

Western Balkans – Frequently asked questions

1. Where can I find more information about educational institutions in Slovenia, about study, living in Slovenia and other relevant information?

Welcome to visit the website [Study in Slovenia](#), which is dedicated primarily to foreigners who come study in Slovenia and covers most of the important information.

2. I am national of Western Balkan country and I want to study in Slovenia. Am I entitled to the scholarship?

Scholarship is meant for **post-graduate students of certain fields of study** who finished their undergraduate study in Western Balkan countries. To be entitled to the scholarship, the applicants must fulfill all the conditions and receive enough points from selection criteria from the Call.

3. I won't be able to obtain all the necessary documentation until the due date for the application. Can I still apply?

Yes, you can still apply. **Until the due date** you should submit the **application form** and all the documentation that you will be able to obtain until then. After the examination of your application we will issue a written request for the missing documentation, setting out also a new due date to complete your application. New due date is only for you to complete your application with missing documentation and it does not represent new deadline for counting your grades or articles. You have to be careful to submit all the documentation listed in the written request until the new due date, since the request is issued only once. If you receive the missing documentation before you receive our written request to complete we ask you to send it beforehand.

4. Am I in advantage if I apply before all other candidates?

The Public Call has a closed deadline for application, which means that applications can be submitted at any time until including 5th of October 2018. The order of application is not relevant and all the applications submitted until the due date will be treated equally regardless of the submission date.

5. How is the selection procedure conducted?

After we receive all the applications, we first reject all the applications received after the due date and then examine all timely applications. All candidates who haven't submitted all the necessary documentation are sent a written request stating all the missing documentation they still need to submit including the deadline until when they need to submit it.

Only after the application is formally complete (contains all the necessary documentation as stated in the public call) the content of application is examined. We first verify the compliance with the conditions of public call and reject the applications of all candidates who do not comply with one or more conditions stated in the Call. Afterwards we evaluate the applications according to criteria stated in the public call thus compiling a priority list of the candidates according to the number of points given to each candidate. Since the available funds under the public call are limited we also set the limit of points a candidate needs to obtain in order to receive the scholarship. All candidates then receive a written decision stating whether they were successful with their application or not. Candidates who receive a positive decision will be invited to sign the contract.

6. If I apply to the Fund for scholarship, does this mean that I have also applied for studying at Educational institution/ University?

The procedure of admission for study and the procedure of granting a scholarship by the Fund are separate procedures:

- *Applying for admission to study in Slovenia*: Candidates should apply to their chosen educational institution in Slovenia by the deadline set by the institution by the portal eVŠ.

For more information please contact educational institution. More information about this procedure is available [here](#).

- Applying for scholarship: candidates should apply by the deadline set in the Call for applications, available at the [webpage](#) of the Fund.

7. Do I have to reside in Slovenia when I apply for the scholarship?

It is not necessary to live in Slovenia when you submit the application for the scholarship. You can apply for scholarship when you come to Slovenia or send it from your country, in each case this must be done before the deadline. However, before the deadline you must have **registered temporary residence in Slovenia** in or concluded **valid power of attorney** with a person with residence in Slovenia for representation during this administrative procedure.

8. Do I have to reside in Slovenia during my study?

Yes. The academic year is officially starting on the 1st of October and you have to reside in Slovenia from 1st October onwards. In accordance with the Call, you must apply for a valid permit for temporary residence in Slovenia for the purpose of study during their study **before 1st October** at competent institution abroad (Diplomatic Embassy or Consulate of the Republic of Slovenia) or at competent administrative unit in Slovenia.

9. How should I apply for a temporary residence permit for the purpose of study?

Foreigner who comes to Slovenia to study needs to get a temporary residence permit for the purpose of study. If you are applying for a temporary residence permit from abroad you can submit application at any diplomatic mission or consulate of the Republic of Slovenia abroad. If you are already in Slovenia, you can submit application at the administrative unit located in the town of your temporary residence. **You have to apply for this permit before 1st October.** When you submit an application, the administrative unit will issue a certificate that is considered a temporary residence permit. This certificate or the confirmation that you have applied for temporary residence for the purpose of study is part of the obligatory documentation under the public Call for scholarship. When applying for residence permit the applicant also receives a personal ID number (EMŠO) which is also important for our procedure.

More information for foreigners is available at <https://infotujci.si/>.

10. Is there an age limit for receiving scholarship under this Call?

One of the conditions under this Call is that on the first day when would be entitled to the scholarship under this Call for applications, which is the first day of the academic year – the 1st October, the candidate have not yet reached the age of 28. Age limit has legal basis and goes for all three cycles of study, also for doctoral students.

11. Can I apply for scholarship if I fulfill all the conditions, except one?

No, you need to comply with all the conditions of public call, otherwise your application will be rejected.

12. Can I receive a scholarship for the same or lower level of education in which I was already enrolled, but did not finish it?

The scholarship can be granted for the same level of education in which you were already enrolled in the past, but only if you did not finish it and only for the higher year of studies then already enrolled in the past. The scholarship cannot be granted for the same or lower level of education then already obtained.

13. Where can I check if my study program and educational institution are accredited?

The accreditation of educational institutions and programs can be checked at the Slovenian Quality Assurance Agency for Higher Education (NAKVIS). On their web page you can find a list of all the accredited higher education institutions and study programs. For the purposes of the Call both, the educational institution (you can find the accreditation information on the [list of accredited higher education institutions](#)) AND the study program (you can find the accreditation information on the [list of accredited study programs](#)) have to be accredited. If the institution or the program are in the process of renewal of accreditation, the program is accredited until a new decision about accreditation is issued.

14. How can I know, if my study program is classified in the field of education, which is the subject of funding under this Call?

Which fields are subject of funding under this Call is described in point 1 of the Call. Study programs are classified in the field of education on the basis of classification of Statistical Office of the Republic of Slovenia [KLASIUS-P16](#).

You can check the classification of your study program in the Republic of Slovenia, in the **evŠ evidence of higher education institutions and study programs**, which you can find on the [web site of the Ministry of Education, Science and Sport](#) (MIZŠ). Website is in Slovenian language. In the table “*študijski programi*” (you have to click on [xlsx](#) to transfer the table) you can find the KLASIUS-P16 number (column ‘KLASIUS-P16 glavni’ or KLASIUS-P16 ostali’) of your study program, which tells you in which field of education your study program belongs.

An example: the program Information and Communication Technologies - Informacijske in komunikacijske tehnologije (Jožef Štefan International Postgraduate School, master studies) is classified in the field 610 – Information and Communication Technologies (IKT), furthermore in the field 6 - Information and Communication Technologies (IKT), which means that it can be the subject of scholarship under this Call. The table is in Slovenian language, so you have to know the name of your study program in Slovenian language (you search your program in column “naziv študijskega programa”).

15. Can I apply for scholarship under this Call if I plan to enroll to undergraduate (first cycle) study?

No. You can apply for scholarship under the 245. Public call only for the **post-graduate studies (masters or doctoral studies)**. There is currently no Public Call which would cover undergraduate studies for the citizens of the Western Balkans.

16. Can I apply for scholarship under this Call if I plan to enroll to a study program from the field of Humanistic and Social Sciences?

No. You can apply for scholarship for the post-graduate studies in the fields of Natural Science (actually fields which are mentioned in the Public Call under the point 1) There is currently no Public Call which would grant scholarships for study programs from other fields of education (Humanistic and social Sciences, Art,...).

17. Can I apply for scholarship under this Call, if I am a citizen of one of the Western Balkans states, have finished my undergraduate studies abroad, and would like to study on the post-graduate level in Slovenia?

Yes you can, if you finished your undergraduate studies in one of the Western Balkans states (i.e. a person is a citizen of Serbia, and he finished his undergraduate studies in the Republic of Macedonia). If you finished undergraduate studies in any other country, which is not a Western Balkans country, you can not apply for scholarship under this Call, because one of the conditions is that you have to finish undergraduate studies in one of the Western Balkans states.

18. Can I apply for scholarship under this Call, if I have finished my undergraduate studies in Slovenia?

No. One of the conditions is that you have to finish undergraduate studies in one of the Western Balkans states.

19. Can I receive other funds in the Republic of Slovenia alongside the Ad Futura scholarship?

No. An exception would be if you would receive additional funds only to cover the tuition fee (if it is charged by the educational institution). In this case you can apply only for the scholarship for living costs under this Call.

20. Can I apply only for the scholarship for living costs?

The candidates usually apply for the full scholarship (both, scholarship for living costs in the amount of 8.400,00 EUR per year and 3.000,00 EUR for the tuition fee). If the educational institution does not charge the tuition fee, the applicant can apply only for the scholarship for living costs. The candidate can apply only for the scholarship for living costs also if his/her tuition fee is covered by other funds.

21. Can I apply for both, living costs and tuition fee or only for one or other and then change my mind during the procedure?

You can apply for both or only for one or other. If you mark on the application before the deadline that you apply for both, you can partially remove your request during the procedure for one or other (for example, you remove that you want to apply for tuition fee) – in this case you go forward with application only for other (example, living costs).

In case you mark on the application only one or other (for example, only living costs) before the deadline, you cannot additionally apply for other (example, for tuition fee) later in the procedure.

Candidate must submit every change that could affect the procedure within 30 days since he learned for the change.

22. Can I apply only for the scholarship for living costs for my first year of study and for both scholarships for all other years of study since I do not know if my tuition fee will be covered other years?

No. When you apply for scholarship under this Call, you apply for all the years of study since this study year on. You can apply with only one application where you mark for which scholarship are you applying for (living costs, tuition fee, both) for all the years of study. After you receive positive decision, you sign the scholarship contract and with this we reserve funds for all the years of your study, changing your application after the decision gets final is not allowed.

23. When will it be known who received the scholarship and who did not?

The results of the selection procedure are usually known around December.

24. Which grades are taken into account when you calculate the average grade and what do I have to submit?

All the grades obtained at the undergraduate studies until 31th December 2018, including the grade of diploma, if the applicant finished their undergraduate studies until 31th December 2018 and the diploma is graded with numerical grades, are taken in the account for the calculation of the average grade. If you received all your grades (with the diploma grade) before the date 31th December 2018, you have to submit original (or certified copy) formal certificate of all grades achieved by this date.

25. I was enrolled in my last year of study in academic year 2018/2019 so I was receiving grades also after 31st December 2018. What do I have to submit?

If you received grades also in 2019, you must submit original (or certified copy) formal certificate of all grades achieved with transparent dates when each grade was received. You can submit more than one document under this documentation – you can submit original (or certified copy) formal certificate of all grades received (there are no dates transparent) and an extra certificate on your name with all your grades and transparent dates. Extra certificate can be proper if it is official certificate from educational institution, proper copy of student index, proper extract of electronic index or similar proper evidence. This kind of extra document must be issued in 2019.

26. I am enrolled in higher year of my post-graduate study. Are my grades from my previous years of post-graduate study taken into consideration?

No. The Call is clear about taking into consideration only grades from under-graduate study.

27. I will be enrolled in doctoral study. Are my grades from my master study taken into consideration?

No. The Call is clear about taking into consideration only grades from under-graduate study.

28. I would like to work as a student throughout my studies in Slovenia. Is this allowed?

In line with the Call, if you are a student worker in Slovenia, this kind of work is not perceived as employment, until it does not include the elements of the employment relationship.

29. Do I have to have a representative? What happens if I do not have one?

In accordance with point 3.2 from the Call, the applicant must have **registered temporary residence in Slovenia or concluded valid power of attorney** with a person with residence in Slovenia for representation during this administrative procedure (one or other is obligatory).

If you will not have **registered temporary residence in Slovenia by the deadline for applying under this Call, you must have concluded valid power of attorney.**

The applicant cannot hold their own power of attorney. Trustee is representing the applicant during the whole procedure of acquiring the scholarship, until the issued decision is definitive and also in the subsequent procedure of scholarship granting, if the applicant receives the scholarship. Trustee helps the applicant understand the procedure and interpret documents in Slovenian language. Trustee is also responsible for submitting all the documentation required from applicant. Application form for power of attorney is available online alongside other documentation for this Call.

If the applicant doesn't have a representative and has registered temporary residence in Slovenia by the deadline for the application for this Call, and if he or she submitted all the necessary documentation, his application is still complete and the application procedure continues.

30. Who can be my representative?

Trustee can be anyone who has a residence in the Republic of Slovenia.

Applicants or trustee are responsible for properly labeled mailbox on a temporary address in Slovenia in accordance with Postal Services Act and serving different types of post. Mailboxes at multiapartment buildings must have surname of the user labeled on them for each apartment. In case that the Fund will not be able to serve invitation to supplement to the applicant or a trustee by postal mail or in person, the Fund serves this document with public announcement in accordance with ZUP.

31. Which published articles will be considered during the evaluation?

Conditions, that must be fulfilled to receive points, are below:

- applicants submitted all adequate and requested documents from Public Call;
- all published scientific articles/papers are properly listed at the application by the deadline for applying under this Call;
- published articles/papers are scientific (professional articles/papers do not count for points);
- scientific articles/papers are published in periodical or individual scientific publication (monograph);
- publication, where the scientific articles/papers are published, has ISBN or ISSN number;
- published scientific articles/papers are 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 including **31st august 2019**;
- published scientific articles/papers are not the result of study obligations of the applicants.

The points are awarded according to the type of the publication, as it is explained in the Public Call. Only the articles, of which the applicant is author or co-author and are published in a scientific periodical publication or in an individual scientific publication (monograph) with an ISBN or ISSN number until including 31st august 2019 shall be considered. Active participation at a scientific conference means a lecture or publishing a poster (just participation is not enough).

If the applicant submits the printout from the COBISS database, the applicant's publications have to be entered in the COBISS database until including 31st august 2019 at the latest, same as the category of the publication (scientific publication or active participation on a conference) has to be seen near the individual publication. All the publications which are in the COBISS database are classified by a typology of a document/bibliographic work – first it is necessary to find the publication, which the applicant wants to assert under this Call. Afterwards, with a click on the title of the publication and under the tab COMARC, you can find the classification of the publication – a type of publication is given (i.e. t1.01 – original scientific article). You have to submit the COMARC informations, too.

The Fund awards points for publications during the formal procedure of acquiring the scholarship. Examination of publications beforehand and speculation about the number of possible points for each publication is not possible.

32. How many points are needed to obtain the scholarship?

The limit needed to obtain the scholarship is not set in advance, but is set during the procedure of ranking. This is why the number of points, which were needed to obtain the scholarship under previous Calls, is not relevant for the current Call. Several criteria are influencing on the number of needed points: the amount of available funds and the number of applicants, the number of completed applications, which are in the procedure of ranking, the amount for which the applicants are applying (if the applicant is applying for more than one year of studies, the funds are spent faster) and the success of other candidates and their achievements. The criteria are not static and are different every year; this is why it is not possible to determine how they will affect each other. The number of points needed and which candidates will obtain the scholarship are therefore impossible to predict. This information is known only at the end of the procedure.

33. What certificate of tuition fee do I have to submit?

The certificate has to be submitted in Slovene language. The certificate has to be issued by the educational institution and has to refer to the candidate and to the academic year 2019/2020. The main information is about the tuition fee (the amount of the tuition fee and the reason, why the tuition fee is charged – if the candidate does not need to pay the tuition fee, the Faculty has to explain why the candidate doesn't have to pay it). A copy of a valid and signed contract between the student and the Faculty will suffice with all requested information.

34. What happens after the receipt of the positive decision?

The candidate is, after the receipt of the positive decision, invited to sign the scholarship contract, which determines the relationship between the scholarship holder and the scholarship provider (when the candidate has to finish their studies, what are his obligations, exchange possibilities etc.). The scholarship holder has to progress regularly to a higher year of studies, which he has to prove every year with the certificate of enrolment. If the candidate does not progress in the higher year of studies (or if he does not finish the studies until the given due date), he or she can ask for a suspension of the scholarship ratio under the conditions, which are set in the contract. The scholarship holder has to provide to the Fund the information of all changes, which could influence on the scholarship, in 8 days. The draft of the contract will be published on the web page of the Fund, alongside all the other documentation.

35. What happens if I do not obtain the scholarship?

There are usually more applicants than funds, and there is always a possibility, that not all applicants will receive a scholarship. This is why we recommend to all the applicants, to have a backup plan for financing of their studies. The applicants can apply again on the next Call for applications, which is usually published for the next academic year for a scholarship in higher year of their studies (in this case, the scholarship can be obtained from the higher year of studies onwards and not from the first year of their study onwards).

36. Can I apply next academic year for next Call?

Yes, you can – usually it is out in December for next academic year. In this case you candidate for scholarship from higher year that you are enrolled in for.

37. I applied last year and I did not get the scholarship. Do I have to submit all requested documentation also this year with application for this Call?

Yes. In case you submitted certain documentation last year (i.e. original document of your grades, citizenship certificate etc.) that is also requested in this Call, you can ask to transfer the documentation from last Call, when you apply for this Call (write which documents would you like us to transfer). In case that last year documents will not be sufficient for this year Call, we will ask you to submit them with new date of issue.