



Pursuant to Scientific Research and Innovation Activities Act (Official Gazette of the Republic of Slovenia No. 186/21), General act on the stable financing of scientific research (Official Gazette of the Republic of Slovenia No. 87/22 and No. 103/22), Rules of the University of Ljubljana on the selection and financing of young researchers of 4 April 2022 (hereinafter: the Rules) and the Employment Relationship Act (Official Gazette of the Republic of Slovenia, No. 21/13 with amendments), University of Ljubljana, Kongresni trg 12, Ljubljana, hereby announces the

CALL TO TENDER FOR YOUNG RESEARCHERS IN 2023

1. SCOPE OF CALL TO TENDER

The scope of the call to tender is to select young researchers for training and to obtain the scientific title doktorica/doktor znanosti (equivalent to a PhD) at the University of Ljubljana in 2023.

The candidates who have not yet enrolled in a doctoral degree programme and will be selected in this tender **must also apply separately** for the [Call for enrolment into Doctoral degree programmes 2023/2024](#), which will be published on the University of Ljubljana website.

2. MENTORS AND AVAILABLE SPACES

Young researcher candidates (hereinafter referred to as “candidate(s)”) apply for the position with their selected mentor.

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 academic year 2023/2024 they will be enrolled in the 1st or 2nd year of the doctoral study programme at the University of Ljubljana or in another relevant programme in accordance with the Rules;
- ◆ In the programme from the previous indent they will have student status in the academic year 2023/2024;

- ◆ No more than 4 years have elapsed from the year of completion of the study programme with which they have enrolled/will enrol in doctoral studies¹ to the year of the beginning of employment².

The beginning of employment is scheduled for October 1, 2023.

A candidate who has not yet completed the study programme with which they will enrol in doctoral studies may also apply for the competition. In the case of selection for a young researcher, such a candidate must complete the study programme by **15 September 2023** at the latest;

- ◆ They have not been employed as a young researcher yet;
- ◆ They have not completed their PhD or obtained the scientific title, equivalent to *doktorica/doktor znanosti* (PhD) yet;
- ◆ No later than at the time of the beginning of the employment they will be appointed to the title of assistant or research assistant at the UL member that is responsible for the candidate's research field.

Pursuant to Article 52 of the Criteria for Appointments to the Titles of Higher Education Teachers, Researchers and Associates of the University of Ljubljana, a candidate must cumulatively meet common (Article 53), general (Article 80) and special conditions (Articles 80 and 81) for appointment to the title. The quantitative special condition for the first election to the title of assistant and research assistant is the following:

"In case of first appointment, a candidate may be appointed to the title of assistant and research assistant if they have:

- *completed the last study with an average grade of at least very good (8), taking into account the grades of all passed examinations, exercises and other assessed study obligations when calculating the average,*
- *for their final work, if this is a condition for the completion of studies, they have achieved at least a very good grade (8)."*

Individual UL members may add to these minimum conditions for election to the title **additional conditions** for appointment to a title in each habilitation field, which are published for each member separately at the [link](#);

- ◆ 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 positions with mentors', which are an integral part of the tender documentation.

4. ASSESSMENT CRITERIA AND EVALUATION

- ◆ **Candidate interview assessment (up to 5 points);**
- ◆ **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

¹ a Master degree programme or education that corresponds to the level of education acquired under a Master degree programme and is classified in the 8th level or a comparable study programme achieved abroad in accordance with the law governing the Slovenian qualifications framework

² In the event of absence due to parental care after the completion of the study programme, with which they have enrolled/will enrol in doctoral studies, this period shall be extended for the duration of the justified absence. In the case of justified absence determined in the health insurance regulations, after the completion of the study programme, with which they have enrolled/will enrol in doctoral studies, this period shall be extended only in the case of continuous absence of more than six months (absence of more than six months means at least six months and one day), and only for the duration of the justified absence.

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)**;
- ◆ **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**);
- ◆ **Average grade** of the Master's degree programme or study programme with which the candidate have / will enrol in the doctoral study programme (1 point for an average grade from 9 to 10 inclusive and 0.5 points for an average grade from 8 to 8.99 inclusive).

5. FINANCING PERIOD

The young researcher employment to obtain a PhD (doktor/doktorica znanosti) is financed for a maximum of four years.

If the candidate is enrolled in the 2nd year of the doctoral degree programme in the academic year 2023/2024, the funding period referred to in the previous paragraph shall be shortened by one year.

6. REFUND OF TUITION FEES

A young researcher's employment is terminated: if he loses his student status, if he terminates his training early or in other cases stipulated by labor law. In these cases, the young researcher returns to the UL member half of the funds paid to cover the tuition fees for their doctoral studies until the termination of the employment contract, unless the employment is terminated within the first three months after the start of the training or the UL member decides otherwise. The young researcher is obliged to return the funds from the previous sentence to the UL member if they not complete the doctoral degree programme one year after the end of the employment at the latest, unless the UL member decides otherwise.

7. APPLICATION METHOD AND SUBMISSION DEADLINE

Candidates must apply and submit their applications and upload all attachments to the University of Ljubljana's application system: https://studij.uni-lj.si/MR/mr_prva.asp (English version: https://studij.uni-lj.si/MR/english/mr_prva.asp) **by 5 April 2023 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 are as follows

- *for candidates that have already completed their study programme:*
 - diploma certificate for the study programme, with which they have enrolled / will enrol in a doctoral degree programme
 - official transcript of all the grades for the study programme, with which they have enrolled / will enrol in a doctoral degree programme
- *for candidates that haven't completed their study programme yet:*
 - official transcript of all the grades they have received so far for the study programme, with which they will enrol to a doctoral degree programme

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

- 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.

8. 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.

Notification of candidates will be carried out via e-mail, communication with candidates also via 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.

9. ENSURING EQUAL OPPORTUNITIES

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

10. 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 163/22 – official consolidated text) and the Rules on the secure processing of personal data at 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 (b) 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, temporary address, telephone/mobile phone number, e-mail address, citizenship, previously obtained academic qualification(s) in the Republic of Slovenia or abroad, doctoral degree programme, and other evidence submitted by candidates in order to prove their fulfilment of the tender requirements (medical certificates, parental leave utilization certificates) 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).

The processing of personal data of non-selected candidates ceases within 2 years from the day of the final decision on selection, and the personal data of selected candidates are stored permanently in accordance with the Employment Relationships Act.

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 of the authorized person for personal data protection at the University of Ljubljana 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](#)).

11. TENDER DOCUMENTATION

The tender documentation includes:

- ◆ University of Ljubljana Call to tender for young researcher candidates in 2023;
- ◆ [Application form \(English version\)](#);
- ◆ Instructions for applying
- ◆ List of mentors and offered positions with descriptions of young researchers' positions.

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.

12. 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 2023/2024](#), which will be 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 2023.

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 2023;
- ◆ the selected young researcher candidates who by 15 September 2023 do not complete their study programme with which they will enrol in a doctoral degree programme;

- ◆ 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 employment.

Ljubljana, March 2023

Prof. dr. Gregor Majdič
Rector

Links:

- [Call for enrolment into Doctoral degree programmes 2023/2024](#)
- [General act on the stable financing of scientific research](#)
- [Rules of the University of Ljubljana on the selection and financing of young researchers](#)
- [Criteria for Appointment to the Titles of University Teachers, Researchers and Associates at the University of Ljubljana](#)