

APPLICATION FORM

FOR THE PUBLIC CALL¹ OF THE UNIVERSITY OF MARIBOR FOR EARLY-STAGE RESEARCHER CANDIDATES²

I. DATA ON THE VACANCY FOR WHICH THE CANDIDATE IS APPLYING

Faculty of the University of Maribor with the vacant early-stage researcher job post:
Click or tap here to enter text.

Name and surname of the supervisor: Click or tap here to enter text.

II. EARLY-STAGE RESEARCHER CANDIDATE'S DETAILS

Name and surname of the candidate: Click or tap here to enter text.

E-mail address of the candidate: Click or tap here to enter text.

Number of mobile or landline telephone of the candidate: Click or tap here to enter text.

Last concluded cycle of study: Click or tap here to enter text. Date of conclusion: Click or tap to enter a date.

Study programme, university, faculty, country of the last concluded level of the candidate's education:
Click or tap here to enter text.

If one of the statements below corresponds to you, please complete it. Otherwise, continue with completing the form on the next page:

(1) At the time of application, I am enrolled in the Click or tap here to enter text. year of the second-cycle study programme (enter the faculty) 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 (enter the study programme): Click or tap here to enter text. at (enter the university): Click or tap here to enter text. (please enter the faculty): Click or tap here to enter text.

(2) At the time of application, I am enrolled in the Click or tap here to enter text. year of a doctoral study programme (enter the study programme): Click or tap here to enter text. at (enter the university): Click or tap here to enter text. (enter the faculty): Click or tap here to enter text.

¹ 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.

² 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.

III. ENCLOSURES

Please mark only the certificates you have enclosed to the application form.

A) Compulsory enclosures:

Scan of an **education certificate**:

Select an adequate option for compulsory enclosures according to one of the four possible scenarios depending on the level of concluded education.

1. If **upon application, candidates have concluded their education under the 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 and **have already received the diploma and diploma supplement**, they enclose a scan of:

- 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.

2. If up to the point of application, the candidates **have already concluded 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 or a comparable study programme of an appropriate field obtained abroad, however have not yet received the diploma and diploma supplement for the last concluded cycle of study, they enclose a scan of:

- The diploma and diploma supplement of the concluded first-cycle study programme.
- Certificate of their Master's thesis defence with a list of the grades of the passed exams and practical courses of a 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 obtained abroad.

3. If **upon application, candidates have not yet concluded their education 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 or a comparable study programme of an appropriate field obtained abroad, they enclose a scan of:

- The diploma and diploma supplement of the concluded first-cycle study programme.
- The certificate of completion of all 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 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 obtained abroad.

4. If early-stage researcher candidates **continue their doctoral studies** in the academic year, in which they will begin their early-stage researcher training, they enclose a scan of:

- The proof of enrolment to the last year of doctoral studies.
- 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, additionally to the documents stated above, they must enclose a scan of:

- 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.

B) Non-compulsory enclosures

Electronic copies of certificates made with a scanner:

- Achieved awards and recognitions.
- Authorship or co-authorship of scientific papers (extract from SICRIS/COBISS).
- 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.
- Decision on the recognition of foreign education for the purpose of education in the Republic of Slovenia.
- Opinion on the adequacy of education for recruitment purposes, issued by the [ENIC-NARIC centre](#) of the Ministry of Higher Education, Science and Innovation.
- Other (please specify) [Click or tap here to enter text.](#)

IV. EARLY-STAGE RESEARCHER CANDIDATE'S STATEMENT

Express your agreement with a particular statement by clicking in the box in front of each statement.

By submitting the signed application form, I, the early-stage researcher candidate declare as follows:

- The application form is fully completed and contains true and accurate data, whereby the enclosed scans of certificates are true copies of original documents.
- I have not been employed as an early-stage researcher in the past.
- I have not concluded my doctoral studies or have not obtained the title Doctor of Science.
- If selected as early-stage researcher, I will not receive co-financing in form of a tuition fee for doctoral studies under the Decree on the co-funding of doctoral studies.
- I agree with the collection and processing of my personal data contained in the application form and enclosed documents for the purpose of keeping records intended for the selection procedures of applied candidates to the Public Call for Early-Stage Researcher Candidates and for the recruitment of selected candidates.
- I allow a verification of the authenticity of the entries in the application documents with the competent institutions processing the data I have provided in the application documents.
- If selected as early-stage researcher, I give my consent to photographing, recording and publishing audio and video recordings as well as photos of myself as a participant at events organised by the University of Maribor, namely in publications, on webpages and official social networks of the University of Maribor and its projects.
- If selected as early-stage researcher, I would like to receive information regarding events, conferences, discussions relating to the scientific research areas in Slovenia, Europe and globally, as well as give my consent to the processing of my provided personal data for this purpose.
- If selected as early-stage researcher, I will submit an application for a valid academic or scientific title Assistant at the UM faculty which is the parent one for the candidate's research field.

Please appropriately mark the stated documents that may be relevant in your specific case, otherwise leave unmarked:

If selected as early-stage researcher candidate, prior to the conclusion of the employment contract, I will submit the following to the e-mail address raziskujmo@um.si:

- Certificate of enrolment in a doctoral study programme.
- Decision of the UM faculty at which I intend to pursue my studies, if selected, on the recognition of foreign academic credentials for the purpose of education in the Republic of Slovenia.
- Opinion of the [ENIC-NARIC](#) Centre on the adequacy of foreign academic credentials for purposes of employment.

I understand the following:

By submitting my application as a candidate, I confirm that I am familiar with the content of the Public Call and that I 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 199, 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 is izr. prof. dr. Miha Dvojmoč, e-mail: 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.)³.

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 will be stored in accordance with the applicable legislation.

I may at any time request access to my personal data, its rectification and in this regard restriction of processing as well as 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 and 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, telephone: 01 230 97 30, website: www.ip-rs.si).

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

I can read more on processing personal data at UM on the following webpage: <https://www.um.si/univerza/varstvo-osebnih-podatkov/Strani/default.aspx>, for additional information I can also turn to the data protection officer of the University of Maribor, izr. prof. dr. Miha Dvojmoč (dpo@um.si).

Signature of the early-stage researcher candidate⁴: _____

Place and date: Click or tap here to enter text., Click or tap to enter a date.

⁴Signature with a qualified digital certificate is also considered.