

	 <p>UNIVERZA NA PRIMORSKEM UNIVERSITÀ DEL LITORALE UNIVERSITY OF PRIMORSKA</p> <p>Titov trg 4, SI – 6000 Koper Tel.: + 386 5 611 75 00 Fax.: + 386 5 611 75 30 E-mail: info@upr.si http://www.upr.si</p>
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### INSTRUCTIONS ON HOW TO APPLY FOR THE PUBLIC TENDER FOR YOUNG RESEARCHERS CANDIDATES\* FOR THE YEAR 2016

University of Primorska based on the Article 12 of the Research and Development Activities Act (Official Gazette of the Republic of Slovenia, No. 22/2006-UPB1, 61/2006-ZDru-1, 112/2007, 9/2011, 57/12-ZPOP-1A) and the Article 112 of the Rules on procedure for (co)financing, Assessing and Monitoring the Implementation of Research Activities (Official Gazette of the Republic of Slovenia, No. 52/2016 and 79/17) and on the decision of the selection of mentors for the year 2018 (Slovenian Research Agency document No. 6316-3/2018-339 dated 5 June 2018) based on the *Public call for the selection of mentors positions within research programmes in the year 2018* dated 17 January 2018 publishes a *Public tender for young researchers candidates for the year 2018*.

Candidates may apply for available posts with selected mentors in the selected fields of science and research within the programme groups at the University of Primorska Andrej Marušič Institute (UP IAM), Faculty of Health Sciences (UP FVZ) and Faculty of management (UP FM), for obtaining a doctorate of science.

**For the mentor only one candidate can be selected.** In case more candidates compete for the mentor, they will be ranked according to an overall grade achieved in all the selection criteria. The candidate selected will be the highest rated candidate. If the selected candidate resigns or fails to submit the required documents by the deadline specified in the Public Tender, the next candidate shall be admitted according to the overall grade achieved.

No.	MENTOR	RESEARCH FIELD	RESEARCH PROGRAMME	INSTITUTE OF THE UNIVERSITY OF PRIMORSKA
1	<b>assoc. prof. Istvan Kovacs, PhD</b>	1.01 Natural sciences and mathematics / Mathematics	<a href="#">P1-0285 Algebra, discrete mathematics, probability and game theory</a>	UP Andrej Marušič Institute
2	<b>assis. prof. Zala Jenko Pražnikar, PhD</b>	1.03 Biology	<a href="#">P1-0386 Conservation biology, from molecules to ecosystem</a>	UP Faculty of Health Sciences
3	<b>prof. Dušan Lesjak, PhD</b>	5.04 Administrative and organizational science	<a href="#">P5-0049 Management of education and employment in knowledge society</a>	UP Faculty of Management

\*The terms, written in masculine, are used as neutral for male and female.

## I. APPLICATION CONTENT

### 1. APPLICATION FORM

The application forms may be filled in electronically or by hand using capital letters. **All the forms must be signed by hand.**

#### 1.1 Application form (UP-MR-Application/2018)

- **APPLICANT:** The required data must be entered. The postal address for mail delivery should be added if it's different from the permanent address. The candidate must write the telephone number and e-mail address at which he can be reached.
- The candidate writes the first and the last name of the mentor he is applying for with the research field.
- **ACADEMIC INFORMATION:**
  - **Completed study programme:** The candidate enters the completed or to be completed study programme – undergraduate university study programme, adopted in the Republic of Slovenia before 11 June 2004, or postgraduate 2<sup>nd</sup> level of the Bologna study programme;
  - A University, faculty and study field of the completed study programme should be entered.
  - **Average grade:** The average grade of all examinations and coursework (excluding the grade of the graduation thesis) in the undergraduate university study programme or the average grade of all examinations and coursework in both 1<sup>st</sup> and 2<sup>nd</sup> level of the Bologna study programme rounded to two decimal places (e.g. 8,32). If the candidate is enrolled in the last year of the university study programme or 2<sup>nd</sup> level of the Bologna study programme or is a candidate for graduation, at least 80% of all examinations and coursework must be passed. The candidate must obtain a degree **by 11 September 2018** with the average grade of all examinations and coursework (excluding the grade of the graduation thesis) at least 8,00.

The University of Primorska must according to the Article 117 of the *Rules on procedure for (co)financing, Assessing and Monitoring the Implementation of Research Activities (Official Gazette of the Republic of Slovenia, No. 52/2016 and 79/17; hereinafter The Rules of Procedure)* submit the certificate of the obtained degree with the annex to the certificate or the Master of Science degree or the decision of the foreign education with a view to access to education in the Republic of Slovenia with the conversion of the average grade of the undergraduate study according to the Slovenian higher education evaluation system and considering the evaluation system of higher education abroad if the candidate for young researcher has not obtained a degree in the undergraduate or master study programme in the Republic of Slovenia

- **POSTGRADUATE STUDY TO ACQUIRE A DOCTORATE IN SCIENCE:**
  - **The postgraduate 3<sup>rd</sup> level study programme for obtaining the doctorate degree to acquire a doctorate in science** (Master of Science and doctoral studies – both old programmes and postgraduate 3<sup>rd</sup> level of the Bologna study programme): mark or complete the appropriate postgraduate studies referring to the actual status - the candidate is not yet enrolled in the postgraduate doctoral studies or is already enrolled (enter the study year and the academic year) or has obtained a Masters of Science degree;
  - The candidate that is enrolled in the postgraduate doctoral studies or has obtained a Master of Science degree writes the university, faculty and study field.

The candidate **signs by hand the fully completed application form adding the place and date.**

The section "To be completed by UP member" at the bottom of the application form is not to be filled by the applicant. This section has to be **completed by University members** on the opening of the applications, submitted to the Public Tender.

### **1.2 Statement (UP-MR-Statement/2018)**

The young researchers' candidates who have already received funds from the Young Researchers Programme may not participate in the Public Tender (the Article 113 of The Rules of Procedure). The same applies for the candidates whose postgraduate study during the training will be financed from the public funds.

The candidate submits the written statement that he has not received funding in the Young Researchers Programme yet and that the postgraduate study during the training shall not be financed from the public funds.

By signing the statement the candidate also confirms that he is aware that the personal data, given in the application, can be used for the records or registers as determined in the *Rules on procedure*.

Candidate, that has not obtained a degree or submitted a decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia yet, declares that **by 11 September 2018** he will graduate and submit the graduation certificate with annex to the certificate or he will submit the decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia with the conversion of the average grade of the undergraduate study according to the Slovenian higher education evaluation system and considering the evaluation system of higher education abroad, obtained by the training organisation.

The candidate marks the appropriate statement corresponding to the status of the degree.

### **1.3 Confirmation and evaluation sheet**

The form *Confirmation and evaluation sheet* is included in the application documentation for information purposes only in order to inform the applicants with the application assessment criteria determined in the *Rules on procedure* and confirmed by the University of Primorska. The form has to be completed by mentors in the evaluation procedure. For each candidate the mentor shall fill in one evaluation sheet.

## **2. SEPARATE ANNEXES**

The candidate shall submit separate annexes to the application form.

### **2.1 Biography**

#### **2.2 Proof of education**

- a photocopy of the bachelor's degree certificate (graduation certificate) or a photocopy of the 1<sup>st</sup> and 2<sup>nd</sup> level of the Bologna study degree certificate with annex to the degree certificate,
- or a photocopy of the Master in Science degree certificate or a photocopy of the attestation of the completed Master of Science course,
- or proof of enrolment in postgraduate 3<sup>rd</sup> level doctoral study programme (if the candidate is already enrolled in a doctoral study programme).

If the candidate has obtained a relevant foreign degree, he submits a photocopy decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia and conversion of the average grade of the undergraduate study according to the

Slovenian higher education evaluation system and considering the evaluation system of higher education abroad, obtained by the training organisation.

### **Proof of passed exams and coursework with the average grade**

- official proof of the all passed examinations and coursework with the overall average grade (excluding the grade of the graduation thesis) in the undergraduate university study programme or official proof of the all passed examinations and coursework with the overall average grade in both 1<sup>st</sup> and 2<sup>nd</sup> level of the Bologna study programme:
  - official proof of the all passed examinations issued by a faculty with the grades of examinations and coursework or
  - a photocopy of degree certificate with the annex to the certificate showing the grades of all passed examinations and coursework.

**2.3** A photocopy of a valid identification document.

**2.4** A photocopy of proof of taken parental leave or extended more than six months documented sick leave.

**2.5** Separate annexes, which are taken into account when evaluating the candidate, may be submitted:

- proof of received awards and recognitions:
  - a photocopy of the award or the recognition or
  - a photocopy of the decision on the awards and recognitions received.
- proof of the authorship or co-authorship of the published scientific articles and contributions:
  - a print form the SCOPUS or COBISS database (If the candidate has not yet been entered in the COBISS database and has published articles as a co-author, the print submitted may be that of the co-author with the relevant articles marked accordingly.)
  - photocopies of the articles published in magazines or conference publications (the article, the cover page and the index of the magazine/conference publication must be photocopied).
- a description of the candidate's collaboration in research and development work:
  - the candidate describes his previous research and development work collaboration, authenticated by the professor responsible for the collaboration and stamped by the research or higher education organisation (e.g. research work during study, seminars, etc.).

When the candidate is unable to provide the required proof in time, may submit a photocopy with an appropriate written explanation as to why it was not possible to submit an authenticated document. The candidate must submit the missing document to the address of the University of Primorska as soon as possible.

### **3. THE DEADLINE AND THE METHOD FOR SUBMISSION OF APPLICATIONS**

Applications with annexes must be submitted in sealed envelopes marked **»Ne odpiraj – prijava na javni razpis za mladega raziskovalca pri mentorju .....« / »Do not open – Application for Public Tender for Young Researchers for mentor ..... «** (the candidate enters the name and last name of the mentor that he is applying for) **with first name, last name and full address of the candidate. The applications must be:**

- **delivered personally in the University of Primorska headquarters, Titov trg 4, 6000 Koper** (Pretorska palača, 2<sup>nd</sup> floor) every working day from 8 a.m. till 2 p.m., or
- **sent by registered mail on address Univerza na Primorskem, Titov trg 4, 6000 Koper.**

Candidates must submit their applications **till Monday, 16 July 2018 by 2 p.m.** An application shall also be timely if delivered by registered post from Slovenia till Monday, 16 July 2018 by 2 p.m. (postal stamp). **Late applications will not be considered.**

#### 4. ADDITIONAL INFORMATION AND WARNINGS

Candidates who have already received public funds for postgraduate study cannot be financed in the Young Researcher Programme.

Additional information on the Public Tender can be obtained in the administrative office (on telephone and e-mail) and by mentors (on e-mail):

UP MEMBER	TELEPHONE	E-MAIL	MENTOR'S NAME AND LAST NAME	E-MAIL
Andrej Marušič Institute	+386 5 611 75 90	Sandra Penko <a href="mailto:sandra.penko@famnit.upr.si">sandra.penko@famnit.upr.si</a>	assoc. prof. Istvan Kovacs, PhD	<a href="mailto:istvan.kovacs@upr.si">istvan.kovacs@upr.si</a>
Faculty of Health Sciences	+386 5 66 26 472	Katja Ugrin <a href="mailto:katja.ugrin@fvz.upr.si">katja.ugrin@fvz.upr.si</a>	assis. prof. Zala Jenko Pražnikar, PhD	<a href="mailto:zala.praznikar@fvz.upr.si">zala.praznikar@fvz.upr.si</a>
Faculty of Management	+386 5 61 02 017	Blaž Korent <a href="mailto:blaz.korent@fm-kp.si">blaz.korent@fm-kp.si</a>	prof. Dušan Lesjak, PhD	<a href="mailto:dusan.lesjak@fm-kp.si">dusan.lesjak@fm-kp.si</a>

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#### The application documentation:

- The application form for the candidate for young researcher in the year 2018 (*UP-MR-Application/2018*),
- Instructions on how to apply,
- Form *UP-MR-Statement/2018*.

#### Other annexes (informative purpose):

- Form *Confirmation and Evaluation Sheet* (fulfilled by mentor).

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#### Useful links:

- [Rules on procedure for \(co\)financing, Assessing and Monitoring the Implementation of Research Activities](#) (Official Gazette of the Republic of Slovenia, No. 52/2016 and 79/17)
  - [Slovenian Research Agency – Young Researchers](#)
  - Ministry of Education, Science and Sport, [ENIC/NARIC CENTRE](#)
  - [University of Primorska](#)
  - [UP Andrej Marušič Institute](#)
  - [UP Faculty of Health Sciences](#)
  - [UP Faculty of management](#)
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