
CALL TO TENDER FOR YOUNG RESEARCHER CANDIDATES (M/F) IN 2021

1. SCOPE OF CALL TO TENDER

The scope of the call to tender is to select young researcher candidates (hereinafter referred to as “candidate(s)”) for training and to obtain the scientific title doktorica/doktor znanosti (equivalent to a PhD) at the University of Ljubljana in 2021.

The candidates who have not yet enrolled in a doctoral degree programme and will be selected in this tender shall also apply separately for the Call for enrolment into Doctoral degree programmes 2021/2022, which is published on the University of Ljubljana website.

2. MENTORS AND AVAILABLE SPACES

Candidates can apply for the position with their selected mentors, in the context of scientific disciplines and in the selected research field as stated in the list of mentors, which is an integral part of the tender documentation.

If there are still any available spaces after the completed selection process, the University will publish a new call to tender with a list of offered positions on its website.

3. CONDITIONS FOR YOUNG RESEARCHER CANDIDATES

Candidates shall meet the following conditions:

- In the 2021/2022 academic year, they will be enrolled in Year 1, 2 or 3 of a doctoral degree study programme;

- They are 28 years old or less (pursuant to the year of birth, i.e. they were born in 1993 or later);
  the age limit can extend above 28 years:
  1. for one year if the candidate has already completed one year of a doctoral degree programme without financial aid, and will enrol in Year 2 in the 2021/2022 academic year;
2. for two years if the candidate has already completed two years of a doctoral degree programme without financial aid, and will enrol in Year 3 in the 2021/2022 academic year;

If a young researcher candidate has utilized a minimum of a six-month parental leave whereby one year applies for one child, the age limit shall be extended above 28 years. The same applies for a candidate’s prolonged documented sick leave of a minimum of six months.

- They have not been financed by the Slovenian Research Agency in the young researchers programme yet;
- They have not completed their PhD or obtained the scientific title, equivalent to doktorica/doktor znanosti (PhD) yet;

and

- They have obtained at least an academic degree qualification in a relevant study programme approved in the Republic of Slovenia before 11 June 2004, and a minimum average grade of all exams and tutorials (excluding a diploma) of 8,00 (based on the Slovenian grading system);

or

- They have obtained a Master’s degree qualification in a relevant study programme and a minimum average grade of all exams and tutorials from a Bachelor’s degree study programme and a Master’s degree study programme of 8,00 (based on the Slovenian grading system);

or

- They have obtained the Pre-Bologna Research Master's degree in a relevant post-graduate study programme approved in the Republic of Slovenia before 11 June 2004;

or

- In consideration of the three preceding indents, they have obtained an equivalent academic degree qualification abroad.

The candidates referred to in the sixth indent of the previous paragraph, who have not yet graduated or defended the Master’s thesis but have completed a minimum of 80% of all exams and tutorials from a Bachelor's and a Master's degree study programme, can also apply for the tender. If selected as a young researcher, such candidates must complete a Master’s degree study programme and obtain a certificate on the completion of the Master degree study programme and a certificate on all completed academic requirements with the minimum average grade of 8,00 in the Bachelor’s and Master’s degree study programmes on or before 13 September 2021.

If candidates obtain qualifications abroad, they must submit a decision on the recognition of foreign education for the purpose of education in the Republic of Slovenia on or before 13 September 2021. Such candidates must apply for the call for enrolment into doctoral degree programmes in due time for the purpose of the process of recognition and the issue of the decision on the recognition of foreign education in the Republic of Slovenia. The process of recognition under the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, Nos 87/11, 97/11 – amend. and 109/12) may take up to two months.
If young researcher candidates are enrolled in Year 2 or 3 of the doctoral degree programme in the 2021/2022 academic year or have obtained their Pre-Bologna Research Master's degree in a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004 or an equivalent qualification obtained abroad, the average grade of the completed education is irrelevant as a condition for candidacy in the tender.

Another condition for obtaining the position of a young researcher is to attain habilitation as an assistant or a researcher-assistant at the UL member institution which is responsible for candidate’s research field. Selected candidates, who will not have attained habilitation before signing the employment contract, will have to meet this requirement in four months after the date of employment at the latest.

Candidates must also meet other conditions that are determined for the offered position with a selected mentor. The conditions are published in the descriptions of individual mentors’ trainings, which are an integral part of the tender documentation.

4. UNIVERSITY OF LJUBLJANA'S YOUNG RESEARCHER CANDIDATE ASSESSMENT CRITERIA AND EVALUATION

- **Average grade (average grade = number of points)**
  - of all exams and tutorials (excluding diploma) in a university study programme approved in the Republic of Slovenia before 11 June 2004;
  
  OR
  
  - of all exams and tutorials in the Bachelor degree study programme and Master’s degree study programme; the grades received for the Bachelor’s thesis and Master’s thesis are also taken into consideration;

- **Pre-Bologna Research Master's degree** in a postgraduate study programme approved in the Republic of Slovenia before 11 June 2004 (**1 point**);

- **Enrolment in a doctoral degree programme** in the 2020/2021 academic year (**0.5 points**);

- **Received awards:** University of Ljubljana Prešeren Award (**1 point**), Prešeren Award from a University of Ljubljana Member or another equivalent award from a University of Ljubljana Member (**0.5 points**), (irrespective of the number of awards, a maximum of 1 **point**);

- **Authorship or co-authorship of (a) published article(s)** (an individual article is worth up to 1 point; in the case of co-authorship, 1 point is divided by the number of co-authors and rounded off to two decimal places; for this purpose published articles are only those scientific articles from a relevant scientific field which the University of Ljubljana Members apply in the habilitation process for pedagogic and research titles at the University of Ljubljana (in total, up to 3 **points**);

- **Collaboration in research work** (up to 3 **points**);

- **Candidate interview assessment** (up to 5 **points**).

5. FINANCING PERIOD

The young researcher qualification process to obtain a PhD (doktor/doktorica znanosti) is financed for a maximum of four years for those enrolled in a doctoral degree programme. If a young researcher in the field of medicine (a doctor) begins an internship or specialization with the training provider, the agency shall finance only material costs and service costs of the price category of the effective hour of research work in which the young researcher is classified, and the mentor bonus. Such financing shall take place only for the duration of the internship or specialization and until the end of the approved period of financing.
If a young researcher will enroll in Year 2 of a doctoral degree programme in the academic year 2021/2022, the financing period referred to in the previous paragraph is shortened by one year or, if they are enrolling in Year 3, it is shortened by two years.

6. APPLICATION METHOD AND SUBMISSION DEADLINE

Candidates must apply and submit their applications and upload all attachments to the University of Ljubljana’s information system: https://studij.uni-lj.si/MR/mr_prva.asp (English version: https://studij.uni-lj.si/MR/english/mr_prva.asp) by 23 June 2021 by 13:00 CEST in accordance with the Instructions for applying for the tender for young researcher candidates, which are an integral part of the tender documentation and published in the application. It will not be possible to log in to the information system after this deadline.

Candidates must first complete and submit the application in accordance with the instructions, following which they must upload all mandatory attachments and the non-mandatory attachments that they have marked in the application and which they want to be considered in the evaluation of their application. The application is considered as complete after all attachments have been uploaded. Candidates will be informed about the successfully submitted complete applications via e-mail.

**Mandatory attachments** to the application for the tender are:

- Evidence of qualification;
- Certificate of utilization of parental leave or medical certificate for a prolonged sick leave (only if a candidate wants to assert the right to age limit above 28 years such as determined in point 3 herein).

**Non-mandatory attachments**, which can be submitted and considered during candidate evaluation, are:

- A certificate on the enrolment in an accredited doctoral degree programme in the Republic of Slovenia, if a candidate is already enrolled in the 2020/2021 academic year;
- Evidence of Pre-Bologna Research Master's degree qualification, if a candidate has obtained it;
- Evidence of University of Ljubljana Prešeren Award or Prešeren Award from a University of Ljubljana Member or evidence of another comparable award;
- Evidence of authorship or co-authorship of scientific article(s);
- Candidate’s description of previous collaboration on research work.

Candidates shall keep up-to-date with all notifications, information and instructions about the tender published by the University of Ljubljana on the website (official website in Slovene) and consider all notifications, information and instructions as integral parts of the tender.

7. CANDIDATE SELECTION

Timely and complete applications submitted by the candidates who meet the tender requirements will qualify for the selection process. Incomplete applications shall be applications submitted by candidates who have not included the documents and evidence as required by this call to tender and applications from which it is impossible to ascertain whether candidates fulfil the tender requirements or not.

Due to the University of Ljubljana’s duty to meet the deadlines referred to in the Rules, notification and communication with candidates will be carried out via e-mail or telephone.

In the selection process, mentors will interview candidates, which will be agreed on via e-mail addresses or telephone numbers provided by candidates as their contact details in the application form.

Candidates will be informed about the decision in accordance with the Employment Relationship Act.
The selected candidates will receive an invitation to respond within three days whether they accept the offered position of young researchers or not. This will be sent to the email address that they have provided in their application therefore, they should be available via e-mail throughout the entire selection process.

8. **ENSURING EQUAL OPPORTUNITIES**

The call to tender ensures gender equality and prevents any discrimination of any young researcher candidate.

9. **PERSONAL DATA PROTECTION**

By submitting the application, candidates confirm to be familiar with the content of the call to tender and agree with it.

The University of Ljubljana will ensure candidate’s personal data protection in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation), the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No 94/07 – official consolidated text) and the Rules on Personal and Confidential Data Protection of the University of Ljubljana.

For the purpose of this call to tender, the personal data controller is the University of Ljubljana, Kongresni trg 12, 1000 Ljubljana.

Article 6 of the General Data Protection Regulation sets forth that the processing of a natural person’s personal data is lawful if it is necessary for the performance of a contract to which the data subject is party, or in order to take steps at the request of the data subject prior to entering into a contract. Personal data obtained from candidates’ applications will be processed for the purpose of implementing this call to tender.

The University of Ljubljana will process the following personal data of candidates: name and surname, date of birth, permanent address, postal delivery address, telephone/mobile phone number, e-mail address, previously obtained academic qualification(s) in the Republic of Slovenia or abroad, enrolment in a doctoral degree, and other evidence submitted by candidates in order to prove their fulfilment of the tender requirements (medical certificates, parental leave utilization certificates)\(^1\) and/or in order for evidence to be taken into consideration in the assessment of candidates’ applications (evidence of awards, evidence of authorship and co-authorship of scientific articles, and a description of candidates’ previous collaboration on research work)\(^2\).

The University of Ljubljana will submit the above-mentioned personal data to the Slovenian Research Agency, which will check if candidates meet the requirements as determined in the call for tender prior to signing an employment contract with the selected candidate.

For unsuccessful candidates, personal data processing will end within two years from the selection date, whilst for the selected candidates, personal data processing will end in accordance with the Employment Relationship Act.

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\(^1\) The University of Ljubljana will only process such personal data if the age condition is not met. The third paragraph of Article 113 of the Rules determines that if a young researcher candidate has utilized a minimum of six months of the parental leave, whereby one year applies for one child, the age limit is raised above 28 years. The same applies for a candidate’s prolonged documented sick leave of a minimum of six months.

\(^2\) Non-mandatory attachments
A candidate can request access to their personal data at any time, rectification of information, restriction of data processing and implementation of the right to transfer data. The candidate can exercise these rights in writing or by e-mail to dpo@uni-lj.si. If the candidate believes their rights regarding personal data are not properly guaranteed, they can appeal to the Information Commissioner (more information).

10. TENDER DOCUMENTATION

The tender documentation includes:
- University of Ljubljana Call to tender for young researcher candidates in 2021;
- Application form (English version);
- Instructions for applying
- List of mentors and offered positions with descriptions of trainings.

The tender documentation (the text of the tender with attachments) shall be available on the University of Ljubljana website on the date when the tender is published by the Employment Service of Slovenia.

11. WARNINGS AND ADDITIONAL INFORMATION

The candidates who have not yet enrolled in a doctoral degree programme and will be selected in this tender procedure shall also apply separately for the Call for enrolment into Doctoral degree programmes 2021/2022, which is published on the University of Ljubljana’s website. Candidates can submit the application for the tender for enrolment in doctoral programmes electronically on the web portal eVŠ.

Foreign citizens who apply for this call to tender must arrange the entire required documentation for employment in the Republic of Slovenia in accordance with the Slovenian legislation prior to the start of training, which is anticipated for 1 October 2021.

The University of Ljubljana will not enter into the employment contract with:
- the selected young researcher candidates who do not enrol in an accredited doctoral degree programme in the Republic of Slovenia by 30 September 2021;
- the selected young researcher candidates who by 13 September 2021 do not complete their study programme with a minimum average grade of all completed academic requirements of 8,00 such as determined in the last four indents of point 3 herein, or in the case of education completed abroad, do not obtain a decision on the recognition of foreign education for the purpose of continuing education in the Republic of Slovenia;
- the foreign citizens who are selected as young researcher candidates but have not arranged the entire required documentation for employment in accordance with the legislation of the Republic of Slovenia prior to the start of training.

Prior to signing the employment contract, the Slovenian Research Agency will check if candidates meet the tender requirements.

Ljubljana, June 2021

Prof. dr. Igor Papič
Rector
Links:

- Call for enrolment into Doctoral degree programmes 2021/2022
- Recognition of education
- Rules on the Procedures for the (Co)financing and Assessment of Research Activities and on Monitoring the Implementation of Research Activities (Unofficial Consolidated Text, No.1)
- Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana