

No.: 1101-13/2011

On the basis of the Decision of the Government of the Republic of Slovenia No. 51100-15/2011/3 adopted at its 140th regular session on 16 June 2011; Article 6, paragraph 2, of the Act on Restructuring the Public Institution 'Ad futura, Science and Education Foundation of the Republic of Slovenia, Public Fund' into the Slovene Human Resources Development and Scholarship Fund (Official Gazette of the Republic of Slovenia No. 51/09) and the Rules on General Terms and Conditions of Business of the Slovene Human Resources Development and Scholarship Fund (Official Gazette of the Republic of Slovenia No. 91/09, hereinafter SPP), the Slovene Human Resources Development and Scholarship Fund (hereinafter referred to as the Public Fund) hereby announces the following

Call for applications for the award of scholarships to the nationals of the Arab Republic of Egypt and the Tunisian Republic in the Republic of Slovenia (Call for applications No. 129)

1. Subject-matter of the call

The subject-matter of the present call is the award of scholarships to the nationals of the Arab Republic of Egypt and the Tunisian Republic for master or doctoral programmes offered by higher education institutions in the Republic of Slovenia. Each country is offered:

- 3 scholarships for master's programmes, or
- 2 scholarships for master's and 1 scholarship for doctoral programmes, or
- 2 scholarships for doctoral programmes.

Scholarships will cover:

- Tuition fees in the set amount, and
- Living costs in the total amount of EUR 700 per month.

The scholarship covering living costs includes the costs of health insurance, accommodation and food as well as the costs relating to the selected study programme in the Republic of Slovenia.

Tuition is the amount paid annually by an individual to an educational institution for the participation in a selected study programme, and does not include any other mandatory or non-mandatory payments, required by educational institutions, such as enrolment fees, the cost of study materials, laboratory fees, and insurance.

The scholarship for tuition fees and living costs is granted for the current or next academic year, depending on the date of application, until the completion of the programme. The scholarship covering living costs may also be granted for the period from the conclusion of the last year of the study programme until the actual completion of the study programme with an obtained degree, but only for a maximum period of 12 months after the conclusion of the study programme.

2. The value of the call

The total value of the call is EUR 200,000 for the entire period for which the selected applicants have been granted scholarships. In accordance with the Decision of the Government of the Republic of Slovenia No. 51100-15/2011/3, the funding will be provided by the Public Fund from its earmarked funds.

3. Conditions for participation

Applicants must meet the following conditions:

- 3.1. They must be nationals of the Arab Republic of Egypt or the Tunisian Republic; they must not simultaneously hold the citizenship of the Republic of Slovenia or obtain it while participating in the study programme for which they have been awarded a scholarship;
- 3.2. They must be nominated for the available scholarship by a relevant institution in the Arab Republic of Egypt or the Tunisian Republic;
- 3.3. They must enrol in a master's or doctoral programme at an accredited institution in the Republic of Slovenia with an accredited programme, attain a formal level of education and obtain a valid degree upon the completion of the programme, whereby this must not be a long non-structured master's study programme or a long non-structured doctoral study programme;
- 3.4. While participating in the programme for which they have obtained a scholarship, they must have a valid Slovenian temporary residence permit for the purpose of study as specified in Article 35, paragraph 1, item 3, of the Aliens Act (Official Gazette of the Republic of Slovenia No. 50/11 (57/11-corr.)), and must reside in the Republic of Slovenia;
- 3.5. They must have a student status in the Republic of Slovenia throughout the duration of the programme subject to scholarship under the present call;
- 3.6. The selected programme may neither be a distance learning programme nor may it be conducted only through occasional consultations in the Republic of Slovenia;
- 3.7. They may not receive scholarships awarded under the Scholarship Act or any other scholarships, grants or similar funding for studies awarded under other regulations throughout the duration of the programme subject to scholarship under the present call;
- 3.8. Throughout the duration of the programme subject to scholarship under the present call, they must not be:
 - Employed
 - Self-employed or
 - Registered as an unemployed person with the Employment Service of Slovenia or a relevant institution abroadeither in the Republic of Slovenia or abroad.

Successful applicants must meet the above conditions throughout the duration of the programme subject to the scholarship.

The Public Fund will verify whether the applicants meet the above conditions on the basis of their statements, submitted documentation and official inquiries with the relevant institutions.

4. Documentation

Applicants must submit an original fully completed and signed application form. Applications submitted without the application form will not be processed.

Together with the application form, candidates must also submit the following **documents attesting that they meet the conditions**:

- 4.1. Certificate of citizenship and residence in the applicant's country, issued by a relevant authority, or a copy of a valid passport, which will be used by the Public Fund to determine citizenship and residence in the applicant's country;

- 4.2. Letter of acceptance or proof of enrolment into a master's or doctoral programme, issued by the relevant Slovenian higher education institution, including the full name of the programme and academic year in which the applicant has or will commence studies;
- 4.3. Nomination letter issued by the relevant authority of the Arab Republic of Egypt or the Tunisian Republic.

The documents referred to in the preceding paragraph may be photocopies; however, the Public Fund reserves the right to request original documents. Documents issued electronically are considered as copies. The Public Fund will not return submitted documents.

Documents may be submitted in a foreign language, but the Public Fund reserves the right to request their translation into Slovenian.

5. Selection procedure and criteria

The call for applications is conducted by a special commission in accordance with the provisions of the General Administrative Procedure Act. The commission is appointed by a decision of the Director of the Public Fund.

Under the present call for applications, which has a rolling deadline, scholarships are awarded to applicants meeting the stated conditions in the order in which the Public Fund receives complete applications and until all the available funds have been used.

Should several complete applications meeting the set conditions arrive on the same day and should the total amount of funds applied for exceed the available funds, the selection will be conducted according to the criterion of the highest average grade achieved in the last fully completed education programme in which grades were awarded. In such case, applicants will be invited to submit a certificate attesting the grades awarded in the last fully completed educational programme with numerical grading system, and the official grading scale, issued by the educational institution where the candidate completed the educational programmes, or by another relevant institution.

Applications received after all available scholarships have been awarded will not be processed.

6. Power of attorney

Applicants living abroad during the procedure under the present call for applications may grant power of attorney to another person residing in the Republic of Slovenia. Applicants may not hold their own power of attorney.

The power of attorney form is part of the documentation and is available at the website or the head office of the Public Fund. The authorisation submitted on such a form needs no certification by a notary. The power of attorney must be submitted in the original and be signed by both the candidate and the representative.

7. Processing of applications, contract and payments

The Public Fund will issue decisions on the outcome of the call to all applicants. After a decision has become final and the documents required in the decision have been submitted by the applicants, the Public Fund and the selected applicant will conclude a scholarship contract.

The decision issued by the Public Fund usually requires proof of enrolment in the appropriate academic year, for which the scholarship is awarded, and a statement or proof of an obtained Slovenian temporary residence permit for the purpose of study, if these were not submitted with the initial application, or other documents if required.

The contract defines the obligations of the scholarship recipient in accordance with the SPP. The payment of scholarship is carried out in accordance with the contract.

8. Accessibility of documentation

The call for applications, the application form and the power of attorney form are available at the website www.sklad-kadri.si or at the head office of the Slovene Human Resources Development and Scholarship Fund at Dunajska 22 (6th Floor), Ljubljana, during office hours.

Office hours are Monday, Tuesday and Thursday from 9.00 to 15.00, Wednesday from 9.00 to 16.00 and Friday from 9.00 to 14.00 (hereinafter referred to as office hours).

9. Deadline and submission of applications

The application (the completed and signed application form, including the required documentation) must be sent to the following address:

*Javni sklad Republike Slovenije za razvoj kadrov in štipendije
Dunajska 22
1000 Ljubljana*

(with the note on the envelope: Call for Applications No. 129).

The application may be submitted in person to the Public Fund during office hours or by post. The application must be sent by registered mail (R), in which case the sending date is considered the date of receipt. Applications submitted via e-mail will not be processed.

The call for applications has a rolling deadline starting on its date of publication in the Official Gazette of the Republic of Slovenia and continuing until all funds have been used (closing date).

An application is considered on time if it is received prior to the closing date. Applications received after this date will not be processed.

The application is considered complete if it is submitted on the application form and includes all required documents and information. Applicants whose applications are incomplete will be invited to supplement them. If they fail to do so by the deadline stated in the invitation to complete the application, their application will not be processed. In accordance with Article 28, item 26, of the Administrative Fees Act (Official Gazette of the Republic of Slovenia No. 106/10-UPB), no administrative fees are charged for an application under this call.

Applications that do not meet the conditions under this call for applications will not be processed. Applications submitted after all available funds have been used and before the rolling deadline expires will not be processed¹. Applications for the level of education, for which there are no more available places as defined in paragraph 1, item 1 hereof, will not be processed.

¹ Clarification: after all available scholarships as defined under paragraph 1 of the 1. Subject-matter of the call will be awarded, the call will be closed and further applications will not be accepted

An appeal against the decision will be addressed by the Ministry of Labour, Family and Social Affairs. Applicants may file an appeal with the Public Fund within fifteen (15) days after having been notified of the decision. In the appeal, applicants must state in detail the reasons for the appeal. Appeals do not affect the signing of contracts with selected candidates.

10. Additional information

Additional information is available at the website of the Public Fund: www.sklad-kadri.si under the heading Calls for applications and News (*Razpisi in objave*), by telephone or in person at the Public Fund's head office during office hours: Monday to Friday from 9.00 to 12.00, and Wednesday from 9.00 to 12.00 and from 14.00 to 16.00. Contact person is Darinka Trček, phone: +386 1 434 10 88, e-mail: darinka.trcek@sklad-kadri.si

Javni sklad Republike Slovenije za razvoj kadrov in štipendije (Slovene Human Resources Development and Scholarship Fund)

Dunajska 22, 1000 Ljubljana

Phone: +386 1 434 10 80

E-mail: info@sklad-kadri.si

Website: <http://www.sklad-kadri.si>