



# INSTRUCTIONS ON HOW TO APPLY FOR THE "2<sup>nd</sup> PUBLIC TENDER FOR YOUNG RESEARCHERS CANDIDATES FOR THE YEAR 2012 AND HOW TO FILL IN THE "CONFIRMATION AND EVALUATION SHEET"<sup>1</sup>

## *I. Public Tender Application*

### 1. THE PURPOSE OF THE PUBLIC TENDER

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 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, 45/12) hereby publishes the "Public Tender for Young Researchers Candidates for the Year 2012" with the aim of selection of Candidates<sup>2</sup> 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

.An annex to the Public Tender contains a list all the Mentors, each with one Young researchers post available. The Mentors have been selected by the ARRS following a public call in 2011.

A candidate **may only apply for one mentor**. In the event of a Candidate applying for several Mentors, only one application (chosen at random) shall be taken into account, while the others shall be discarded. Due to the size of the University, which includes 26 members, it would be virtually impossible to perform the Young Researchers Candidates selection procedure if Candidates were to apply for several Mentors.

The Mentors may only evaluate those Candidates who meet the tender criteria. Each mentor may choose only one Candidate, who meets the tender criteria and who has received the highest overall evaluation rating. As for the other applied Candidates who also meet the tender criteria, the Mentors may place them in order according to their overall evaluation rating. Should the selected Candidate withdraw his/her candidacy, the post of Young Researcher shall be offered to the next Candidate according to the overall score achieved. In accordance with the Rules of the Slovenian Research Agency<sup>3</sup>, the selection of the Young Researchers Candidates shall be made final on 1 September 2012 and after this date no changes to the selected Young Researches Candidates

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

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

<sup>3</sup> 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 \(Official Gazette of the Republic of Slovenia, No. 4/1, 72/11, 45/12\)](#).

(due to the withdrawal of candidacy or failure to fulfil the required conditions) shall be possible. If a selected Young Researchers Candidate does not fulfil all the conditions 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 (Candidates should bear in mind that the recognition process 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) fails to fulfil these conditions by 20 September 2012, he 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. CONDITIONS FOR YOUNG RESEARCHERS CANDIDATES**

An applicant applying for the Young Researchers Candidate must meet the conditions according to Article 103 of the Rules of the Slovenian Research Agency, as stated in Article 3 of the Public Tender. As proof of fulfilment of these criteria, the Young Researchers Candidate is required to submit the relevant documents or photocopies of these documents. A detailed explanation of the documents required is given in the 6<sup>th</sup> section of these instructions, titled 'Application Content'.

### **4. EVALUATION CRITERIA OF THE APPLICANTS FOR YOUNG RESEARCHERS CANDIDATES**

The assessment criteria for applicants for 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 criteria is listed in the annex **Evaluation of Criteria for Assessing the Applications**, which constitutes an integral part of the tender documentation. The criteria are clearly shown and explained in the **Confirmation and Evaluation Sheet (UL-MR/POC/2012-2)** document, which is enclosed with the Tender documentation for information purposes only. The applicants should **not** include it with their application, since it is filled in by the Mentors when assessing the applications. All the certificates to be included are stated and explained in the 6<sup>th</sup> section, '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 (3<sup>rd</sup> cycle of the Bologna process). Enrolment in a four-year doctoral programme (old programme) is no longer possible.

If a Young Researchers Candidate is enrolled in the second year of a doctoral study programme in the 2012/13 academic year, the funding period is reduced for one year, or two years if he/she 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 Young researchers Candidates must enrol in an accredited doctoral study programme in Slovenia (3<sup>rd</sup> cycle of the Bologna process).

### **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 applicant **must sign them by hand**.

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

1. **The application form UL-MR/Pr/2012-2, completed in full and signed by the Applicant.**  
The content of the application form is explained separately below.

**and**

2. **Proof of education<sup>4</sup>**

- If the Applicant has obtained a bachelor's degree, he/she submits a photocopy of the degree certificate with an annex to the certificate.

**or**

- If the Applicant has obtained a degree after the completed 1<sup>st</sup> or 2<sup>nd</sup> cycle of the Bologna study programme, he/she submits a photocopy of the degree certificate for the 1<sup>st</sup> and 2<sup>nd</sup> cycle. The photocopies of both degree certificates need to be attached in order to calculate the average grade for all examinations and coursework (excluding the grade of the graduation thesis) in both cycles of the Bologna study programme.

**or**

- If the Applicant has obtained a bachelor's degree and a degree awarded after the completed 2<sup>nd</sup> cycle of the Bologna study programme and he/she requests that the degree from the 2<sup>nd</sup> cycle of the Bologna study programme is also taken into account, he/she must submit a photocopy of the degree certificate with an annex to the certificate and a photocopy of the degree of the 2<sup>nd</sup> cycle of the Bologna study programme with an annex (**IMPORTANT:** the candidate must have **completed the 2<sup>nd</sup> cycle of the Bologna study programme**. For the Applicants who send **Statement No. 3** (form **UL-MR/I3/2012-2**) as proof, **only** the obtained bachelor's degree shall be taken into account, since a bachelor's degree is sufficient for meeting the required condition regarding education.) For the Applicants who submit photocopies of both degrees with annexes, the overall average grade of all examinations and coursework (excluding the grade of the graduation thesis) in the undergraduate university study programme and the 2<sup>nd</sup> cycle of the Bologna process shall be taken into account when calculating the average grade.

**or**

- If 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, he/she must submit official proof of the average grade of all passed examinations and coursework (excluding the grade of the graduation thesis) achieved thus far in the undergraduate university study programme adopted before 11 June 2004 **or** in the 1<sup>st</sup> or 2<sup>nd</sup> cycle of the Bologna study programme **and necessarily also 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**

- If the Applicant has obtained a relevant foreign degree, he/she submits a certified photocopy of the diploma, acquired abroad, certified photocopy of the diploma translated in Slovene, acquired abroad and 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 Applicant has not yet received the decision in question, he/she attaches confirmation of submitting the application for recognition for access to education and **Statement No. 3** (form **UL-MR/I3/2012-2**) 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

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<sup>4</sup> If the Applicant has not yet received a degree, he/she submits a degree certificate and a certificate of passed examinations.

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).

One of the above mentioned proof of education or certificate of passed examinations and coursework must be included in the application, while the proof of education may additionally include (this is not obligatory if the Applicant does not possess such proof):

- proof 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 Applicant has already enrolled in a doctoral study programme, he/she receives additional 0.5 points in the evaluation);

**and**

- proof of a completed Master of Science course, if the Candidate has already completed the Master of Science course (photocopy of MSc degree certificate) (if the Applicant has completed the Master of Science course, he/she receives an additional 1 point in the evaluation).

**and**

3. The Applicant's written **Statement No. 1** (form **UL-MR/I1/2012-2**) confirming that he/she is aware that his/her personal information 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 (Official Gazette of the Republic of Slovenia, No. 4/11, 72/11, 45/12)*;
4. The Applicant's written **Statement No. 2** (form **UL-MR/I2/2012-2**) that he/she has not received any funding from the Young Researchers Programme.

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

5. Proof of received University Prešeren Award or Prešeren Award by the member faculty or an award of equal value by the member faculty, if the Applicant has received one of these awards (other awards and prizes are not taken into account in the evaluation);
6. Proof of authorship or co-authorship of scientific articles:
  - a COBISS print-out (if the Candidate has not yet been entered 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 or conference publications (the article published in the magazine or conference publication and the index of the magazine/publication clearly showing the publication of the article must be photocopied).
7. A description of the Applicant's collaboration in research work:
  - the Candidate describes his/her previous research work collaboration with the Mentor he/she is applying to for the Young Researchers Candidate post (e.g. cooperation in research work during study, seminar papers, graduation thesis, research work for the Prešeren Award or other award, etc.) or
  - The Applicant describes his/her research work collaboration with another Mentor (if possible, the Mentor should confirm the description with a signature or the Applicant should submit any other proof to confirm the description of experience in research).

In case the Applicant is unable to provide authenticated proof in due time, where such proof 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 submitting the applications is **Monday, 13 August 2012**. All the details on the manner of submission and marking of applications are stated in the Public Tender.

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](http://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**

All the necessary information is stated in the Public Tender.

## **9. EVALUATION OF APPLICATIONS**

All the necessary information is stated in the Public Tender.

## **10. NOTIFICATION OF THE SELECTION**

All the necessary information is stated in the Public Tender. The Applicants are expected to be notified of the selection at the beginning of August 2012.

## **11. APPEAL**

All the necessary information is stated in the Public Tender. 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](http://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 3<sup>rd</sup> cycle doctoral 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**. Without the application for the tender for enrolment in doctoral study programmes it is not possible to enrol in the doctoral study programme at a later stage.

For the selected Young Researchers Candidates 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, therefore these Candidates will lose the post of Young Researcher.

Applicants should bear in mind that the procedure for recognition of a foreign degree 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 by 1 December 2012.

All questions regarding the Public Tender should be sent by 1pm on 9 August 2012, to the e-mail: [R-R@uni-lj.si](mailto:R-R@uni-lj.si). The University will send replies from 6 August 2012 to 10 August 2012 at the latest.

## **II. Application Form**

**The application form (form UL-MR/Pr/2012-2) must be filled in and signed by every Applicant for the Public Tender.** The form can be filled in on a computer or by hand but must be signed by hand. The Applicants fill in the following sections:

### 1. Applicant:

- First and last name:
- Date of birth:
- Citizenship:  
Either nationality of the Republic of Slovenia, or the corresponding foreign country for foreign nationals, should be entered here. **No** proof of nationality needs to be enclosed with the application.
- Permanent address:  
The Applicant's full permanent address is entered here.
- Temporary address:  
To be filled in only by 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 Tender.
- Landline/mobile telephone number:
- E-mail:

### 2. Academic information (the veracity of this is proven by the required enclosed academic certificates):

- *University and faculty of undergraduate university study programme or 2<sup>nd</sup> cycle of Bologna study programme:*  
The university and faculty at which the Candidate has graduated or will have graduated by 15 September 2012 are entered here. The year of graduation must also be indicated. The Applicant may graduate at another Slovenian university or accredited institution of higher education, not just at the University of Ljubljana. **If the Applicant has graduated from a foreign institution, he/she must provide the decision of an accredited higher education institution where the Applicant shall enrol in the 3<sup>rd</sup> cycle doctoral study programme (usually the University of Ljubljana) on the recognition of foreign education 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 2012.

- *The average grade achieved in the undergraduate university study programme or 1<sup>st</sup> and 2<sup>nd</sup> cycle of the Bologna study programme combined:*  
The average grade achieved in all the examinations and coursework (excluding the grade of the graduation thesis) is entered, rounded to **two decimal places**. The grades of all examinations and coursework at the undergraduate university study programme or the 1<sup>st</sup> and 2<sup>nd</sup> cycle of the Bologna study programme (both cycles **combined**) shall be taken into account in the calculation of the average grade. If the Applicant holds a degree in both the undergraduate university study programme and the 2<sup>nd</sup> cycle Bologna study programme, the grades of all examinations and coursework at the undergraduate university study programme and the 2<sup>nd</sup> cycle Bologna study programme **combined** are taken into account in the calculation of the average grade. If the Applicant 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. An Applicant 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 2012, the deadline for submitting the appropriate certificates 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 2012, therefore the deadline for submission of relevant certificates cannot be extended beyond 15 September 2012.
- *The state of the doctoral study programme (3<sup>rd</sup> cycle of the Bologna study programme):*  
The appropriate section is to be circled (not yet enrolled, enrolled in ... or completed a MSc course). If the Candidate is enrolled in an accredited postgraduate study programme to obtain a scientific title in Slovenia, the year of the postgraduate study programme and the academic year should also be specified. With the introduction of the Bologna reforms, graduates of the 2<sup>nd</sup> cycle of Bologna study programme obtain the title of Master, which is, however, not a scientific but a professional title. Postgraduate study programmes to obtain a scientific title are the master's and doctoral study programmes adopted in the Republic of Slovenia before 11 June 2004 and the 3<sup>rd</sup> cycle of the doctoral study programme.
- *The university and faculty of the doctoral study programme 3<sup>rd</sup> cycle of the Bologna study programme):*  
This section is to be filled in by those Applicants already enrolled in a 3<sup>rd</sup> cycle doctoral study programme to obtain a doctorate of science.

### 3. Mentor details:

The details 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 Applicants, since this is to be completed by the University of Ljubljana at the opening of the applications submitted for the Public Tender for Young Researchers Candidates for the year 2012, by the commission.

### **III. Statement No. 1**

Each Applicant must fill in and sign **Statement No. 1** (form **UL-MR/I/1/2012-2**), confirming that he/she is aware that his/her personal data given in the application is 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 an Applicant has already received funding from the Young Researchers Programme (one of the conditions for candidacy in the present Public Tender), each Applicant must sign **Statement No. 2** (form **UL-MR/I2/2012-2**), stating that he/she has not received any funding from the Young Researchers Programme.

## **v. Statement No. 3**

**Statement No. 3** (form **UL-MR/I3/2012-2**) is to be signed and enclosed only by those Applicants who have not yet obtained a relevant 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 Applicant 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 up to and including 15 September 2012 at the latest.

## **VI. Confirmation and Evaluation Sheet**

**The Confirmation and Evaluation Sheet** (form **UL-MR/POC/2012-2**), 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 Applicant for the Young Researchers Candidate, the Mentor shall fill in one Evaluation Sheet. The Applicants 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 Applicants 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 of Ljubljana member.
2. The first name and last name of the Mentor.
3. The first name and last name of the YR 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 Applicant Meets the Conditions for the YR Candidate** – the relevant answer, YES or NO, is to be marked.

1. On the basis of enclosed certificates and proofs, it shall be verified whether the Applicant has completed the relevant level of education and meets the criteria to enrol in an accredited 3<sup>rd</sup> cycle doctoral study programme in Slovenia. The relevant level of education and the required proofs are stated in the annex of the Public Tender entitled Evaluation of Criteria for Assessing the Applications and in the Confirmation and Evaluation Sheet itself. An Applicant who has obtained a relevant foreign degree must submit a photocopy of the degree with the annex 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 Applicant has not yet received the decision in question, he/she attaches a signed Statement No. 3.

It shall also be verified whether the condition of the average grade of all examinations and coursework (excluding the grade of the graduation thesis) of at least 8.00 is met.

2. If the Applicant not yet obtained a 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 a degree certificate to the University of Ljubljana by and including 15 September 2012; otherwise, the answer NO is to be circled.

If the Applicant 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 with the average grade (excluding the grade of the graduation thesis) of at least 8.00 to the University of Ljubljana by 15 September 2012. 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 Applicant defended his/her diploma thesis in the relevant study programme, for which the Applicant has submitted proof of fulfilment of the condition of required education level, whereby the five-year period shall be set as up to 30 September of the current year.

If the Applicant is already enrolled in the 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 entered study year. 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

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

In the '*Candidate fully meets the required conditions*' 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 Applicant does not fully meet the conditions and the answer »No« is selected. If the Applicant does not meet the required conditions, he/she is **not** to be evaluated according to the criteria in the section II. Such an Applicant who does not have an overall score or the overall score is written as /.

## II. Evaluation of the Applicant for YR Candidate

1. The average grade is copied from the annex to the degree certificate or the certificate of passed examinations, which the Candidate must include with the application if he/she does not have a degree certificate with the annex. The average grade is calculated from the grades of all passed examinations and coursework (excluding the grade of the graduation thesis) and is rounded to two decimal places. The average grade of all examinations and coursework (without the grade of the graduation thesis is taken into account):
  - 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 1<sup>st</sup> **and** 2<sup>nd</sup> cycle of the Bologna study programme combined (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 2<sup>nd</sup> cycle of the Bologna study programme (all examinations and coursework must be passed).
2. If the Applicant has already obtained a 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 (3<sup>rd</sup> cycle of the Bologna study programme), 0.5 points will be added; otherwise 0 points.

**Note:** An Applicant may only be awarded points either according to criterion no. 2 or no. 3, not both (e.g. an Applicant with a completed Master of Science degree who is already enrolled in

the 3<sup>rd</sup> 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 given 1 point.
5. A recipient of the Prešeren award by the member faculty or an award of equal value by the member faculty is given 0.5 points (other awards and prizes are not taken into account).
6. For each independent scientific article, 1 point will be awarded to the Applicant; 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 Applicant according to this section depends 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 habilitation to educational and research titles by the member faculties at the University of Ljubljana, 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 Applicant based on the Applicant's description of the collaboration with the Mentor or based on a description of collaboration in research work elsewhere. The Mentor may discuss the Applicant with the professor responsible for the research project that the Applicant was involved in. If no other research work collaboration took place, the Applicant'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 Applicant. The Applicant's research work collaboration can be evaluated differently by various Mentors; however, it is important that the same Mentor evaluates all the Applicants on the basis of the same criteria.

The overall score is the sum of all points from sections 1 through 7. The Applicant with the highest overall score is selected for the Young Researchers Candidate post. Other possible Applicants shall be classified 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 Member of the University of Ljubljana. The Evaluation Sheets are to be confirmed by the Member with the University seal. Finally, the Chancellor of the University of Ljubljana will sign the Evaluation Sheets.

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