

Univerza v Ljubljani



Zveza Prijateljev
Mladine Slovenije®

The University of Ljubljana in cooperation with the Slovenian Friends of Youth Association
**UNDER THE ACTION WARM-HEARTED UL HEREBY PUBLISHES A PUBLIC
CALL FOR**

**THE GRANTING OF FINANCIAL ASSISTANCE TO STUDENTS OF THE
UNIVERSITY OF LJUBLJANA AFFECTED BY THE UKRAINIAN CRISIS: WARM-
HEARTED UL 4 (UKRAINE)**

The University of Ljubljana (hereinafter: UL) in cooperation with the Slovenian Friends of Youth Association (hereinafter: ZPMS) is gathering funds for the purpose of assistance to students of the University of Ljubljana affected by the Ukrainian crisis.

As we would like the assistance to reach those students who truly need it, we have set criteria for obtaining the assistance. Set out below are the conditions and procedure for submitting applications for assistance to students in hardship. All applications will be treated in confidence.

THE PUBLIC CALL IS OPEN FROM 10 OCTOBER 2022 TO 30 NOVEMBER 2022
CONSIDERATION WILL ONLY BE GIVEN TO APPLICATIONS SUBMITTED ON
TIME, I.E. THOSE SUBMITTED OR RECEIVED WITHIN THE SET DEADLINE.

In the public call the male form and pronoun are used neutrally to denote both the female and male gender.

Who can apply?

Assistance is available to UL students with valid student status in the 2022/2023 academic year who are facing hardship due to the crisis in Ukraine and who fulfil one of the following conditions:

- they are under 26 years old and do not have parents or guardians; they also have no basic means for maintaining themselves;
- they are under 26 years, and in view of the level of minimum income per family member their parents or guardians cannot support them;
- they are over 26 years but their income is too low for them to provide basic maintenance for themselves or their maintained family members;

and

- they have Ukrainian citizenship;
- they are affected by the crisis in Ukraine;
- they did not apply in the Warm-hearted UL 3 call.

Form of assistance

The assistance may contain cofinancing for:

- rent and living expenses (full or partial reimbursement);
- purchase of food and clothing;
- study materials (full or partial reimbursement of bill);
- computer equipment for study (full or partial reimbursement of bill).

Applicants should state which form of assistance they are seeking. Applicants may request a specific form of assistance or multiple forms of assistance at the same time – e.g. purchase of food and clothing and study materials.

The Warm-hearted UL4 call is open to any student who needs assistance and fulfils the call conditions irrespective of whether they already received funds under a previous call intended for students affected by the Ukrainian crisis.

The Slovenian Friends of Youth Association will cofinance the form of assistance approved for selected eligible applicants. This means that the eligible student will receive assistance in the form of payment of bills, such as for: rent and living costs, purchase of food and clothing, study materials or computer equipment for studies. **Students do not receive payments into their current accounts.**

Content of the application

A complete application must include:

- an entirely completed and signed form for allocation of financial assistance and a written substantiation of the application or hardship;
- certificate of enrolment for the 2022/2023 academic year;
- proof of citizenship;
- bank statements for last 3 months;¹
- a rental agreement that must clearly indicate the number of persons living in the common household and the pertaining maintenance costs (obligatory for those requesting cofinancing of rent);
- other relevant evidence showing the personal circumstances of the applicant (e.g. parenthood, self-maintenance, pregnancy, state of health, sudden death of parents/guardians, accident, violence, caring for parents and so forth).

Submission of application

Candidates should send their applications for assistance together with all the attachments showing eligibility for assistance by registered mail to the following address:

**University of Ljubljana
Kongresni trg 12
1000 Ljubljana**

Marked:

Vloga za Srčno UL 4

¹ This can be an online banking extract.

Applications may also be submitted:

- in person at the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana in the mail deposit box during office hours from Monday to Friday between 8.00 and 11.30 and from Monday to Thursday between 12.30 and 3.00 and on Friday between 12.30 and 2.00;
- via e-mail to srcnaul@uni-lj.si with the subject heading: Vloga za Srčno UL 4 (UKRAJINA). Applications sent by e-mail must bear an electronic signature with a qualified digital certificate.

Deadline for submission of application

The public call is open from 10 October 2022 to midnight on 30 November 2022

Applications will be deemed to be submitted on time if they are received at UL before the expiry of the final deadline of the public call. If an application is submitted by registered post, the date that it is submitted to the post office is taken as the date of receipt. If an application is submitted by e-mail, the date that it is received in the e-mail inbox is taken as the date of receipt (no later than midnight on 30 November 2022).

Candidates who do not submit a complete application together with all attachments, will in accordance with the regulations be invited to supplement it via the e-mail given in their application. If applicants do not supplement their applications within the time set in the request for supplementation, their application will be rejected by official decision. UL will deal in the same way with applications that arrive after the application deadline.

Assessment of applications

The procedure of assessing applications will be conducted by a specially appointed Committee for Assessing Warm-hearted UL Applications, composed of two representatives of the Student Affairs Committee, a representative of the UL Student Council, a professional staff member from the Rector's Office and a representative of the ZPMS. The committee will review complete applications, award them points and based on the number of points will draw up a list of eligible students, indicating the level of humanitarian assistance.

Applicants will be notified of the results of the call by no later than 15 February 2023. All students who submit applications will by that date receive a written decision on the results of the call, by e-mail at the address they gave in their application.

By submitting an application, students confirm that they are familiar with the content of the call and agree with it.

Processing of personal data

The University of Ljubljana (rektorat@uni-lj.si) and the Slovenian Friends of Youth Association (info@zpms.si), in their capacity as joint controllers, will process your personal data for the purpose of helping students facing financial difficulties (legal basis: Article 6(1)b of the GDPR). As we would like for assistance to truly reach those students who need it, we have set certain criteria for obtaining the assistance. We must therefore ascertain whether you meet these criteria, which means that, should you not wish to provide us with your personal data, you may not necessarily be eligible

for the assistance. In the event of implementing the assistance, your personal data will be kept for a period of 5 years from remittance, while the personal data needed for tax purposes will be kept for a period of 10 years. If you are not eligible for assistance, your personal data will be deleted after completing the application assessment process. You may exercise your rights of accessing or rectifying personal data or restricting the processing and (to a certain extent) data portability at any time. If you require assistance in exercising your rights, please contact the UL Data Protection Officer (dpo@uni-lj.si). If you believe that your personal data are not being processed appropriately, a complaint can be made with the Information Commissioner of the Republic of Slovenia.

More information

For more information contact us at srcnaul@uni-lj.si.

APPENDIX 1: Application form Application for the granting of financial assistance to students of the University of Ljubljana affected by the Ukrainian crisis (Srčna UL 4 – Warm-hearted UL 4)