



Slomškovo trg 15
2000 Maribor, Slovenija

APPLICATION PREPARATION GUIDELINES
for the »Public Call for Applications for the Co-Funding of Doctoral Study Programmes for Students of the University of Maribor – 2024/2025 Academic Year«

These are the guidelines for preparing and submitting a formally accurate application. The timely submission of a properly marked and accurate application is the basic condition for candidacy in the Public Call.

The University's commission for the opening of applications shall open only timely received and properly marked envelopes. Untimely and incorrectly marked applications shall be rejected by a decision.

Before preparing the application, BE SURE TO READ the Public Call available at the my.um.si website > Study > [UM Doctoral School](http://my.um.si).

1. Formally accurate application

1.1 Accurate application

An accurate Public Call application includes the following forms:

No.	Enclosure to the application:	Description
1	mandatory	Form " Public Call Application " with two mandatory enclosures: <ul style="list-style-type: none">• 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 candidate previously completed the study programme.
2	Mandatory if the applicant wants to enforce points awarded under individual evaluation criteria	<ul style="list-style-type: none">• Certificate of receiving an UM university award.• Certificate of published (or accepted for publication) original scientific articles (1.01, 1.02, 1.03), scientific monographs (2.01), patents or independent scientific contributions or chapters in a monograph (1.16), or research or documentary films, sound, or video recordings (2.18), with added authorship or co-authorship information if the publication is not entered into COBISS system.• Certificate by the responsible person of the UM member or institute (dean or responsible person of the institute – the Chair) of research work collaboration with a stated title of the research project/programme, period of collaboration (from-to), head of the research work, and content of the work carried out by the applicant. Incomplete certificates shall not be considered.

All forms are available in .doc format. Please complete the forms according to the instructions on them. Mark the selected option by clicking .

1.2 *Timely and correctly submitted application*

The applicant shall submit his application 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 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«** with a complete applicant's name, surname and address.

An application shall be considered punctual if it arrives to the university dispatch office within the stated deadline regardless of the type of shipment.

If the application does not arrive on time, is incorrectly marked, or does not include documents stated in the second paragraph under Point 3.2 of this Public Call, it shall be rejected by a decision.

Example 1: Correctly marked envelope

Sender: Name and Surname Street Postal code, City Country	
»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«	
UNIVERZA V MARIBORU Slomškov trg 15 2000 Maribor	

2. Correctness and accuracy of stated data

By signing the forms that are a part of the Public Call application, the applicant guarantees the correctness and accuracy of the information contained in them!

The correctness and accuracy of data stated in the application may be checked by the University even after the completion of the selection procedure. If it is found that the information in the application is incorrect and inaccurate, and that the factual data that were in force at the time of the submission and up until the signing of the annex to the doctoral studies agreement would, in the selection procedure, result in discarding or rejecting the application, the university or its member may withdraw from the signing of the annex to the doctoral studies agreement at any time.