

UNIVERZA NA PRIMORSKEM
UNIVERSITÀ DEL LITORALE / UNIVERSITY OF PRIMORSKA

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**INSTRUCTIONS ON HOW TO APPLY FOR THE PUBLIC TENDER
FOR YOUNG RESEARCHER CANDIDATE* FOR THE YEAR 2018
IN THE FIELD OF CRYPTOGRAPHY**

University of Primorska based on the decision of the selection of mentors for the year 2018 (Slovenian Research Agency document No. 6316-21/2017 dated 25 April 2018) based on the *Public call for the selection of mentors positions the year 2018 – MR+ (Official Gazette of the Republic of Slovenia, No. (3/18) publishes a Public tender for young researcher candidate for the year 2018 in the field of Cryptography.*

Candidates may apply for available post of young researcher in the field of cryptography at the University of Primorska Andrej Marušič Institute (UP IAM) for obtaining a doctorate of science.

No.	MENTOR	RESEARCH FIELD	INSTITUTE OF THE UNIVERSITY OF PRIMORSKA
1	Prof. Enes Pasalic, PhD	Natural sciences and mathematics / Computer sciences	UP Andrej Marušič Institute

For the mentor only one candidate can be selected. In case more candidates compete for the mentor, they will be ranked according to an overall grade achieved in all the selection criteria. The candidate selected will be the highest rated candidate. If the selected candidate resigns or fails to submit the required documents by the deadline specified in the Public Tender, the next candidate shall be admitted according to the overall grade achieved.

I. APPLICATION CONTENT

1. APPLICATION FORM

Candidates before filling the application form have to read the Public Tender documentation with the conditions for candidates available on the UP IAM website (www.iam.upr.si/sl/).

The application forms may be filled in electronically or by hand using capital letters. **All the forms must be signed by hand.**

1.1 Application form (*UP-MR+Application/2018*)

- **APPLICANT:** The required data must be entered. The postal address for mail delivery should be added if it's different from the permanent address. The candidate must write the telephone number and e-mail address at which he can be reached.
- **ACADEMIC INFORMATION:**
 - ✓ **Completed study programme:** The candidate enters the completed or to be completed study programme – undergraduate university study programme, adopted in the Republic of Slovenia before 11 June 2004, or postgraduate 2nd level of the Bologna study programme;
 - ✓ A University, faculty and study field of the completed study programme should be entered.
 - ✓ **Average grade:** The average grade of all examinations and coursework (excluding the grade of the graduation thesis) in the undergraduate university study programme or the average grade of all examinations and coursework in both 1st and 2nd level of the Bologna study programme rounded to two decimal places (e.g. 8,32). If the candidate is enrolled in the last year of the university study programme or 2nd level of the Bologna study programme or is a candidate for graduation, at least 80% of all examinations and coursework must be passed. The candidate must obtain a degree by 12 September 2017 with the average grade of all examinations and coursework (excluding the grade of the graduation thesis) at least 8,00.

The University of Primorska must according to the Article 117 of the *Rules on procedure for (co)financing, Assessing and Monitoring the Implementation of Research Activities (Official Gazette of the Republic of Slovenia, No. 52/2016 in 79/17;* hereinafter The Rules of Procedure) submit the certificate of the obtained degree with the annex to the certificate or the Master of Science degree or the decision of the foreign education with a view to access to education in the Republic of Slovenia with the conversion of the average grade of the undergraduate study according to the Slovenian higher education evaluation system and considering the evaluation system of higher education abroad if the candidate for young researcher has not obtained a degree in the undergraduate or master study programme in the Republic of Slovenia.

- **POSTGRADUATE STUDY TO ACQUIRE A DOCTORATE IN SCIENCE:**
 - ✓ **The postgraduate 3rd level study for obtaining the doctorate degree to acquire a doctorate in science** (Master of Science and doctoral study – both old programmes and postgraduate 3rd level of the Bologna study): mark or complete the appropriate postgraduate study referring to the actual status - the candidate is not yet enrolled in the postgraduate doctoral study or is already enrolled (enter the study year and the academic year) or has obtained a Masters of Science degree;
 - ✓ The candidate that is enrolled in the postgraduate doctoral study or has obtained a Master of Science degree writes the university, faculty and study field.

The candidate **signs by hand** the fully completed application form adding the place and date.

The section "To be completed by UP member" at the bottom of the application form is not to be filled by the applicant. This section has to be **completed by University members** on the opening of the applications, submitted to the Public Tender.

1.2 Statement (*UP-MR+/Statement/2018*)

The young researchers' candidates who have already received funds from the Young Researchers Programme may not participate in the Public Tender (the Article 113 of The Rules of Procedure). The same applies for the candidates whose postgraduate study during the training will be financed from the public funds.

The candidate submits the written statement that he has not received funding in the Young Researchers Programme yet and that the postgraduate study during the training shall not be financed from the public funds.

By signing the statement the candidate also confirms that he is aware that the personal data, given in the application, can be used for the records or registers as determined in the *Rules on procedure*.

Candidate, that has not obtained a degree or submitted a decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia yet, declares that **by 21 September 2018** he will graduate and submit the graduation certificate with annex to the certificate or he will submit the decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia with the conversion of the average grade of the undergraduate study according to the Slovenian higher education evaluation system and considering the evaluation system of higher education abroad, obtained by the training organisation.

The candidate marks the appropriate statement corresponding to the status of the degree.

1.3 Confirmation and evaluation sheet

The form *Confirmation and evaluation sheet* is included in the application documentation for information purposes only in order to inform the applicants with the application assessment criteria determined in the *Rules on procedure* and confirmed by the University of Primorska. The form has to be completed by mentors in the evaluation procedure. For each candidate the mentor shall fill in one evaluation sheet.

2. SEPARATE ANNEXES

The candidate shall submit separate annexes to the application form.

2.1 Biography

2.2 Proof of education

- ✓ a photocopy of the 1st and 2nd level of the Bologna study degree certificate with annex to the degree certificate,
- ✓ or a photocopy of the Master in Science degree certificate or a photocopy of the attestation of the completed Master of Science course,
- ✓ or proof of enrolment in postgraduate 3rd level doctoral study programme (if the candidate is already enrolled in a doctoral study programme).

If the candidate has obtained a relevant foreign degree, he submits a photocopy decision of the higher education institution on the recognition of the foreign education with a view to access to education in the Republic of Slovenia and conversion of the average grade of the undergraduate study according to the Slovenian higher education evaluation system and considering the evaluation system of higher education abroad, obtained by the training organisation.

2.3 Proof of passed exams and coursework with the average grade

- official proof of the all passed examinations and coursework with the overall average grade (excluding the grade of the graduation thesis) in both 1st and 2nd level of the Bologna study programme (or in the undergraduate university study programme obtained in a study programme adopted in the Republic of Slovenia before 11 June 2004):
 - ✓ official proof of the all passed examinations issued by a faculty with the grades of examinations and coursework or
 - ✓ a photocopy of degree certificate with the annex to the certificate showing the grades of all passed examinations and coursework.

2.4 A photocopy of a valid identification document.

2.5 A photocopy of proof of taken parental leave or extended more than six months documented sick leave.

2.6 Separate annexes, which are taken into account when evaluating the candidate, may be submitted:

- proof of received awards and recognitions:
 - a photocopy of the award or the recognition or
 - a photocopy of the decision on the awards and recognitions received.

- proof of the authorship or co-authorship of the published scientific articles and contributions:
 - a print form the SCOPUS or COBISS database (If the candidate has not yet been entered in the COBISS database and has published articles as a co-author, the print submitted may be that of the co-author with the relevant articles marked accordingly.)
 - photocopies of the articles published in magazines or conference publications (the article, the cover page and the index of the magazine/conference publication must be photocopied).

- a description of the candidate's collaboration in research and development work:
 - the candidate describes his previous research and development work collaboration, authenticated by the professor responsible for the collaboration and stamped by the research or higher education organisation (e.g. research work during study, seminaries, etc.).

When the candidate is unable to provide the required proof in time, may submit a photocopy with an appropriate written explanation as to why it was not possible to submit an authenticated document. The candidate must submit the missing document to the address of the UP IAM as soon as possible.

3. THE DEADLINE AND THE METHOD FOR SUBMISSION OF APPLICATIONS

Applications with annexes must be submitted in sealed envelopes marked **»Ne odpiraj – prijava na javni razpis za mladega raziskovalca pri mentorju prof. dr. Enesu Pasalicu« / »Do not open – Application for Public Tender for Young Researchers for mentor Prof. Enes Pasalic, PhD«** with first name, last name and full address of the candidate. The applications must be:

- delivered personally in the UP IAM headquarters, Muzejski trg 2, SI-6000 Koper every working day from 8 a.m. till 2 p.m., or
- sent by mail on address UP IAM, Muzejski trg 2, SI-6000 Koper.

Candidates must submit their applications till **Monday, 16 July 2018 by 2 p.m.** An application shall also be timely if delivered by registered post from Slovenia till **16 July 2018** (postal stamp). Application delivered from abroad should be delivered in the UP IAM headquarters, Muzejski trg 2, SI-6000 Koper till **16 July 2018**. Late applications will not be considered.

4. ADDITIONAL INFORMATION AND WARNINGS

Candidates who have already received public funds for postgraduate study cannot be financed in the Young Researcher Programme. Additional information on the Public Tender can be obtained in the administrative office UP Andrej Marušič Institute (on telephone and e-mail) and by mentors (on e-mail):

UP MEMBER	TELEPHONE	E-MAIL	MENTOR'S NAME AND LAST NAME	E-MAIL
Andrej Marušič Institute	+ 386 (0) 5 611 75 90	sandra.penko@upr.si	Prof. Enes Pasalic, PhD	enes.pasalic@upr.si

The application documentation includes:

- The application form for the candidate for young researcher (*UP-MR+/Application/2018*),
- Instructions on how to apply,
- Form *UP-MR+/Statement/2018*,
- Form *Confirmation and Evaluation Sheet* (fulfilled by mentor) – informative purpose.

Useful links:

- [Rules on procedure for \(co\)financing. Assessing and Monitoring the Implementation of Research Activities](#) (Official Gazette of the Republic of Slovenia, No. 52/2016 and 79/17)
- [Slovenian Research Agency – Young Researchers](#)
- Ministry of Education, Science and Sport, [ENIC/NARIC CENTRE](#)
- [University of Primorska](#)
- [UP Andrej Marušič Institute](#)
- [Call for enrolment for postgraduate study programmes 2018/19 UP FAMNIT.](#)

* The terms, written in masculine, are used as neutral for male and female.