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The Director of the public institution “Študentski dom Ljubljana”, Svetčeva ulica 9, Ljubljana, on the basis of the Decision on the establishment of the public institution “Študentski dom Ljubljana” (Official Gazette of the RS, No. 67/12, 24/13, 63/13, 79/15, 52/16, 12/17, 76/17 and 88/22) and the Rules on Accommodation in the Public Institution “Študentski dom Ljubljana” (<http://www.stud-dom-lj.si/>; hereinafter referred to as: The Rules) on 28 July 2022 publishes the

**OFFICIAL CALL  
FOR THE RECEPTION AND EXTENSION OF THE STAY OF YOUNG  
RESEARCHERS  
AND SCHOLARSHIP HOLDERS IN THE PUBLIC INSTITUTION  
ŠTUDENTSKI DOM LJUBLJANA  
FOR THE ACADEMIC YEAR 2022/2023**

**Content of the call**

- I. Conditions and criteria for residence
- II. Estimated number of available posts for residence, the extension of stay, time and price of the stay
- III. Method of application and deadline for submitting the application
- IV. Informing students

**I. CONDITIONS AND CRITERIA FOR RESIDENCE**

**ADMISSION TO ŠDL (DOM PODIPLOMCEV LJUBLJANA):**

**1. Conditions**

Young researchers (employed postgraduate students of the tertiary study with the status of a young researcher, funded by the Public Research Agency of the Republic of Slovenia – ARRS, hereinafter referred to as: young researchers) and scholarship holders of the Republic of Slovenia (tertiary postgraduate students, who do not have the citizenship of the Republic of Slovenia and do not have the status of a young researcher, but receive a scholarship awarded in the Republic of Slovenia, hereinafter referred to as: scholarship holders), must, in order to stay in the public institution Študentski dom Ljubljana (hereinafter referred to as: ŠDL) meet the following conditions:

- that they have the status of students and are educated according to the tertiary postgraduate study programmes and are not employed or looking for employment;
- that the place of study is in Ljubljana or no more than 25 km away from Ljubljana,
- that young researchers, citizens of the Republic of Slovenia, must have a place of residence from which they come to the place of study, at least 25 km away from the place of study.
- that the disciplinary measure of exclusion from the institution was not imposed on them.

The condition mentioned in the first point of the previous paragraph about unemployment does not apply to young researchers.

Exceptionally, young researchers, citizens of the Republic of Slovenia, whose permanent residence is less than 25 km away from the place of study, can reside in ŠDL, if:

- they have at least 4 km to the nearest public transport stop;
- they live in particularly difficult social and health conditions.

Scholarship holders, who receive scholarships higher than EUR 1,000 awarded in the Republic of Slovenia are required to pay the market price for accommodation in ŠDL. The market price is the economic price and includes all living expenses.

Scholarship holders, who receive scholarships up to EUR 1,000 awarded in the Republic of Slovenia are required to pay the accommodation price for accommodation in ŠDL.

## **2. The value of the criteria for the accommodation of young researchers and scholarship holders in ŠDL**

The value of each criterion is:

- 2.1. academic performance: maximum 60 points;
- 2.2. outstanding achievement and extracurricular activities: maximum 8 points;
- 2.3. the distance of permanent residence from the place of study: maximum 15 points;
- 2.4. special social, health conditions of the student and other: maximum 10 points;
- 2.5. additional classification criteria: maximum of 7 points.

A maximum of 100 points can be collected.

Scholarship holders cannot receive points from the criteria under point 2.3.

**Ad 2.1.** The academic performance takes into consideration the average grade and is calculated according to the following formula:

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

In the case of first-year postgraduate students, the average grade, rounded to two decimal places, is calculated as the mean of the grades of all completed obligations of the last completed study, which were graded with grades from 1 to 10 or translated into these grades.

In the case of students in the senior years of postgraduate tertiary study, the average grade, rounded to two decimal places, is calculated as the mean of grades of all completed obligations in previous years of postgraduate tertiary study, which were graded with grades from 1 to 10 or translated into these grades.

**Ad 2.2.** A maximum of 8 points can be awarded for exceptional success and extracurricular activities, namely for:

- state, university or foreign award - 5 points;
- authorship and publication of an article, discussion or other article in a domestic or foreign professional journal, publication, proceedings, textbook - 5 points;
- participation with an independent contribution or achievement, product, service, creation at professional seminars, scientific symposia or conferences at the international level, economy award - 5 points,

- faculty or regional award, participation in professional seminars, scientific symposia, conferences or other types of professional participation at the national level - 3 points.

The points are cumulative, a maximum of 8 points can be collected on the basis of the attached certificates.

**Ad 2.3.** The distance of residence from which young researchers with permanent residence in the Republic of Slovenia come to the place of study is scored from the place of study in such a way that a maximum of 15 points can be collected and calculated according to the following formula:

**Number of points (rounded to two decimal places) = distance in km / 13**

For the distance of residence from the place of study in km, the “Google” [rangefinder](#) portal is taken into account – the shortest route by car from the permanent residence to Ljubljana.

**Ad 2.4.** Special social, health conditions of young researchers and scholarship holders and other (e.g. natural and other disasters, long-term serious illness in the family, pregnancy) are scored in such a way that a maximum of 10 points can be collected.

If a young researcher or scholarship holder submits evidence from the competent organisation or authorities (social welfare, specialist physician, disability commission, administrative body) about a difficult social or health situation (e.g. at least 80% disabled, severe illness, difficult social conditions) not older than three months, he/she is awarded 5 points after individual treatment.

A young researcher or scholarship holder - mother or father, who will have the child with him/her during his/her studies is awarded 5 points. The child must be under the age of six or have compulsory schooling.

**Ad 2.5.** Additional ranking criteria are scored in a way that a maximum of 7 points can be collected.

Young researchers and scholarship holders, Slovenes with permanent residence outside the Republic of Slovenia, who have the status of a Slovene in accordance with the provisions of the applicable law governing the relations of the Republic of Slovenia with Slovenes outside Slovenia’s border are awarded 7 points.

Young researchers or scholarship holders, children of those killed in the war for Slovenia and victims of natural disasters, who are not older than 27 years, when they first apply for admission to ŠDL, are awarded 7 points on the basis of the appropriate attached certificate.

### **EXTENSION OF STAY IN ŠDL (DOM PODIPLOMCEV LJUBLJANA):**

Young researchers and scholarship holders must meet the following conditions in order to extend their stay in ŠDL:

- they must have the status of the student and young researcher or
- they must have the status of a student and receive a scholarship awarded in the Republic of Slovenia and should not be employed or seeking employment,

they must be enrolled in the tertiary postgraduate study programmes;

- Young researchers, citizens of the Republic of Slovenia, must have a place of residence from which they come to the place of study, at least 25 km away from the place of study and the place of study must be in Ljubljana or no more than 25 km away from Ljubljana.
- that the disciplinary measure of exclusion from the institution was not imposed on them.

## II. ESTIMATED NUMBER OF AVAILABLE POSTS FOR RESIDENCE AND EXTENSION OF STAY OF TERTIARY STUDENTS, TIME AND PRICE OF STAY

In accordance with the Annual Distribution Plan for Determining the Number of Accommodation Capacities, adopted by the Council of the Institute for the academic year 2022/2023, on 18 July 2022, **41 units** (41 studio apartments) are available for the admission of students to ŠDL.

In the 2022/2023 academic year, **94 units** (82 studio apartments, 9 apartments and 3 family apartments) are available for the extension of the stay of students in ŠDL.

A father or mother who is a young researcher or a scholarship recipient and will have a child with them during their studies must apply for a family apartment.

The stay of young researchers and scholarship holders enrolled in tertiary postgraduate study programmes can last as long as they meet the conditions for residence in accordance with Article 14 of the Rules.

From 1 June 2022, the prices of a monthly stay including VAT are the following:

	Name	Price of stay	Name	Market stay
a)	Studio apartment on the subground floor	EUR 155.76	Studio apartment on the subground floor	EUR 258.86
b)	Studio apartment on the ground floor	EUR 188.22	Studio apartment on the ground floor	EUR 312.80
c)	Studio apartment on the floor	EUR 203.78	Studio apartment on the floor	EUR 338.65
d)	Apartment 53 m <sup>2</sup> (family)	EUR 452.33	Apartment 53 m <sup>2</sup> (family)	EUR 622.28
e)	Apartment 35 m <sup>2</sup>	EUR 403.59	Apartment 35 m <sup>2</sup>	EUR 564.77

## III. METHOD OF APPLICATION AND DEADLINE FOR SUBMISSION OF THE APPLICATION

1. The application for admission with supporting documents must be filled and submitted on form A “**Application for admission of young researchers and scholarship holders to ŠDL for the academic year 2022/2023.**” The application must be completed and sent in Slovene, and all attachments in a foreign language must be officially translated into Slovene. The address

of the applicant must be indicated on the form, and foreigners must state the address of their representative in the Republic of Slovenia, who has been authorized for collecting mail in accordance with the provisions of the General Administrative Procedure Act.

2. The application for extension of stay with supporting documents must be filled and submitted on form B **“Application for extension of stay of young researchers and scholarship holders to ŠDL for the academic year 2022/2023.”** The application must be completed and sent in Slovene, and all attachments in a foreign language must be officially translated into Slovene.

Application forms and authorizations are published on the web site: <https://www.stud-dom-lj.si/lokacije-in-ceniki/dom-podiplomcev/>. They are also available in printed form at the ŠDL reception, Dom podiplomcev, Gosarjeva ulica 9, Ljubljana.

3. **Mandatory attachments** to A or B application forms:
  - an employment contract (only for young researchers) proving that he/she is employed as a young researcher in the 2022/2023 academic year. If the employment contract of a young researcher is concluded with a suspensive condition and is not valid until the student obtains a residence permit in the Republic of Slovenia, the student must submit a copy of the residence permit within 3 days of receiving the residence permit, but no later than **28 October 2022**, to the Admissions Committee, otherwise the **application will be rejected**;
  - scholarship agreement (only for scholarship holders), proving that he/she receives a scholarship in the Republic of Slovenia in the 2022/2023 academic year, **no later than 28 October 2022, otherwise the application will be rejected**;
  - a certificate of completed obligations must be officially issued by the competent higher education institution;
  - power of attorney for service of mail - form C (obligatory for candidates, who at the time of submitting the application according to the public call, reside abroad or do not have a temporary residence in the Republic of Slovenia),
  - power of attorney for representation in the procedure - form Č (the representative represents the candidate according to this public call in the procedure until the final decision of the Admissions Committee).

Pursuant to the General Administrative Procedure Act, the Admissions Committee will obtain other information ex officio from official records. The Admissions Committee will check the status of students from official records on 28 October 2022.

The Admissions Committee will consider only timely and complete applications and will decide on the basis of the received evidence of the fulfilment of the conditions in accordance with the provisions of the call and the General Administrative Procedure Act. The application is considered complete if it is submitted on the prescribed form and contains all the required documentation or attachments and data specified in this public call.

4. **The deadline for submitting applications for admission or extension of stay is 14 October 2022 to the ŠDL secretariat, Svetčeva ulica 9.** The application

with the required content must be submitted in full in one written copy together with all forms, in a sealed envelope, on which the complete form D must be pasted.

You can also send the application via the secure electronic mailbox [SDL@VEP.SI](mailto:SDL@VEP.SI) if you have a secure electronic signature with a qualified certificate or a secure electronic mailbox. In this case, all communication between the parties will take place through a secure electronic mailbox. Send any attachments or supporting documents via registered mail, or enter them in the space provided in the Electronic Application Form.

Applications submitted by 14 October 2022 will be considered timely.

**Late and incorrectly marked envelopes will be discarded.**

#### IV. INFORMING STUDENTS

1. Any explanations regarding the call are available on the telephone number +386 01 580 56 01 and on the ŠDL website <http://www.stud-dom-lj.si/>, under the tab "Dom podiplomcev".
2. The admission and extension of the stay of young researchers and scholarship holders in ŠDL are decided by the Admissions Committee appointed by the Council of the Institute.

On the basis of complete and timely applications, the Admissions Committee will determine whether the candidates meet the conditions for admission or extension of stay in ŠDL. It is expected that by the end of November 2022, on the basis of the criteria from the Rules, the Committee will determine the collected number of points for each candidate by a decision and put him/her on the priority list. Candidates with the same number of points will be placed on the list in such a way that the criteria from points 2.3., 2.4., 2.1. of Chapter I of this call, in accordance with the value for the accommodation of young researchers and scholarship holders in ŠDL, is a maximum of 100 points.

If more than one candidate still achieves the same number of points, the ranking will additionally take into account the distance of residence from which they come to the place of study from point 2.3. of Chapter I of this call and the average grade from point 2.1. of Chapter I of this call.

No later than three days after the determination of the priority list, it will be published on the notice board of ŠDL, on the notice board of the Dom podiplomcev Ljubljana and on the website of ŠDL "www.stud-dom-lj.si".

Candidates will be notified about the fulfilment of conditions and criteria for residence in ŠDL by post to the address of residence in the Republic of Slovenia (the one that they stated in the application) or to the address of the representative in the Republic of Slovenia by the end of November 2022.

Študentski dom Ljubljana  
Tomaž Pečnik  
Director

Attachments:

1. FORM (A) - **APPLICATION FOR ADMISSION** OF YOUNG RESEARCHERS AND SCHOLARSHIP HOLDERS TO THE PUBLIC INSTITUTION ŠTUDENTSKI DOM LJUBLJANA FOR THE ACADEMIC YEAR 2022/2023, published on the website  
[https://www.stud-dom-lj.si/fileadmin/user\\_upload/Dokumenti/DPL/Obrazec\\_za\\_JR\\_2021-2022\\_DPL - Obrazec A.pdf](https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL/Obrazec_za_JR_2021-2022_DPL_-_Obrazec_A.pdf)
2. FORM (B) - **APPLICATION FOR EXTENSION OF STAY** OF YOUNG RESEARCHERS AND SCHOLARSHIP HOLDERS TO THE PUBLIC INSTITUTION ŠTUDENTSKI DOM LJUBLJANA FOR THE ACADEMIC YEAR 2022/2023, published on the website  
[https://www.stud-dom-lj.si/fileadmin/user\\_upload/Dokumenti/DPL/Obrazec\\_za\\_JR\\_2021-2022\\_DPL - Obrazec B.pdf](https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL/Obrazec_za_JR_2021-2022_DPL_-_Obrazec_B.pdf)
3. FORM (C) - **POWER OF ATTORNEY FOR SERVICE OF MAIL**, published on the website  
[https://www.stud-dom-lj.si/fileadmin/user\\_upload/Dokumenti/DPL/obrazec\\_za\\_jr\\_2020-2021\\_dpl - obrazec c.pdf](https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL/obrazec_za_jr_2020-2021_dpl_-_obrazec_c.pdf)
4. FORM (Č) - **POWER OF ATTORNEY FOR REPRESENTATION IN THE PROCEDURE**, published on the website  
[https://www.stud-dom-lj.si/fileadmin/user\\_upload/Dokumenti/DPL/obrazec\\_za\\_jr\\_2020-2021\\_dpl - obrazec c 0.pdf](https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL/obrazec_za_jr_2020-2021_dpl_-_obrazec_c_0.pdf)
5. FORM (D) – **APPLICATION MARK (FOR THE ENVELOPE)**, published on the website  
[https://www.stud-dom-lj.si/fileadmin/user\\_upload/Dokumenti/DPL/Obrazec D.pdf](https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL/Obrazec_D.pdf)