



University of Ljubljana, Kongresni trg 12, Ljubljana, pursuant to Article 12 of the Research and Development Activities Act (Official Gazette of the Republic of Slovenia, No. 96/02, 115/05, 61/06 – The Societies Act, 112/07 and 9/11) and the Rules of procedure for (co)financing, Assessing and Monitoring the Implementation of Research Activities (Official Gazette of the Republic of Slovenia, No. 4/11, 72/11) hereby publishes a

PUBLIC TENDER FOR YOUNG RESEARCHERS CANDIDATES FOR THE YEAR 2012

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 a bachelor's degree in a relevant field, obtained in a study programme adopted in the Republic of Slovenia before 11 June 2004 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
- Has completed the 1st and 2nd cycle of Bologna study programme in a 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;

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

or

- Holds at least a bachelor's degree in a relevant field, obtained in a study programme adopted in the Republic of Slovenia before 11 June 2004 and has completed the 2nd cycle of the Bologna study programme in a relevant field, and has an average grade for all examinations and coursework (excluding the grade of the graduation thesis) in the undergraduate university study programme and the 2nd cycle of Bologna study programme of at least 8.00, and meets the conditions for enrolment in the doctoral study programme;

or

- Holds Master of Science degree in a relevant field obtained in a master's study programme adopted in the Republic of Slovenia before 11 June 2004 and meets the conditions for enrolment in the doctoral study programme.

or

- Holds a comparable degree to that referred to in the first, second, third and fourth indent hereunder obtained at foreign universities, whereby he/she must meet the average grade condition and the condition of enrolment in 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 for Young Researcher 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 Applicant 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 an Applicant 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 2012 at the latest.

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

If the Applicant 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 Applicant'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 (without the grade of the graduation thesis):

- in the undergraduate university 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 of Bologna study programme (at least 80% of all examinations and coursework must be passed);
- or**
- in the undergraduate university study programme (adopted in the Republic of Slovenia before 11 June 2004) **and** at the 2nd cycle of Bologna study programme (all examinations and coursework must be passed);
- A completed Master of Science course;
- 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 member faculty or an award of equal value by the member faculty;
- Published scientific articles authored or co-authored by the Candidate;
- Collaboration in research work at the discretion of the Mentor that the Applicant 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 of Bologna study programme).

If the Candidate for Young Researcher 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 at:
<http://www.arrs.gov.si/sl/akti/prav-sof-ocen-sprem-razisk-dej-sept-11.asp>

6. APPLICATION CONTENT

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

1. **The application form UL-MR/Pr/2012**, completed in full and signed by the Applicant;
2. **Proof of education²**
 - Obtained bachelor's degree: a photocopy of the graduation certificate with the complete annex to the certificate;

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

or

- Obtained degree after the completed 1st and 2nd cycle of Bologna study programme:
 - *for the 1st cycle:* a photocopy of the graduation certificate with the complete annex to the certificate;
 - *for the 2nd cycle:* a photocopy of the graduation certificate with the complete annex to the certificate;

or

- Obtained bachelor's degree and obtained degree after the completed 2nd cycle of Bologna study programme: a photocopy of the graduation certificate with the complete annex to the certificate and a photocopy of the graduation certificate of the 2nd cycle of Bologna study programme with the complete annex (**IMPORTANT:** the candidate must have **completed the 2nd cycle of the Bologna study programme**. For the Applicants who send **Statement No. 3** (form **UL-MR/I1/2012**), **only** the obtained bachelor's degree shall be taken into account.

or

- The Applicant 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 proof of the average grade for all passed examinations and coursework (excluding the grade of the graduation thesis) thus far achieved in the undergraduate study programme adopted in the Republic of Slovenia before 11 June 2004 **or** in the 1st and 2nd cycle of Bologna study programme

and

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

or

- Obtained 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 Applicant has not yet received the decision in question, he/she attaches **Statement No. 3** (form **UL-MR/I1/2012**) stating that he/she will obtain the decision and submit a photocopy of the decision by the date specified in Statement No. 3 (Applicants should bear in mind that the procedure for recognition under the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 – amended) can take up to two months);

and

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

and

- Proof of a completed Master of Science course, if the Candidate has already obtained the Master of Science degree (photocopy of the degree certificate);

and

3. **Statement No. 1** (form **UL-MR/I1/2012**): a written statement by the Applicant 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 (Official Gazette of the Republic of Slovenia, No. 4/11, 72/11).
4. **Statement No. 2** (form **UL-MR/I2/2012**): a written statement by the Application stating that he/she has not yet received funding from the Young Researchers Programme.

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

5. Proof of received University Prešeren Award or Prešeren Award by the member faculty or an award of equal value by the member faculty;
6. Proof of the authorship or co-authorship of scientific articles:
7. A description of the Applicant's previous collaboration in research work.

7. METHOD AND DEADLINE FOR SUBMISSION OF APPLICATIONS

The deadline for submitting the applications is Friday, 22 June 2012. The Applications are to be sent via registered mail or delivered in person to the despatch centre of the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana by 1pm on 22 June 2012. 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 Javni razpis za kandidate za mlade raziskovalce v letu 2012**« (»**DO NOT OPEN – Application for Public Tender for Young researchers Candidates for the Year 2012**«) 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 Chancellor 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 Chancellor of the University of Ljubljana shall decide on the selection of Candidates for Young Researchers by a decision, on the basis of a proposal by the Dean of the member faculty and with the approval of the Mentor of the Candidate for Young Researcher. The Applicants 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. APPEAL

Any eventual appeals against the decisions referred to in the preceding article of the Public Tender may be submitted by the Applicants within 9 days of receipt of the decision to the address: University of Ljubljana, Kongresni trg 12, Ljubljana. A decision shall be made on the appeal within 10 working days by the Chancellor of the University of Ljubljana by a decision. The submitted appeal does not avert the signing of the contracts between the Slovenian Research Agency and the University of Ljubljana on the implementation and financing of the training of selected Young Researchers. The appeal must include a written justification with precisely defined reasons for submitting the appeal. The appeal cannot refer to the conditions for the application, the criteria set for assessment of applications and the evaluation of criteria.

12. 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 daily newspapers.

13. WARNINGS AND ADDITIONAL INFORMATION

PLEASE NOTE:

The Applicants selected in this Public Tender must apply separately for the **Tender for the enrolment in the 3rd cycle postgraduate study programmes at the University of Ljubljana in the academic year 2012/2013**. The tender is published on the University of Ljubljana website <http://www.uni-lj.si/novica.aspx?id=6957>. The period for enrolment in all doctoral study programmes began to run on **15 March 2012**.

For the selected Candidates for Young Researchers who fail to enrol in a doctoral study programme in the academic year 2012/2013, the University of Ljubljana shall not be able to conclude a Young Researchers Training Agreement with the Slovenian Research Agency.

Applicants should bear in mind that the procedure to recognise a foreign education under the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, No. 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 December 2012.

All questions regarding the Public Tender should be sent by 1pm on 15 June 2012 to the e-mail: R-R@uni-lj.si. The University will send replies from 6 June 2012 to 21 June 2012 at the latest.

Ljubljana, 29 May 2012

Prof. Dr. Radovan Stanislav Pejovnik
CHANCELLOR

ANNEXES TO THE PUBLIC TENDER:

Annex 1: List of mentors at the University of Ljubljana for the year 2012

Annex 2: Instructions on how to apply for the "Public Tender for Young Researchers Candidates for the year 2012" and

and how to fill in the "Confirmation and Evaluation Sheet"

Annex 3: Application form (form *UL-MR/Pr/2012*)

Annex 4: Statement No. 1 (form *UL-MR/I1/2012*)

Annex 5: Statement No. 2 (form *UL-MR/I2/2012*)

Annex 6: Statement No. 3 (form *UL-MR/I3/2012*)

Annex 7: Confirmation and Evaluation Sheet (from *UL-MR/POC/2012* – 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):
<http://www.arrs.gov.si/en/akti/prav-sof-ocen-sprem-razisk-dej-sept-11.asp>
- Standard contracts on the funding of postgraduate research training of a Young Researcher:
<http://www.arrs.gov.si/sl/mr/gradivo/dokum/>