Document number: 60020-0002/2019-2

Director of the public institution »Študentski dom Ljubljana«, Svetčeva ulica 9, Ljubljana, pursuant to the Decision on the incorporation of »Študentski dom Ljubljana« Public Institute (Official Gazette RS, No. 67/12, 24/13, 63/13, 79/15, 52/16, 12/17 and 76/17) and the Rules on accommodation in »Študentski dom Ljubljana« Public Institute (<http://www.stud-dom-lj.si/>, hereinafter the »Rules«) published on July

**PUBLIC TENDER FOR ADMISSION AND PROLONGING ACCOMMODATION OF EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR THE ACADEMIC YEAR 2019/2020**

**Content of tender**

1. Conditions and measures for accommodation
2. Expected number of vacancies for admission, prolongation of accommodation, time and price of accommodation
3. Application for admission, application for prolongation of accommodation, address and deadline for submission and appendices

IV. Information for students

**I. CONDITIONS AND MEASURES FOR ACCOMMODATION**

**ADMISSION:**

**1.** **Conditions**

Early stage researchers (employed third-stage doctoral students who have a status of early stage researchers) 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 recipients of a fellowship granted in the Republic of Slovenia) shall fulfil the following conditions in order to reside in Študentski dom Ljubljana Public Institute (hereinafter: »ŠDL«):

* They have a student status and are taking third stage doctoral courses and are not employed or seeking employment;
* They are early stage researchers, citizens of the Republic of Slovenia, and have their permanent residence, from which they travel to the location of their studies, at least 25 km away from the location of their studies;
* The study program is carried out in Ljubljana or a location which is not more than 25 km away from Ljubljana.

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

Exceptionally, 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, if:

* The nearest public transportation station is at least 4 km away from their permanent address;
* They live in particularly difficult social and medical circumstances.

Other students from paragraph three of Article 1 of the Rules and third stage post-graduate students who do not hold a Slovenian citizenship and are not early stage researchers, but are recipient of a fellowship granted in the Republic of Slovenia, in the amount of more than 1.000 EUR, pay the market price for accommodation in the Institute.

Early stage researchers and third stage post-graduate students who do not hold a Slovenian citizenship and are not early stage researchers, but are recipient of a fellowship granted in the Republic of Slovenia, in the amount of up to 1.000 EUR, pay the accommodation price for accommodation in the Institute.

The market price is the economic price and includes all accommodation costs.

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

The values of individual measures are:

2.1. academic success: maximum of 60 points;

2.2. outstanding achievements and extracurricular activities: maximum of 8 points;

2.3. distance from the permanent residence to the location of studies: maximum of 15 points;

2.4. special social, medical circumstances of the student and other: maximum of 10 points;

2.5. additional ranking measures: maximum of 7 points.

Fellowship students cannot receive points from the measure under item 2.3 .

**Ad 2.1.** The academic success is calculated with the following formula, taking into consideration the grade average:

Number of points = (grade average – 6) \* 15

For first year third stage post-graduate students the grade average, rounded up to two decimals, shall be calculated as the mean value of all obligations from the last concluded study program that was graded with grades from 1 to 10 or with an appropriate conversion into these grades.

For students in later study years of their third stage post-graduate studies the grade average, rounded up to two decimals, shall be calculated as a mean value of all obligations they passed in the previous years of their third stage post-graduate studies that were graded with grades from 1 to 10 or with an appropriate conversion into these grades.

**Ad 2.2**. For outstanding achievements and extracurricular activities, a maximum of 8 points might be granted, namely:

* For a national, university or foreign award – 5 points;
* For penning and publishing articles, discussions or other contributions in a national or foreign academic journal, publication, magazine, text book - 5 points;
* For attendance at expert seminars, science symposiums or international conferences with an independent contribution or achievement, product, service, creation, for an economy award - 5 points,
* An award from the faculty or regional award, attendance at academic seminars, science symposiums, conferences or other types of professional attendance on national level - 3 points.

Points might be summed, the maximum one can achieve is 8 points.

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

**Number of points (rounded up to two decimals) = distance in km / 13**

For calculating the distance from the location of study in km, the distance meter »zemljevid.najdi.si« of the portal Najdi.si by company 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 and other disasters, long-lasting sever illness in the family, pregnancy) are graded so that a maximum of 10 points may be awarded.

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

Early stage researchers or fellowship recipients who are parents and will have their child with them during their studies, shall be granted 5 additional points. The child must be younger than six years old or of school age.

**Ad 2.5.** Additional ranking measures are graded so that a maximum of 7 points may be awarded.

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

Early stage researchers or fellowship recipients who are children of victims of the war for Slovenia and victims of natural disasters and are not older than 27 years, when they first apply for admission into ŠDL, shall be awarded 7 points.

**PROLONGATION:**

Early stage researchers (employed third-stage doctoral students who have a status of early stage researchers) 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 recipients of a fellowship granted 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 shall have a student and early stage researcher status or
* have a student status and receive a fellowship granted in the Republic of Slovenia, shall not be employed or seeking employment and shall be enrolled in third-stage doctoral programmes.
* Early stage researchers, citizens of the Republic of Slovenia, shall have their permanent address from which they travel to the location of their studies at least 25 km away from the location of their studies, and their studies must be carried out in Ljubljana or a location which is not more than 25 km away from Ljubljana.

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

For the admission of students into ŠDL in the academic year 2019/2020 in accordance with the Annual distribution plan for establishing the number of accommodation capacities adopted by the Council of the Institute on June 19th 2019, there are expected to be **48 studio apartments and 7 apartments** available**.**

For the prolongation of accommodation of students in ŠDL in the academic year 2019/2020 there are expected to be **77 studio apartments and 8 apartments** available**.**

The accommodation of young researchers and fellowship recipients who are enrolled in post-graduate study programs may continue if they fulfil the conditions for accommodation in accordance with Article 14 of the Rules.

The prices for monthly rent, including VAT, are as follows from 1 April 2019:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Title** | **Price of accommodation** | **Title** | **Market price** | | a) | Studio apartment below ground floor | 147,00 EUR | Studio apartment below ground floor | 207,09 EUR | | b) | Studio apartment on ground floor | 177,64 EUR | Studio apartment on ground floor | 250,24 EUR | | c) | Studio apartment on higher floor | 192,32 EUR | Studio apartment on higher floor | 270,92 EUR | | d) | Apartment 53 m2  (Family) | 426,89 EUR | Apartment 53 m2  (Family) | 497,83 EUR | | e) | Apartment 35 m2  Family | 380,89 EUR | Apartment 35 m 2  Family | 451,82 EUR | |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **III. APPLICATION FOR ADMISSION OR PROLONGATION OF ACCOMMODATION, ADDRESS AND DEADLINE FOR SUBMISSION, AND APPENDICES** |  |  |  |  |
| 1. The application for admission with evidence shall be submitted on the form **»Application for admission of early stage researchers and fellowship recipients into Študentski dom Ljubljana Public Institute for the academic year 2019/2020«**. The application shall be sent in Slovenian language, also all appendices must be officially translated into Slovenian. It is obligatory to state an address in the Republic of Slovenia to receive mail pursuant to the provisions of the General Administrative Procedure Act. |  |  |  |  |
|  |  |  |  |  |

1. The application for prolongation of accommodation with evidence shall be submitted on the form **»Application for prolongation of accommodation of early stage researchers and fellowship recipients in the Študentski dom Ljubljana Public Institute for the academic year 2019/2020«**. The application shall be sent in Slovenian language, also all appendices must be officially translated into Slovenian.

The forms are available at: [www.stud-dom-lj.si](http://www.stud-dom-lj.si) or at the reception desk in Študentski dom Ljubljana, branch office at Gosarjeva 9, Ljubljana.

1. Early stage researchers and fellowship recipients shall submit their application for admission and prolongation of accommodation with registered mail until no later than **Friday, September** **20th 2019,** to the address:

Študentski dom Ljubljana

Komisija za sprejem

Svetčeva 9

1000 Ljubljana

marked »NE ODPIRAJ – VLOGA ZA SPREJEM/PODALJŠANJE BIVANJA V ŠDL-DPL« (DO NOT OPEN – APPLICATION FOR ADMISSION/PROLONGATION OF ACCOMMODATION IN ŠDL-DPL)

1. Early stage researchers and fellowship recipients shall enclose to the Committee for admission or prolongation of accommodation the following evidence (appendices to application) no later than until **Friday, October 4th 2019**:

* Certificate on the early stage researcher status (applies to early stage researchers only) or contract that proves that she/he is employed as an early stage researcher;
* Fellowship agreement (applies to fellowship recipients only);
* Certificate of enrolment.

If they do not enclose the certificate of enrolment, the Committee for admission of accommodation acquire the **certificate of enrolment** ex officio from public records 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.

## *INFORMATION FOR STUDENTS*

1. Additional information regarding the tender are available at +386 (01) 580 56 01 and on the ŠDL website <http://www.stud-dom-lj.si/>, under »Dom podiplomcev«.
2. The Committee for admission and prolongation of accommodation appointed by the Council of Študentski dom Ljubljana Public Institute decides on the admission and prolongation of accommodation for early stage researchers and fellowship recipients in ŠDL.

Based on complete applications which arrive 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, **November 5th** **2019,** the Committee will, pursuant to measures for accommodation in ŠDL, issue a Decision in which it will determine the number of points that an early stage researcher or fellowship recipient received and will place her/him on 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 one of this chapter of the tender are considered in the stated order in accordance with the value of measures for accommodation of early stage researchers and fellowship recipients the maximum of which is 100 points.

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

Within three days after the decision on the priority list the list will be published on the notice board of Študentski dom Ljubljana Public Institute, on the notice board of Dom podiplomcev Ljubljana and on Študentski dom Ljubljana website: www.stud-dom-lj.si.

The students will be informed on the fact whether they met the criteria for accommodation in ŠDL via mail to the address of their residence in the Republic of Slovenia (stated in the application) no later than by **Wednesday, November 6th 2019.**

Based on complete applications which arrive on time, the Committee for admission will find whether an early stage researcher or fellowship recipient meets the criteria for prolongation of accommodation in ŠDL and will issue a Decision.

Tomaž Pečnik

Director

Apendices:

1. FORM – APPLICATION FOR ADMISSION OF EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR THE ACADEMIC YEAR 2019/2020
2. FORM – APPLICATION FOR THE PROLONGATION OF ACCOMMODATION OF EARLY STAGE RESEARCHERS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR THE ACADEMIC YEAR 2019/2020

APPLICATION FOR ADMISSION OF EARLY STAGE RESEARCHERS AND FELLOWSHIP RECIPIENTS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR THE ACADEMIC YEAR 2019/2020

***Please use capital letters!***

PERSONAL INFORMATION

1. **Surname and name:**

2. **Sex (encircle):** 1 **- male** 2 **- female**

3. **NIN:**

4. **Citizenship** (foreign nationals please enclose certificate on citizenship in appendix 8):

5. **Employed (encircle):** 1 - **yes** 2 - **no**

6. **Fellowship recipient (encircle):** 1 **- yes** 2 - **no**

ADDRESS OF PERMANENT RESIDENCE

7. **Street and house number:**

8. **Postal code:**

9. **Place of permanent residence** (citizens of the Republic of Slovenia enclose certificate on permanent residence):

10. **Address for mail services or address of an authorised person for receiving mail in the Republic of Slovenia:**

11. **Mobile phone number:**

12. **Email:**

INFORMATION ON ENROLMENT (please state the correct information and immediately inform us about changes of the study program in writing)

13. **Higher education institution:**

14. **Study program:**

15. **Field of study:**

16. **Number of ECTS credit points achieved in studies so far (enclose certificate):**

17. **Type of studies (encircle):** 3 **- doctoral**

18. **Year of studies (encircle):**1 2 3 4 additional year

19. **Manner of studies (encircle):** 1 – **full-time** 2 – **part-time**

20. **Location of studies** **(if not at the location of the higher education institution):**

INFORMATION ON STUDIES SO FAR

21. **Academic year of first enrolment into the third stage study program:** \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

INFORMATION FOR THE CALCULATION OF POINTS (provide numbered appendices where indicated)

22. **Academic success for first year third stage students (enclose certificate on all**

**completed undergraduate obligations which are graded with 1 to 10 or with**

**the appropriate conversion of the grades.** Appendix 1

23. **Academic success for senior third stage students (enclose certificate on all**

**completed obligations in the past third stage post-graduate years**

**which are graded with 1 to 10 or with the appropriate conversion of the grades.**

Appendix 1

24**. Evidence on extraordinary achievements and extracurricular activities:**

**- national, university or foreign award** Appendix 2

**- penning and publishing articles, discussions or other contributions in a national or foreign academic journal, publication, magazine, text book** Appendix 3

**- attendance at expert seminars, science symposiums or international conferences with an independent contribution or achievement, product, service, creation, for an economy award** Appendix 4

**- an award from the faculty or regional award, attendance at academic seminars, science symposiums, conferences or other types of professional attendance on national level** Appendix 5

25. **Special social and medical circumstances of a student and other:**

**- certificates by competent authorities or bodies (social services, specialist doctor, disability committee, administration body) regarding their difficult social or medical circumstances (e.g. at least 80% disabled, patient with severe illness, difficult social circumstances) not older than three months** Appendix 6

**- copy of child’s birth certificate and statement that the child will live with you during your studies (early stage researchers or fellowship recipients who are parents)** Appendix 7

26. **dditional ranking measures:**

**- statement on the fact that the early stage researcher is a Slovenian who has permanent residence outside of the Republic of Slovenia or is a fellowship recipient** Appendix 8

**- certificate that the student is a child of a victim in the war for Slovenia or victim of natural disasters and are not older than 27 years when she/he first files the application for admission.**

EXCEPTIONALLY, 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, IF THEY HAND IN THE CERTIFICATE OF THEIR LOCAL COMMUNITY OR COMPETENT AUTHORITIES OR BODIES (SOCIAL SERVICES, SPECIALIST DOCTOR, DISABILITY COMMITTEE, ADMINISTRATION BODY) THAT PROVES:

**- that the nearest public transportation station is at least 4 km away or**

**- that they live in particularly difficult social and medical conditions (**Appendix 10)

NOTES:

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

**When determining the distance between the place of permanent residence of the student and the location of studies for early stage researchers and fellowship recipients, citizens of the Republic of Slovenia, the place with the postal code where the student holds her/his permanent residence will be considered and compared with the distance on »zemljevid.najdi.si« of the Najdi.si portal by company TSMedia d.o.o.**

CANDIDATE STATEMENT:

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

By signing this I state that the personal data from this application and the enclosed certificates can be used for procedures regarding the admission in Študentski dom Ljubljana.

**In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The deadline for submission of applications is FRIDAY, September 20th 2019.**

APPLICATION FOR THE PROLONGATION OF ACCOMMODATION OF EARLY STAGE RESEARCHERS IN ŠTUDENTSKI DOM LJUBLJANA PUBLIC INSTITUTE FOR THE ACADEMIC YEAR 2019/2020

***Please use capital letters!***

PERSONAL INFORMATION

1. **Surname and name:**

2. **Sex (encircle):** 1 **- male** 2 **- female**

3. **NIN:**

4. **Citizenship** (foreign nationals please enclose certificate on citizenship in appendix 8):

5. **Employed (encircle):** 1 - **yes** 2 - **no**

6. **Fellowship recipient (encircle):** 1 **- yes** 2 - **no**

ADDRESS OF PERMANENT RESIDENCE

7. **Street and house number:**

8. **Postal code:**

9. **Place of permanent residence** (citizens of the Republic of Slovenia enclose certificate on permanent residence):

10. **Address for mail services or address of an authorised person for receiving mail in the Republic of Slovenia:**

11. **Mobile phone number:**

12. **Email:**

INFORMATION ON ENROLMENT (please state the correct information and immediately inform us of changes of the study program in writing)

13. **Higher education institution:**

14. **Study program:**

15. **Field of study:**

16. **Type of studies (encircle):** 3 **- doctoral**

17. **Year of studies (encircle):**1 2 3 4 additional year

18. **Manner of studies (encircle):** 1 – **full-time** 2 – **part-time**

19. **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 agree that the possibility for me to reside in Študentski dom Ljubljana shall be permanently terminated if it turns out that the stated data were untrue.

By signing this I state that the personal data from this application and the enclosed certificates can be used for procedures regarding the admission in Študentski dom Ljubljana.

**In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on \_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The deadline for submission of applications is FRIDAY, September 20th 2019.**