



University of Ljubljana, Kongresni trg 12, Ljubljana, under Article 12 of the Research and Development Act (Official Gazette of the Republic of Slovenia, No. 22/06 - UPB1, 61/06 - ZDru-1, 112/07, 9/11 and 57/12-ZPOP-1A), Rules on the procedures of (co-)financing, evaluating and monitoring the implementation of research activities (Official Gazette of the Republic of Slovenia, No. 52/16, hereinafter referred hereinafter referred to as 'Rules') and the Labour Relations Act (Official Gazette of the Republic of Slovenia, No. 21/13, 78/13 – amend., 47/15 – ZZSDT, 33/16 – PZ-F, 52/16 and 15/17 – Const. Court Decision) publishes the

SECOND CALL TO TENDER FOR YOUNG RESEARCHER CANDIDATES (M/F) FOR 2017

1. PURPOSE OF THE CALL TO TENDER

The purpose of the call to tender is the selection of candidates for young researchers (hereinafter referred to as 'candidate') for training in research groups and to obtain their doctorate in science.

Candidates that are not yet enrolled in a doctoral degree study programme and are selected through this call to tender **must also apply separately** for the **Call for enrolment into doctoral degree programmes in the 2017/2018 academic year** that is published on the website of the University of Ljubljana.

2. MENTORS AND AVAILABLE PLACES

Candidates can apply to available places with their chosen mentor within the field of scientific disciplines and in their chosen research field, listed in the list of mentors, which is a part of the tender documentation.

3. REQUIREMENTS FOR YOUNG RESEARCHER CANDIDATES

Candidates must fulfil the following requirements:

- ◆ They must be enrolled in the 1st, 2nd or 3rd year of a doctoral degree study programme in the 2017/2018 academic year;
- ◆ They must be 28 years old or younger (the year of birth is considered); the age limit can be lifted for a young researcher without public financing who has already completed one or two years of their doctoral study programme, whereby every completed doctoral degree study programme year adds one year to the limit;

- ◆ They have not yet received financing from the Slovenian Research Agency (ARRS) as part of the young researchers programme;
- ◆ They will not be enrolled in a finishing year of doctoral studies in the 2017/2018 academic year and have not yet taken advantage of this status;
- ◆ They have not yet completed their doctorate in science;

and

- ◆ They have at least an academic degree study programme education in a relevant study programme that was obtained in a study programme approved in the Republic of Slovenia before 11 June 2004, and an average total grade for both exams and tutorials (excluding the diploma) of at least 8.00;

or

- ◆ They have at least a master's degree study programme education from a relevant study programme that was approved in the Republic of Slovenia after 11 June 2004, and an average total grade for both exams and tutorials from the bachelor's and master's degree study programmes of at least 8.00;

or

- ◆ They have a master of science degree in a relevant study programme that was obtained in a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004;

or

- ◆ They have, in view of the previous three points, obtained a comparable education at a university abroad.

Candidates who have not yet graduated or defended their master's thesis can also apply to the call to tender if they have completed at least 80% of all exams and tutorials in a master's degree study programme in a relevant field at the time of application and they have an average grade of at least 8.00 from bachelor's and master's degree study programmes in a relevant field that was approved in the Republic of Slovenia after 11 June 2004. Such candidates must complete the master's degree study programme and deliver the certificate on the completion of their studies (graduation) and the certificate of all completed academic requirements for both bachelor's and master's degree study programmes including their average grade to the University of Ljubljana by **15 September 2017** at the latest.

The preceding paragraph does not apply to candidates who obtained a comparable education abroad. These candidates must have already completed their education at the time of application due to the length of the education recognition procedure and the University of Ljubljana's obligation to adhere to the deadlines set out in the Rules.

If the candidate for young researcher in the 2017/2018 academic year will be enrolled in the 2nd or 3rd year of a doctoral degree study programme or had completed a master of science postgraduate degree approved in the Republic of Slovenia before 11 June 2004, the average grade of the completed education referred to in Paragraph 1, Indent 6 or 7 of this Item is deemed irrelevant (but the average grade is considered in the selection process as a requirement for applying to the call to tender).

If the young researcher candidate utilises their parental leave for the duration of at least six months, whereby the duration of one year is taken into consideration for one child, the age limit is raised to above the age of 28. The same is applicable for a candidate's prolonged documented sick leave (at least six months).

Candidates must also fulfil other requirements that are determined for the available place with their chosen mentor. The requirements are published in the training descriptions next to the list of mentors, which is part of the tender documentation.

4. EVALUATION CRITERIA FOR YOUNG RESEARCHER CANDIDATES AT THE UNIVERSITY OF LJUBLJANA AND POINT VALUE

- ◆ The average grade of
 - all exams and tutorials (excluding the diploma) in an academic degree study programme approved in the Republic of Slovenia before 11 June 2004or
 - all exam and tutorials in bachelor's and master's degree study programmes; the diploma and master's theses grades are also considered (**average grade = number of points**);
- ◆ Already completed master of science degree, obtained from a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004 (**2 points**);
- ◆ Enrolment in a doctoral degree study programme (**0.5 points**);
- ◆ The university Prešeren Award (1 point), the Prešeren Award from a member or comparable other award (0.5 points) (regardless of the number of awards and commendations, **a max. total of up to 1 point**);
- ◆ Published article(s), whereby authorship and co-authorship are taken into account (each independent article is worth 1 point, in the event of co-authorship, the 1 point is divided by the number of co-authors and rounded to the nearest two decimal places; with regard to published articles, scientific articles from the relevant field that members take into account in the habilitation procedure for teaching and research titles at the University of Ljubljana are considered (**a max. total of up to 3 points**);
- ◆ Collaboration on research work (**up to 3 points**);
- ◆ Candidate interview evaluation (**up to 5 points**).

5. FINANCING PERIOD

The financing of young researcher training up to doctorate in science lasts:

- ◆ No more than four years for those enrolled in a doctoral degree study programme;
- ◆ No more than three years for those enrolled in a doctoral degree study programme in the medical fields; If a young researcher has not obtained the status of trainee specialist within this period, the agency finances one more year of training in a doctoral degree study programme.

If a young researcher candidate is enrolled in the second year of a doctoral degree study programme at the time of the signing the contract between the Slovenian Research Agency (ARRS) and the University of Ljubljana on the training implementation and financing, the financing period listed in paragraph one is reduced by one year, and by two years if the candidate is enrolled in the third year of a doctoral degree study programme at the time of signing.

6. CONTENT OF THE TENDER APPLICATION

The tender application **must** include **the application form with annexes**, which must be completed and signed by the candidate.

Annexes:

Mandatory annexes:

a) **Proof of education for all study programmes**

All candidates **must** provide a photocopy of their diploma and the complete appendix to the diploma for all completed study programmes that they are applying to this tender with.

Candidates who have not yet received their diploma and appendix to the diploma must submit a certificate on the completion of their studies (graduation) and a statement of the grades of all completed exams and tutorials including the average grade (and the thesis grade).

If a young researcher candidate has not yet graduated or defended their master's thesis but has completed at least 80% all exams and tutorials from a master's degree study programme at the time of application, in addition to submitting a photocopy of their diploma and the complete appendix to the diploma for the bachelor's degree study programme together with their application form, they must also submit a certificate of all completed academic requirements and of so far completed exams and tutorials including grades from both study programmes with the average grade and **by 15 September 2017 at the latest** submit to the University of Ljubljana a **certificate on the completion of their studies** (graduation) and a **certificate on all completed exams and tutorials from both study programmes with an average grade of at least 8.00 (including theses grades)**.

If the young researcher candidate obtained a suitable education **abroad**, must submit the following together with their application a **photocopy of the decision** on the recognition of foreign education for the purpose of education in the Republic of Slovenia. If the candidate does 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;

Other annexes

Candidates **can** submit the following annexes together with their application form if they want them to be considered in the selection process:

- b) A certificate on the enrolment in a accredited doctoral degree study programme in the Republic of Slovenia, if the candidate is already enrolled;
- c) Proof on the completion of a master of science degree, if the candidate has completed their master of science degree;
- d) Proof of a received university Prešeren Award or a Prešeren Award from a University of Ljubljana member or proof of a comparable award from a member;
- e) Proof of authorship or co-authorship of scientific article(s);
- f) A description of the candidate's experiences of collaboration on research work;
- g) A certificate of utilization of parental leave or a certificate of prolonged sick leave.

7. APPLICATION METHOD AND APPLICATION SUBMISSION DEADLINE

Candidates must send their application (a signed application form together with the required proof and annexes) in a sealed envelope with the following written on it: **“Application for the Second call to tender for young researcher candidates in 2017 – DO NOT OPEN”** and add their mentor’s number (No. – it can be found in the list of mentors) as well as the candidate’s name, surname and full address to: University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, or can submit it in person at the University of Ljubljana rectorate registry during office hours.

An application is considered to be submitted in a timely manner if **received by the University of Ljubljana rectorate registry by 11:00 on 8 August 2017**, regardless of the means of delivery.

Candidates are obliged to keep track of all notices, information and instructions about the call to tender and which the University of Ljubljana publishes on its website at <https://www.uni-lj.si/studij/mladi-raziskovalci/>, and must consider these notices, information and instructions as an integral part of the tender.

Candidates who are foreign nationals can fill out the application in English.

8. CANDIDATE SELECTION

Timely and complete applications from candidates that fulfil the tender requirements will qualify for the selection process. A candidate’s application is deemed incomplete if they do not submit the documents and proof required by this call to tender, and it is not clear from their application whether the candidate fulfils the tender requirements.

As the University of Ljubljana is obliged to adhere to the deadlines set out in the Rules, notification and communication with the candidate will take place using e-mail and telephone.

The mentors will carry out interviews with candidates as part of the selection process, whereby they will arrange the interviews by e-mail or telephone, using the contact information provided in the application form.

Candidates will be notified on the selection in accordance with the Labour Relations Act.

The chosen candidates will be urged by e-mail (at the address they listed in the application form) to notify within three days, whether they accept the employment as a young researcher. Therefore, candidates must be reachable at this e-mail address throughout the duration of the selection process.

9. ENSURING EQUAL OPPORTUNITIES

The tender ensures equal opportunities and prevents any discrimination among the persons applying for the position of young researcher in 2017.

10. PRIVACY POLICY

By submitting an application, the candidate confirms that they understand and agree with the content of the call to tender. The protection of personal data will be ensured in accordance with the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/07 – official consolidated text). Candidates’ personal data is collected for the purposes of implementing the tender.

11. TENDER DOCUMENTATION

The tender documentation includes:

1. Second call to tender for young researchers in 2017
2. The list of mentors and available places with descriptions of training for the Second call to tender for young researchers in 2017
3. Application form
4. Instructions for applying to the tender

The tender documentation is available on the University of Ljubljana's website (<https://www.uni-lj.si/studij/mladi-raziskovalci/>) from the day of the tender's publication at the Employment Service of the Republic of Slovenia (<http://www.ess.gov.si/>).

12. NOTICES AND ADDITIONAL INFORMATION

Candidates that are not yet enrolled in a doctoral degree study programme and are selected through this call to tender **must also apply separately** for the **Call for enrolment into doctoral degree programmes in the 2017/2018 academic year** that is published on the website of the University of Ljubljana. The tender application for enrolment in a doctoral degree study programme must be submitted by candidates using the e-application on the [eVŠ](#) website.

Candidates should take into account that the process of foreign diploma 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;

Foreign nationals applying to this tender must arrange all the necessary documentation for employment in the Republic of Slovenia in accordance with Slovenian legislation prior to training, which is to start on 1 October 2017.

The University of Ljubljana will not conclude an employment contract with the following:

1. Selected young researcher candidates who will not be enrolled in an accredited doctoral degree study programme in the Republic of Slovenia by 30 September 2017;
2. Selected young researcher candidates that will not submit a certificate of graduation in a certificate on the completion of all exams and tutorials with an average grade of 8.00 in view of the previous four indents of Item 3 of this call to tender, and, if they obtained an education abroad, a photocopy of the decision from the University of Ljubljana on the recognition of foreign education for the purpose of continuing education in the Republic of Slovenia;
3. Foreign nationals who are selected as young researcher candidates and who do not have all the necessary documents required for employment in accordance with Slovenian legislation prior to the start of training.

Candidates can send any questions pertaining to the call to tender in electronic form by 10:00 on 7 August 2017: doktorski.studij@uni-lj.si. The university will answer the questions at the latest by 15:00 on 7 August 2017. Answers to the most frequently asked questions are published on the website.

Ljubljana, 27 July 2017

Prof. dr. Ivan Svetlik
Rector

Links:

- ◆ Call for enrolment into doctoral degree programmes 2017/2018:
<http://www.uni-lj.si/study/doctoral/>
- ◆ Rules on the procedures of (co-)financing, evaluating and monitoring the implementation of research activities (Official Gazette of the Republic of Slovenia, No. 52/16):
<https://www.arrs.gov.si/sl/akti/prav-sof-ocen-sprem-razisk-dej-avg2016.asp>
- ◆ Recognition of education:
<https://www.uni-lj.si/study/information/recognition-of-foreign-education-for-enrolment-in-second-and-third-cycle-studies-and-for-transfer>