

THIS IS AN UNOFFICIAL TRANSLATION

Warning: Unofficial translation represents an informative document. Original text in Slovene language as it was published in the Official Gazette of the Republic of Slovenia forms the legal basis for any and all cases relating to this call for applications.

Number: 1101-4/2012-2

On the basis of Article 6, 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 Business and Financial Plan of Slovene Human Resources Development and Scholarship Fund for the year 2012, adopted by the Government of the Republic of Slovenia on 12. 6. 2012 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), Slovene Human Resources Development and Scholarship Fund (hereinafter referred to as the Fund) hereby announces the following

Call for applications for the award of scholarship for postgraduate study of nationals of Western Balkans in Slovenia for the year 2012 (Call for applications No. 138)

1. The subject of the call for applications

The subject-matter of the present call for applications is the award of scholarship to the nationals of Western Balkans for postgraduate studies in natural science, technology or medicine at educational institutions in the Republic of Slovenia for individual level of education, more precisely for:

- Master studies (second level),
- Doctoral studies.

Under this call only states defined as development aid recipients by the Organisation for economic cooperation and development (OECD) are perceived as Western Balkans states, namely Republic of Albania, Bosnia and Herzegovina, Republic of Montenegro, Republic of Kosovo, Republic of Macedonia and Republic of Serbia.

Under this call it is not possible for an applicant to receive scholarship for:

- Uniform master's study programme,
- Study at lower or same level of education they are about to finish or have already finished in the past,
- Repetition of enrolment in the same year of the same study programme.

The right to scholarship shall be granted from the study year to which the applicants will enrol in academic year 2012/2013 onward till the end of the individual study programme. The applicants have to enrol and start studying in the study year to which they are enrolled, in calendar year 2012.

For classification of study programme in the area of education, classification KLASIUS-P of Statistical Office of the Republic of Slovenia KLASIUS-P (hereinafter referred to as KLASIUS-P), available at <http://stat.si/doc.klasif/Klasius-P.pdf>, shall apply. The following categories of the classification KLASIUS-P fall into fields of natural sciences, technology and medicine:

4. *Natural Sciences, Mathematics and Computer Science*
5. *Engineering, Production Technologies and Civil Engineering*
6. *Agriculture, Forestry, Fishery and Veterinary Science*
72. *Health*
84. *Transportation Services*
85. *Environmental Studies*

The Fund shall classify the study programmes into the individual area of education using the public list of accredited higher education institutions and study programmes of The Slovenian Quality Assurance Agency for Higher Education (NAKVIS), available at: <http://test.nakvis.si/sl-SI/Content/Details/46>.

The scholarship is granted for:

- **living costs**; in the total amount of EUR 8.400,00 for each study year;
- and**
- **tuition fee**; the maximum granted amount of yearly scholarship for tuition fee for an individual year of study according to this call for applications shall amount to 100% of tuition fee, but not more than EUR 3,000.00 for individual study year.

Tuition is considered to be the amount paid annually by an individual to an educational institution for participation in the educational programme. Tuition does not comprise any other payments, mandatory or not, made to an educational institution, such as costs of registration, study materials, memberships in organisations or clubs, contributions for the use of laboratory, health or other insurance and other costs.

2. The value of the call for applications

The total value of this call for applications is EUR 600.000,00 for the entire period of study for which the selected applicants will be granted scholarship, starting in calendar year 2012.

3. Conditions of the call for applications

Applicants must meet the following conditions:

- 3.1. They are not nationals of the Republic of Slovenia, and will not obtain citizenship of the Republic of Slovenia throughout the duration of the studies subject to scholarship under the present call for applications,
- 3.2. They are nationals of one of the Western Balkan States pursuant to the paragraph 2 of point 1 of the present call for applications,
- 3.3. Their permanent residence is outside the territory of the Republic of Slovenia,
- 3.4. They are about to finish or already finished their undergraduate studies in the country of which they are nationals,
- 3.5. They are not accepted or enrolled in uniform master's study programme,
- 3.6. They are accepted or enrolled for master studies of second level or doctoral studies in natural sciences, technology or medicine in the academic year 2012/2013, pursuant to paragraph 1 and 5 of point 1 *The subject of the call for proposals* of this call for proposals,
- 3.7. The study referred to in the point 3. 6. shall take place under a publicly valid (accredited) study programme at a publicly valid (accredited) educational institution in Republic of Slovenia and they will be awarded a publicly valid education upon completion of their studies,
- 3.8. The level of education obtained by the study from the point 3. 7. will be higher from the highest level they have already obtained at any previously finished studies or they will obtain at any studies they are about to finish,
- 3.9. They will have a valid permit for temporary residence in the Republic of Slovenia for the purpose of study that is subject to scholarship under the present call for applications, pursuant to the 3 indent of point 1 of article 35 of Aliens act (Ztuj-2), Official gazette of Republic of Slovenia, no. 50/2011 (57/2011 popr.),
- 3.10. Their studies in Slovenia are not part of an academic exchange programme,
- 3.11. They will have student status in the Republic of Slovenia throughout the duration of the studies subject to scholarship under the present call for applications,
- 3.12. They will reside in the Republic of Slovenia throughout the duration of the studies, however exchanges abroad, if they are part of the study programme are allowed on the basis of prior consent of the Fund provided that they are not carried out in the student's home country,
- 3.13. The study concerned is not organised in the form of distance learning or conducted only through occasional consultations in the Republic of Slovenia,

- 3.14. They will not be receiving any scholarship awarded under the Scholarship Act or any other scholarships or any other grants or similar funding for studies awarded under other regulations in Republic of Slovenia throughout the duration of the studies subject to scholarship under the present call for applications,
- 3.15. They will not be employed or self-employed in the Republic of Slovenia or abroad throughout the duration of the studies subject to scholarship under the present call for applications,
- 3.16. They will not be registered as an unemployed person with the Employment Service of Slovenia or with the relevant institution of this type abroad throughout the duration of the studies subject to scholarship under the present call for applications,
- 3.17. They will not obtain the status of early stage researcher throughout the duration of the studies subject to scholarship under the present call for applications.

If the applicants will be granted scholarship under this call for proposal, they will have to meet the above mentioned conditions throughout the duration of the studies subject to scholarship under the present call for applications.

4. Documentation

The applicant must submit **duly completed and signed application form and statement** that allows to the Fund to exchange information and inquire at the educational institution in Republic of Slovenia about the studies subject to scholarship under the present call for applications.

The applicant who still resides abroad during the procedure related to this call for applications **must, when applying for scholarship, give the power of attorney** to a person with residence in the Republic of Slovenia for all the actions in the procedure of awarding scholarships, in accordance with point 7. of the present call for applications.

A duly completed and signed application form, statement and power of attorney must be submitted together with the documentation proving the fulfilment of the conditions and selection criteria:

- 4.1. Certificate of citizenship and permanent residence of the applicant, issued by the relevant authority or a photocopy of a valid passport,
- 4.2. Certificate confirming that request of issuing or renewal of certificate of declaration of residence has been filed,
- 4.3. Certificate of admission or enrolment in master studies or doctoral studies for the academic year 2012/2013 (second level) issued by a Slovenian educational institution **with the name of the applicant on it** that must include the following:
 - Exact title of the study programme;
 - Information on duration of the study programme and that the studies will be fully carried out in Republic of Slovenia;
 - Year of study of the applicant including the information, how many times he/she was already enrolled in this year of study or if this is a repeated enrolment;
 - Annual tuition fee, while the educational institution has to indicate why the tuition is charged to the applicant. If the applicant doesn't have to pay the tuition fee, the educational institution has to indicate why the tuition fee is not charged to the applicant.
- 4.4. The diploma of undergraduate studies if the applicant has already finished it,
- 4.5. The diploma of the last completed post-graduate studies, if the applicant has finished it,
- 4.6. A transcript of records issued by the educational institution about:
 - all grades the applicant achieved by 31. 12. 2011 at undergraduate studies, including the grade for his/her diploma, if the applicant already finished his undergraduate studies by 31. 12. 2011. Applicants whose academic obligations at undergraduate study were not assessed with grades have to provide a certificate of the educational institution confirming this as well as provide a transcript of records issued by the educational institution about all grades achieved at high school including the grade achieved at the final or Matura examination, if the applicant passed this exam.
- 4.7. If the applicant finished the study from the point 4.6. in Albania or Kosovo, he has to submit the official grade scale, issued by the educational institution where the studies were completed;
- 4.8. Supporting documents proving individual or joint authorship of published scientific articles:

- a) for publications: a list of bibliographical units from a joint database Cobiss (if one exists in the applicant's country) or for each publication a photocopy of the first page of the articles, tables of contents and title of publications, from which the authors and catalogue record about the publication, with ISBN or ISSN number, are transparent (with translation into Slovene or English),
- b) for active participation at a scientific conference: for each participation a photocopy of the title page and table of contents of the brochure on the contributions at the conference, from which authors and catalogue records about the publications, with ISBN or ISSN numbers, are transparent (with translation into Slovene or English);

Document requested in the point 4.6. of the previous paragraph **must be either original document or certified copy**. The Fund does not return submitted originals or certified copies.

Documents can be submitted in a foreign language but the Fund has the right to request a translation to Slovene language.

5. Selection criteria

The applications are assessed and awarded points based on three criteria below. The maximum possible number of points is 100.

a) Level of study – 30 points

Applicant is enrolled in master studies (second level)	30 points
Applicant is enrolled in doctoral studies	0 points

The maximum possible number of points under this criterion is 30 points.

b) Published scientific articles – 30 points

Only the articles, published in a scientific periodical publication or in an individual publication (monograph), that are not result of study obligations of the applicant shall be considered.

Publication of scientific article in individual authorship in a national or foreign periodical or individual scientific publication (monograph)	each publication – 15 points
Publication of scientific article in joined authorship published in a national or foreign periodical or individual scientific publication (monograph)	each publication – 10 points
Active participation at a scientific conference (lecturing, poster, etc.) in individual or in joined authorship	each active participation – 3 points

To be taken into account for awarding points under this selection criterion, the article must fulfil the conditions of this call for proposals and be listed in the application form. Articles can only be considered for points if they were published in printed or electronic form or included in the joint database Cobiss (if one exists in the applicant's country) until no later than 15. 9. 2012.

If the applicant provides photocopies of the first page of specific article, table of contents and title of publications, from which the authors and catalogue record about publication are transparent, then such publication must have ISBN or ISSN number for this article to be taken into account for awarding points.

If the applicant provides a list of bibliographical units from a joint database Cobiss (if one exists in the applicant's country), the listed bibliographical units have to be categorised to be considered for awarding points under this criterion. This means it must be transparent from the list of the joint database that a specific article is categorized as scientific article or active participation at a scientific

conference. Articles on the list that will not be appropriately categorized will not be taken into account for awarding points.

The maximum possible number of points under this criterion is 30 points.

b) Average assessment grade – 40 points

The points are assigned as follows:

- Grade point average from including 6.0 to 7.0 - 0 points
- Grade point average from including 7.0 to 7.4 - 5 points
- Grade point average from including 7.4 to 8.0 - 10 points
- Grade point average from including 8.0 to 8.6 - 20 points
- Grade point average from including 8.6 to 9.2 - 30 points
- Grade point average from including 9.0 to including 10 - 40 points

To calculate the average assessment grade, all grades from the transcript requested under Point 4.6. of the present call for applications shall be taken into account. Grades obtained at educational institutions outside Slovenia shall first be converted to the Slovene higher education grading scale. Based on such a conversion the average assessment grade shall be calculated to 4 decimal places and points awarded according to the scale from the previous paragraph.

The maximum possible number of points under this criterion is 40 points.

6. Selection procedure and delimiting criteria

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

The applications complying with the conditions of the present call for applications shall be evaluated by the commission according to the criteria determined by this public call for applications. The commission shall compile a priority list of the applicants on the basis of the points achieved, from the applicant with the highest to the one with the lowest score.

Among the applicants whose applications comply with the conditions of the present call for applications, scholarships shall be awarded to those with higher number of points achieved in respect of the present call for applications criteria till the available funds are spent.

If several applicants shall have the same number of points, scholarship shall be awarded based on the delimiting criteria, while any subsequent criteria would be considered only if the applicants cannot be ranked by any prior criterion:

- Applicants are admitted or enrolled to master studies (second level),
- Applicants have a higher average assessment grade, based on which they were assigned points on the criterion of average assessment grade.

7. Power of attorney

Applicants living abroad during the procedure under the present call for applications must grant power of attorney to another person (trustee) with residence in the Republic of Slovenia. Applicant and trustee cannot be the same person.

The power of attorney form is part of the documentation and is available at the website or the head office of the Fund.

The Power of attorney has to be submitted in original and must be signed by both the applicant and by the trustee.

8. Processing of applications and contractual relationship

The Fund will issue decisions on the outcome of the call to all the applicants.

After the positive decision has become final and the documents required in the decision have been submitted to the Fund by the applicants, the Fund and the selected applicants will conclude a scholarship contract.

Scholarship payment can only be carried out after concluding the scholarship contract that is concluded in accordance with SPP.

9. 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: Monday, Tuesday and Thursday from 9.00 to 15.00 o'clock, Wednesday between 9.00 and 16.00 and Friday between 9.00 and 14.00 o'clock.

10. Deadline and submission of applications

The application (the application form, duly completed and signed, together with 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. 138).

The period of collecting applications starts on the day the call for applications is published in the Official Gazette of the Republic of Slovenia and continues until the expiry of the deadline, i.e. Friday **21. 9. 2012.**

An application is submitted in due time if the Fund receives it within the time limit for submission of applications. If the application is sent by registered mail, the day of posting is considered to be the day of receipt by the Fund.

The application can be submitted personally at the Fund's address, during office hours: Monday, Tuesday and Thursday from 9.00 to 15.00 o'clock, Wednesday between 9.00 and 16.00 and Friday between 9.00 and 14.00 o'clock.

Applications submitted after the expiry of the application period shall be dismissed.

Applications, sent by email will not be processed.

An application is considered as complete if it is submitted on the application form and contains all the required documents and information, as provided in the present call for applications.

Applicants whose applications will be incomplete will be invited to complete the applications. In case the applicants fail to complete the application within the time period determined in the request for supplementation of the application, their applications will be dismissed.

In pursuance of the provisions from point 26 of article 28 of the Administrative Fees Act (OG of the RS No.106/2010-UBP5), the application is exempt from fee.

11. Additional information

Additional information can be obtained from the Fund's website www.sklad-kadri.si under Scholarships and Grants -> Call for Applications No. 138, or at the headquarters or telephone number of the Fund, during official hours: Monday to Friday from 9.00 to 12.00 o'clock, and Wednesday also

between 14.00 and 16.00 o'clock – contact person: Doris Sattler, tel. +386 (0)1 434-58-92, e-mail: doris.sattler@sklad-kadri.si.

Javni sklad Republike Slovenije za razvoj kadrov in štipendije
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