

Pursuant to the Scientific Research and Innovation Activities Act (Official Gazette of the Republic of Slovenia, No. 186/21 and 40/23), the Employment Relationships Act (Official Gazette of the Republic of Slovenia, No. 21/13, amended and complemented to 114/23 and 136/23 – ZIUZDS), Articles 7 and 24 of the Rules on the Eligibility of Funding of Early-Stage Researchers and Procedures for Selecting Supervisors and Early-Stage Researchers No. 012/2022/3 (UM announcements, No. XL-6-2022) as well as Article 31 of the General Act on Stable Funding of Scientific Research Activity (Official Gazette of the Republic of Slovenia No. 87/22 and 103/22 – corr.), the University of Maribor hereby publishes the

## 2024 PUBLIC CALL<sup>1</sup> OF THE UNIVERSITY OF MARIBOR FOR EARLY-STAGE RESEARCHER CANDIDATES<sup>2</sup>

### 1. Purpose of the Public Call

The purpose of the 2024 Public Call for Early-Stage Researcher Candidates (hereinafter: public call) is to select early-stage researcher candidates for participation in research work during doctoral studies until obtaining a doctorate in science at the University of Maribor based on a fixed-term employment contract.

### 2. Supervisors and Posts

Candidates may apply for available posts with selected supervisors and in the research field as listed in the attached Information on the Available Posts with Descriptions of Trainings with the Particular Supervisor (Attachments 2.0-2.23).

*In case of submitting applications to several supervisors at the same time, the candidates must prepare and submit the application file with supporting documents separately for each available post with the particular supervisor. Supervisors will be informed on all applications of the particular candidate to all available posts with all supervisors.*

Only one candidate may be selected with a particular supervisor. If several candidates compete for a post with a particular supervisor, 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.

The University of Maribor will repeat the call in the case of unfilled vacancies after the procedure has been completed.

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<sup>1</sup> Training of early-stage researchers is enabled by the Slovenian Research and Innovation Agency (ARIS) with funding according to the Contract on the Stable Financing of Scientific Research Activities for the contractual period 2022–2027, No. S-ZRD/22-27/552.

<sup>2</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.

### 3. Selection criteria for early-stage researchers

Early-stage researchers may be candidates who:

- (1) in the academic year in which they will be employed as early-stage researchers, will be enrolled in the first or second year of a doctoral study programme at the University of Maribor and shall automatically advance in this programme or another adequate programme in accordance with Article 12 of the Rules on the Eligibility of Funding of Early-Stage Researchers and Procedures for Selecting Supervisors and Early-Stage Researchers No. 012/2022/3;
- (2) have not yet concluded their doctoral studies or have not yet obtained the title Doctor of Science;
- (3) have not yet been employed as early-stage researchers.
- (4) Since the year of concluding the second-cycle study programme or education which corresponds to the level of education obtained under the second-cycle study programmes and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8 or a comparable study programme of an appropriate field obtained abroad, until the year of commencing employment it has not been more than 4 years.

The period from the fourth indent of Point 3 of the Public Call may be extended for early-stage researcher candidates due to parental leave, namely for the period of justified absence, due to other forms of justified absence laid down in the health insurance regulations, however, only if the absence is continuous, longer than six months and maximally for the period of documented justified absence.

- (5) At the latest upon signing the employment contract, the candidates must have the lawful academic or scientific title Assistant at the relevant UM faculty which is the parent one for the candidates' research field.

#### *(5.1) Academic title*

In accordance with Article 8 of the Criteria for the Appointment to Titles of Higher Education Teachers and Associates, the candidates must fulfil fundamental and specific conditions for title appointment which the candidates have to demonstrate and justify in the application to be considered by the relevant university bodies.

As set out in Article 26 of the Criteria, the academic title Assistant can be obtained by candidates who fulfil the fundamental criteria for appointment, have at least a second-cycle or equivalent cycle degree as well as comply with the following special conditions:

1. have finished studies with a grade average of at least very good (8), whereby in the calculation of the average, grades of all passed exams, practical courses and other graded study obligations are taken into account;
2. for their final work, if it is a condition for finishing studies, they have reached at least the grade very good (8).

For some habilitation fields, besides the minimum criteria set out in the Criteria, stricter criteria are also adopted that must be fulfilled as well. Stricter criteria are accessible at <https://www.um.si/o-univerzi/dokumentno-sredisce/habilitacije/zahtevnejsi-kriteriji/>.

#### *(5.2) Scientific title*

For the appointment of the scientific title Assistant, conditions must be fulfilled which derive from the Rules on Research Titles. In accordance with Article 5, conditions are determined with qualitative and quantitative indicators.

As stated in Article 6 of the Rules on Research Titles, for the appointment of the scientific title Assistant, candidates must meet the following minimum qualitative indicators:

- education obtained under the second-cycle study programme or education which corresponds to the level of education obtained under second-cycle study programmes and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8,
- capability of research work.

(6) Candidates must also meet other requirements that are determined for the available post and published in the attached Information on the Available Posts with Descriptions of Trainings with the Particular Supervisor (Attachments 2.0–2.23) which are part of these public call documents.

(7) Applications to this Call are also possible by candidates who did not yet complete their studies under the second-cycle study programme of an appropriate field or education which corresponds to the level of education obtained under the second-cycle study programme and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8 or a comparable study programme of an appropriate field abroad.

#### **4. Criteria and evaluation of criteria for early-stage researcher candidate assessment and selection**

Early-stage researcher candidate assessment and selection *criteria* are:

1. enrolment in a third-cycle programme;
2. received awards or recognitions;
3. published scientific papers;
4. contribution to research work;
5. evaluation of candidate's interview.

*Evaluation of criteria* for early-stage researcher candidate assessment and selection:

1. If at the time of their application, the candidates are already enrolled to a third-cycle study programme, they are awarded 1 point.
2. For each received university award or recognition awarded in accordance with the Rules regulating the procedure of awarding honorary titles, recognitions and awards of the University of Maribor or other equivalent award, the candidates are awarded 1 point. For each received other award or recognition the candidates are awarded 0.5 points. The selection committee assesses which award or recognition shall be taken into account.
3. For each individual scientific paper candidates are awarded 1 point and for each paper in co-authorship a pro-rated score. The latter is calculated by dividing 1 point with the number of co-authors and rounded to two decimal places. The overall score that can be obtained by a candidate

in this regard is no more than 3. The selection committee decides whether the published paper is considered scientific or not (if not, it is not considered for scoring), based on the established professional criteria of the relevant research field.

4. Candidate's contribution to research work is scored from 0 to a maximum of 3 points. The selection committee evaluates the candidate based on the candidate's description of the past contribution to research work. The supervisor may consult about the candidate with the higher education teacher, where the candidate contributed to research work. If there is no contribution to research work; the candidate's research work as part of preparing the undergraduate thesis or seminar paper may also be evaluated. If there is no contribution to research work, the selection committee awards 0 points. The selection committee may award 0 points for past contribution to research work from a field that is irrelevant according to the outlined training programme of the early-stage researcher.
5. Evaluation of candidate's interview is awarded a maximum of 5 points. The candidate's interview is carried out by the selection committee. The selection committee provides a written elaboration of the score awarded at the interview in its written record attached to the Evaluation Sheet of the Early-Stage Researcher Candidate (Attachment 3).

## 5. The funding period of the early-stage researchers' training

The funding period of the early-stage researchers' training lasts up to their doctorate, namely a maximum of four years.

If in the academic year of their employment as early-stage researchers the candidates will be enrolled to the second year of the doctoral study programme, the funding period stated in the previous paragraph shall be shortened by one year.

## 6. Application content

The application **must contain the Early-Stage Researcher Candidate's Application Form (Attachment 1), which has to be completed and signed, with enclosed compulsory means of proof or their electronic copies made with a scanner.** Candidates may submit non-compulsory means of proof at their own discretion.

*The application shall be complete if a candidate will submit the application form with all compulsory enclosures and the non-compulsory enclosures indicated in the application form.*

### 6.1 Compulsory enclosures:

Scan of an **education certificate:**

- The diploma and diploma supplement of the concluded first- and second-cycle study programme or education which corresponds to the level of education obtained under second-cycle study programmes and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8 or a comparable study programme of an appropriate field obtained abroad.
- *Early-stage researcher candidates who, at the time of applying, have completed their education under a study programme of an appropriate field and cycle, but have not yet received their diploma*

*and diploma supplement*, instead of them enclose a scan of the certificate of their Master's thesis defence with a list of the grades of the passed exams and practical courses of the first and second cycle.

- *Early-stage researcher candidates who at the time of applying have not completed the study programme under the above stated cycle, shall submit:*
  - a scan of the diploma with the diploma supplement for the first cycle and
  - a scan of the certificate of completed study obligations or official proof of passed exams and practical courses with grades in the time of applying as well as the number of all graded units or study obligations under the second-cycle study programme, which corresponds to the level of education obtained under second-cycle study programmes (considered is the year of completion) and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8 or a comparable study programme obtained abroad.
- *If early-stage researcher candidates continue their doctoral studies in the academic year in which they will begin their training, they shall submit:*
  - the proof of enrolment to the particular year of doctoral studies in the academic year in which they will begin their training and
  - the certificate of completed study obligations or official proof demonstrating the number of all study obligations and number of exams and practical courses passed to this point in time together with the grades of the doctoral study programme.
- *In case early-stage researcher candidates would like to claim an extension of the period from the conclusion of the study programme under which they have enrolled/will enrol in doctoral studies up to commencing employment, as set out in the fourth indent of Point 3 of this Call, it is necessary to enclose means of proof on parental leave or other forms of justified absence laid down in the health insurance regulations, if the absence is continuous and longer than six months.*

## **6.2 Non-compulsory enclosures**

Electronic copies of certificates made with a scanner:

- Achieved awards and recognitions.
- Authorship or co-authorship of scientific articles (extract from SICRIS/COBISS or other appropriate means of proof).
- Description of the participation in research work (co-)signed by the relevant supervisor(s), research project manager, etc.
- Language skills certificate.
- Other enclosures providing proof of required knowledge and specific conditions of the job post.

*The candidate reads and confirms a statement guaranteeing truthfulness, accuracy and completeness of the data contained in the application form. The candidate indicates whether they allow any verification of the authenticity of the entries in the application documents with the competent institutions processing the data the candidate has provided in the application documents. If the candidate does not consent, they may subsequently be invited to provide appropriate proof of compliance with the requirements.*

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

Candidates who at the time of application *have not yet concluded* their education under the second-cycle study programme of an appropriate field or education which corresponds to the level of

education obtained under second-cycle study programmes and is, in accordance with the law regulating the Slovene qualifications framework, ranked to level 8 or a comparable study programme of an appropriate field obtained abroad, have to, in case of being selected as early-stage researchers, finish the second-cycle study programme and submit the means of proof on completed education as well as the certificate of enrolment in a doctoral study programme prior to the conclusion of the employment contract.

In case candidates have or will complete their education in an appropriate field at a higher education institution outside the Republic of Slovenia, prior to concluding the employment contract, they also have to obtain and submit:

- Decision on the recognition of foreign education for the purpose of education in the Republic of Slovenia. Detailed information in this regard is available [through this link](#) and at faculties where the candidates will pursue their postgraduate education.
- Opinion on the adequacy of education for recruitment purposes, issued by the [ENIC-NARIC centre](#) of the Ministry of Higher Education, Science and Innovation. The procedure may take up to 2 months.

Candidates submit the electronic copies of the means of proof stated in the previous two paragraphs to the e-mail address: [raziskujmo@um.si](mailto:raziskujmo@um.si).

## 7. Selection procedure and informing candidates

**Timely and complete applications from candidates meeting the Public Call requirements will be included in the selection procedure.** Applications by candidates who do not submit the required mandatory documents and proofs as well as applications which do not enable us to determine whether the candidate fulfils the Public Call's requirements will be considered incomplete.

Candidates will be informed by e-mail, communication with candidates will also take place over the phone.

In the selection procedure, interviews will be conducted with the candidates. Necessary arrangements with the candidates will be made by e-mail or by telephone indicated by candidates in their application forms.

*If candidates fail to attend the interview and do not give reasonable grounds for the non-attendance before the planned interview with a request for a new time slot, it shall be assumed that they **withdrew** their application and they shall be **rejected** without evaluation, irrespective of whether they meet the requirements laid down in this Public Call.*

Candidates will be informed about the selection in accordance with the Employment Relationships Act by receiving an e-mail to the e-mail address indicated by them under the contact details in the application form.

## 8. Ensuring equal opportunities

The Public Call shall ensure gender equality and prevent any discrimination between persons applying for early-stage researcher posts.

## 9. Protection of personal data

By application submission, the candidates confirm that they are familiar with the content of the Public Call and that they agree with it. The University of Maribor will process and ensure the protection of the candidates' personal data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 119, 4 May 2016, pp. 1-88) and the Personal Data Protection Act (Official Gazette of the Republic of Slovenia 163/2022). The personal data controller for the purposes of implementing this Public Call is the University of Maribor, Slomškov trg 15, 2000 Maribor. The data protection officer of the University of Maribor isizr. prof. dr. Miha Dvojmoč, e-mail: [dpo@um.si](mailto:dpo@um.si).

Personal data of candidates is processed in accordance with Articles 6(b) and 6(c) of the General Data Protection Regulation which set out that processing personal data is lawful if it is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract and that the processing of personal data of the data subject is lawful if it is necessary for compliance with a legal obligation to which the controller is subject. Personal data obtained from candidates' applications will be processed for the purpose of implementing this Public Call.

The University of Maribor will process the following candidates' personal data: name and surname, date of birth, nationality, address of permanent residence, address for serving mail (if different from the address of permanent residence), candidates' numbers of mobile or landline telephones, e-mail address, previous education achieved in Slovenia or abroad, enrolment in doctoral studies and other certificates provided by the candidates in order to demonstrate compliance with the requirements of the Public Call and/or in order to consider the certificates in the application assessment (certificates of awards, authorship or co-authorship of scientific articles, description of participation in research work to date, etc.)<sup>3</sup>.

Personal data will be used for the purpose of reporting to ARIS. It will also be forwarded or made available to the competent supervisory authorities in the event of an audit or inspection.

The personal data of non-selected candidates will be stored until the expiry of deadlines for exercising the rights or until storage is required by possible sectoral regulations and personal data of selected candidates shall be stored in accordance with the applicable legislation.

Candidates may at any time request access to, rectification of, and restriction of their personal data and exercise the right to data portability. The stated rights may be exercised in person or via mail to the following address: Slomškov trg 15, 2000 Maribor, Slovenia or by sending an e-mail to [rektorat@um.si](mailto:rektorat@um.si) and [raziskujmo@um.si](mailto:raziskujmo@um.si). If candidates consider that the processing of personal data relating to them infringes the applicable legislation on the protection of personal data, they may lodge an appeal with the Information Commissioner (address: Dunajska 22, 1000 Ljubljana, Slovenia, e-mail: [gp.ip@ip-rs.si](mailto:gp.ip@ip-rs.si), telephone: 01 230 97 30, website: [www.ip-rs.si](http://www.ip-rs.si)).

More on processing personal data at UM is available on the following webpage: <https://www.um.si/univerza/varstvo-osebni-podatkov/Strani/default.aspx>, for additional information you can also turn to the data protection officer of the University of Maribor,izr. prof. dr. Miha Dvojmoč ([dpo@um.si](mailto:dpo@um.si)).

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<sup>3</sup> Personal data as evident from the Application Form and its compulsory and non-compulsory enclosures indicated in Point 6 of this Call.

## 10. Employment contract

The University of Maribor will conclude fixed-term employment contracts with the selected early-stage researcher candidates on full-time basis amounting to 40 hours a week, namely for the training period as defined in Point 5 of this Call. It will ensure remuneration to the selected candidates consisting of the baseline wage, performance bonus and benefits. The selected early-stage researcher candidates are also entitled to annual leave of absence, other types of remunerated leave of absence and non-remunerated leave of absence in accordance with the Employment Relationship Act and criteria laid down in the Collective Bargaining Agreement for the Research Sector. Working time shall be allocated in accordance with the applicable general regulation of the University and the Working time allocation plan.

The job post H017002 - EARLY-STAGE RESEARCHER falls within the 36<sup>th</sup> salary bracket, which currently amounts to EUR 1,815.99 gross.

The envisaged date for the beginning of training is 1<sup>st</sup> October of the current year.

## 11. Deadline and manner of submission

The candidates are to send a scan of the signed application form with enclosures in .pdf format to the following e-mail address: [raziskujmo@um.si](mailto:raziskujmo@um.si) up to and including **22 April 2024**. In doing so, the candidates must use the e-mail address, at which they can be reached in the time of notification of results.

Applications to the Public Call sent to the e-mail address [raziskujmo@um.si](mailto:raziskujmo@um.si) up to and including **22 April 2024** will be deemed to have been received in good time.

## 12. Appeal mechanism

Unsuccessful candidates who believe that a legal prohibition of discrimination was violated in the selection, may, within 30 days from the receipt of the selection notice, request judicial protection directly before the competent labour court.

## 13. Public Call documents

The Public Call documents are available on the website of the University of Maribor <http://www.um.si/mladi-raziskovalec> as of the date of the publication of the vacancies at the [Employment Service of Slovenia](#) and the [Euraxess](#) portal.

The Call documentation includes:

- The 2024 Public Call of the University of Maribor for Early-Stage Researcher Candidates with Attachments:
  - Attachment 1: Application Form.
  - Attachments 2.0-2.23: Information on the Available Posts with Descriptions of Trainings with the Particular Supervisor.



- Attachment 3: Evaluation Sheet of the Early-Stage Researcher Candidate with Attachments: Record of the early-stage researcher candidate's interview and Written elaboration of the selection or rejection of the early-stage researcher candidates.
- Attachment 4: Instructions to Candidates on How to Apply to the 2024 Public Call of the University of Maribor for Early-Stage Researcher Candidates.

#### 14. Additional information and notes

Candidates who are not yet enrolled in doctoral programmes have to apply separately to the [Call for Enrolment in Postgraduate Study Programmes at the University of Maribor in the Academic Year 2024/2025](#).

The enrolment in doctoral studies **has to be performed through the eVŠ portal**.

Candidates are obliged to keep track of all notices, information and instructions relating to the concerned Public Call published by the University of Maribor at <https://www.um.si/mladi-raziskovalec/> and notices relating to the Call for Enrolment in Postgraduate Study Programmes at the University of Maribor in the Academic Year 2024/2025 as well as to consider these notices, information and instructions as an integral part of the Call.

The University of Maribor will not conclude an employment contract with selected early-stage researcher candidates who:

1. will not be enrolled in an accredited doctoral study programme in the Republic of Slovenia;
2. will not successfully conclude their education under the second-cycle study programme of a relevant field or education which corresponds to the level of education obtained under the second-cycle study programme and is, in accordance with the law regulating the [Slovene qualifications framework](#), ranked to level 8 or a comparable study programme of an appropriate field abroad;
3. will not obtain a decision on foreign education recognition for the purpose of continuing their education in the Republic of Slovenia as well as the opinion of the ENIC-NARIC Centre for purposes of employment in the case of education received abroad;
4. will be selected as early-stage researcher candidates and are foreign citizens but will not have all the necessary documents for employment arranged in accordance with the legislation of the Republic of Slovenia until the planned start of training.

During their training, selected early-stage researcher candidates are not allowed to simultaneously receive co-financing in form of a tuition fee for doctoral studies under the Decree on the co-funding of doctoral studies.

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



Rector of the University of Maribor  
Prof. dr. Zdravko Kačič

No.: 562-24/2024/1/381-KC.  
Maribor, 15 March 2024

**Attachments:**

- Attachment 1: Application Form.
- Attachments 2.0-2.23: Information on the Available Posts with Descriptions of Trainings with the Particular Supervisor.
- Attachment 3: Evaluation Sheet of the Early-Stage Researcher Candidate with Attachments: Record of the early-stage researcher candidate's interview and Written elaboration of the selection or rejection of the early-stage researcher candidates.
- Attachment 4: Instructions to Candidates on How to Apply to the 2024 Public Call of the University of Maribor for Early-Stage Researcher Candidates.