agency.

IV. Statement No. 2

Given that the University of Ljubljana is unable to verify whether a Candidate has already received funding from the Young Researchers Programme (one of the conditions for candidacy in the present Public Tender), each Candidate must sign **Statement No. 2** (form **UL-MR/I2/2014**), stating that he/she has not received any funding from the Young Researchers Programme.

v. Statement No. 3

Statement No. 3 (form **UL-MR/I3/2014**) is to be signed and enclosed only by those Candidates who have not yet obtained the required or equivalent degree or do not yet possess a decision on the recognition of a foreign education with a view to access education in the Republic of Slovenia issued by the University of Ljubljana at the time of the application for the Public Tender. By signing this Statement, the Candidates shall be bound to graduate or to obtain a decision on the recognition of foreign education with a view to access education in the Republic of Slovenia and submit relevant proof to the university by 15 September 2014 at the latest.

VI. Confirmation and Evaluation Sheet

The Confirmation and Evaluation Sheet (form **UL-MR/POC/20134**, which is a constituent part of the Tender documentation, was drawn up and confirmed by the University of Ljubljana in accordance with Articles 103 and 104 of the *Rules of the Slovenian Research Agency*.

The Confirmation and Evaluation Sheet is to be **filled in by the Mentors**. For each Young Researchers Candidate, the Mentor shall fill in one Evaluation Sheet. The Candidates should **NOT** fill in this form and they **should not enclose** it with their application. It is included in the application documentation for information purposes only, in order to familiarise the Candidates with the application assessment criteria, which are also stated in the annex entitled "Evaluation of Criteria for Assessing the Applications".

General information to be filled in:

1. The name of the University Member.
2. The first and last name of the Mentor.
3. The first and last name of the Candidate – to be copied from the application form.
4. The scientific field from the ARRS code table from the list of approved Mentors published in the Annex to the Public Tender.

I. The Candidate Meets the Requirements of the Public Tender – the relevant answer, YES or NO, is to be marked.

1. On the basis of enclosed certificates and evidence, it shall be verified whether the Candidate has completed the relevant educational degree and meets the requirements to enrol in an accredited 3rd cycle doctoral study programme in Slovenia. The relevant educational degree and the required evidence are listed in the Annex of the Public Tender entitled Evaluation of Criteria for Assessing the Candidates and in the Confirmation and Evaluation Sheet itself. A Candidate who has obtained an equivalent foreign degree must submit a photocopy of the degree with the Diploma Supplement and the photocopy of the decision by the University of Ljubljana on the recognition of the foreign education with a view to access education in the Republic of Slovenia. If the Candidate has not yet received the decision in question, he/she attaches a signed Statement No. 3.

It shall also be verified whether the requirement referring to the average grade of all examinations and coursework (excluding the grade of the graduation thesis) of at least 8.00 is met for academic undergraduate education, equivalent to 2nd cycle degree.

2. If the Candidate has not yet obtained the required degree, it shall be verified whether he/she has completed at least 80% of all the examinations and coursework required to complete the study programme and whether he/she has enclosed **Statement No. 3** stating that he/she will graduate and submit the degree certificate to the University of Ljubljana by and including 15 September 2014; otherwise, the answer NO is to be circled.

If the Candidate has not passed all the examinations at the time of the application for the Public Tender and has been selected as a Young Researchers Candidate, he/she must submit a certificate of passed examinations and coursework – transcript of records with the average grade of at least 8.00 to the University of Ljubljana by 15 September 2014. If the selected Candidate's average grade of all examinations and coursework (excluding the grade of the graduation thesis) is below 8.00, he/she shall not be accepted as a Young researcher by the Slovenian Research Agency.

3. It shall be verified whether no more than 5 years have passed since the Candidate defended his/her diploma thesis in the required degree study programme, for which the Candidate has submitted evidence of meeting the requirement regarding the educational degree, whereby the five-year period shall be set as up to 30 September of the current year.

If the Candidate is already enrolled in the doctoral study programme without the financial support of the Agency or the Ministry of Science, the period following the defence of the 1st cycle or 2nd cycle diploma thesis shall be extended beyond 5 years, namely one year shall be added for each entered study year. If the Candidate has used parental leave – with one year accounted per one child – the period following the defence of the 1st cycle or 2nd cycle diploma thesis shall be extended beyond 5 years. This equally applies to the Candidate's documented sick leave exceeding six months

4. **Statement No. 2** shall be verified, stating that the Candidates has not yet received funding from the Young Researchers Programme.

In the '*Candidate fully meets the Public Tender requirements*' section, the answer "Yes" is chosen if the marked answers from 1 through 4 are as follows:

- Yes, No, Yes, No *or*
- No, Yes, Yes, No.

If the sequence of answers is different from the above possibilities, the Candidate does not fully meet the requirements and the answer »No« is selected. If the Candidate does not meet the requirements, he/she is **not** to be evaluated according to the criteria in the section II. Such an Candidate who does not have an overall score or the overall score is noted as /.

II. Evaluation of the Candidates

1. The average grade is copied from the Diploma Supplement or transcript of records which the Candidate must include with the application if he/she does not have a degree certificate with the Diploma Supplement. The average grade is calculated from the grades of all passed examinations and coursework and is rounded to two decimal places. 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) (excluding the grade of the graduation thesis) **or**
 - in the 1st **and** 2nd cycle study programmes combined (at least 80% of all examinations and coursework must be passed) **or**
 - in the undergraduate academic study programme (adopted in the Republic of Slovenia before 11 June 2004) (excluding the grade of the graduation thesis) **and** in the 2nd cycle study programme (all examinations and coursework must be passed).
2. If the Candidate has already obtained Master of science degree, 1 point will be awarded; otherwise 0 points.
3. If the Candidate is already enrolled in an accredited doctoral study programme (3rd cycle study programme), 0.5 points will be added; otherwise 0 points.

Note: A Candidate may only be awarded points either according to criterion no. 2 or no. 3, not both (e.g. a Candidate holding a Master of science degree who is already enrolled in the 3rd cycle doctoral study programme in the current academic year is awarded 1 point according to criterion no. 2 and 0 points according to the criterion no. 3, i.e. a total of 1 point and not 1.5 points).

4. A recipient of the University Prešeren Award is awarded 1 point.
5. A recipient of the Prešeren award by the University Member or an equivalent award by the University Member is given 0.5 points (other awards and prizes are not taken into account).
6. For each independent article, 1 point will be awarded to the Candidate; for each co-authored article a proportionate score will be calculated by dividing 1 point by the number of co-authors, with the result being rounded to two decimal places. The total points that can be awarded to the Candidate according to this section depend on the number of articles published and the number of co-authors of the article; this total has no upper limit. Only scientific articles published in journals, which are considered in the procedure of higher education teacher promotion to educational and research titles by the University Members, are taken into account. Papers from conferences are not taken into account, despite being published in the conference publication.
7. Collaboration in research work is scored from 0 to a maximum of 3 points at the discretion of the Mentor. The Mentor evaluates the Candidate based on the Candidate's description of the collaboration with the Mentor or based on a description of collaboration in research work elsewhere. The Mentor may discuss the Candidate with the professor responsible for the research project that the Candidate was involved in. If no other research work collaboration took place, the Candidate's research work in the elaboration of the graduation thesis or seminar paper may be evaluated. If no research work collaboration took place whatsoever, the Mentor does not grant any points (0 points) to the Candidate. The Candidate's research work collaboration can be evaluated differently by various Mentors; however, it is important that the same Mentor evaluates all the Candidates on the basis of the same criteria.

The overall score is the sum of all points from section 1 to 7. The Candidate with the highest overall score is selected for the Young Researchers post. Other Candidates meeting the Public Tender requirements shall be ranked according to the overall score achieved.

Each Confirmation and Evaluation Sheet is to be signed by the Mentor who performed the evaluation and by the Dean of the University Member. The Evaluation Sheets are to be confirmed by the University Member with the university seal. Finally, the Rector of the University of Ljubljana will sign the Evaluation Sheets.

The University Members shall return all the documentation of all the Candidates (both accepted and refused) to the University of Ljubljana Rectorate within the deadline, communicated by the Rectorate to the University Members upon submitting the applications for evaluation.