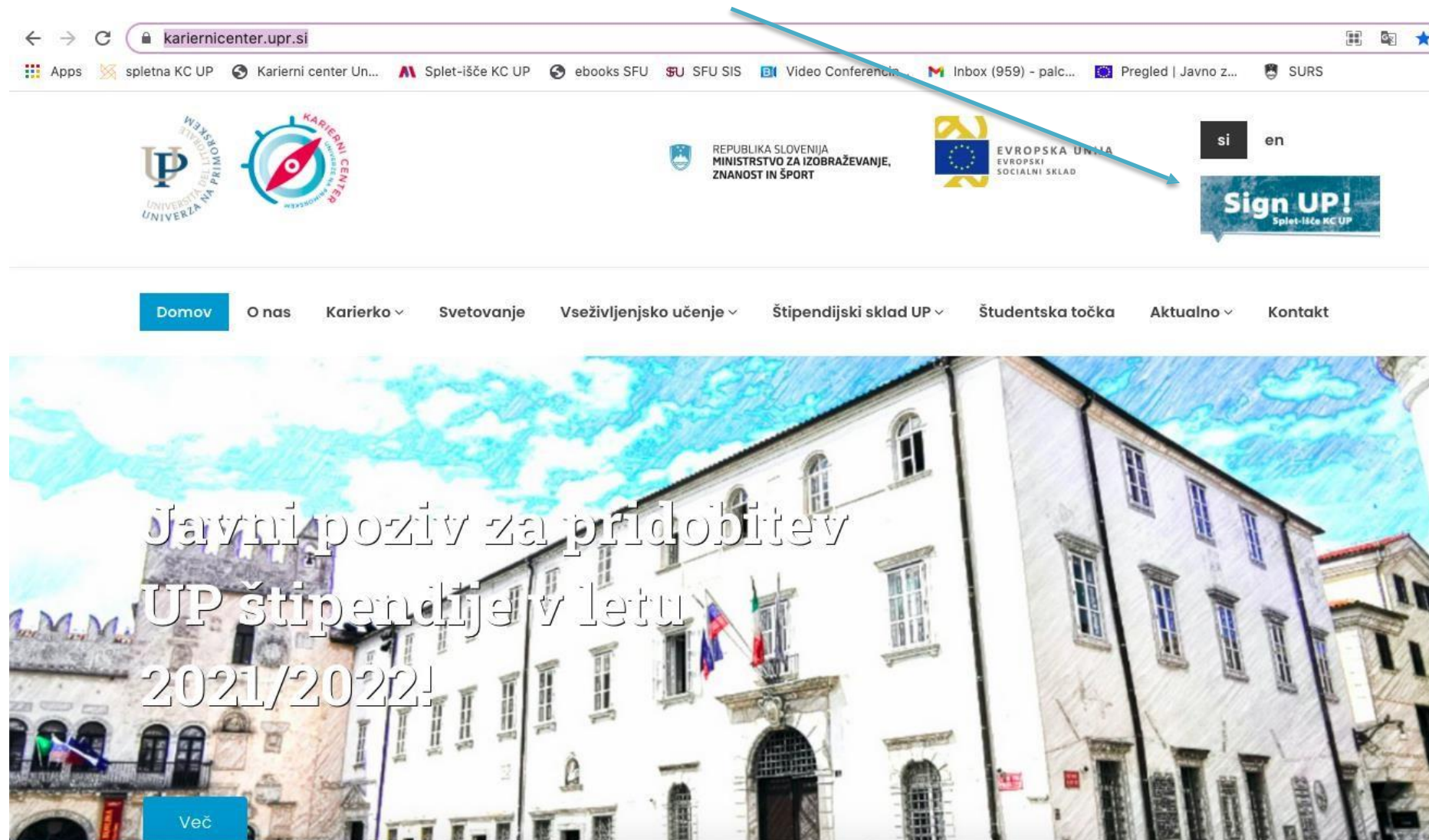


APPLICATION INSTRUCTIONS - PUBLIC CALL FOR UP SCHOLARSHIP FUND 2024/2025

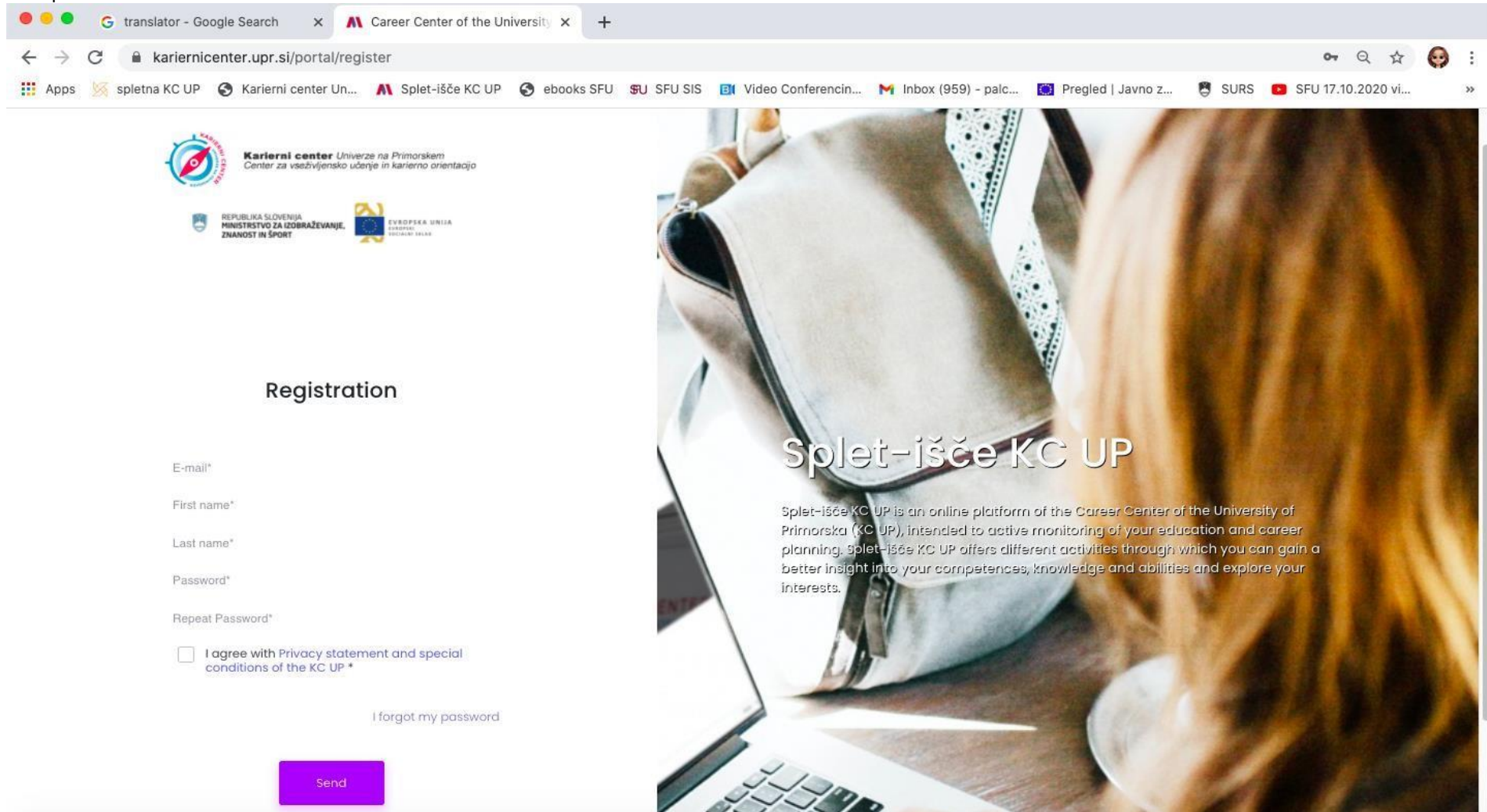
On the KC UP website: <https://kariernicenter.upr.si/> click on the marked **BUTTON** or click on the following link: <https://kariernicenter.upr.si/portal>.



The screenshot shows the website kariernicenter.upr.si. The browser address bar displays the URL. The page header includes logos for the University of Primorska (UP), the Career Center, the Ministry of Education, Science and Sports of the Republic of Slovenia, and the European Union Social Security Fund. A navigation menu contains links for Domov, O nas, Karierko, Svetovanje, Vseživljenjsko učenje, Štipendijski sklad UP, Študentska točka, Aktualno, and Kontakt. A prominent banner features a photograph of a building with the text "Javni poziv za pridobitev UP štipendij v letu 2021/2022!" and a "Več" button. A red arrow points to the "Sign UP!" button in the top right corner.

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 vsodživljensko 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.

The screenshot shows a web browser window with the URL `kariernicenter.upr.si/portal`. The browser's address bar and tabs are visible at the top. The page content is organized into a sidebar on the left and a main content area on the right.

Left Sidebar:

- My Questionnaires:
 - PPD-Q
- Harmonygram
- Competence Portfolio:
 - Work Experiences
 - Formal Education
 - Additional Education...
 - Language (self esteem)
 - Other
- Career Plan
- Events Calendar
 - My Events
- Career Market
- UP Scholarship Fund - Students** (circled in red)

Main Content Area (Home):

Career doesn't just happen by itself. It is a process that requires quite a lot of effort and energy. However, career planning is easier if a person has a right tool that helps him do that.

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 offers different activities through which you can gain a better insight into your competences, knowledge and abilities and explore your interests.

When planning your career path, awareness of your strengths and advantages is very important. That's why Splet-išče offers online Personal and Professional Development Questionnaire, which gives an insight into the expression of personality traits and career orientations and enables one step closer to a better understanding of yourself and your potentials.

For successful professional development is, in addition to knowing your strengths and potentials, also very important to set the priorities on different areas of your life. You can do that by creating a Harmonygram. Career development of an individual closely interacts with his personal and social life and only long-term harmoniously oriented mentioned areas can lead to satisfying life and perspective career development.

Splet-išče also enables e-Competence Portfolio making and its printout. Competence portfolio represents your competences, education and training programmes file, where you can regularly add new experiences and store them for when you need them. In addition to e-competence portfolio, you can also make you career plan in which you can set short term and long term goals. Personal and Professional Development Questionnaire feedback and Harmonygram feedback are obtained within Career Counselling. You can book an appointment online at the Splet-išče. Career counselling is also recommended for making a career plan competence portfolio. In addition to getting to know your strengths and potentials, setting priorities and making competence portfolio and career plan, Splet-išče also offers application to various events that we organize at the KC UP. With participation at this events you can also acquire new competences.

In the Career Market tab, you can get information about job vacancies, study practice and internship possibilities, participation in research projects, ect.

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 and contains a confirmation form for a scholarship application. The form includes several checked checkboxes for consent and data handling. Below the form is a file upload section with a text input field containing 'CV' and a file name `2ab2903fcd1d5ddf5a1ff9e65fdc9ab1.pdf (0.07 Kb)`. At the bottom right of the form, there are two buttons: 'Add' and 'Close'. A blue arrow points from the text in the first paragraph to the 'Add' button.

University of Primorska*

I will inform you of any changes in the data during the decision-making process on this application and during the scholarship, if the scholarship is granted, within 30 days of the occurrence of the change*

By signing, I confirm that I am NOTIFIED of my rights in relation to the personal data transmitted, namely:

- to request access to my data, correction, deletion or transfer of such data and restrictions on their processing or to object to the processing
- to give it my consent at any time
- to file a complaint with the competent supervisory authority if I believe that the personal data controller has violated the rules on the protection of personal data
- to read information on the manager, the authorized person for the protection of personal data and other information related to the use and protection of personal data at the web address `www.upr.si`

Upload file

File Name:

`2ab2903fcd1d5ddf5a1ff9e65fdc9ab1.pdf (0.07 Kb)`

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 kariernicenter.upr.si portal. On the left, a sidebar displays the user's name "Blanka Palčič" and navigation options: "My Profile", "My certificates", "My counseling dates", "My Questionnaires" (with "PPD-Q"), and "Harmonygram". The main content area features a "New E-application Form" button, a description of the Scholarship Fund, instructions for candidates, and a table of applications. A blue arrow points from the "Submit" button in the text above to the "Submit" button in the table.

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.

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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 (Iris) or 05/61 17 560 (Vesna)!