

APPLICATION INSTRUCTIONS - PUBLIC CALL FOR UP SCHOLARSHIP FUND 2022/2023

On the KC UP website: <https://kariernicenter.upr.si/> click on the marked **BUTTON** or click on the following link: <https://kariernicenter.upr.si/portal>.

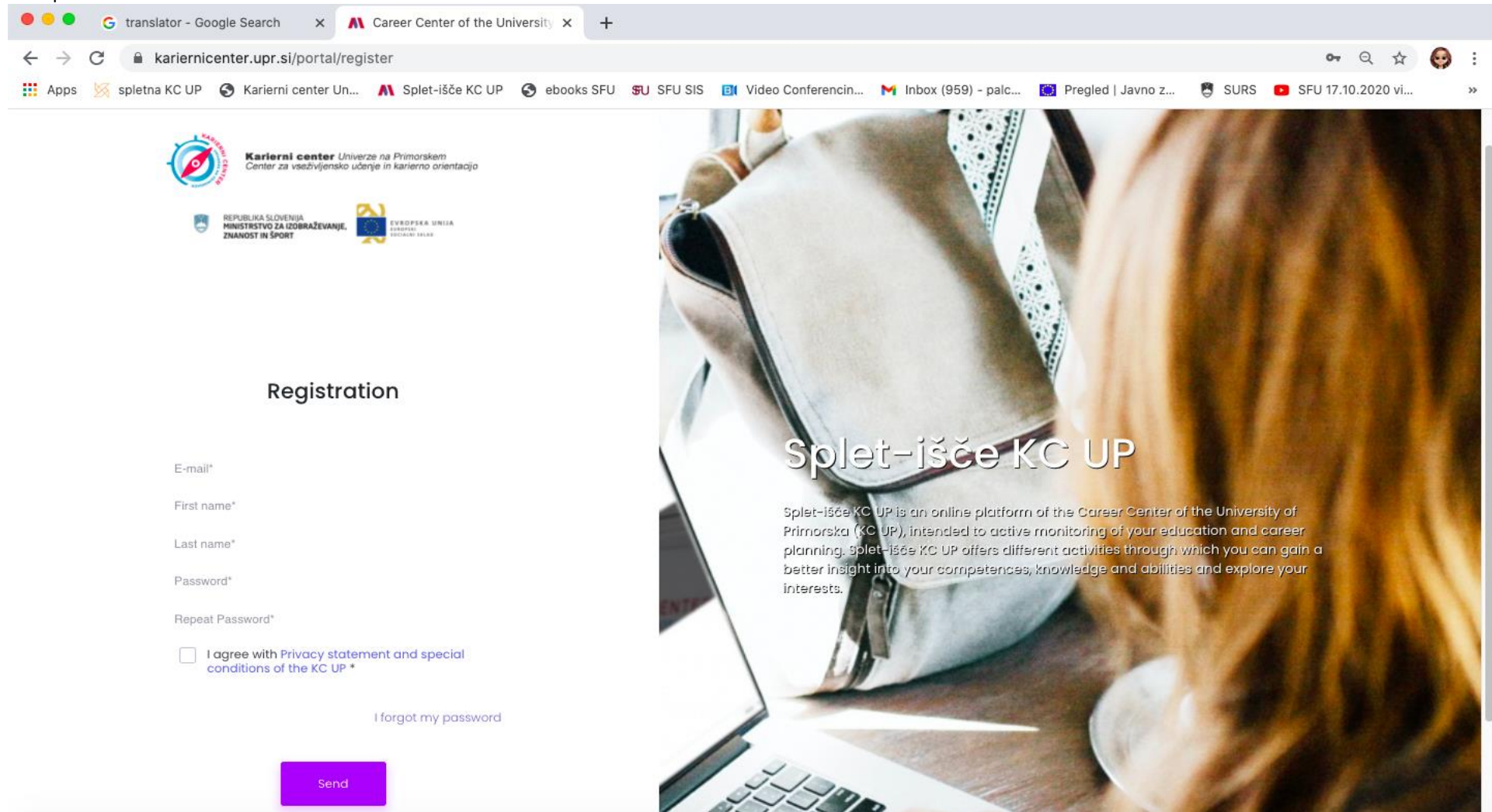


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The **SIGN UP/ REGISTRATION** field opens:


- if you are already enrolled at UP, you received an e-mail in November 2020 from kariernicenter@upr.si for user activation to your's upr mail address. If you need help, you can write to us or call the contacts listed below.
- If you are not yet enrolled at UP, create a new user by entering your email address, first name, last name and the *password* by your choice. You will receive an account activation message to your mail in a short time. After confirming and accepting the Privacy statement and special conditions, you will be able to enter the Splet-išče KC UP portal.





translator - Google Search x Career Center of the University x +

kariernicenter.upr.si/portal/register

Apps spletna KC UP Karierni center Un... Splet-išče KC UP ebooks SFU SFU SIS Video Conferencin... Inbox (959) - palc... Pregled | Javno z... SURS SFU 17.10.2020 vi... >>

 **Karierni center** Univerze na Primorskem
Center za vseživljensko učenje in karierno orientacijo

 REPUBLIKA SLOVENIJA
MINISTRSTVO ZA IZOBRAŽEVANJE,
ZNANOST IN ŠPORT

 EVROPSKA UNIJA
EVROPSKI SKLAD

Registration

E-mail*

First name*

Last name*

Password*

Repeat Password*

I agree with [Privacy statement](#) and [special conditions of the KC UP](#) *

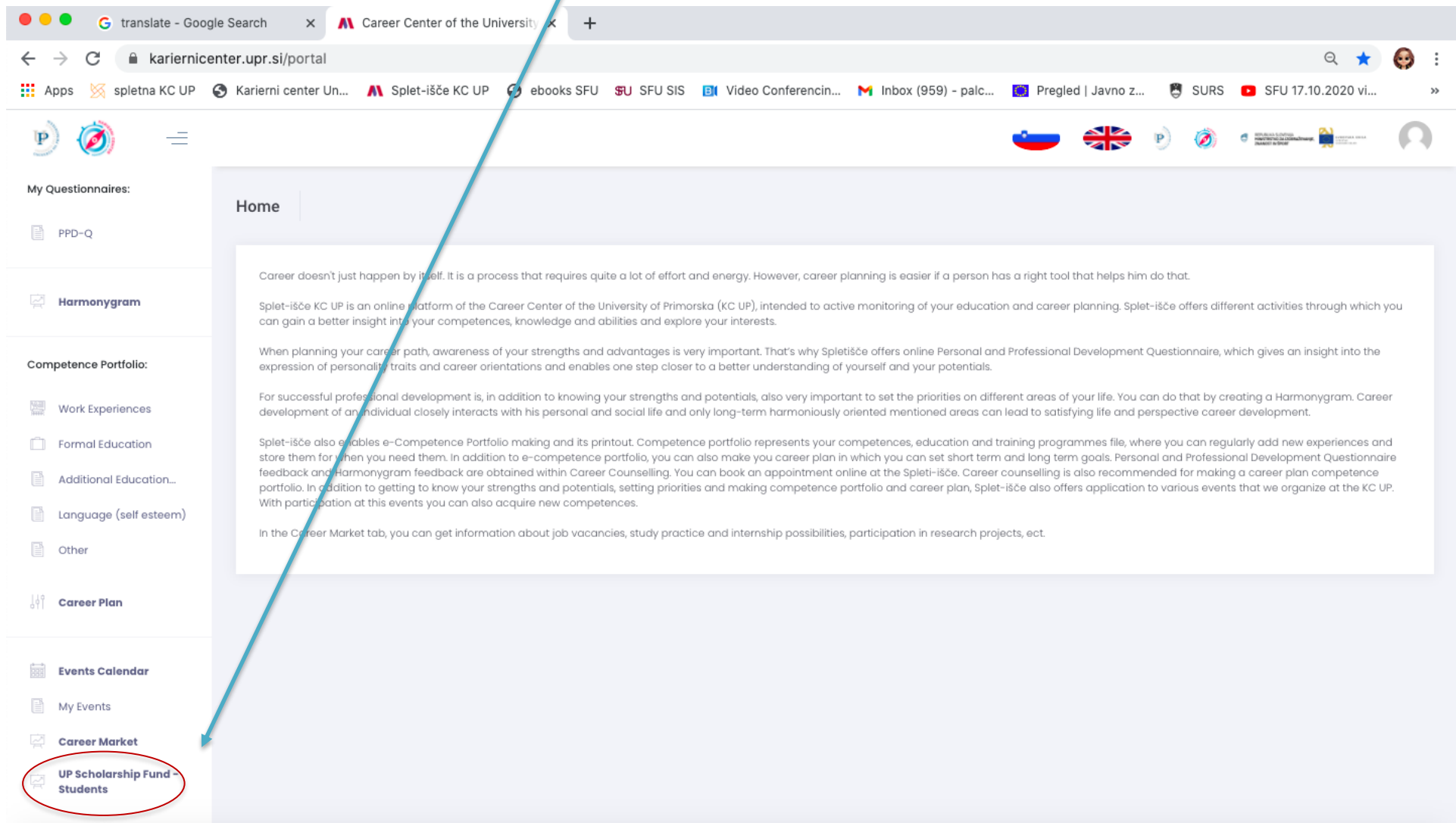
[I forgot my password](#)

[Send](#)

Splet-išče KC UP

Splet-išče KC UP is an online platform of the Career Center of the University of Primorska (KC UP), intended to active monitoring of your education and career planning. Splet-išče KC UP offers different activities through which you can gain a better insight into your competences, knowledge and abilities and explore your interests.

After successful **SIGN UP/ REGISTRATION**, click on the **UP Scholarship Fund - Students** tab, where you will find instructions and an e-Application.



COMPLETION AND SUBMISSION OF THE APPLICATION: Click on the **New e-application** button and enter all necessary information. Pay attention to the mandatory attachments (CV and cover letter)!

UP Scholarship Fund - Students

New E-application Form

Scholarship Fund of the University of Primorska manages with dedicated assets contributed to by fund investors (university, employer's and other organizations and donors). The fund is based on a partnership between the University of Primorska, municipalities and businesses. Its aim is to reward and encourage the best students of UP, offer their knowledge to potential employers in the course of their study process, and provide employment opportunities to these students as soon as they finish their studies. This contributes to facilitating the transition to the labor market.

Candidates for the scholarship need to express their interest by submitting the E-Application Form through this portal (click the button New E-Application). The application must be accompanied by all mandatory attachments. If the candidate also wants to apply for additional points from the category of additional competences, the application needs to be accompanied by scanned documents. After completing the application, it must be confirmed (click on the Add Button and then Submit) and printed. The scanned and signed form need to be sent to the e-mail: kariernicenter@upr.si, subject: Call for UP Scholarship Fund.

More information: Public call to obtain scholarships from the UP Scholarship Fund: <https://kariernicenter.upr.si/en/up-scholarship-fund/>.

If you need help with registration, call KC UP: +386 5 6117636 or +386 40 608 466.

Study Year	Registration Number	Student	Application Date	Status	Total Points	
2021/2022	20210038	Blanka Palčič	08.03.2021	in processing	0	Print Insight Submitted 08.03.2021

COMPLETION AND SUBMISSION OF THE APPLICATION: After completing all mandatory fields and agreeing with the stated contents, it is necessary to upload mandatory files (CV and motivation letter) and attach additional evidence (evidence of knowledge of foreign languages, extracurricular activities and international experience, etc.). Supported file formats are: pdf, jpg, word (dox and docx) and png. Enter the name of the certificate in the blank field (eg CV, certificate of voluntary work, certificate of international mathematics competition, participation in ... project ...). Click on the **Add** or button **Save changes** (if you added evidence later).

The screenshot shows a web browser window with the URL `kariernicenter.upr.si/portal/stipendije`. The page is for the University of Primorska. On the left, a sidebar identifies the user as **Blanka Palčič** with email `palcic.blanka@gmail.com`. The main content area contains several consent checkboxes, all of which are checked. Below these is an "Upload file" section with a text input field for "File Name:" containing the text "CV". Underneath the input field, the filename `2ab2903fcd1d5ddf5a1ff9e65fdc9ab1.pdf` (0.07 Kb) is displayed with a close icon. At the bottom right of the form, there are two buttons: a blue "Add" button and a white "Close" button. A blue arrow originates from the text "Click on the Add" in the instructions above and points directly to the "Add" button.

SUBMISSION OF THE APPLICATION: The application need to be submitted by clicking on the **Submit** button. Then **PRINT, SIGN** and **SEND** the scanned e-form to the e-mail address: kariernicenter@upr.si.

The screenshot shows the user interface of the kariernicenter.upr.si portal. On the left, there is a sidebar with the user's name "Blanka Palčič" and an email input field. Below this, there are sections for "My Profile", "My certificates", "My counseling dates", "My Questionnaires" (with a "PPD-Q" entry), and "Harmonygram". At the bottom of the sidebar is "Competence Portfolio".

The main content area features a "New E-application Form" button at the top right. Below it, there is a paragraph describing the Scholarship Fund of the University of Primorska. This is followed by instructions for candidates, stating that applications must be submitted through the portal, accompanied by mandatory attachments, and then confirmed and printed. The scanned and signed form should be sent to kariernicenter@upr.si. A link for more information is provided: <https://kariernicenter.upr.si/en/up-scholarship-fund/>. Contact information for the Career Center is also listed: +386 5 6117636 or +386 40 608 466.

At the bottom of the main content area, there is a table with the following data:

Study Year	Registration Number	Student	Application Date	Status	Total Points	
2021/2022	20210044	Blanka Palčič	10.03.2021	in processing	0	Delete Submit Edit
2021/2022	20210038	Blanka Palčič	08.03.2021	in processing	0	Print Insight Submitted 08.03.2021

If you need help, you can call the UP Career Center: 05/61 17 636 (Boštjan) or 040/608 466 (Blanka) or 040/528 620 (Iris)!