

Številka: 10-1080-02/2025
Koper, 10. 2. 2025

University of Primorska, Titov trg 4, Koper, on the basis of Articles 17 and 18 of the Rules of the Scholarship Fund of the University of Primorska, is issuing the following

PUBLIC CALL TO OBTAIN SCHOLARSHIPS FROM THE SCHOLARSHIP FUND OF THE UNIVERSITY OF PRIMORSKA FOR THE ACADEMIC YEAR 2025/2026

The Scholarship Fund of the University of Primorska (hereinafter the Fund) is based on a partnership between the University of Primorska (hereinafter UP), municipalities, and the private sector. Its aim is to reward and encourage the best students of UP, offer their knowledge to potential employers during the course of their study process, and provide opportunities for employment to these students as soon as they finish their studies. The objective of the Fund is at the same time to support all UP students in achieving the best possible results in their studies.

With this Public Call, the University of Primorska invites all:

- **candidates for enrolment in the 1st, 2nd, or 3rd cycle study programmes of UP and**
- **students who, in the academic year of 2025/2026, will be enrolled in the 1st, 2nd, or 3rd cycle study programmes of UP,**

to apply for this public call, and thus express their interest in joining the Fund.

Candidates for scholarship express their interest in the public call by submitting the e-application. With inclusion in the Fund the selected candidates are placed in a special register of the best students at UP and gain the opportunity to conclude a one-year scholarship contract. Scholarship contracts will be concluded between UP, Fund partners (employers), and students with whom there is a mutual interest in the conclusion of the contract. By signing the scholarship contract the student agrees that in the case that employment is offered to him by a partner of the Fund (employer) he/she will, after completing his/hers studies, accept the offer and complete employment for at least as long as he was receiving the scholarship.

The amount of the scholarship for the academic year 2025/2026 is at least 2.200,00 EUR.

In case the scholarships are awarded via UP, the scholarship amount is 220,00 EU per month or 2.200,00 EUR per academic year. In case of interest, a higher scholarship can also be awarded, namely:

- for students enrolled in the 1st and 2nd cycle, who score from 80 to 89 points, the scholarship can be as high as 330,00 EU per month, respectively as high as 3.300,00 EU per academic year;
- for students enrolled in the 1st and 2nd cycle, who score from 90 to 100 points, the scholarship can be as high as 550,00 EU per month, respectively as high as 5.500,00 EU per academic year;
- for students enrolled in the 3rd cycle, the scholarship can be as high as 1.200,00 EU per month, respectively as high as 12.000,00 EU per academic year.

Subject of the public call

The subject of this public call is the selection of scholarship candidates for inclusion in the Fund for the academic year 2025/2026.

Requirements for the inclusion of candidates for scholarship in the fund

Admission to the scholarship program of the Fund shall be granted to the following applicants:

- **candidates** who have applied for enrolment or are enrolled in the 1st year of any 1st level study programme at the UP, and whose number of points achieved at the matura examination or whose overall secondary education achievements are higher than 80 points of normalized value according to the Table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment, which means achievements higher than 20 points at the matura examination or achievements higher than 16 points at the vocational matura examination and comparable with other secondary level graduation options;
- **candidates** who have applied for enrolment or who are enrolled in the 1st year of a 2nd or 3rd level study programme at the UP, when their overall average study grade at the previous level is higher than 8,50;
- **students** enrolled in the 1st, 2nd, or 3rd level of study programmes at the UP, but not students who extended their status, whose average grade is higher than 8,50.

Candidates who are not yet enrolled in studies at the University of Primorska at the time of submission of the e-application may be conditionally admitted to the fund. The interest for the conditional inclusion into the Fund can be also expressed by applying to this public call.

Conditional inclusion of candidates for scholarship into the fund means, that candidates are included into the fund under a suspensive condition, which is fulfilled when candidates complete the application with proof of average grade or proof of successfully completed the matura examination or vocational matura or comparable for other secondary level graduation options. The e-application needs to be completed by September 15th, 2025.

Into the fund programme can be conditionally included:

- **candidates** who have applied for enrolment in the 1st year of any 1st level study programme at the UP, when their average grade of the last three previous years of study is higher than 4,00;
- **candidates** who have applied for enrolment in the 1st year of a 2nd or 3rd level study programme at the UP, and have not yet complete all the obligations at the previous level of study, but their current average grade is higher than 8,50.

To convert the grades of candidates who completed their studies abroad or for those candidates who completed their studies before the 1st of June 1995, the Table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment published on the website of the Higher Education Information Service of the University of Primorska is applicable.

Not eligible for inclusion in the programme of the fund are candidates who:

- are employed or self-employed,
- have the status of manager of a company or are directors of a private institution,
- are registered as unemployed persons at the Employment Service of Slovenia.

Application to the public call

Candidates for the scholarship need to express their interest for the inclusion in the Fund by submitting the e-application form through the portal of the Career Center of the University of Primorska (Splet-išče KC UP), available at the following link: <https://kariernicenter.upr.si/portal>.

Detailed instructions for submitting the e-application are written upon entering the portal, in the UP Scholarship Fund - Students tab. If you have problems registering or submitting the e-application, you can contact career center staff by the contact written below.

The e-application must be accompanied by the following **documents**:

1. **Curriculum vitae (CV),**
2. **Motivational letter,**
3. in the case of athlete candidates, it is mandatory to enclose adequate evidence of the athlete's status (valid proof of status as a prospective or top athlete, registered in the national or foreign sports federation).

If the candidate also wants to apply for **additional points** from the category of additional competences, the application must be accompanied by adequate evidence.

The list may include the following documents:

- **evidence of foreign language knowledge** (also taking into account knowledge of the language at the matriculation exam and knowledge of the language within university education),
- **evidence of extra-curricular activities** (active participation in an association, volunteer work, tutoring at the UP, active involvement in the activities of the Career Center UP, recognition for participation ...)
- **evidence of international cooperation** (study exchanges and other international experiences, international competitions ...).

The trustee of the fund may invite candidates to confirm the identity of the documents.

The criteria and conditions for inclusion in the Fund are set out in Articles 11 and 16 of the Rules of the Scholarship Fund of the University of Primorska (hereafter Rules), which is accessible on the UP website.

Application and selection process

The e-application deadline is September 15th, 2025.

The e-application is submitted in due time, if it is submitted between February 11th, 2025 to September 15th, 2025 through the portal of the Career Center of the University of Primorska (Splet-išče KC UP).

The technical review of e-applications is not public and is carried out by the internal organizational unit of the UP Rectorate appointed by the rector, which performs operational tasks (trustee of the fund). The technical review is carried out through a continuous review of the e-applications received, no later than eight days (8) after the submission of an individual application.

The trustee of the fund after the technical verification of e-applications will write to those candidates who have submitted incomplete e-applications asking them to make additions.

The e-application is complete if it contains the essential elements marked with * in the e-application, namely:

- Applicant's details: first name, surname, EMŠO or date of birth;
- Information about the study or enrolment at UP: name of the UP faculty, degree of study, name of the study programme, reference (VS or UNI) and year of study;
- Attachments: curriculum vitae (CV) and motivational letter;
- Two o signatures of the candidate on the e-application (one for the mandatory declaration and consent of the candidate, the other for the entire electronically submitted application).

The e-application, signed in handwritten form or signed with a digital qualified certificate, must be sent in pdf file to the following e-mail address: kariernicenter@upr.si by the deadline.

In the case of a request for completion, the supplements must be submitted within five (5) days of receipt of the request for completion. The trustee of the fund will reject e-applications that are not completed within the requested time period. The trustee of the Fund will keep a record of the technical examination of the e-applications in accordance with Article 19 of the Rules.

The right to be included in the Fund will be decided pursuant to Article 11 of the Rules. Upon completion of the procedure, the trustee of the Fund will inform students about the inclusion in the fund. The Rules of the Scholarship Fund of the University of Primorska are published on the UP web site on the following link: <https://www.upr.si/en/internal-acts-of-the-up/>.

Additional information

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