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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 Republic of Slovenia, No. 67/12, 24/13, 63/13, 79/15, 52/16, 12/17, 76/17 and 79/23) and the Rules on Accommodation in the Public Institution "Študentski dom Ljubljana", No. 01415/1/7/10-0001/2022 of 18 July 2022 and No. 0076-0002/2023 of 19 July 2023 (hereinafter referred to as: the Rules) hereby publishes the following

PUBLIC CALL FOR APPLICATIONS FOR THE ADMISSION AND EXTENSION OF THE STAY OF YOUNG RESEARCHERS AND SCHOLARSHIP HOLDERS AT THE PUBLIC INSTITUTION "ŠTUDENTSKI DOM LJUBLJANA" – DORMITORY FOR POSTGRADUATE STUDENTS LJUBLJANA FOR THE 2024/2025 ACADEMIC YEAR

Content of the call:

- I. Conditions and criteria for residence
- II. Estimated number of vacancies, extension of stay, duration and price of stay
- III. Method of application and submission deadline
- IV. Informing students

I. CONDITIONS AND CRITERIA FOR RESIDENCE

I.I ADMISSION TO "ŠTUDENTSKI DOM LJUBLJANA" – DORMITORY FOR POSTGRADUATE STUDENTS LJUBLJANA:

1. Terms and conditions

Young researchers (third-cycle postgraduate students employed in the position of young researchers – job code H 017002; hereinafter: young researchers) and scholarship holders (third-cycle postgraduate students who are not citizens of the Republic of Slovenia, are not employed in the position of young researchers, and receive a scholarship of the Republic of Slovenia, hereinafter: scholarship holders) must meet the following conditions to stay at the public institution Študentski dom Ljubljana Študentski dom Ljubljana – Dormitory for postgraduate students Ljubljana (hereinafter: ŠDL DPL):

- they have student status, are undergoing a third-cycle postgraduate course, and are not employed or seeking employment;
- the studies are carried out in Ljubljana or in a place no more than 25 km from Ljubljana;
- permanent residence from which young researchers who are citizens of the Republic of Slovenia travel to the place of study must be at least 25 km from the place of study;
- they have not been imposed a disciplinary measure of exclusion from the institution.

The condition of non-employment laid down in the first indent of the previous paragraph does not apply to young researchers.

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Exceptionally, young researchers who are citizens of the Republic of Slovenia and whose permanent residence is less than 25 km from the place of study may stay at ŠDL DPL if:

- their place of residence is at least 4 km from the nearest public transport stop; or
- they live in particularly difficult social and health circumstances.

Scholarship holders receiving a scholarship from the Republic of Slovenia in the amount of more than EUR 1,150 shall pay the market price for accommodation at ŠDL DPL. The market price is the economic price and includes all accommodation costs.

Scholarship holders who receive a scholarship from the Republic of Slovenia in the amount of up to EUR 1,150 shall pay the cost of accommodation at ŠDL.

2. Value of the criteria for the accommodation of young researchers and scholarship holders at ŠDL DPL

The value of each criterion is:

- 2.1 academic performance: maximum 60 points;
- 2.2 outstanding performance and extra-curricular activities: maximum 8 points;
- 2.3 distance of permanent residence from the place of study: maximum 15 points;
- 2.4 the student's specific social, health and other circumstances: maximum 10 points;
- 2.5 additional ranking criteria: maximum 7 points.

A maximum of 100 points can be accumulated.

Scholarship holders cannot obtain points under criterion 2.3.

Ad 2.1 Academic performance

Academic performance is calculated using the following formula, taking into account the grade average:

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

For first-year students of third-cycle postgraduate programme, the grade average, rounded to two decimal places, shall be calculated as the mean of all grades of the requirements completed in the most recently completed study programme which were assessed on a scale of 1 to 10, or the appropriate grade conversion.

For higher-year students of third-cycle postgraduate programmes, the grade average, rounded to two decimal places, shall be calculated as the mean of all grades of the requirements completed in the past years of third-cycle postgraduate study which were assessed on a scale of 1 to 10, or the appropriate grade conversion.

Ad 2.2 Outstanding performance and extra-curricular activities

A maximum of 8 points may be awarded for outstanding performance and extra-curricular activities for:

- a national, university or foreign prize – 5 points,

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- authorship and publication of an article, debate or other contribution in a national or foreign journal, publication, collection of papers, textbook – 5 points,
- participation in professional seminars, scientific symposia or conferences at international level with an independent contribution or achievement, product, service, creation, corporate prize – 5 points,
- a faculty or regional award, participation in professional seminars, scientific symposia, conferences or other types of professional participation at national level – 3 points.

A maximum of 8 points can be accumulated based on the attached certificates.

Ad 2.3 Distance of permanent residence from the place of study

The distance between the permanent residence from which young researchers in the Republic of Slovenia travel to the place of study and the place of study shall be scored with up to a maximum of 15 points, calculated according to the following formula:

$$\text{Number of points (rounded to two decimal places)} = \text{distance in km} / 13$$

The distance of the residence from the place of study in km is determined using the [Google](#) Maps Distance Calculator – the shortest distance by car from the permanent residence to Ljubljana.

Ad 2.4 The student's specific social, health and other circumstances

Specific social, health and other circumstances of young researchers and scholarship holders (e.g. natural and other disasters, long-term serious illness in the family, pregnancy) are scored with up to a maximum of 10 points.

If the young researcher or scholarship holder presents evidence from the competent organisations or bodies (social welfare, specialist doctor, disability commission, administrative authority) of a serious social or health situation (e.g. at least 80% disability, suffering from severe illness, difficult social circumstances) that is no more than three months old, he/she will be awarded 5 points after his/her case has been considered on an individual basis.

Additional 5 points will be awarded to a young researcher or scholarship holder – parent living with a child during the studies. The child must be under 6 years of age or of school age.

Ad 2.5 Additional ranking criteria

A maximum of 7 points can be accumulated based on additional ranking criteria.

Young researchers and scholarship holders, Slovenians with permanent residence outside the Republic of Slovenia with the status of a Slovenian national in accordance with the provisions of the applicable law regulating the relations of the Republic of Slovenia with Slovenians outside its borders, will be awarded 7 points.

Young researchers or scholarship holders, and victims of natural disasters who are no more than 27 years of age when they first apply for admission to ŠDL DPL shall be awarded 7 points on the basis of the relevant certificate attached.

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I.II EXTENSION OF STAY IN ŠDL DPL

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

- They have student status and are employed as young researchers (job code H017002);
OR
- They have student status, receive a scholarship from the Republic of Slovenia, are not employed or seeking employment, and are undertaking a third-cycle postgraduate study.
- Permanent residence from which young researchers who are citizens of the Republic of Slovenia travel to the place of study must be at least 25 km from the place of study, and the study must be carried out in Ljubljana or in a place no more than 25 km away from Ljubljana.

II. THE ESTIMATED NUMBER OF VACANCIES FOR THE ADMISSION AND EXTENSION OF THE STAY OF THIRD-CYCLE STUDENTS, THE DURATION AND THE PRICE OF THE STAY

In the 2024/2025 academic year, 39 studio apartments are expected to be available for the **admission** of students to ŠDL DPL in accordance with the Annual Distribution Plan for Determining the Number of Accommodations adopted by the Director of Študentski dom Ljubljana on 26 June 2024.

For the 2024/2025 academic year, 79 studio apartments, 6 apartments and 3 family apartments are estimated to be available for the **extension** of the students' **stay** at ŠDL DPL.

The stay of young researchers and scholarship holders enrolled in third-cycle postgraduate programmes may last as long as they fulfil the conditions for stay in accordance with Article 14 of the Rules.

The monthly accommodation rates, including VAT, are as per the Accommodation Price List of 1 October 2023, and the market prices are as per the Price List of Economic or Market Prices of 1 March 2023 as follows:

	Name	Price of stay	Name	Market price
a)	Studio apartment on the sub-ground floor	EUR 179.70	Studio apartment on the sub-ground floor	EUR 297.69
b)	Studio apartment on the ground floor	EUR 217.15	Studio apartment on the ground floor	EUR 359.72
c)	Studio apartment on the floor	EUR 235.10	Studio apartment on the floor	EUR 389.45
d)	Apartment 53 m ² (family)	EUR 521.85	Apartment 53 m ² (family)	EUR 715.62

III. METHOD OF APPLICATION AND SUBMISSION DEADLINE

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III.I METHOD OF APPLICATION

1. Application for **admission** with supporting documents must be completed and submitted on **Form A** "Application for admission to ŠDL DPL for the 2024/2025 academic year".

The application must be completed in Slovenian language and sent; any attachments in a foreign language must be accompanied by official translation into Slovenian.

The address of the applicant must be indicated, and foreigners must indicate the address of a person in the Republic of Slovenia whom they have authorised to collect mail in accordance with the provisions of the General Administrative Procedure Act.

OR

2. Application for **extension of stay** with supporting documents must be completed and submitted on **Form B** "Application for Extension of Stay at ŠDL DPL for the 2024/2025 academic year".

The application must be completed in Slovenian language and sent; any attachments in a foreign language must be accompanied by official translation into Slovenian.

Application forms and authorisation forms are available online at: <https://www.stud-dom-lj.si/lokacije-in-ceniki/dom-podiplomcev/>.

They are also available in printed form at the reception of ŠDL DPL, Dom podiplomcev, Gosarjeva ulica 9, Ljubljana.

Mandatory attachments to Form A or B:

- **For young researchers:** an employment contract certifying that the young researcher is employed in the position of young researcher (job code H017002) for the 2024/2025 academic year.
 - If the young researcher has not attached the employment contract with the application, the employment contract must be sent to the Admissions Committee by 30 October 2024 at the latest, **otherwise the application will be rejected.**
 - If the employment contract of a young researcher is concluded with a condition precedent and is not valid until the student has obtained a residence permit in the Republic of Slovenia, the student must send a copy of the residence permit to the Admissions Committee within 3 days of receipt thereof, but no later than by 30 October 2024, otherwise **the application will be rejected.**
- **For scholarship holders:** a scholarship agreement, whereby the scholarship holder proves that he/she is receiving a scholarship from the Republic of Slovenia for the 2024/2025 academic year.
 - If the scholarship holder has not attached the scholarship contract with the application, the scholarship contract must be sent to the Admissions Committee by 30 October 2024 at the latest, **otherwise the application will be rejected.**
- **For all applicants:**
 - **Form C** – authorisation to collect mail: must be enclosed by the applicant who is residing abroad or has no temporary residence in the Republic of Slovenia at the time of submission of the application under this call for applications.

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- Form Č – authorisation to represent the applicant in the procedure: the authorisation holder represents the applicant in the procedure under this call for applications until the final decision of the Admissions Committee.
- Form D – Application form (for the envelope).
- A certificate of completion of the requirements according to point 2.1 (academic performance), which must be officially issued by the competent higher education institution (a screenshot is not sufficient);
- If the study is carried out at a higher education institution that is not based in Ljubljana: a certificate from the higher education institution stating that it has a branch unit in Ljubljana or no more than 25 km from Ljubljana.

On the basis of the General Administrative Procedure Act, the Admissions Committee will obtain the remaining information ex officio from official records. The status of students will be verified based on official records as at 30 October 2024.

The Admissions Committee will consider **only timely and complete** applications and will decide on the basis of the supporting documents received indicating that the conditions have been met, in accordance with the provisions of the call for applications and the General Administrative Procedure Act. An application shall be deemed complete if it is submitted on the prescribed Form A or B and contains all the attachments and information required by this call.

III.II DEADLINE FOR SUBMISSION OF APPLICATIONS

The **deadline for submission of applications** for admission or extension of stay is **15 October 2024**.

Applications for admission or extension can be submitted:

- **By registered mail to Študentski dom Ljubljana, Komisija za sprejem (Admissions Committee), Svetčeva ulica 9, 1000 Ljubljana.**

The application with the required content must be submitted in full in one counterpart, together with all attachments, in a sealed envelope with Form D affixed to it or in a sealed envelope with the sender and addressee indicated with the full name and address (Študentski dom Ljubljana, Komisija za sprejem (Admissions Committee), Svetčeva ulica 9, 1000 Ljubljana, call number 60350-0006/2024-1, with the indication "DO NOT OPEN – Application for the Public Call: APPLICATION FOR ADMISSION/EXTENSION OF STAY AT ŠDL DPL").

OR

- **Electronically via a secure electronic mailbox (VAR).**

If you have a secure electronic signature with a qualified certificate or a secure electronic mailbox, you can also send your application via the secure electronic mailbox SDL@VEPSI where you can fill in the relevant forms. In this case, all communication between the parties will take place via a secure electronic mailbox.

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Enter the attachments or supporting documents in the space provided on the Online Application Form.

Applications **sent by registered mail to** Študentski dom Ljubljana, Komisija za sprejem (Admissions Committee), Svetčeva ulica 9, 1000, or **sent to a secure electronic mailbox by 15 October 2024** will be considered **timely** submissions.

Applicants who submit their application **on time but incomplete** will be **requested to complete it**.

Applications submitted **after the deadline** and applications completed after the deadline based on the request for completion will be **rejected** by the Commission.

Late and incorrectly marked envelopes will be discarded.

IV. INFORMING STUDENTS

1. Further information on the call is available on the ŠDL website <http://www.stud-dom-lj.si/>, under the tab "Dom podiplomcev" (Dormitory for postgraduate students), and questions in writing can be sent to the following e-mail address: infodpl@stud-dom-lj.si.
2. The admission and extension of the stay of young researchers and scholarship holders at ŠDL DPL is decided by the Admissions Committee appointed by the Director of Študentski dom Ljubljana.

On the basis of the complete and timely applications, the Admissions Committee will determine whether the applicant meets the conditions for admission or extension of stay at ŠDL DPL. It is expected that **by the end of November 2024**, on the basis of the criteria from the Rules, the Committee will determine the collected number of points for each applicant by a decision and put him/her on the priority list. Applicants with the same number of points will be ranked by taking into account the criteria set out in points 2.3, 2.4, 2. (in that order) of Section I of this call, in accordance with the value for the accommodation for young researchers and scholarship holders at ŠDL DPL, which is a maximum of 100 points.

If several applicants still have the same number of points, the ranking will additionally take into account the distance of their residence from which they travel to the place of study referred to in point 2.3 of Section I of this call for applications and the average grade referred to in point 2.1 of Section I of this call.

The priority list will be published on the notice board of ŠDL, the notice board of the Dormitory for postgraduate students Ljubljana and on the ŠDL website "www.stud-dom-lj.si" no later than three days after it is completed.

Applicants will be notified of their eligibility and the criteria for residence at ŠDL DPL by post to their address of residence in the Republic of Slovenia (indicated in their application)

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or to the address of their authorised person in the Republic of Slovenia by the **end of November 2024**.

Študentski dom Ljubljana
Tomaž Pečnik
Director



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Attachments:

1. **FORM A – Application for admission to ŠDL DPL for the 2024/2025 academic year.** Published on the website: https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL-Razpis_2021/2024/Obrazci/Obrazec_A_-_Vloga_za_sprejem_SDL_DPL_studijsko_let_2024_2025_SL.pdf
2. **FORM B – Application for extension of stay at ŠDL DPL for the 2024/2025 academic year** Published on the website: https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL-Razpis_2021/2024/Obrazci/Obrazec_B_-_Vloga_za_podaljsanje_SDL_DPL_studijsko_let_2024_2025_SL.pdf
3. **FORM C – Authorisation to collect mail.** Published on the website: https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL-Razpis_2021/2024/Obrazci/Obrazec_C_-_Pooblastilo_za_vrocenje_SL.pdf
4. **FORM Č – Authorisation for representation in the procedure.** Published on the website: https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL-Razpis_2021/2024/Obrazci/Obrazec_C_-_Pooblastilo_za_zastopanje_v_postopku_SL.pdf
5. **FORM D – Application form (for the envelope).** Published on the website: https://www.stud-dom-lj.si/fileadmin/user_upload/Dokumenti/DPL-Razpis_2021/2024/Obrazci/Obrazec_D_-_Opremljenost_vloge_za_ovojnico_2024_SL.pdf