

Please note that this is an unofficial translation which is intended for information purposes only. The original text in Slovene provides the legal basis for any cases relating to this Call for Applications.

Number: 1101-11/2016-1

On the basis of Article 49 of the Scholarship Act (Official Gazette of the Republic of Slovenia Nos. 56/13 and 99/13 - ZUPJS-C and 8/16; hereinafter referred to as the Scholarship Act), The Regulation on awarding Ad Futura Scholarships (Official Gazette of the Republic of Slovenia No. 76/14; hereinafter referred to as the Regulation), the Business and Financial Plan of Slovene Human Resources Development and Scholarship Fund for the year 2016, adopted by the Government of the Republic of Slovenia on 19 May 2016 and the Slovene Human Resources Development and Scholarship Fund (hereinafter referred to as the Fund) hereby announces the following

**Public Call**  
**for applications for scholarships for nationals of Western Balkans to postgraduate study in Slovenia in the year 2017 (Call for Applications No. 226)**

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

The subject-matter of this Call for Applications is the award of Ad Futura education scholarships to the applicants, **nationals of Western Balkans** for post-graduate studies in natural science, technology or medicine at higher education institutions in the Republic of Slovenia for the following individual level:

- Master's study (second level)
- Doctoral study (third level)

Under this call the following states are perceived as Western Balkans states: **Bosnia and Herzegovina, Republic of Montenegro, Republic of Kosovo, Republic of Macedonia and Republic of Serbia.**

Under this Call for Applications, an applicant may not receive scholarship for an integrated master's study programme.

A scholarship is granted from the academic year 2017 / 2018 for the study year for which the applicants will enrol in the academic year 2017 / 2018 onward till the finish of the individual study programme. The applicants have to enrol and commence with their study in the study year to which they are enrolled, in calendar year 2017.

Study programmes are classified in the fields of education on the basis of classification of Statistical Office of the Republic of Slovenia KLASIUS-P (hereinafter referred to as the KLASIUS-P), that is available online: <http://stat.si/doc.klasif/Klasius-P.pdf>. 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 classifies study programmes into the individual field of education based on publicly available information, the enquiry at The Slovenian Quality Assurance Agency for Higher Education (NAKVIS) and at Enic-Naric Centre of Ministry for education, science and sport or at other relevant institution.

## **2. The amount of resources available for the Call for Applications and the value of the scholarship**

The total value of the Call for Applications is EUR 400,000 for the entire period for which the selected applicants are awarded scholarships, starting in calendar year 2017. The right to scholarship is granted from the year in which the applicant is enrolled in the calendar year 2017 till the finish of individual study programme. The scholarship can be granted for maximum as many years as are officially defined by the programme or less, if the scholarship is granted for a higher year of studies.

The scholarship is granted for:

- **Living costs**; in the total amount of EUR 8.400,00 for each study year. The scholarship shall be paid as a lump sum;

And

- **tuition fee**; the maximum granted amount of yearly scholarship for tuition fee for an individual year of study shall amount to 100% of tuition fee, but not more than EUR 3,000.00 for individual study year. Scholarship for tuition fee shall be transferred in accordance with the Article 56 of The Scholarship Act.

The tuition fee is 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.

## **3. Conditions of the call for applications**

Applicants must meet the following conditions:

- 3.1 They are foreign nationals with permanent residence outside Republic of Slovenia and they are not citizens of Republic of Slovenia and have not acquired long-term resident status and will not acquire citizenship of the Republic of Slovenia for the duration of the studies subject to scholarship under this 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 They are about to finish or already finished their under-graduate studies at higher education institutions in one of the countries specified in the paragraph 2 of point 1 of the present call for applications;
- 3.4 They are not accepted or enrolled in uniform master's study programme;
- 3.5 They have not yet been enrolled in the same year at the same level of education or higher,
- 3.6 They are admitted to or enrolled for master studies of second level or doctoral studies of third level in the field of natural sciences, technology or medicine in the academic year 2017/2018, pursuant to paragraph 1, 5 and 6 of point 1 Subject-matter of the Call for Applications;
- 3.7 The study referred to in the previous point shall take place 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;
- 3.8 The level of education achieved through the study programme referred to in the previous item will be higher than the highest level they have already achieved in any previously completed studies or they will obtain in any studies they are about to complete;
- 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 this Call for Applications, pursuant to the Aliens Act (Official Gazette of Republic of Slovenia, Nos. 45/14 - official consolidated text, 90/14, 19/15 and 47/15 – ZZSDT) and will also reside in the Republic of Slovenia;
- 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 for the duration of the studies subject to scholarship under this 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 programme 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 receive a state or Zois scholarship for the duration of the studies subject to scholarship under this Call for Applications;
- 3.15 They will not receive any other scholarships, grants or similar funding for studies awarded under other regulations in the Republic of Slovenia;
- 3.16 They will not be employed or self-employed in the Republic of Slovenia or abroad for the duration of the studies subject to scholarship under this Call for Applications;
- 3.17 They will not be registered as an unemployed person with the Employment Service of Slovenia or with other competent institution of this type abroad for the duration of the studies subject to scholarship under this Call for Applications;
- 3.18 They will not acquire the status of a manager in a corporation or director of a private institute for the duration of the studies subject to scholarship under this Call for Applications,

3.19 On the day of their first enrolment in an educational programme and the level of education for which they are applying for a scholarship, they have not yet reached the age of 28.

Applicants, who are granted a scholarship under this Call for Applications, must meet the above conditions for the duration of their studies subject to scholarship under this Call for Applications.

#### 4. Documentation

Applicants must submit the original, **completed and signed application form**.

Applicants who not yet reside in the Republic of Slovenia during the procedure related to this Call for Applications **must, when applying for scholarship, grant power of attorney** to a person with residence in the Republic of Slovenia for all actions in the procedure of awarding scholarships, in accordance with item 7 of this Call for Applications.

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

- 4.1 Certificate of citizenship and residence in the applicant's country issued by the competent authority, or a copy of a valid passport, from which the residence address in the applicant's country shall be transparent;
- 4.2 Certificate of the relevant institution or statement of the applicant confirming that request of issuing or renewal of certificate of declaration of temporary residence for the purpose of study has been filed;
- 4.3 Letter of acceptance or proof of enrolment in master studies or doctoral studies for the academic year 2017/2018 issued by competent Slovenian higher education institution **with the name of the applicant on it** that must include the following:
  - Exact and full name of the study programme;
  - Year of study of the applicant in academic year 2017/2018 including the information, how many times he/she was already enrolled in this year of study or if this is a repeated enrolment;
  - The amount of the tuition fees, if these are charged to the applicant; 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 under-graduate 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. 2016 at undergraduate studies, including the grade for his/her diploma, if the applicant already finished his undergraduate studies by 31. 12. 2016.

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 previous point in Kosovo, he has to submit the official grade scale, issued by the educational institution where the studies were completed;

4.8 If the applicant claims points for publications, he has to provide 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 **must be either original document or certified copy.** Documents issued electronically are considered copies. The Fund will not return the submitted originals or certified copies. Other documents can be copies.

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

## 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 – 25 points

Applicant is enrolled in master studies (second level)	25 points
Applicant is enrolled in doctoral studies (third level)	5 points

The maximum possible number of points under this criterion is 25 points.

### b) Published scientific articles – 35 points

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

Publication of scientific article in <b>individual authorship</b> in a national or foreign periodical or individual scientific publication (monograph) each publication	15 points
Publication of scientific article in <b>joined authorship</b> published in a national or foreign periodical or individual scientific publication (monograph) each publication	10 points
<b>Active participation at a scientific conference</b> (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 **30. 9. 2017.**

If the applicant provides photocopies of the first page of specific article, table of contents and title of publications, from which the authors are transparent, but the publication does not have ISBN or ISSN number, it will be considered that the publication actually does not have ISBN or ISSN number and the application will not be awarded points under this criterion.

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 that 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. If articles in joint database will not be appropriately categorized they will not be taken into account for awarding points.

The maximum possible number of points under this criterion is 35 points.

### c) 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
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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. Ranking

If the applicants, whose applications comply with the conditions of the present call, are in total applying for lower amount of resources that it is available under this call for applications, the applications shall not be evaluated and all the applicants complying with the conditions of the present call will be granted scholarship.

If the applicants, whose applications comply with the conditions of the present call, are in total applying for higher amount of resources that it is available under this call for applications the applications shall be evaluated according to the criteria determined by the present call for applications. Based on such an evaluation a priority list of applicants shall be compiled that will list the applicants on the basis of the points achieved, from the applicant with the highest to the one with the lowest score. Scholarships shall be awarded to those with higher number of points achieved in respect of the present call for applications criteria till the available resources of the present call are spent.

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

The applicant on the priority list that would considering the available resources still available under the present call for applications be granted just a part of scholarship will be granted scholarship in the whole amount.

## 7. Power of attorney

Applicants living abroad during the procedure under this Call for Applications must grant power of attorney to a 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 Fund.

The power of attorney form must be submitted in the original and must be signed by both the applicant and the trustee.

## 8. Deadline and submission of applications

The deadline for submission of the application is set as closed deadline. The deadline for submission of the applications is **Friday, 6. 10. 2017** (closing date).

The application (the completed and signed application form, including the required documentation) must be submitted to the Fund to the address

*Javni sklad Republike Slovenije za razvoj kadrov in štipendije,  
Dunajska 22, 1000 Ljubljana*  
**(With a note on the envelope: Call for Applications No. 216).**

The application may be submitted to the Fund by post or in person during office hours:  
Monday, Tuesday and Thursday from 9.00 to 14.30 o'clock  
Wednesday between 9.00 and 16.00 and  
Friday between 9.00 and 13.30 o'clock.

An application is considered timely if it is received before the closing date. If the application is sent by registered mail (R), the sending date is considered the date of receipt.

Applications received after the closing date will be rejected.

**Applications sent by email and not signed with a qualified digital certificate, will not be processed.**

An application is considered complete if it is submitted on the application form and includes all the required documents and information as per this Call for Applications.

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 Nos. 106/10 - official consolidated text, 14/15 – ZUUJFO and 84/15 – ZZelP-J), no administrative fees are charged for applications under this Call for Applications.

## 9. Decision process and contractual relationship

The Fund will issue decisions on the outcome of this Call for Applications to all the applicants. The deadline for issuing the decisions is 60 (sixty) days after the last application that has been received timely under this Call for Applications has been complete. The positive decision where scholarship is granted will be sent to the address by regular mail.



The negative decision where the scholarship is not granted will be delivered according to ZUP.

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.

The payment of the scholarship is possible only after the scholarship contract has been signed in accordance with Articles 7 and 54 of the Scholarship Act.

The provisions of chapters VI and VII and point 5 of chapter IV of the Scholarship Act shall apply to the administration of payment of scholarships, the obligations of scholarship holders and temporary suspension and termination of the scholarship contract.

## **10. Contractual obligations**

Scholarship holder has to enrol regularly in higher year of studies and finish the studies in the deadline set in scholarship contract. After having finished the study the scholarship holder has to provide to the Fund the certificate that he has finished the study for which he was granted scholarship.

The obligations are specifically determined by the scholarship contract, the Scholarship Act and the Regulation.

## **11. 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.

## **12. Additional information**

Additional information can be obtained from the Fund's website [www.sklad-kadri.si](http://www.sklad-kadri.si) under Scholarships and Grants -> Call for Applications No. 226 or at the headquarters personally or the telephone number of the Fund, during official hours: Monday, Wednesday and Friday from 9.00 to 12.00 o'clock, Wednesday also between 14.00 and 16.00 o'clock or on e-mail: [ad-futura@sklad-kadri.si](mailto:ad-futura@sklad-kadri.si), or phone no. +386 (0)1 434 10 81.

## **13. Information on the merger of the Fund and the transfer of its cases**

In accordance with the Act amending the Public Guarantee and Maintenance Fund of the Republic of Slovenia Act (Official Gazette of the Republic of Slovenia No. 39/16), which shall apply as from 1 January 2017, the Slovene Human Resources Development and Scholarship Fund will merge with the Public Guarantee and Maintenance Fund of the Republic of Slovenia. From the date of the merger, the name of the new institution will be 'the Public Scholarships, Development, Disability and Maintenance Fund of the Republic of Slovenia'.

The new institution will be given, inter alia, the rights and obligations, unfinished affairs, documentation and archive material, including all cases and scholarship contractual relationships and rights and obligations under this Call for Applications, and will be considered in legal transactions as the universal legal successor.

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

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