



APPLICATION INSTRUCTIONS

for the Second call to tender for young researcher candidates in 2017

Only timely and complete applications from candidates that fulfil the tender requirements will qualify for the selection process.

Read the text of the tender before filling out the application form. The text is available on the University of Ljubljana website (<https://www.uni-lj.si/studij/mladi-raziskovalci/>).

Candidates that are applying to the tender must fulfil the requirements listed in Item 3 of the tender, in accordance with Article 113 of the *Rules on the procedures of (co-)financing, evaluating and monitoring the implementation of research activities* (hereinafter referred to as 'Rules').

The complete tender application includes the **application form with annexes**.

Candidates must fill out the **application form** electronically (or in block letters), print it out, sign it and send it using a method set out in Item 7 of the tender.

Candidates must fill out the entire application form.

- I. Candidate must provide their permanent address and their postal delivery address if it differs from their permanent address.

Candidates must provide an **e-mail address and telephone number** where they will be reachable during the time of the call to tender. This data is required for the purposes of notifying the candidates about the results of the tender and for arranging a time for the candidate's interview with their mentor.

- II. When listing prior obtained education, the candidate must circle only one option (1, 2 or 3) and list the university and faculty where they graduated from or will graduate by 15 September 2017, as well as the study programme.

If the candidate has obtained more than one type of education (e.g. both an academic degree study programme approved in the Republic of Slovenia before 11 June 2004 and also a bachelor degree study programme and master's degree study programme approved in the Republic of Slovenia after 11 June 2004) the candidate decides whether to apply for the tender with their academic degree or the bachelor and master's degree.

If the candidate has completed an academic degree study programme as well as master's degree study programme (not including bachelor's degree study programmes), they should select the academic degree study programme as it is a requirement that candidates apply to the tender with a master's degree study programme only in case of a completed bachelor's degree study programme.

If an education is already completed, the candidate must also list the date of completion. Candidates must provide their average grade of all completed exams and tutorials to two decimal places. When calculating the average grade, the grades of all exams and tutorials included as part of their academic degree study programme (excluding the diploma) are considered or those at bachelor's and master's degree study programmes (both programmes together, including the diploma and master's theses if these are stated in the study programmes) or a single cycle master's degree study programme approved in the Republic of Slovenia after 11 June 2004.

If the candidate has not yet obtained the required education, they must have completed at least 80% of all exams and tutorials in the master's degree study programme (and had already completed the bachelor's degree study programme) or a single cycle master's degree study programme. In this case they must provide their average grade at the time of application.

- III. If the candidate has completed a master of science degree, they must circle *yes* and list the university, faculty, name of the study programme and date of graduation.
- IV. The candidate must circle *a)* if they are already enrolled in a doctoral degree study programme and must list the academic year in which they are enrolled (2016/2017 or 2017/2018). They must also provide information about the university, faculty as well as the name and year of the doctoral degree study programme.

If the candidate is not yet enrolled in a doctoral degree study programme, they must circle *b)* and provide information about the university, faculty, and the name and year of the doctoral degree study programme they will be enrolled in the 2017/2018 academic year.

- V. The candidate must enter the information about the mentor they are applying to work with as a young researcher candidate. The required data can be found in the list of mentors in the tender annex.

With their signature, candidates certify and guarantee the truthfulness, accuracy and completeness of the data in the application form.

Annex to the application form:

The candidate marks which annexes they are submitting together with the application form with an X.

a. **Proof of education – MANDATORY ANNEX**

As stated in Item 6 of the call to tender, the candidate must submit proof form one of the following six indents:

- ◆ Candidates who obtained an education by completing an academic degree study programme from a relevant field, approved in the Republic of Slovenia before 11 June 2004 must submit a **photocopy of their diploma** and a **photocopy of the complete appendix to the diploma**.
- ◆ Candidates who obtained an education by completing a bachelor's degree study programme and master's degree study programme from relevant fields must submit a **photocopy of their diplomas from the bachelor's and master's degree study programmes** and a **photocopy of both complete appendices to the diplomas from the bachelor's and master's degree study programmes**.
- ◆ Candidates who obtained an education by completing a single cycle master's degree study programme from a relevant field must submit a **photocopy of their diploma** and a **photocopy of the complete appendix to the diploma**.

- ◆ Candidates who have not yet obtained an education under Indent 2 of this Item, but have completed at least 80% of all exams and tutorials from a master's degree study programme must submit a **photocopy of their diploma** and a **photocopy of the complete appendix to the bachelor's degree study programme diploma** as well as official proof of their average grade, which must show the number of all academic requirements and so far completed exams and tutorials from the master's degree study programme; candidates must submit a **certificate on the completion of their studies** (graduation) and a **certificate on all completed exams and tutorials with the average grade** (including the grade of the diploma) to the University of Ljubljana by **15 September 2017** at the latest.
- ◆ Candidates who have not yet obtained an education under Indent 3 of this Item, but have completed at least 80% of all exams and tutorials from a single cycle master's degree study programme must submit **proof of their average grade**, which must show the number of all academic requirements and so far completed exams and tutorials from the single cycle master's degree study programme; candidates must submit a **certificate on the completion of their studies** (graduation) and a **certificate on all completed exams and tutorials with the average grade** (including the grade of the diploma, if it is stated in the study programme) to the University of Ljubljana by **15 September 2017** at the latest.
- ◆ Candidates that have obtained a suitable education abroad must submit a photocopy of the decision on the recognition of foreign education for the purpose of education in the Republic of Slovenia; if they do not yet have this decision, they must obtain it and submit a photocopy **by 15 September 2017 at the latest** (candidates should take into account that the process of recognition under the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 – amend. and 109/12) can take up to two months.

Even candidates that have completed their master of science degree must submit proof referred to in one of the aforementioned indents.

In addition to proof of education that makes up mandatory annexes, **candidates can submit other, non-mandatory annexes** to be considered in the candidate selection process:

- b. A certificate on the enrolment in a accredited doctoral degree study programme in the Republic of Slovenia;
- c. Proof of the completion of a master of science degree (a photocopy of the certificate of graduation);
- d. Proof of a University of Ljubljana Prešeren Award or a Prešeren Award from a University of Ljubljana member (faculty) or proof of a comparable award from a member (other awards and commendations are not considered in the evaluation);
- e. Proof of authorship or co-authorship of scientific article(s):
extract from COBISS (if the candidate is not yet registered in COBISS and has published articles in co-authorship, they can provide an extract from one of the co-authors and mark the relevant articles)
or
A photocopy of the published articles in the magazines (the article from the magazine and the table of contents of the magazine must be photocopied so that published article is evident);
- f. A description of the candidate's experiences of collaboration on research work:

the candidate describes the collaboration on a research project they have participated in so far with the mentor they are applying for as young researcher (e.g. participating in a research project during their studies, seminar papers, their diploma thesis, research work carried out for the Prešeren Award or other award, etc.)

or

describes the collaboration on a research project they have participated in with a different mentor (if possible, this mentor should sign the description or provide other proof to confirm the description of research experience);

- g. A certificate of utilization of parental leave or a medical certificate from a specialist doctor for a prolonged sick leave (at least six months).

The application form must be completed and signed by hand, and sent together with the required proof in accordance with Item 7 of the tender.