

INSTRUCTIONS TO CANDIDATES ON HOW TO APPLY to the Public Call¹ of the University of Maribor for Early-Stage Researcher Candidates²

It is mandatory to read the text of the Public Call, which is published on the website of the University of Maribor, before filling in the application form. Candidates applying to the Call must meet the requirements stated in the Public Call.

Only timely and complete applications from candidates meeting the Public Call requirements will be included in the selection procedure. The terms candidate, early-stage researcher and supervisor are used in the text neutrally for feminine and masculine subjects.

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

Applications to the Public Call sent to the e-mail address raziskujmo@um.si up to and including the **date specified in the Call** will be deemed to have been **received in good time**.

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.

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;

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.

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: raziskujmo@um.si until expiry of the Call.

The invitation to an interview will be sent to the emailing address given by the candidate in the application form. Candidates should therefore be available at the addresses given in the application throughout the candidate selection stage. *If candidates fail to attend the interview or do not give reasonable grounds for the non-attendance 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 the public call for the selection of early-stage researcher candidates.*

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

The selected candidates commence their employment **presumably on 1st October of the current year.**

APPLICATION FORM

The application form must be **completed and signed by each candidate** who would like to apply to the Public Call of the University of Maribor for Early-Stage Researcher Candidates. The form may be filled in digitally. However, it **has to be signed in manuscript**. It may also be signed with a qualified digital certificate (Sigen-ca) of the early-stage researcher candidate. **Applications (e-mails, motivational letters, etc.) without an application form with at least the compulsory enclosures shall not be considered in the selection procedure.**

I. Data on the vacancy for which the candidate is applying

Stated are the name of the member or faculty of the University of Maribor as well as the name of the supervisor with whom there is a vacancy for which the candidate would like to apply.

II. Data on the candidate

Candidates enter their personal data. It is mandatory to enter the e-mail address and telephone numbers for up-to-date communication regarding the early-stage researcher selection procedure, such as a possible request to amend the application form or an interview invitation as well as e-notification of the selection decision.

The candidates state the last concluded level of education, study programme, university, faculty, country (if education was not obtained at a HE institution in the Republic of Slovenia) as well as the date of their last concluded level of education.

In case of a concluded second-cycle study programme or education corresponding 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 (limit year: year of application – 4), candidates state the year of conclusion.

Candidates then complete the statement with data on a possibly not yet concluded study programme which would allow them to continue their studies under a doctoral study programme in the academic year in which they are beginning the training. If in the time of application, candidates already concluded the relevant cycle of previous education enabling the enrolment in a doctoral study programme, they do not amend this sentence.

In the application form, candidates also have to provide information on a possible engagement in doctoral studies at the time of application. If a candidate is, when submitting the application, already enrolled in the third-cycle postgraduate studies in order to obtain a scientific degree, the sentence is amended with the specification of the study year and the institution of the postgraduate studies at the time of the application. Other candidates do not amend this sentence.

III. Enclosures:

The candidates mark the compulsory and non-compulsory enclosures they are enclosing with the application form and which are defined in Point 5 of the Public Call. Compulsory enclosures are enclosures that have to be enclosed, otherwise the application is incomplete and will not be considered. The application will be complete once the candidate has submitted all compulsory enclosures and non-compulsory enclosures marked on the application form.

IV. Early-stage researcher candidate's statement

The application form contains mandatory statements. By signing the form, candidates give their consent to these statements.

DEADLINE AND MANNER OF SUBMISSION OF THE APPLICATION TO THE PUBLIC CALL OF THE UNIVERSITY OF MARIBOR FOR EARLY-STAGE RESEARCHER CANDIDATES

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 up to and including the date specified in the Public Call. In doing so, the candidates must use the e-mail address at which they can be reached in the time of notification of results.

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.

Applications to the Public Call sent to the e-mail address raziskujmo@um.si up to and including the date indicated in the Call will be deemed to have been received in good time.

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.

All additional information regarding the Public Call can be obtained by e-mail: raziskujmo@um.si until expiry of the Call.