

Pursuant to Article 12 of the Research and Development Act (Official Journal of the Republic of Slovenia, No. 96/2002, 115/2005, 61/2006 - ZDru-1, 112/2007, 9/2011, 57/2012 - ZPOP-1A and 21/18-ZNorg) and Article 112 of the Rules on procedures for financing, co-financing, evaluating and monitoring the implementation of research activities (Official Journal of the Republic of Slovenia, No. 4/2011, 72/2011, 45/2012, 96/2013, 100/2013 – as amended, 92/2014, 52/2016, 79/17), the University of Maribor, Slomškov trg 15, Maribor hereby publishes the following

## 2018 PUBLIC CALL FOR THE EMPLOYMENT OF RESEARCHERS<sup>1</sup> AT EARLY STAGE TO PHD

### 1. Purpose of the announced Public Call

The purpose of the 2018 Public Call for the employment of researchers at early stage to PhD (hereinafter: Public Call) is the selection of candidates to be trained for research work based on a fixed-term employment agreement for a maximum of four years or the conclusion of doctoral studies that will be financed by the Slovenian Research Agency.

### 2. Supervisors and Posts

Candidates may apply for available posts with supervisors listed in Appendix 1 “List of research fields and supervisors”.

The candidate may apply for **one post only** and **with one supervisor**.

Only one candidate may be selected with a particular supervisor. If several candidates compete for a post, they will be ranked according to the overall score, based on predetermined criteria. The candidate with the highest score will be selected. If the selected candidate resigns or refuses the post, the next candidate with the highest score shall be selected.

### 3. Application requirements

The candidate shall meet the following requirements:

- at least a university degree in a relevant field obtained under a study programme adopted in the Republic of Slovenia prior to 11 June 2004 and a grade average of at least 8.00 in all study units (exams and lab work, excluding the undergraduate thesis). The candidate shall meet the requirements for enrolment in third-cycle (doctoral) programmes, or
- second-cycle degree in a relevant field obtained under a study programme adopted in the Republic of Slovenia after 11 June 2004 and a grade average of at least 8.00 in all study units (exams and lab work) under the first- and second-cycle programme (the Bachelor’s and Master’s thesis count toward the grade average), or
- Master’s degree under a Master’s programme adopted in the Republic of Slovenia prior to 11 June 2004, or
- with regard to the first, second and third indent, a comparable degree awarded by a foreign university and

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<sup>1</sup> Terms in this Public Call refer to subjects in masculine form. It shall be understood that the masculine gender is used as a neutral form for both feminine and masculine subjects.

- the candidate shall not be more than 28 years old (the relevant criterion applied is the candidate's year of birth); the age limit may increase beyond 28 years of age, if the candidate had already completed one or two years of third-cycle postgraduate studies without receiving any funding. One year shall be added to the age limit for each completed year of study.

If the candidate, at the time of entering the funding contract, is enrolling in the second or third year of a third-cycle (doctoral) programme, the grade average of undergraduate studies under a study programme adopted in the Republic of Slovenia prior to 11 June 2004 or the grade average of all first-cycle and second-cycle study units (courses and seminars) is not relevant. If the candidate holds a Master's degree obtained under a Master's programme adopted in the Republic of Slovenia prior to 11 June 2004, the grade average of undergraduate studies is not relevant.

If the early-stage researcher candidate took a minimum 6-month maternity or parental leave – whereby one year per child is granted – the age limit is extended beyond 28 years of age. The same applies in the event of lengthy documented sick leave (in excess of six months).

Pursuant to the second paragraph of Article 113 of the [Rules on procedures for financing, co-financing, evaluating and monitoring the implementation of research activities](#) (hereinafter: Rules) candidates who are enrolling in an additional year of a third-cycle (doctoral) programme at the time of entering the funding contract or who had held this status previously, who had previously received Agency funding under early researcher programmes and candidates with a PhD **cannot be selected** or receive funding. Applications by such candidates **will be rejected**.

#### 4. Evaluation Criteria

Evaluation criteria:

- grade average (exams and lab work, excluding thesis) achieved under an undergraduate programme adopted in the Republic of Slovenia prior to 11 June 2004, or under a first-cycle (Bachelor's) and second-cycle (Master's) programme; at least 80 % of all exams and lab work must be completed;
- Master's degree under a Master's programme adopted in the Republic of Slovenia prior to 11 June 2004;
- enrolment in a third-cycle (doctoral) programme;
- awards and prizes;
- published scientific papers;
- contribution to research work;
- evaluation of candidate's interview.

#### 5. Funding Period

The Funding Period for the selected candidates until the obtained PhD degree is as follows:

- maximum four years if the candidate enrolled in a third-cycle (doctoral) programme;
- maximum three years if the candidate enrolled in a third-cycle (doctoral) programme at the Faculty of Medicine. If the candidate does not obtain residency status after the end of this period, the Agency can extend funding for the third-cycle programme for an additional year.

The funding period may be shortened by one year if the candidate is enrolled in the second year of a third-cycle (doctoral) programme when entering the funding contract, and by two years, if the candidate is enrolled in the third year of a third-cycle (doctoral) programme.

## 6. Application content

The application for the Public Call shall contain the application form, a copy of the candidate's personal ID document (a) and proof of education (b) as follows:

- a) *completed and signed application form (Form UM-MR/2018/Application)* and a **copy of the candidate's personal ID document;**

and the following separate enclosures:

**b) proof of education:**

- copy of diploma and diploma supplement for diplomas awarded under a study programme adopted by the Republic of Slovenia prior to 11 June 2004, or copy of diploma and diploma supplement awarded under a first- and second-cycle study programme, or copy of Master's degree awarded under a Master's programme adopted by the Republic of Slovenia prior to 11 June 2004;
- copy of diplomas and diplomas supplements awarded under a first- and second-cycle study programme adopted by the Republic of Slovenia prior to 11 June 2004 or certificate of completed courses and lab work and proof of scheduled thesis defence, if the candidate has not yet received his diploma;
- when enrolling in the second year of a third-cycle (doctoral) programme in the academic year 2018/2019 the proof of enrolment in the first year of a third-cycle (doctoral) programme.

***If the early-stage researcher candidate has not yet graduated or defended the thesis, upon enrolment such candidate shall have completed at least 80 % of all exams and lab work with the grade average of at least 8.00 (expressed to two decimal places) and enclose to the application form the following:***

- *report of fulfilled study obligations with grades from both study programme cycles with the grade average calculated including the grades of the Bachelor's and Master's thesis, awarded under a study programme adopted by the Republic of Slovenia prior to 11 June 2004 and*
- ***by 15 September 2018 proof of graduation: proof of completed thesis defence and grade report of all fulfilled study obligations at study programmes of both cycles with the grade average of at least 8.00, calculated with the grades of the theses.***

**If the early-stage candidate has not yet completed** his undergraduate and/or postgraduate studies or the first- and/or second-cycle or Master's programme **in the Republic of Slovenia**, he shall enclose to the application the opinion of the **ENIC-NARIC** Centre on the adequacy of foreign academic credentials for purposes of employment as well as the **decision of the University of Maribor (UM) on the recognition of foreign academic credentials** for the purpose of further education in the Republic of Slovenia.

***The following may be enclosed to the application:***

- certificate of a minimum 6-month maternity or parental leave, lengthy (minimum 6-months) documented sick leave. If the candidate took maternity or parental leave – whereby one year per child is granted – the age limit is extended beyond 28 years of age. The same applies in the event of lengthy documented sick leave (in excess of six months);
- proof of awards and prizes;
- proof of authorship or co-authorship of scientific papers;
- candidate's description of his/her contribution to research work, co-signed by the research supervisor.

*Foreign nationals may complete the application form in English.*

### **7. Working time and working time allocation**

Selected candidates will be offered a full-time, 40-hour week employment contract. Working time shall be allocated in accordance with the applicable general regulation of the University and the Working time allocation plan. The position H017002 – EARLY STAGE RESEARCHER is classified under the 30<sup>th</sup> pay bracket and carries gross remuneration of EUR 1,373.40.

### **8. Wage, annual leave of absence and other leave of absence**

The University shall pay remuneration to the candidate consisting of the baseline wage, performance bonus and benefits. Benefits relating to annual leave of absence, other types of remunerated leave of absence and non-remunerated leave of absence shall be granted in accordance with the Employment Relationship Act and criteria laid down by the Collective Bargaining Agreement for the Research Sector.

### **9. Deadline and Manner of Submission**

Candidates may submit their applications with enclosures in printed or electronic form.

#### **a) Submitting applications in electronic form**

Candidates may send a scan of the signed application form with enclosures in .pdf format to the e-mail address: [raziskujmo@um.si](mailto:raziskujmo@um.si) **up until and including 1 July 2018**. They shall use the e-mail address at which they can be reached in the time of notification of results.

#### **b) Submitting applications in printed form**

The application and enclosures shall be placed in a sealed envelope **marked "Javni razpis - MR 2018 – NE ODPIRAJ"** (2018 Public Call for Early-Stage Researcher Candidates – DO NOT OPEN). The application may be:

- delivered personally to the registry of the University of Maribor, Slomškov trg 15, SI-2000 Maribor,
- **or sent by registered mail** to the address: Univerza v Mariboru, Slomškov trg 15, SI-2000 Maribor.

Applications will be considered as **submitted on time** if **delivered to the e-mail address or to the address** University of Maribor, Slomškov trg 15, 2000 Maribor, **up until and including 1 July 2018**.

**Late submissions will not be considered.**

Candidates will be notified of the results **31 July 2018**.

#### **10. Appeal period**

Unsuccessful candidates who believe they meet the conditions and criteria stated in the Public Call shall have the right to appeal within 8 days of being served the (non)selection decision. Appeals shall be delivered to the address: Univerza v Mariboru, Slomškov trg 15, SI-2000 Maribor (Slovenia), marked "Pritožba – Javni razpis - MR 2018" (Appeal – Public Call - Early Stage Researchers 2018). The appeal cannot refer to application requirements or selection criteria. Late and incorrectly marked appeals will not be considered.

#### **11. Call Documentation**

For the period of the Call, the Call documentation is available on the website of the University of Maribor <http://www.um.si/mladi-raziskovalec>.

#### **12. Additional information and notes**

Candidates **need to file a separate application** for the 2018/2019 Call for Enrolment in Postgraduate Programmes. Selected candidates shall **deliver proof of enrolment** in a third-cycle (doctoral) programme to the University of Maribor. Selected candidates who fail to enrol in a doctoral programme within the required deadline do not meet all requirements for concluding the training agreement with the Slovenian Research Agency and are therefore not eligible to be selected as early-stage researchers.

**Special note to candidates who graduated abroad – these candidates shall enclose** to the application **both the decision on the recognition** of foreign academic credentials for the purpose of further education in the Republic of Slovenia and a **conversion of the grade average**. In accordance with the Act on the Recognition and Evaluation of Education (Official Journal of the Republic of Slovenia, No. 87/2011, 97/2011 – as amended, 109/2012), the recognition procedure may take up to two months. **Detailed information is available [here](#) and at faculties** where candidates will pursue their postgraduate degree.

Candidates **who did not graduate at HE institutions in the Republic of Slovenia** must also obtain a **decision on the adequacy of foreign academic credentials** from the [ENIC-NARIC Centre of the Ministry of Education, Science and Sport](#). The procedure may take up to two months.

The **invitation to an interview will be sent to the emailing address** given by the candidate in the application. Candidates should therefore be available at the addresses given in the application throughout the candidate selection stage. If the candidate **fails to attend the interview** in the time slot allocated in the invitation, it shall be assumed that the candidate **withdrew his application**. The candidate shall be **rejected** without evaluation, irrespective of whether he meets the terms and requirements laid down in the Public Call.

Additional information regarding the Public Call can be obtained by e-mail ([raziskujmo@um.si](mailto:raziskujmo@um.si)) until expiry of the Call.

Vice-rector of the University of Maribor  
prof. dr. Žan Jan Oplotnik

**Call documentation:**

1. 2018 Public Call for Employment of Researchers at early stage to PhD
2. List of research fields and supervisors
3. Short description of the training programme with the particular supervisor
4. *Application form (Form UM-MR/2018/Application)*
5. *Instructions for candidates on how to apply for the Public Call*
6. *Instructions for supervisors on how to complete the evaluation sheet*
7. *Confirmation and Evaluation Sheet of the early-stage researcher candidates (Form UM-MR/2018/OC); candidates shall neither complete this form nor enclose it to the application*
8. *Guidelines for preparing and conducting candidate interviews*