

## **THIS IS AN UNOFFICIAL TRANSLATION**

Readers should be aware that only the original Slovenian text as published in the Official Gazette of the Republic of Slovenia has legal force for any and all cases relating to this call for applications, and that this English translation is for reference purposes only.

Number: 1101-6/2013-4

On the basis of Article 6 of the Act on the Restructuring of Ad futura, a Public Institute, Science and Education Foundation of the Republic of Slovenia, a Public Fund into the Slovene Human Resources Development and Scholarship Fund (Official Gazette of the Republic of Slovenia No. 51/09) and, the Business Plan of the Slovene Human Resources Development and Scholarship Fund for 2013 adopted by the Government of the Republic of Slovenia on 9 July 2013, and the Rules on the 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; 102/12), the Slovene Human Resources Development and Scholarship Fund (hereinafter the Public Fund) hereby announces the following

### **Public Call**

## **for applications for the award of scholarships to foreign nationals for study in Slovenia based on development agreements in the year 2013 (Call for Applications No. 161)**

### **1. Subject-matter of the Call for Applications**

The subject-matter of this Call for Applications is the award of scholarships to a maximum of 3 (three) candidates, nationals of Ukraine, for postgraduate studies offered by higher education institutions in the Republic of Slovenia for the following levels of education:

- Master's studies (second level),
- Doctoral studies (third level).

Under this Call for Applications, it is not possible for an applicant to receive a scholarship for uniform master's study programme.

Scholarships will cover:

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

The scholarship covering living costs is intended for the costs of health insurance, accommodation and food, as well as for other costs related to studying in the Republic of Slovenia.

The tuition fee is the amount paid annually by an individual to an educational institution for 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 insurance and other fees.

The scholarship is granted for the current or the following academic year, depending on the date of the application, until the completion of the programme. The decision to grant a scholarship for the current or following academic year is based on the actual commencement of studies. The scholarship covering living costs may also be granted for the period from the conclusion of the study programme to the attainment of a degree, but only for a maximum of 12 (twelve) months after the conclusion of the study programme.

## 2. The value of the Call for Applications

The total value of the Call for Applications is EUR 100,000 for the entire period for which the selected applicants are awarded scholarships.

## 3. Conditions for participation

Applicants must meet the following conditions:

- 3.1. They must be nationals of Ukraine and may not simultaneously be citizens of the Republic of Slovenia or obtain such citizenship while participating in the study programme for which they have been awarded the scholarship;
- 3.2. They must be nominated for the available scholarship by a relevant institution in Ukraine;
- 3.3. They must be accepted or enrolled in a master's or doctoral programme at an accredited educational institution in the Republic of Slovenia for an accredited programme, whereby they will attain a recognised level of education and obtain a valid degree upon completing the programme;
- 3.4. While participating in the programme subject to the scholarship under the present Call for Applications, they must have a valid temporary residence permit for the purpose of study in accordance with the Aliens Act and must also reside in the Republic in Slovenia;
- 3.5. They must have student status in the Republic of Slovenia during the entire period of studies;
- 3.6. The selected programme may not be a distance learning programme or a programme 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 that are awarded under other regulations in the Republic of Slovenia for the duration of the programme subject to the scholarship under the present Call for Applications;
- 3.8. Throughout the duration of the programme subject to the scholarship under the present Call for Applications, they may not be, abroad or in the Republic of Slovenia:
  - employed,
  - self-employed or
  - registered as an unemployed person with the Employment Service of Slovenia or a relevant institution abroad.

Successful applicants must meet the above conditions for the entire period of validity of the scholarship contract.

The Public Fund will verify that applicants meet the above conditions on the basis of their statements, submitted documents and through official inquiries at the relevant institutions.

## 4. Documentation

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

Applicants must also submit the following **documents to verify that they meet the conditions and criteria**:

- 4.1. Certificate of citizenship of, and residence in, the applicant's country, issued by the 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 in a master's (second level) or doctoral programme (third level), issued by the relevant Slovenian higher education institution, including the full name of the programme and the academic year in which the applicant commences the programme;
- 4.3. Letter of nomination issued by the relevant authority of Ukraine.

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 copies. The Public Fund will not return the submitted documents.

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

## **5. Selection procedure and criteria**

The procedure for this Call for Applications is conducted by an official in accordance with the provisions of the General Administrative Procedure Act.

Under this Call for Applications, which has a rolling deadline, scholarships are awarded to applicants who meet the conditions in the order in which the Public Fund receives complete applications and until all the available funds have been expended or a maximum three available scholarships awarded, whichever is earlier.

Should several complete applications meeting the set conditions arrive on the same day and should the total amount of funds applied for exceed the funds available for this Call for Applications, 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 this case, applicants will be invited to submit a certificate verifying the grades awarded in the last fully completed educational programme with a numerical grading system and the official grading scale, including a legend, issued by the educational institution at which the candidate completed the educational programmes, or by another relevant institution.

Applications received after all available funds have been expended or a maximum three available scholarships have been awarded will be rejected.

## **6. Power of attorney**

Applicants living abroad during the procedure under this Call for Applications must grant power of attorney to a person residing in 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 power of attorney form must be submitted in the original and be signed by both the applicant and the trustee.

## **7. Processing of applications, scholarship contract and payments**

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

As a general rule, the decision issued by the Public Fund requires proof of enrolment in the appropriate year of studies and academic year for which the scholarship is being awarded, and a statement or proof that a temporary residence permit has been obtained for the purpose of studies if these documents were not enclosed with the initial application, or other documents if required.

The scholarship contract defines the obligations of the scholarship recipient in accordance with the Rules on the General Terms and Conditions of Business of the Slovene Human Resources Development and Scholarship Fund. The payment of the scholarship is carried out in accordance with the provisions of the contract.

## **8. Accessibility of documentation**

The text of the Call for Applications, the application form and the power of attorney form are available at [www.sklad-kadri.si](http://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.

## **9. Deadline and submission of applications**

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

Javni sklad Republike Slovenije za razvoj kadrov in štipendije  
Dunajska 22  
1000 Ljubljana  
(with a note on the envelope: Call for Applications No. 161).

The application may be submitted in person to the Public Fund during office hours or by post, in which case the application must be sent by registered mail (R). 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 available funds have been expended or maximum three available scholarships awarded (closing date).

An application is considered on time if it is received before the closing date. Applications received after this date will be rejected.

An application is considered complete if it is submitted on the application form and includes all the required documents and information. Applicants whose applications are incomplete will be invited to supplement them. If they fail to do so by the deadline specified in the invitation to complete the application, their application will be dismissed. In accordance with Article 28, item 26, of the Administrative Fees Act (Official Gazette of the Republic of Slovenia No. 106/10-UPB5), no administrative fees are charged for applications under this Call for Applications.

Applications that do not meet the conditions under this Call for Applications will be rejected. Applications submitted after all available funds have been expended or a maximum three available scholarships awarded and before the rolling deadline has expired will be rejected.

An appeal against a decision will be addressed by the Ministry of Labour, Family, Social Affairs and Equal Opportunities. Applicants may file an appeal with the Public Fund within 15 (fifteen) days of being notified of the decision. In the appeal, the applicant must state in detail the reasons for the appeal. Appeals do not affect the signing of contracts with the selected scholarship recipients.

## 10. Additional information

Additional information is available at the website of the Public Fund [www.sklad-kadri.si](http://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 the following 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. The contact person is Doris Sattler, telephone no.: +386 1 434 58 92, e-mail: [doris.sattler@sklad-kadri.si](mailto:doris.sattler@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](mailto:info@sklad-kadri.si)

Website: [www.sklad-kadri.si](http://www.sklad-kadri.si)