



Slomškov trg 15  
2000 Maribor, Slovenija

On the basis of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 175/20-ZIUOPDVE, 57/21 – decision of the Constitutional Court, 54/22 – ZUPŠ-1, 100/22 – ZSZUN, and 102/23), Decree on the co-funding of doctoral studies (Official Gazette of the Republic of Slovenia, No. 22/17 and 105/20), Implementation of the Republic of Slovenia's Budget for 2024 and 2025 Act (Official Gazette of the Republic of Slovenia, No. 123/23 and 12/24), Budget of the Republic of Slovenia for 2024 (Official Gazette of the Republic of Slovenia, No. 150/22 and 123/23), Budget of the Republic of Slovenia for 2025 (Official Gazette of the Republic of Slovenia, No. 123/23), Decision on Allocation of Funds for the Co-Funding of Doctoral Studies in the Academic Year 2024/2025, No. 410-19/2024/3360-5 of 18 June 2024, the University of Maribor, Slomškov trg 15, 2000 Maribor (hereinafter: University), issues the following

## **Public Call for Applications for the Co-Funding of Doctoral Study Programmes for Students of the University of Maribor – 2024/2025 Academic Year**

### **1 Subject of the public call**

The **subject** of the “*Public Call for Applications for the Co-Funding of Doctoral Study Programmes for Students of the University of Maribor – 2024/2025 Academic Year*” is **the selection of applicants for the co-funding of doctoral studies for doctoral students at the University of Maribor in the 2024/2025 academic year.**

The terms used in the Public Call and in the enclosures to the Call in the male gender shall be considered neutral and shall refer to the masculine and feminine gender.

### **2 Conditions for the co-funding of doctoral studies**

**The doctoral student selected under the Public Call shall be granted funds to cover tuition costs for the year of study in which he is enrolled in the 2024/2025 academic year.**

Individual doctoral students evaluated according to the criteria of the Public Call as the best overall shall be granted tuition costs for all the remaining years of their doctoral study, but only if they meet the criteria for co-funding during their study and that financial means for co-funding are secured in the budget of the Republic of Slovenia.

Parallel study is not co-funded.

### **3 Requirements for candidacy, content, and preparation of the public call application**

#### **3.1 Candidacy requirements for applicants**

Co-funding may be approved for an applicant who meets the following requirements:

- In the 2024/2025 academic year, the applicant is enrolled in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year of doctoral study and has regularly progressed into the next year of study during his/her study.

- The applicant has previously not completed any study programme which corresponds to the qualification level awarded under the 3<sup>rd</sup>-cycle study programmes.
- The applicant has previously not received any public grants or other forms of public funding for study programmes leading to “doktorat znanosti” (PhD), irrespective of the institution where he studied or whether he has completed his doctoral studies.
- The applicant has a supervisor or intended supervisor.
- The applicant has received at least 21 points under the criteria for the evaluation of the doctoral applicant’s eligibility.

The “*previously not received any public grants or other forms of public funding for study programmes leading to a PhD*” requirement does not apply to students who received co-funding in the previous academic years in accordance with the Public Call for Applications for the Co-Funding of Doctoral Study Programmes for Students of the University of Maribor. These students may re-apply for the Public Call if they meet the requirement of regularly progressing into the next year of study.

Students who were in previous academic years ranked among the 10% of the highest rated applicants in accordance with the Public Call for Applications for the Co-Funding of Doctoral Study Programmes for Students of the University of Maribor shall not apply for co-funding under this Public Call since they had already been granted funds to cover tuition costs for all years of study until the end of their doctoral study. The University shall verify if these students meet the requirement of regularly progressing into the next year of study.

The Doctoral Dissertation Outline Proposal approved and signed by the supervisor or intended supervisor or the number and date of the Rector’s decision on the approval of the doctoral dissertation topic shall serve as evidence that the applicant already has a supervisor chosen for his doctoral study. At the same time, the supervisor or intended supervisor shall meet the requirements for supervisors in line with the University’s internal rules and regulations. The decision on the confirmation of the doctoral dissertation topic is required for students who are applying for co-funding in the higher years of study, that is if the confirmed doctoral dissertation topic is a requirement for enrolment to higher study years of the programme.

### 3.2 Content and preparation of the Public Call application

In the framework of this Public Call, the applicant may submit the application for co-funding of doctoral study, namely for **the tuition costs of the 2024/2025 academic year**.

To be eligible for co-funding under this Public Call, the applicant shall submit **an application that includes the following**:

- Form “Public Call Application” with mandatory enclosures:
  - Enclosure 1: Doctoral Dissertation Outline Proposal, verified by the supervisor’s or intended supervisor’s signature or the number and date of the Rector’s decision on the approval of the doctoral dissertation topic.
  - Enclosure 2: Proof of Average Grade, filled in by the Student Affairs Office of the faculty where the applicant has previously completed the study programme.

References stated in the **Public Call Application** that the applicant wishes to have recognised shall be considered **only if the following documentation is also submitted**:

- Certificate of achieved awards.
- Certificate of published original scientific articles or articles accepted for publication (1.01, 1.02, 1.03); a scientific monograph (2.01); independent scientific contributions or chapters

in a monograph (1.16); research or documentary films, sound or video recordings (2.18) and patents, with added information on the authorship or co-authorship if the publication is not yet entered into the COBISS system.

- Certificate by the responsible person of the faculty or institute (dean or responsible person of the institute, i.e. the Chair) on collaboration in scientific research work with a clearly stated title of the scientific research project, collaboration period (from–to), head or lead of the scientific research work, and the description and content of the work carried out by the applicant in the framework of his preformed scientific research work.

The application shall comply with the subject of the Public Call.

## 4 Applicant evaluation criteria and selection method

### 4.1 Evaluation criteria

No.	CRITERION	Maximum score
1	<b>Relative successfulness of the applicant at his previously completed study programme.<sup>1</sup></b>	up to 30
2	<b>The applicant is enrolled in the higher year of a 3<sup>rd</sup>-cycle (doctoral) study programme.</b>	2
3	<b>The applicant has an approved doctoral dissertation topic.<sup>2</sup></b>	2
4	<b>The applicant has received a UM award or other comparable award by his alma mater.<sup>3</sup></b>	1 or more <sup>4</sup>
5	The results of the applicant's research work have been published or accepted for publication. <sup>5</sup>	3 or more <sup>6</sup>
6	The applicant participates or has participated in scientific research work. <sup>7</sup>	up to 4

<sup>1</sup> The calculation for the Criterion 1 is explained in more detail in Point 4.2 of this Public Call. To calculate the Criterion 1, the applicant submits Enclosure 2 "Proof of Average Grade" filled in by the Student Affairs Office of the faculty where he had previously completed the study programme along with the form Public Call Application.

<sup>2</sup> As proof, the applicant shall submit the Rector's decision on the approval of the doctoral dissertation topic.

<sup>3</sup> University award is an acknowledgement awarded pursuant to the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 100/23 – UPB 14 in 31/24) and the Rules on honorary titles, prizes and awards of UM no. 012/2015/1-UPB2, such as the Rector's Award, Andrej Perlach award or other comparable awards by other universities (e.g. the Prešeren Award of UL, etc.). Awards such as the Dean's Award and other faculty-level awards are not considered university awards. National-level awards (e.g. Krka Prize, Bank of Slovenia Award, Award of the Government Communication Office, etc.) are considered in the evaluation as well.

<sup>4</sup> For each award applicants may get 1 point. Under criterion 4, applicants can collect unlimited number of points; however, the total score cannot exceed 42 points.

<sup>5</sup> Acknowledged are published original scientific articles or articles accepted for publication (1.01, 1.02, 1.03); a scientific monograph (2.01); independent scientific contribution or chapter in a monograph (1.16); research or documentary film, sound or video recording (2.18) and patent.

<sup>6</sup> For each publication, the applicant may get 3 points. The applicant may collect under criterion 5 unlimited number of points; however, the total score cannot exceed 42 points.

<sup>7</sup> Eligible projects are international research projects, research projects and Slovenian Research and Innovation Agency (SRIA) projects, targeted research programmes and research & development projects, visits to foreign research institutes or university lasting 1 month or longer. Participation in **professional projects** (e.g. Creative Path to Knowledge (PKP) projects, Student Innovative Projects for Social Benefit (ŠIPK), Erasmus projects, etc.) **will not be acknowledged in the evaluation.**

<b>Total score</b>	<b>42</b>
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Points awarded under the criterion 6 fall under the responsibility of the commission elected for the evaluation of applications.

The maximum score available is 42 points. The applicant shall need **a minimum of 21 points to be eligible for further evaluation.**

#### **4.2 The calculation of the relative successfulness of the applicant at the previously completed study programme**

Previously completed study programmes are Bologna 2<sup>nd</sup>-cycle master's study programme or unified master's (long cycle) study programmes and pre-Bologna study programmes, accredited before 11 June 2004, namely academic study programmes comprising of at least 240 ECTS points and professional study programmes with a completed specialisation comprising of at least 240 ECTS points.

Points under the criterion 1 are calculated according to the formula\*:

$$T_1 = 24 + 6 \cdot \frac{S - P}{10 - P}$$

In the formula:

**S** – represents the average grade of the applicant's study, which is calculated as the arithmetic mean of all numerically assessed completed obligations of the applicant without acknowledging the final thesis; for applicants who finished a higher education professional study programme (i.e. VS) and a completed specialisation (i.e. SPEC.), the average grade S is proportionally weighted, as follows:  $S = S(\text{VS}) \times 0.75 + S(\text{SPEC}) \times 0.25$ ;

**P** – represents the average of the average grades of all graduates at the applicant's study programme in the last 5 (five) academic years, counted until the day of graduation of the applicant (current academic year is not taken into account). In the case of study programmes in which there are no graduates for the entire period of five (5) years yet, the average of the average grade of all graduates to date at the study programme is taken into account; for new study programmes in which there are no graduates yet, the average of all graduates of all study programmes of the same cycle (i.e. all 2<sup>nd</sup>-cycle master's study programmes) at the faculty without acknowledging the final thesis in the last 5 (five) academic years is taken into account.

For applicants who demonstrate with a written proof by the faculty where they have completed their previous studies that they cannot obtain a calculation for **P**, only the value **S**, multiplied by factor 3, is taken into account under criterion 1.

\* Irrespective of the calculation of T1 according to this formula, the minimum number of T1 points a student receives on this criterion is 18.

### 4.3 Application evaluation procedure and the manner of selection

The procedure for the selection of applicants for allocating the funds shall be conducted by a special commission (hereafter: Commission) of higher education teachers appointed by the decision of the Rector of the University of Maribor. The commission shall determine whether the applicant meets the eligibility criteria and shall evaluate the application according to the criteria under Point 4.1 of this Public Call.

**IMPORTANT:**

**The Commission rejects an application which is not submitted on the prescribed form “Public Call Application” by a decision without an invitation to complement it.**

**The Commission rejects an application which misses the prescribed mandatory Enclosure 1 “Doctoral Dissertation Outline Proposal” by a decision without an invitation to complement it.**

**The Commission rejects an application in which the whole content of the prescribed Enclosure 1 “Doctoral Dissertation Outline Proposal” or individual parts of the doctoral dissertation outline proposal are missing by a decision without an invitation to complement it.**

For applications which will be awarded at least 21 points, the number of applicants per individual supervisor or intended supervisor shall be checked in such a way that the total number of doctoral students whose doctoral dissertation outline proposal had already been approved by their chosen supervisor or intended supervisor or whose supervisor or intended supervisor was appointed by the decision of the UM Senate does not exceed five (5) students per individual supervisor or intended supervisor.

If a supervisor has more than five (5) doctoral candidates including the applicants, the commission shall rank the applicants according to the points awarded under the additional criteria for ranking the applications which scored the same number of points, as specified in the subsequent paragraphs. Applicants with the highest number of points awarded shall be placed on the list.

If the threshold is reached or exceeded by more applicants than there are funds available for their co-funding, the commission shall select the applicants according to the order of the awarded points until the budget has been used up, whereby an individual applicant may receive funding per academic year up to a maximum of 4,000.00 EUR.

Applications with the same number of points awarded shall be ranked firstly according to the criterion 5 of the stipulated Evaluation criteria; secondly, according to the number of points awarded under the criterion 1; thirdly, according to the number of points awarded under the criterion 3, and lastly, according to the number of points awarded under the criterion 2. When all these possibilities have been exhausted and it is still not possible to rank the applications accordingly, the order of the applications with the same number of points awarded shall be determined by drawing lots.

Among the applicants who are eligible for co-funding and whose applications have been evaluated, up to 10% of the highest ranked applicants according to the total score shall be allocated funds for tuition costs for all the remaining study years of their doctoral study under the condition that they meet the criteria for co-funding during their studies in the following years and that dedicated financial resources are secured in the budget of the Republic of Slovenia for the co-funding of doctoral studies at the University of Maribor. These applicants shall not need to apply again to the Public Call in the coming years.

If the selected applicant withdraws from the application in writing or does not respond to the invitation to sign the annex to the doctoral study agreement concluded with the faculty in charge of the doctoral study in the prescribed deadline, it shall be considered that he has withdrawn his application for co-funding. His place shall be filled by the next applicant according to the number of points allocated under the respective evaluation criteria and according to funds available. Places shall also be made available and filled in the described manner if additional verification establishes that the applicant had previously already received public co-funding for study programme leading to “doktorat znanosti” (PhD).

## 5 The amount of available funds

The amount of funds available in the 2024/2025 Public Call is **652,400.00 EUR**.

## 6 Eligible costs and expenditure

The basis for calculating the tuition costs is the price list of the University of Maribor, approved by the Management Board of the University of Maribor. It is published on the my.um.si website > Study > [Tuition Fees and Other Study Costs](#).

Double funding shall not be permitted. Co-funding shall only be allowed for those tuitions that are not or shall not be refunded from other sources or shall not be (co)-funded from public calls launched by the Slovenian Research Agency or other public financial funds from the European, state, or local budget.

The financial means for eligible costs of selected applicants shall be transferred to the bank account of the University of Maribor’s member in charge of the doctoral study programme.

## 7 Protection of personal data

Applicants’ personal data are collected for the purpose of implementing the Public Call. The protection of personal data shall be assured according to valid legislation. Persons included in the opening and evaluation of applications shall sign a confidentiality agreement beforehand.

## 8 Method of application and deadline for the submission of applications

### **IMPORTANT:**

**The applications must arrive, regardless of the type of shipment, to the dispatch office of the University of Maribor, Slomškov trg 15, 2000 Maribor, starting from the announcement of the Public Call and no later than by **20 September 2024 until noon CET**.**

The application shall be submitted **in a sealed envelope with a note »DO NOT OPEN – APPLICATION TO THE PUBLIC CALL FOR CO-FUNDING OF DOCTORAL STUDY PROGRAMMES FOR STUDENTS OF THE UNIVERSITY OF MARIBOR – 2024/2025 ACADEMIC YEAR«**, indicating applicant’s full name, surname and address (see Application Preparation Guidelines).

To be considered punctual, an application must be submitted to the university’s dispatch office, University of Maribor, Slomškov trg 15, 2000 Maribor within the specified deadline for submitting the applications regardless of the type of shipment. **If an application does not arrive on time, is incorrectly**

marked, or does not include the necessary documents stated in the second paragraph under Point 3.2 of this Public Call, it shall be rejected by a decision.

## 9 Opening of applications

Applications shall be opened by the Commission. In view of the large number of applications expected, their opening shall not be made public. The opening shall take place at the premises of the University of Maribor at the latest within 3 working days after the deadline for the submission of applications has expired.

In case of an incomplete application, the applicant shall be invited in writing to complete his application within 8 working days from the date of the opening of the applications. The applicant shall have 5 days to complete his application, starting from the day he was notified. The applicant who does not complete the application in a timely manner and in line with the specified requirements **shall not be granted points for the criterion in question.**

**An application shall only be considered incomplete if:**

- Enclosure 2 "Proof of average grade" is missing;
- proof of publications under criterion 5 of Point 4.1 of this public call is missing or is inadequate;
- proof of the scientific research work conducted under criterion 6 of Point 4.1 of this public call is missing or is inadequate, or
- if the prescribed forms "Public Call Application" or Enclosure 1 "Doctoral Dissertation Outline Proposal" are not duly signed.

**In such cases, the Commission will invite applicants to complement their applications.**

**In all other cases, the Commission will not invite the applicants to complement their applications.**

## 10 Notifications about selection

Applicants shall be notified about the selection results within 60 days from the date of the opening of the applications by a decision issued by the commission responsible for implementing the selection procedure.

Along with the selection decision, the applicants shall be invited to sign the annex to the doctoral study agreement, concluded with the faculty in charge of the doctoral study programme. In case the selected applicant does not respond to the invitation within 8 days upon its receipt, it shall be concluded that he has withdrawn his application.

## 11 Appeal

An appeal against the decision from the previous paragraph of the Public Call may be submitted by the applicant to the university within 8 days after the receipt of the decision. A decision on the appeal shall be issued by the Rector of the University of Maribor within 15 days. The submitted appeal shall not withhold the signing of contracts with the selected applicants. The appeal shall include a precise and well-reasoned justification of the specified reasons for the appeal. **The application conditions, the criteria established for the evaluation of applications, an application that is not submitted on the prescribed form "Public Call Application", Enclosure 1 "Doctoral dissertation outline proposal" which is missing, Enclosure 1 "Doctoral dissertation outline proposal" in which the whole content or individual prescribed points are missing, as well as untimely and incorrectly marked applications**

**shall not be the subject of the appeal.** After the receipt of an appeal, the University of Maribor shall check whether all formal conditions are met – was the application submitted punctually, was it submitted by the entitled person, and whether the appeal is permitted. If any of the formal conditions is not fulfilled, the appeal shall be rejected by a decision.

## 12 Public Call Documentation

The application form and required documentation are available on the [my.um.si](http://my.um.si) website > Study > [UM Doctoral School](#).

## 13 Additional information and notifications

For additional information about the Public Call, please contact [poststudy@um.si](mailto:poststudy@um.si).

Maribor, 10 July 2024

prof. dr. Zdravko Kačič  
Rector of the University of Maribor

Public Call enclosures:

- Form: Public Call Application
- Enclosure 1: Doctoral Dissertation Outline Proposal
- Enclosure 2: Proof of Average Grade
- Application Preparation Guidelines