

According to the Article 6 of the Law of Public Funds (Zakon o javnih skladih, Ur. l. RS 22/2000) and the Article 28 of the Establishing Act of the public institution "Ad futura, Science and Education Foundation of the Republic of Slovenia, Public Fund" (Akt o ustanovitvi javne ustanove Ad futura, znanstveno-izobraževalna fundacija Republike Slovenije, javni sklad, Ur. l. RS, no. 63/01, 78/01 and 59/03) with the consent of the Supervisory Committee given on 12 June 2003 the manager of Ad futura is issuing

The Regulations of General Conditions of Public Institution Ad futura

I. GENERAL

Article 1 (The Subject of the Regulations)

With this regulations of the general conditions (referred to in following text as the regulations) of the public institution Ad futura, Science and Education Foundation of the Republic of Slovenia, Public Fund (referred to in following text as Ad futura) sets the conditions, measures and execution of the process of allocating scholarships, ways and process of ensuring the consideration and the protection of the rights of the candidates or the claimants for scholarships, the mutual rights and obligations between the claimants or scholarship recipients and other regulations.

Article 2 (The Terminology)

The terminology of these regulations is as follows:

- **Calls for applications** are the calls for applying for the scholarship from the purpose funds of Ad futura; it includes the information about the total worth of each call, the purpose and type of scholarships, the conditions and deadlines and the outline of measures for selecting the claimants.
- **The Measures** are conditions set in advance, upon which scholarships are granted.
- **The Application Documentation** are documents, necessary to conclude the specific call for applications and include the text of the call for application, the application form with instructions for applications and other relevant information.
- **The Execution Process** is the whole procedure, in which the claimants for scholarships are chosen according to the call for application.
- **The Selection Committee** is a group of professionals responsible for execution of the process, and is named by the manager of Ad futura.
- **A Candidate** is a person, applying through the call for applications.
- **The Candidates List** is a list of candidates fulfilling the criteria, set in the call for application.
- **The Selection Measures** are the criteria, by which the candidates on the candidates list are allocated points.
- **The Priority List** is a list of the candidates, sorted from the one with the highest number of collected points to the one with the lowest amount of points.
- **The Claimants List** is a list of the claimants for scholarships and is formed from the priority list with the consideration of the limitation conditions.
- **A Claimant** is a candidate, who was granted a scholarship with a written order.
- **A Scholarship Receiver** is a claimant, with whom a scholarship contract was signed.
- **A Scholarship** is financial (study) assistance, given by Ad futura for covering the costs of tuition partially or in full, or for other costs if this is explicitly stated in the call for applications.
- **Tuition** is the amount the student pays annually to the institution for attending the academic program. Tuition does not include other obligatory or non-obligatory payments to the institution such as the enrollment or admission fee, the study literature, the membership in organizations or clubs, the lab fees, health or other insurance or other costs.

Article 3

(The General Rules)

- 1) Ad futura is providing scholarships for the education that will result in achieving a formal education at the accredited educational institutions (referred to in the following text as the educational institution).
- 2) Only the individuals, who have fulfilled the conditions for the studies and have been accepted to the educational institution, can apply.
- 3) Citizens of the Republic of Slovenia can be granted the scholarship for the studies abroad as follows: for the undergraduate studies from the second academic year onward, for the postgraduate studies for the entire duration of studies.
- 4) The foreign citizens can be granted the scholarship for the masters or doctorate studies at universities in the Republic of Slovenia or for the high school education in grammar school.
- 5) The tuition will be paid directly to the educational institution upon an invoice or pro-forma invoice.
- 6) The Scholarship contract will be in force for one academic year. Its validity is prolonged to the next academic year, if the scholarship recipient fulfills the criteria for advancement to the next year of the academic program and has achieved a grade point average that would earn him/her at least 80% of the grade point average he/she had received in the selection process, under the conditions specified in the specific measure.
- 7) The scholarship recipient, who does not comply with the conditions set in the previous paragraph, will be denied the right to the scholarship in the following academic year; his/her scholarship status will be frozen for the duration of one academic year. If the scholarship recipient fulfills the conditions within one academic year, the student will be granted a scholarship for another academic year, but the recipient will not be entitled to the compensation for the duration of the academic year during which his status was frozen. If the scholarship recipient doesn't fulfill the conditions set by Ad futura within the next academic year, he/she is denied the right to the scholarship.
- 8) If the scholarship recipient doesn't fulfill the conditions for the advancement to the next academic year or does not continue his/her education for valid reasons, his/her status will be frozen for the duration of the existence of the valid reasons, but for no longer than three academic years. The student can submit the proof of meeting the criteria anytime during this period.
- 9) The scholarship recipient will be bound by his/her accepting the scholarship to work in Slovenia for at least as long as he/she was a scholarship recipient. Ad futura can release a scholarship recipient from this obligation if the person in question holds a status of an active employment seeker for at least one year and he/she submits the confirmation of his status as an active employment seeker as issued by the Employment Agency of the Republic of Slovenia, or he is unable to work permanently due to illness or injury.
- 10) If the conditions in the scholarship contract are not met, the scholarship recipient must return the full amount of the scholarship that has been paid to him/her at the current value of his/her scholarship (as calculated according to the valid legislature), within a period equal to the duration of his/her receiving the scholarship, starting no later than two years after entering the workforce or three years after the completion of his/her studies.
- 11) If a scholarship recipient discontinues his/her study or doesn't complete his/her study due to his/her own fault within the time frame, set in the contract, he/she must return the full amount of the scholarship paid to him/her at the current value of his/her scholarship within one year after he/she ceased to receive the scholarship. If a scholarship recipient doesn't return the full amount of the scholarship paid to him/her within eight days after receiving the payment request, the amount he/she has to repay will be increased by late payment interest that will accumulate from the deadline date until the date the recipient's payment is received, as stated in the reminder letter to the recipient.
- 12) A scholarship recipient may lose his/her scholarship for the following reasons: the recipient discontinues his/her study, the recipient does not advance to the next level, the recipient has been expelled from the educational institution he/she attended, the recipient changes his/her study program without a prior consent of Ad futura, or if it is established, that the information and documentation, upon which the person was granted the scholarship, is false or misleading.
- 13) The valid reasons for a scholarship recipient to discontinue his studies are: illness or injury, due to which, according to the opinion of his/her family physician, the scholarship recipient was not able to fulfill his/her contract obligations, maternity leave, military obligation and other civic obligatory duties, the act of God or conditions at his/her educational institution, due to which he/she could not continue or finish the studies or submit the documentation of the fulfillment of the criteria or other specified contractual obligations.
- 14) The conditions set in the ninth paragraph of this article are binding neither for the foreign citizens, nor for scholarship recipients who study at educational institutions in the Republic of Slovenia.

II. THE REGULATIONS OF THE PROCESS OF GRANTING SCHOLARSHIPS

Article 4 (The Process)

- 1) Ad futura is granting the scholarships through the calls for applications, which can be either open or on invitation only. The opened calls for applications are aimed exclusively at the physical persons – individuals for direct access to a scholarship. The calls on invitation are aiming at a previously determined target group (the educational or research institutions) of institutions who fulfill the criteria and are applying in the name of the candidate(s), who are studying or participating in the research projects in those institutions.
- 2) Ad futura is publishing a call for application in Official Journal and on its web page according to the accepted annual plan for the current fiscal year.
- 3) These regulations are used according to the regulation for all calls for applications unless defined otherwise.

Article 5 (The Time Limits)

- 1) Applications will be accepted from the day following the Specific Call for Applications advertisement in Official Journal RS, until the last day the advertisement appears in Official Journal RS.
- 2) The time span for completing the documentation upon the request of Ad futura is specified in the written request.
- 3) The candidate or scholarship recipient must notify Ad futura of any changes, circumstances, conditions or facts related to the application or the scholarship contract promptly, i.e. within eight days of any change.
- 4) The application is considered received within the deadline if it is:
 - a) Sent by regular mail, and delivered to Ad futura by the deadline,
 - b) Sent by registered mail by the deadline according to the postmark,
 - c) Faxed by the deadline according to the date printed by the fax machine,
 - d) E-mailed if the conditions are met for the safe electronic communications (the digital signature with the usage of a qualified digital certificate issued by an authorized provider), whereby the date of sending the e-mail is considered,
 - e) Delivered in person to an Ad futura representative at the Ad futura headquarters by the deadline.

Article 6 (Forms and Documentation)

- 1) The candidate must submit his/her request for a scholarship on the application form. The proof of fulfilling the criteria and other required documents, as set in the Call for Applications, must be submitted with the application form.
- 2) Applications must be submitted on application forms specific to each Call for Application. Only application forms specific to each Call for Applications will be considered. Application forms with instructions are available on Ad futura's web site (<http://www.ad-futura.si>) and at Ad futura headquarters.
- 3) The application form consists of the following questions: applicant's first and last name, city, state and date of birth, citizenship, gender, EMŠO and tax number, permanent and temporary address (if different from the permanent address), contact information (fixed and mobile phone, fax, e-mail, personal web page address), information about the educational institution the applicant attends (name, address, etc.), information about the applicant's study program (the year of enrollment, the subjects the applicant is taking in the current year, etc.), overview of study costs, financial sources, how much financial support for tuition the candidate is applying for and other information, necessary for the specific call for application. The application form includes also the applicant's statement of consent for publicizing his/her name on the list of scholarship recipients by Ad futura.

- 4) Photocopies of the documentation, submitted as proof of fulfilling the criteria, will be accepted. The applicant must submit the original or a notarized photocopy of the original document upon a specific request of Ad futura in the deadline, as set in the request.
- 5) The proof of achievements or awards on various areas must be submitted by the applicant. In order to claim the publication of the group or individual work, the applicant must submit information about the work as it appears on Cooperative on-line Bibliographic system and service (COBISS), or a photocopy of the title page, the table of content, the bibliographic notes page and the first page of the publicized work as the minimum. In order to claim unpublished work, the applicant must submit a statement of the publisher, whereby it has to be clearly stated where and when the work will be published. The proof of active participation in scientific research projects or expert groups at an educational or research institution or at the applicant's workplace must be issued by the institution itself or by the applicant's employer, and must contain information about the duration of the project, applicant's tasks and responsibilities, as well as, the final result of the applicant's work.
- 6) If a document is provided in a foreign language, Ad futura reserves the right to request the candidate provides an official translation of the document.
- 7) If a reasonable doubt about the authenticity of the document an applicant has submitted exists, or if the document contains information that is not truthful or is insufficient, Ad futura may request that the institution that has issued the document confirms the document's authenticity or truthfulness, or contact another appropriate institution for confirmation of the validity of the document and any additional information.

Article 7 (The Ranking Process)

- 1) The selection process is an objective and fair process, executed in alignment with the valid legislature, rules and regulations, where all applications are taken into the consideration and are carefully evaluated according to the set measures.
- 2) All candidates, who submit the application by deadline, and fulfill the set conditions, are listed on the applicants list.
- 3) According to the selection criteria and points received all the candidates whose names appear on the applicants list are ranked. The names of the applicants with the highest points appear on the priority list. All applicants who receive points according to three different criteria qualify to appear on the short list.

Article 8 (The Selection Process)

- 1) The candidates with enough achieved points according to the limiting or priority criteria are selected to appear on the claimants list.
- 2) The limiting criteria are set for each Call for Applications individually after the priority list is created according to the available funds and the amount of total funds requested by the candidates.
- 3) The priority criteria are set for each Call for Applications specifically considering the target group or the type of the Call for Applications. These criteria are used during the selection process when two or more candidates receive the same amount of points.

Article 9 (Selection Decision)

- 1) The Ad futura Director decides upon the result of the specific Call for Applications upon the suggestion of the selection committee. All candidates are issued a decision of the results of the Call for Application and their personal ranking in

it.

- 2) The results of the Call for Application must contain all relevant findings regarding the applicant's fulfillment of the criteria, received total points, information on the applicant's eligibility for scholarship, and the monetary value of the scholarship the applicant is entitled to. A grading sheet with the actual points the applicant has received will be attached.
- 3) Applicants, who do not meet the criteria of the Call for Application or have not provided proof of fulfilling the criteria by the deadline, are issued a written statement that his/her application was refused.

Article 10 **(The Complaint Process)**

- 1) If an applicant is refused, he/she may appeal within 15 days of receiving a specific order. The complaint should be addressed to Ad futura in the same manner as the application or filed at Ad futura.
The complaint is decided upon by the Ministry of Education, Science and Sport as a second level entity in this process.
- 2) The decision is final 15 days after the deadline for complaints, if the applicant has not appealed the Ministry's decision. If an appeal has been filed, the decision of the second level entity will be final.

Article 11 **(The Contract)**

- 1) A decision that is final will be executed. The claimant receives a scholarship contract for signing. The applicant signs all copies of the contract and returns them to Ad futura for signing no later than 14 days after receiving them. If the claimant does not return the contract within 14 days it is considered that he/she is not willing to sign the scholarship contract.
- 2) If the claimant does not intend or is unable to sign the scholarship agreement due to personal or objective reasons he/she must notify Ad futura about this in writing immediately or within 8 days after such reasons occurred, but no later than 14 days after receiving the scholarship contract.
- 3) If the claimant doesn't sign the scholarship agreement with Ad futura for any reason, a decision is issued stating that the person is no longer eligible for the scholarship. When this decision is final the applicant's name is deleted from the claimants list. In this case, the applicant with the next highest ranking, considering the available financial resources, is placed on the list of approved applicants.

Article 12 **(Executing the Contract)**

- 1) When the scholarship contract is signed, Ad futura will pay the full amount of the scholarship in the name of the candidate against tuition costs directly to the educational institution the applicant attends when an invoice or pro-forma invoice is issued by the said educational institution.
- 2) If Ad futura refunds the tuition the claimant has already paid himself/herself, and can prove this with the appropriate documentation, the amount will be deposited in the approved applicant's Slovenian bank account in Slovenian tolar (if the approved applicant has paid in a foreign currency, the middle exchange rate of the Bank of Slovenia on the day Ad futura prepares the payment is used). If Ad futura pays the scholarship as an advance payment on pro-forma invoice, the claimant must submit a proof of enrolment into the program in no later than 8 days after enrolling at the educational institution, if not, Ad futura can terminate the contract and the approved applicant must refund the already paid amount at the current value of the scholarship.

Article 13 **(Publicizing the Results)**

- 1) After the selection process for a specific Call for Applications is final, Ad futura publicizes the results by disclosing the number of scholarship, the number of claimants, as well as the total number of scholarships awarded, and total funds awarded.
- 2) Personal information about applicants as related to the process and results of the specific Call for Applications is confidential, and will be protected by all persons who have access to this information in any way, in alignment with the legislature and the internal rules and regulations on protection of personal data.
- 3) Only the names of those scholarship recipients, who give their permission, can be published on the list of the scholarship recipients in the alphabetic order.

Article 14 **(The Cessation)**

The cessation of the right to a scholarship can occur by the reasons stated in the tenth, eleventh and twelfth paragraph of article 3 of these rules and regulations, or if the candidate, claimant or scholarship recipient doesn't notify Ad futura about the facts and data, necessary for a decision on his/her case or regarding the continuation of the scholarship, according to the article 5 of these regulations.

III. THE CRITERIA

A. THE CRITERIA FOR SLOVENIAN CITIZENS STUDYING ABROAD

Article 15 **(The Criteria value)**

- 1) The maximum value according to the criteria applied an applicant is given is 100%. The total value in percentage points is 100.
- 2) Specific criteria weigh is:
 - a) Priority of the study program (subjects the applicants is taking at an educational institution prior to applying for a scholarship) according to Ad futura's priority list – 40 %;
 - b) Grade point average – 25 %;
 - c) Accomplishments or awards in the educational, scientific or professional area, knowledge competition achievements and sports achievements – 25 %;
 - d) Applicant's financial participation either through his/her own contribution or other financial sources – 10 %.

a) Priority of the study program

The priority of the study program is established by an authorized professional institution or a group of evaluators that is confirmed upon the proposition of Ad futura Director by the Supervisory Committee. The basis for the decision is the information on the study program that the candidate submits with the application, and the confirmation of the study program from the educational institution issued according to the List of Study Areas, published on the Ad futura web site. The minimum value of points is 0 and the maximum is 40. Information about the applicants remains confidential. If a candidate has more than one major, the field that is the most favorable for the applicant will be considered.

b) Grade point average

The average grade from grade 6 and higher:

Up to 6,8 0 points

From 6,8 to and including 7,8 6 points

From 7,8 to and including 8,2 12 points

From 8,2 to and including 8,6 15 points

From 8,6 to and including 9,0 18 points

From 9,0 to and including 10 25 points

The grade point average calculation is based upon the following grades received:

- a) At the final high school exam for the applicants enrolled in the first year of the undergraduate studies,
- b) For the final completed academic year for the candidates enrolled in the second or higher year of the studies,
- c) The final completed study program for the candidates who are accepted to a program but not yet enrolled in any study program,
- d) The final completed study program for the candidates who are currently enrolled in the second or higher year of the studies that is not graded.

c) Accomplishments or awards on the educational, scientific or professional area, the achievements at the competitions in the knowledge and the achievements in the sports

Accomplishments or awards in the educational, scientific or professional area, and knowledge competition achievements are:

- A group exhibition, concert or other art project – 1 point
- An individual exhibition, concert or other art project – 2 points
- An award or placement in the top three places at the state championship or professionally recognized competitions or at the state level knowledge competitions – 3 points
- An awarded art piece or a scientific research at the university or state level – 3 points
- An award or placement in the top three places at an international championship or professionally recognized competitions or international level knowledge competitions – 5 points
- Active participation in scientific research projects, expert groups etc. at education or research institutions or at work place – 5 points
- Active participation in an individual project, an individual product, poster, service, etc., a project published in a professional publication or at a professional seminar, science symposium, conference or other form of professional participation at the state level – 5 points
- The active participation with an individual project, product, poster, service, etc. a project published in a professional publication or at a professional seminar, science symposium, conference or other forms of professional participation at the international level – 7 points
- A group publication of scientific work or article in a domestic or foreign periodical or individual publication – 10 points
- An individual publication of scientific work or article in a domestic or foreign periodical or individual publication – 15 points

Achievements claimed must have occurred within the two years prior to the publishing of the Call for Application.

Achievements in the sports are:

- First to third place at a school level state championship – 3 points
- First place at a state championship – 5 points
- First to fifth place at a major international sport event (Olympics, Mediterranean games, Universiade, EYOF, World and European championships and World Cup) – 10 points

Achievements claimed must have occurred within the four years prior to the publishing of the call for application.

Points from different categories will be summed; however, an applicant can receive a maximum of 25 points under the achievement criteria.

d) The percentage of the tuition for which an applicant applies to be covered by Ad futura

More than 90% 0 points
From 80% to and including 90% 2 points
From 70% to and including 80% 4 points
From 60% to and including 70% 6 points
Up to 60% 10 points

Article 16

(The Ranking of the Applicants According to the Priority Measures)

- 1) The applicants with the same point totals are ranked by comparing the points under each criterion in the order of criteria a), b), c), d).
- 2) If candidates can not be ranked according to the points achieved according to the criteria as under d) (the highest amount of funding from sources other than Ad futura), they are ranked upon the additional proof of applicants' socio-economical status according to their tax bracket placement in the previous year, whereby the candidate with the lower tax bracket ranking is ranked above the candidate with the higher tax bracket ranking
- 3) Among applicants who are not subject to taxation applicants with the lowest tax income per person calculated for all persons in his/her household will be ranked higher on the application list.

B. CRITERIA FOR THE FOREIGN CITIZENS STUDYING IN SLOVENIA

Article 17

(The Criteria Value)

- 1) The total value in percentage points is 100. An applicant may receive up to the maximum of 50 points.
- 2) Specific criteria weigh is as follows:
 - a) Priority of study program – 40 %;
 - b) Grade point average – 40 %;
 - c) Applicant's financial participation either through his/her own contribution or other financial sources – 10 %.

a) Priority of the study program

- Natural sciences and the technology – 20 points
- Social sciences, humanity and arts – 5 points

b) Grade point average

Average grade point from grade 6 and higher:

Up to 6,8 0 points
From 6,8 to and including 7,8 4 points
From 7,8 to and including 8,2 9 points
From 8,2 to and including 8,6 12 points
From 8,6 to and including 9,0 15 points
From 9,0 to and including 10 20 points

Grade point average calculation is based upon the last fully completed study program of the candidate.

c) The percentage of the tuition for which an applicant applies to be covered by Ad futura

- More than 90% 0 points
- From 80% to and including 90% 2 points
- From 70% to and including 80% 4 points
- From 60% to and including 70% 6 points
- Up to and including 60% 10 points

Article 18

(Ranking of the Applicants According to the Priority Measures)

- 1) The applicants with the same point totals are ranked by comparing the points under each criterion in the order of criteria a), b), c), d).
- 2) If two or more applicants candidates achieved the same number of points under each criteria, the priority is given to the candidates, applying for the scholarship for the doctorate studies.
- 3) Between one or more equally ranking candidates after using the previous rule the candidate applying for the lower total amount of the scholarship will be given a priority.

IV. OTHER GENERAL REGULATIONS

Article 19

(Logical Use of these Rules and Regulations)

- 1) These rules and regulations are used in all cases when Ad futura decides about applications or the rights and obligations of the candidates, claimants or scholarship recipients or for other Calls for Application if they are not separately regulated.
- 2) For the procedural rules of giving the scholarships the general administration law applies.
- 3) For the signing and execution of the contracts the obligation law applies.

Article 20

(Managing of Records)

- 1) Ad futura manages records of candidates, claimants and scholarship recipients. Records contain data from application forms according to the paragraph three of the article 6 of these rules and regulations, and information collected from documentation submitted as proof of fulfilling the Call for Application criteria.
- 2) Record management and usage are conducted according to the protection of personal data law.
- 3) Information collected may be used for the statistic and scientific research purposes in a way that protects individuals' identity.

Article 21

(Documentation)

- 1) Ad futura is managing its document files in alignment with the rules and regulations regarding the office management and archiving. Documents are kept on file for one year after all contract obligations have been fulfilled except for the

documents used in a judicial procedure while the judicial procedure is in progress in which case the documentation is kept for three years after the judgment is final. Application and scholarship documentation that is not subject to archiving is destroyed according to the rules and regulations regarding the confidential information management.

Article 22 **(Availability of Information)**

- 1) Access to the information in the public interest law applies to the access to the information about Ad futura's operations, as well as to the rights and obligations of the individuals.

Article 23 **(Managing the Funds)**

- 1) The funds Ad futura receives from the returned scholarships or other sources are the purpose assets of Ad futura and are intended specifically for awarding scholarships.

Article 24 **(Donations)**

- 1) Ad futura cooperates with the foreign and domestic physical and legal entities of the private and public law in order to receive donations for achieving its purpose or co financing the joint projects within its aim.
- 2) The received donations are considered an income of Ad futura and can only be used for the aim of Ad futura, considering the wishes of the donor.

Article 25 **(Database)**

- 1) Ad futura will establish a database of those Slovenian citizens who study abroad, as well as foreign citizens who study in the Republic of Slovenia, who wish to participate, and will develop a network for exchange of information, knowledge and experience and thus support national development and placement at the international level.
- 2) Ad futura will establish a database of the undergraduate and postgraduate studies and scientific research areas including primarily information on the study areas, programs and types of studies, conditions of enrolment, the cost of study, offers, management and outcome of the scientific research projects, as well as information on scholarships and financial aid and other relevant data on the study abroad or in Slovenia. The data is accessible to everybody for a payment as determined by the legislature.

Article 26 **(Temporary and Final Provisions)**

The Regulations of General Conditions of Public Institution Ad futura (Official Journal RS no. 45/02 and 54/02) will expire on the day these rules and regulations become valid.

These rules and regulations become valid with the day of the publishing of the regulations in the Official Journal.

Director
Lidija Honzak, PhD

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Ljubljana, 12 June 2003