



No: 60020-0002/2016-1

Date: 26th July 2016

TRANSLATION

Director of the Študentski dom Ljubljana Public Institute, Svetčeva ulica 9, Ljubljana, pursuant to the Decision on the incorporation of "Študentski dom Ljubljana" Public Institute (Official Gazette of the Republic of Slovenia nos. 67/12, 24/13, 63/13,79/15) and Rules on accommodation in "Študentski dom Ljubljana" Public Institute (<http://www.stud-dom-lj.si/>) on 26<sup>st</sup> July 2016 publishes

## **PUBLIC TENDER FOR ADMISSION AND PROLONGING ACCOMMODATION OF EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR 2016/2017 ACADEMIC YEAR**

### **Content of the tender**

- I. Conditions and measures for accommodation
- II. Expected number of vacancies for admission, prolongation accommodation, time and price of the accommodation
- III. Application for admission, application for prolongation of accommodation, address and deadline for submission and appendices
- IV. Informing students

### **I. CONDITIONS AND MEASURES FOR ACCOMMODATION**

#### **ADMISSION:**

##### **1. Conditions**

Early stage researchers (employed doctoral students who have a status of an early stage researcher) and fellowship recipients (third stage post-graduate students who do not have Slovenian citizenship and do not have an early stage researcher status, but are receiving a fellowship granted in the Republic of Slovenia), shall fulfil the following conditions in order to reside at Študentski dom Ljubljana Public Institute (hereinafter ŠDL):

- they have a status of a student and are taking doctoral courses and are not employed or seeking employment,
- early stage researchers, citizens of the Republic of Slovenia, shall have their permanent address, from which they come to the location of their studies, at least 25 km away from the location of their studies,
- the study programme is carried out in Ljubljana or a location which is no more than 25 km away from Ljubljana.

Condition referred to in item one of the previous paragraph regarding non-employment shall not apply to early stage researchers.

In special cases early stage researchers, citizens of the Republic of Slovenia whose permanent address is less than 25 km away from the location of their studies, may reside in ŠDL, namely:

- they have at least 4 km to the nearest public transportation station,
- they are in especially difficult social and medical circumstances.

## **2. Value of measures for accommodation in ŠDL for early stage researchers and fellowship recipients is the maximum of 100 points.**

Value of an individual measure is:

2. 1. academic success: maximum of 60 points,
2. 2. outstanding achievement and extracurricular activities: maximum of 8 points,
2. 3. distance from the permanent residence to the location of the studies: maximum of 15 points,
2. 4. special social, medical circumstances of the student and other: maximum of 10 points,
2. 5. additional ranking rules: maximum of 7 points.

Fellowship students cannot receive points from measure under item 2.3.

**Ad 2.1.** Taking into consideration the grade point average the academic success shall be calculated in accordance with the following formula:

$$\text{Number of points} = (\text{grade point average} - 6) * 15$$

In first year doctoral students the grade point average, rounded to two decimals, shall be calculated as a mean value of all obligations of the last concluded study programme that was graded with grades from 1 to 10 or with an appropriate conversion into these grades.

In students in later grades of their doctoral studies the grade point average, rounded to two decimals, shall be calculated as a mean value of all obligations they passed in previous years of their doctoral studies that were graded with grades from 1 to 10 or with an appropriate conversion into these grades.

**Ad 2.2.** A maximum of 8 points may be granted for outstanding achievement and extracurricular activities, namely:

- for a national, university or foreign award - 5 points,
- for penning and publishing an article, discussion or another contribution in a domestic or foreign professional magazine, publication, journal, text book - 5 points,
- attending expert seminars, science symposiums or international conferences with an independent contribution or achievement, product, service or creation, an award from the economy - 5 points,
- an award from the faculty or a regional award, attending professional seminars, science symposiums, conferences or other types of professional attendance on the national level – 3 points,

Points may be added; one can achieve the maximum of 8 points.

**Ad 2.3.** Distance from the permanent residence from which early stage researchers with their permanent residence in the Republic of Slovenia come to the location of their study to the location of their study is graded so that a maximum of 15 points may be gathered and is calculated in accordance with the following formula:

### **Number of points, rounded to two decimals = distance in km /13**

For calculating the distance from the location of study in km distance meter: »zemljevid.najdi.si« map of the Najdi.si portal of TSMedia d.o.o. is used.

**Ad 2.4.** Special social, medical circumstances of early stage researchers and fellowship recipients and other (such as natural disasters and other accidents, long-lasting severe illness in the family, pregnancy) shall be graded to that a maximum of 10 points may be awarded.

If an early stage researcher or fellowship recipient provides evidence by competent organizations or bodies (social services, doctor specialist, disability committee, administration body) regarding their difficult social circumstance or medical condition (at least 80% disabled, a patient with a severe illness, difficult social circumstances), and such evidence is not older than three months, he/she shall be granted an additional 5 points after individually reviewing his/her case.

Early stage researcher or fellowship recipient – mother or father who will have a child with them during their studies, shall be added another 5 points. The child shall be younger than six years or of school age.

**Ad 2.5.** Additional ranking rules shall be graded so that a maximum of 7 points may be gathered.

Early stage researchers, Slovenians with permanent residence outside of the Republic of Slovenia, who have a status of a Slovenian in accordance with provisions of the applicable law governing relations of the Republic of Slovenia with Slovenians outside of its borders and fellowship recipients shall be awarded 7 points.

Early stage researchers or fellowship recipients who are children of people who died in the war for Slovenian and victims of natural disasters who are not over 27 years of age when they first apply for admission into ŠDL shall be awarded 7 points.

### ***PROLONGATION:***

Early stage researchers (employed students of doctoral students with an early stage researcher status) and fellowship recipients (doctoral students who do not have citizenship of the Republic of Slovenia and do not have an early stage researcher status, however, they receive a grant awarded in the Republic of Slovenia) shall fulfil the following conditions in order to prolong their accommodation in Študentski dom Ljubljana Public Institute (hereinafter ŠDL):

- they have a status of a student and are taking doctoral courses and are not employed or seeking employment.

Condition referred to in the item of the previous paragraph regarding non-employment shall not apply to early stage researchers.

## **II EXPECTED NUMBER OF VACANCIES FOR ADMISSION AND PROLONGATION OF ACCOMMODATION, TIME AND PRICE OF THE ACCOMMODATION**

For admission of students into ŠDL in the 2016/2017 academic year in accordance with the Annual distribution plan for establishing the number of accommodation capacities adopted by the Council of the Institute on 27th June 2016, there are expected to be **61 studio apartments** and **7 apartments** available.

For prolongation of accommodation of students in ŠDL in the 2016/2017 academic year there are expected to be **61 studio apartments** and **9 apartments** available.

Accommodation of young researchers and fellowship recipients who are enrolled into post-graduate study programmes may continue until they fulfil conditions for accommodation in accordance with Article 14 of the Rules of accommodation in "Študentski dom Ljubljana" Public Institute.

Prices of monthly rent, including the VAT, for the period from 1<sup>st</sup> October 2016 until 30<sup>th</sup> October 2017 shall be as follows:

a) studio apartment below ground floor:	EUR 143.28
b) studio apartment on the ground floor:	EUR 173.14
c) studio apartment on a higher floor:	EUR 187.45
d) apartment 53m <sup>2</sup> :	EUR 330.20
e) apartment 35m <sup>2</sup> :	EUR 285.37

### **III. APPLICATION FOR ADMISSION OR PROLONGATION OF ACCOMMODATION, DEADLINE FOR SUBMISSION AND APPENDICES**

1. Application for admission with evidence shall be submitted on form "**Application for admission of early stage researchers and fellowship recipients into Študentski dom Ljubljana Public Institute for the 2016/2017 academic year**". The application shall be sent in the Slovenian language and all appendices officially translated into Slovenian.
2. Application for prolongation of accommodation with evidence shall be submitted on form "**Application for prolongation of accommodation of early stage researchers and fellowship recipients in the Študentski dom Ljubljana Public Institute for the 2016/2017 academic year**". The application shall be sent in the Slovenian language and all appendices officially translated into Slovenian.

Forms are available at: [www.stud-dom-lj.si](http://www.stud-dom-lj.si) and at the help desk of Študentski dom Ljubljana, branch office at Gosarjeva 9, Ljubljana.

3. Early stage researchers and fellowship recipients shall submit the application for admission and prolongation of accommodation with registered mail until no later than **Thursday, 22<sup>nd</sup> September 2016**, at the address:

Študentski dom Ljubljana  
Komisija za sprejem  
Svetčeva 9  
1000 Ljubljana

With designation "NE ODPIRAJ – VLOGA ZA SPREJEM / PODALJŠANJE BIVANJA V ŠDL" (DO NOT OPEN – APPLICATION FOR ADMISSION / PROLONGATION OF ACCOMMODATION IN ŠDL)

4. Early stage researchers and fellowship recipients shall enclose to the Committee for admission and prolongation of accommodation, until **Wednesday, 5<sup>th</sup> October 2016** at the latest, the following evidence (appendices to application):
  - evidence on the early stage researcher status (applicable only to early stage researchers),
  - fellowship agreement (applicable only to fellowship recipients),
  - certificate of enrolment.

If they do not enclose the certificate of enrolment, the Committee for admission of accommodation shall, pursuant to Articles 66, 139, 173 and 175 of the General Administrative Procedure Act and in accordance with the statement of the student in the application, acquire the **certificate of enrolment** ex officio from public records.

#### IV. INFORMING STUDENTS

1. Additional information regarding the tender are available at (01) 580 5601 and at the ŠDL website <http://www.stud-dom-lj.si/>, under Dom podiplomcev.
2. Committee for admission and prolongation of accommodation appointed by the Council of the Študentski dom Ljubljana Institute shall decide on admission of early stage researchers and fellowship recipients into ŠDL.

Based on complete applications which arrived on time the Committee for admission and prolongation of accommodation shall find whether an early stage researcher or fellowship recipient meets the criteria for admission into ŠDL. It is expected that on **Friday 4<sup>th</sup> November 2016** the committee shall, pursuant to measures for accommodation in ŠDL, issue a Decision in which it shall determine the number of points an individual early stage researcher or fellowship recipient gathered and shall place him/her onto the priority list. Students who receive the same number of points shall be ranked on the list so that the measures 2.3, 2.4 and 2.1 of item I. of this chapter of the tender in accordance with the value of measures for accommodation of early stage researchers and fellowship recipients, the maximum of which is 100 points, are taken into account in the above stated order.

If more early stage researchers or fellowship recipients achieve the same amount of points, the distance from the place of residence from which they come to the place of study to the place of study referred to in item 2.3 of chapter I of this tender and the grade point average referred to in item 2.1 of chapter I of this tender shall be additionally taken into consideration when ranking students.

Within three days of the decision on the priority list the list shall be published at the notice board of the Študentski dom Ljubljana Public Institute and at Študentski dom Ljubljana website [www.stud-dom-lj.si](http://www.stud-dom-lj.si)

The students shall be informed on the fact whether they meet the criteria for accommodation in ŠDL via mail at the address of their residence in the Republic of Slovenia no later than until **Monday, 7<sup>th</sup> November 2016**.

3. Committee on admission and prolonging accommodation in ŠDL appointed by the Council of Študentski dom Ljubljana shall decide on prolongation of accommodation of early stage researchers and fellowship recipients in ŠDL.

The Committee on admission and prolonging accommodation shall, based on complete applications which arrived on time, find whether an early stage researcher or fellowship recipient fulfils the conditions for prolongation of accommodation in ŠDL and shall issue a decision to that effect.

Študentski dom Ljubljana  
Direktor  
Meta Škufca  
Po pooblastilu 12/13  
Mojca Škrinjar, pomočnica direktorice

Appendices:

1. FORM- APPLICATION FOR ADMISSION OF EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA – FOR THE 2016/2017 ACADEMIC YEAR
2. FORM- APPLICATION FOR PROLONGATION OF ACCOMMODATION OF EARLY STAGE RESEARCHERS IN ŠTUDENTSKI DOM LJUBLJANA FOR 2016/2017 ACADEMIC YEAR

Note: Original of the tender is kept in the secretariat of ŠDL.

# APPLICATION FOR ADMISSION OF EARLY STAGE RESEARCHER AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA FOR THE 2016/2017 ACADEMIC YEAR

*Filled out by the Committee for admission and prolonging accommodation!*

1 APPLICATION NUMBER:

2 SUBMITTED ON:

*Please use capital letters!*

## PERSONAL INFORMATION

3 Surname and name:		
4 Sex (circle):	1 - male	2 - female
5 NIN:		
6 Citizenship (foreign nationals enclose to appendix 8 also evidence on citizenship):		
7 Employment (circle):	1 – yes	2 – no
8 Fellowship recipient (circle):	1 – yes	2 - no

## PERMANENT ADDRESS

9 Street (settlement) and house number:	
10 Postal code:	
11 Place of permanent residence (citizens of the Republic of Slovenia should enclose evidence of permanent residence):	
12 Telephone:	
13 Cell phone:	
14 E-mail:	

INFORMATION ON ENROLMENT (please state the correct information and inform us of possible change of the study programme immediately in writing)

15 Higher education institution:	
16 Study programme:	
17 Module:	
18 Number of ECTS credit points achieved in studies thus far (enclose evidence):	_____ points
19 Type of studies (circle):	3 - doctoral
20 Year of studies (circle):	1      2      3      4      additional
21 Manner of studies (circle):	1 – full-time      2 – part-time
22 Location of studies (if not at the location of the higher education institution):	

## INFORMATION OF STUDIES THUS FAR

23 Academic year of first enrolment into the post-graduate studies:	_____/____
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INFORMATION FOR CALCULATION OF POINTS (provide numbered appendices where indicated)

<p><b>24. Academic success for first year doctoral students (enclose certificate on all completed undergraduate obligations which were graded with 1 to 10 or with the appropriate conversion of the grades.</b></p> <p style="text-align: right;">appendix 1</p>
<p><b>25. Academic success for senior doctoral students (enclose certificate of all completed obligations during previous years of doctoral studies which were grade from 1 to 10 or with the appropriate conversion of the grades.</b></p> <p style="text-align: right;">appendix 1</p>
<p><b>26. Evidence on extraordinary achievement and extra-curricular activities:</b></p> <p>- state, university or foreign award <span style="float: right;">appendix 2</span></p>
<p>- penning and publishing an article, discussion or another contribution in a Slovenian or foreign professional magazine, publication, journal, text book <span style="float: right;">appendix 3</span></p>
<p>- attending expert seminars, science symposiums or international conferences with an independent contribution or achievement, product, service or creation, an award from the economy. <span style="float: right;">appendix 4</span></p>
<p>- an award from the faculty or a regional award, attending professional seminars, science symposiums, conferences or other types of professional attendance on the national level <span style="float: right;">appendix 5</span></p>
<p><b>27. Special social and medical circumstances of a student and other:</b></p>
<p>- evidence by competent organizations or bodies (social services, doctor specialist, disability committee, administration body) regarding their difficult social circumstance or medical condition (at least 80% disabled, a patient with a severe illness, difficult social circumstances) not older than three months <span style="float: right;">appendix 6</span></p>
<p>- photocopy of a birth certificate of a child and statement that your child will live with you during your studies (early stage researchers or fellowship recipients who are parents). <span style="float: right;">appendix 7</span></p>
<p><b>28. Additional ranking measures:</b></p>
<p>- statement on the fact that an early stage researcher is a Slovenian who has permanent residence outside of the Republic of Slovenia or is a fellowship recipient. <span style="float: right;">appendix 8</span></p>
<p>- evidence that the student is a child of parent(s) who died in the war for Slovenia or is a child of victims of natural disasters, who is not over 27 years of age at the time he/she first applies for admission <span style="float: right;">appendix 9</span></p>

IN EXTRAORDINARY CIRCUMSTANCES EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS (DOES NOT APPLY TO FOREIGN NATIONALS) WHOSE PERMANENT RESIDENCE IS LESS THAN 25 KM AWAY FROM THE LOCATION OF THEIR STUDIES MAY RESIDE IN ŠDL IF THEY PROVIDE EVIDENCE ISSUED BY THEIR LOCAL COMMUNITY OR COMPETENT NATIONAL BODIES (SOCIAL SERVICES, DOCTOR SPECIALIST, DISABILITY COMMITTEE, ADMINISTRATIVE BODY) THAT:

<p>- they have at least 4 km to the nearest public transportation stop or</p> <p>- they are in especially difficult social and medical circumstances <span style="float: right;">appendix 10</span></p>
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NOTES:

- Early stage researchers and fellowship recipient may, in addition to the evidence on the status of an early stage researcher or fellowship agreement, also enclose to the application for admission certificate of enrolment.



**When determining the distance from the permanent residence of the student from the location of studies for early stage researchers and fellowship recipients, citizens of the Republic of Slovenia, the location according to its postal code, where the student has registered permanent residence, is taken into consideration and the data from the website »zemljevid.najdi.si« of the Najdi.si portal by TSMedia d.o.o. regarding the distance from the permanent residence of the early stage researcher or fellowship recipient to the location of the studies.**

CANDIDATE STATEMENT:

I hereby guarantee that the data provided in this application are true and consent that the possibility for me to reside at Študentski dom Ljubljana shall be permanently terminated if it is discovered that the stated data were untrue.

By signing this I state that the personal data from this form and the enclosed evidence may be used for procedures regarding the admission in Študentski dom Ljubljana.

In \_\_\_\_\_, in \_\_\_\_\_ Signature: \_\_\_\_\_

The deadline for submission of the application is Thursday, 22<sup>nd</sup> September 2016.

# APPLICATION FOR PROLONGATION OF ACCOMMODATION OF EARLY STAGE RESEARCHERS IN ŠTUDENTSKI DOM LJUBLJANA FOR THE 2016/2017 ACADEMIC YEAR

*Filled out by the Committee for admission and prolonging accommodation!*

1 APPLICATION NUMBER:

2 SUBMITTED ON:

*Please use capital letters!*

## PERSONAL INFORMATION

3 Surname and name:		
4 Sex (circle):	1 - male	2 - female
5 NIN:		
6 Citizenship (foreign nationals enclose to appendix 8 also evidence on citizenship):		
7 Employment (circle):	1 – yes	2 – no
8 Fellowship recipient (circle):	1 – yes	2 - no

## PERMANENT ADDRESS

9 Street (settlement) and house number:	
10 Postal code:	
11 Place of permanent residence (citizens of the Republic of Slovenia should enclose evidence of permanent residence):	
12 Telephone:	
13 Cell phone:	
14 E-mail:	

INFORMATION ON ENROLMENT (please state the correct information and inform us of possible change of the study programme immediately in writing)

15 Higher education institution:	
16 Study programme:	
17 Module:	
18 Type of studies (circle):	3 - doctoral
19 Year of studies (circle):	1      2      3      4      additional
20 Manner of studies (circle):	1 – full-time      2 – part-time
21 Location of studies (if not at the location of the higher education institution):	

## STATEMENT:

I hereby guarantee that the data provided in this application are true and consent that the possibility for me to reside at Študentski dom Ljubljana shall be permanently terminated if it is discovered that the stated data were untrue.

By signing this I state that the personal data from this form and the enclosed evidence may be used for procedures regarding the admission in Študentski dom Ljubljana.

In \_\_\_\_\_, in \_\_\_\_\_ Signature: \_\_\_\_\_

The deadline for submission of the application is Thursday, 22<sup>nd</sup> September 2016.

