



University of Nova Gorica Scholarship Rules

Ref. no.: 112-1/2011
Nova Gorica, June 2023

Cc: Fund Manager
 Rector
 Vice-Rector for Education
 Accounting and Finance Department
 Scholarship Committee

	Name/body	Date
<i>Drafted by</i>	Prof. Mladen Franko, PhD Tina Krušec, BS (law)	12 August 2011
<i>Approved by</i>	Governing Board	12 September 2011
<i>Adopted by</i>	Prof. Danilo Zavrtnik, PhD	28 September 2011

Revisions: Rev1

	Name/body	Date
<i>Drafted by</i>	Prof. Mladen Franko, PhD Tina Krušec, BS (law)	10 January 2012
<i>Approved by</i>	Governing Board	19 January 2012
<i>Adopted by</i>	Prof. Danilo Zavrtnik, PhD	24 January 2012

Revisions: 2., 3.1., 3.3., 3.15., 3.16., 3.17., 3.18. (deletion), 4.1., 4.2., 4.3., new 4.4. and 4.5., 5.1., 5.3., 6.3. (deletion) and 9.1. (deletion)

	Name/body	Date
<i>Drafted by</i>	Prof. Penka Stateva, PhD Renata Kop, BS (social work)	19 April 2022
<i>Approved by</i>	Governing Board	23 May 2022
<i>Adopted by</i>	Prof. Boštjan Golob, PhD	24 May 2022

Revisions: 2.2., 3.12., 4.1., 4.2., 4.3., 4.4.

	Name/body	Date
<i>Drafted by</i>	Prof. Penka Stateva, PhD Renata Kop, BS (social work)	5 May 2023
<i>Approved by</i>	Governing Board	12 June 2023
<i>Adopted by</i>	Prof. Boštjan Golob, PhD	27 June 2023

Pursuant to the decision on the establishment of the University of Nova Gorica Scholarship Fund no. 15-16/2011 of 1 September 2011 and with the prior consent of the Senate, on 12 June 2023 the Governing Board of the University of Nova Gorica adopted the following

University of Nova Gorica Scholarship Rules

1 General provisions

- 1.1 These rules govern the criteria and procedure that the University of Nova Gorica (hereinafter: the University) uses to award scholarships from the University of Nova Gorica Scholarship Fund (hereinafter: the Fund).
- 1.2 The terms used in the masculine gender in the Slovenian version of these rules shall apply equally to men and women as gender-neutral terms, as used in the English language version.

2 Eligible recipients

- 2.1 The Fund's scholarships are open to the students studying at the University.
- 2.2 To be eligible for the Fund's scholarships, students must meet the following requirements:
- They have student status at the University of Nova Gorica, *or*
 - In the academic year for which the scholarship is made available through a call for applications, they will have enrolled by 30 September as full-time students for the first time in the first or following years of an undergraduate academic programme, thereby progressing regularly to the next year, *or*
 - In the academic year for which the scholarship is available, they will be enrolled for the first time in the first or following years of a graduate academic programme, thereby progressing regularly to the next year, *and*
 - They are EU citizens, *or*
 - They are citizens of Norway, Iceland, Liechtenstein or Switzerland, *or*
 - They are citizens of countries with which Slovenia has concluded international agreements on cooperation in education, *or*
 - They are foreign citizens with permanent residence in Slovenia and they or at least one of their parents or guardians are taxpayers in Slovenia, *or*
 - They are individuals granted international protection or international protection applicants in accordance with the International Protection Act (*Official Gazette of the Republic of Slovenia*, no. 22/16), *and*
 - They are not employed, *and*

- They are not exempt from tuition for payable academic programmes.

2.3 Students may apply for the scholarship in the academic year for which it has been offered.

2.4 The scholarship is granted to the student selected for the academic year and for the period specified in the call for applications. Students may not receive scholarships in an academic year in which they are repeating a year or in which their student status has been extended due to justified reasons, or within 12 months after the end of the last semester.

2.5 If they need to suspend their studies for justifiable reasons (e.g. because they become parents or suffer from a prolonged illness), their scholarship payments are discontinued and suspended. The payments of the rest of the scholarship resume after the end of the period of suspension for justifiable reasons.

3 Scholarship award process

3.1 The Fund's scholarships are awarded based on a call for proposals announced by the University. The University Senate defines the academic programmes covered by the call, the number of scholarships or the amount of scholarship funds available, and the number of scholarships allocated to individual academic programmes.

3.2 The call for applications is announced simultaneously for all the academic programmes for which the scholarships are available. The call for applications is posted on the University website, but it may also be announced in other media.

3.3 Depending on the funds available, the call for applications may be announced several times for the same academic year.

3.4 The call must include the following information:

- The number of scholarships or the amount of scholarship funds available;
- The academic programmes for which the scholarships are available;
- How to apply;
- Documentation to be submitted by the applicants;
- The application deadline;
- The application assessment criteria;
- Other information important for selecting the recipients that must be specified in the call.

3.5 The applications are reviewed and assessed by a five-member Scholarship Committee (hereinafter: the Committee), which the University rector appoints separately for each call.

3.6 The Committee only considers applications that have been received on time, are properly labelled and are submitted on the form prescribed.

3.7 The applications are considered to have been received on time if the University receives them by the last day of the deadline for submitting the applications specified in the call.

3.8 Applications that are not received on time, are incorrectly labelled, or are not submitted on the form prescribed shall be rejected by a decision.

- 3.9 If the University receives incomplete or improperly completed applications or applications without all the enclosures required, it makes a written request to the applicants to complete them.
- 3.10 Applicants must complete their applications within 8 days after receiving the University's notification. If the applicants fail to do this within the deadline set or they again provide incomplete information, the Committee disregards the incomplete information provided and rejects the application.
- 3.11 In assessing the applications, the Committee determines for each application whether the applicant meets the requirements under point 2.2. of these rules. If applicants fail to meet these requirements, their applications shall be rejected.
- 3.12 To have a scholarship awarded, applicants for undergraduate scholarships must collect at least 4.5 points based on the application assessment criteria, applicants for master's scholarships must collect at least 4.0 points, and applicants for doctoral scholarships must collect at least 3.5 points. Based on the assessment criteria, the Committee makes a selection from among the applications submitted by applicants who fulfil the requirements under point 2.2. hereof and collect a sufficient number of points.
- 3.13 After the Committee assesses the applications, it prepares a list of applicants to be awarded a scholarship and proposes it to the Rector for approval.
- 3.14 Applicants who are not included on the list approved by the Rector shall be rejected.
- 3.15 Applicants may file a written appeal against the selection decision with the University Senate within 8 days of receiving the decision. The application terms and conditions and the application assessment criteria may not be the subject of the appeal. The applicants must explain in detail the reasons for filing the appeal and provide the relevant proof supporting their claims. Any appeal filed shall not delay the signing of agreements with the selected applicants.
- 3.16 An appeal not filed on time, not filed by an eligible person, or filed on impermissible grounds shall be rejected by a decision.
- 3.17 The Senate decides on an appeal that has been filed on time by an eligible person on permissible grounds at its next session. The applicant must be notified of the Senate's decision within 5 working days of its adoption.
- 3.18 The applicants that obtain the right to a scholarship receive a decision on their selection from the University, together with an invitation to sign a scholarship contract.
- 3.19 If the applicants fail to respond to this invitation within 10 days, or if they refuse to accept the scholarship, they are considered to have withdrawn their application.

4 Application assessment criteria

4.1 The application assessment criteria for undergraduate students:

	CRITERION	Maximum no. of points
	<p>Applicant's suitability</p> <p>a) First-year students:</p> <ul style="list-style-type: none"> • Grade point average achieved to date* <ul style="list-style-type: none"> ○ 4 or more 5.0 ○ 3 to 3.99 3.5 • Awards <ul style="list-style-type: none"> ○ International secondary-school awards and recognitions 2.5 ○ Other awards 1.0 • Motivation letter / interview[#] 1.5 <p>b) Higher-year students:</p> <ul style="list-style-type: none"> • Grade point average achieved to date* <ul style="list-style-type: none"> ○ 9 or more 4.5 ○ 8 to 8.99 3.0 ○ 7 to 7.99 1.0 • Awards <ul style="list-style-type: none"> ○ International research, professional or art awards 2.5 ○ Other student awards and recognitions 1.0 • Motivation letter / interview[#] 2.0 <p><small>*The grade point average to date, either in a secondary school (for first-year students) or a university programme (for higher-year students), is the sum of average grades in all course units divided by the number of the course units graded. If an individual course only has a descriptive grade (e.g. pass, fail), numerical grades 4 or 9 (pass) or 0 (fail) are used to calculate the average grade for that course.</small></p> <p><small>[#]Every applicant shall enclose a motivation letter with their application, explaining their motivation for the academic programme selected. If the Committee requires additional explanations, it may invite the applicant for an interview, which can be carried out in person or remotely.</small></p>	10

4.2 The application assessment criteria for master's students:

	CRITERION	Maximum no. of points
	<p>Applicant's suitability</p> <p>a) First-year students:</p> <ul style="list-style-type: none"> • Grade point average achieved to date* <ul style="list-style-type: none"> ○ 9 or more 3.5 	10

	<ul style="list-style-type: none"> ○ 8 to 8.99 2.0 ○ 7 to 7.99 1.0 ● Research and specialist publications or works of art <ul style="list-style-type: none"> ○ Research articles accepted for publication in international SCI, SSCI or A&HCI indexed journals, monographs or parts of monographs, or patents pending in Slovenia, and works of art accepted for international exhibitions and art events 1.5 ○ Other research or specialist publications and works of art displayed at Slovenian exhibitions and events 0.5 ● Awards <ul style="list-style-type: none"> ○ International research, professional or art awards 2.0 ○ Other research, professional, art or university awards 1.0 ● Motivation letter / interview[#] 1.5 <p>b) Higher-year students:</p> <ul style="list-style-type: none"> ● Grade point average in a master's programme** <ul style="list-style-type: none"> ○ 9 or more 3.0 ○ 8 to 8.99 2.0 ○ 7 to 7.99 1.0 ● Research and specialist publications or works of art <ul style="list-style-type: none"> ○ Research articles published in international SCI or A&HCI indexed journals, monographs or parts of monographs, or patents pending in Slovenia, and works of art accepted for international exhibitions and art events 1.5 ○ Other research or specialist publications and works of art displayed at Slovenian exhibitions and events 1.0 ● Awards <ul style="list-style-type: none"> ○ International research, professional or art awards 2.0 ○ Other research, professional or art awards 1.0 ● Motivation letter / interview[#] 1.5 	
	<p><i>*The grade point average to date is the sum of average grades in all graded course units of a completed first-cycle academic programme (or secondary school in the case of a fast-track master's programme) divided by the number of the course units graded. If an individual course only has a descriptive grade (e.g. pass, fail), numerical grades 9 (pass) or 0 (fail) are used to calculate the average grade for that course.</i></p> <p><i>*The grade point average in a master's programme is the sum of average grades in all the graded course units of a master's (second-cycle) programme divided by the number of all course units graded. If an individual course only has a descriptive grade (e.g. pass, fail), numerical grades 9 (pass) or 0 (fail) are used to calculate the average grade for that course.</i></p> <p><i>[#]Every applicant shall enclose a motivation letter with their application, explaining their motivation for the academic programme selected. If the Committee requires additional explanations, it may invite the applicant for an interview, which can be carried out in person or remotely.</i></p>	

4.3 The application assessment criteria for doctoral students:

	CRITERION	Maximum no. of points
1	<p>Applicant's suitability</p> <p>a) First-year students:</p> <ul style="list-style-type: none"> • Grade point average achieved to date* <ul style="list-style-type: none"> ○ 9 or more 2.5 ○ 8 to 8.99 1.5 ○ 7 to 7.99 0.5 • Research or specialist publications <ul style="list-style-type: none"> ○ Research articles accepted for publication in international SCI, SSCI or A&HCI indexed journals, monographs or parts of monographs, or patents pending in Slovenia, and works of art accepted for international exhibitions and art events 2.0 ○ Other research or specialist publications and works of art displayed at Slovenian exhibitions and events 1.0 • Awards <ul style="list-style-type: none"> ○ International research, professional or art awards 1.5 ○ Other research, professional, art or university awards 1.0 • Motivation letter / interview# 2.0 <p>b) Higher-year students:</p> <ul style="list-style-type: none"> • Grade point average in a doctoral programme** <ul style="list-style-type: none"> ○ 9 or more 2.5 ○ 8 to 9 1.0 ○ 7 to 7.99 0.5 • Research quality <ul style="list-style-type: none"> ○ Research articles published in international SCI, SSCI or A&HCI indexed journals, monographs or parts of monographs, or patents pending in Slovenia, and works of art accepted for international exhibitions and art events 2.0 ○ Other research or specialist publications and works of art displayed at Slovenian exhibitions and events 1.0 • Awards <ul style="list-style-type: none"> ○ International research, professional or art awards 2.0 ○ Other research, professional or 	10

art awards	1.0
• Motivation letter / interview#	1.5
<p><i>*The grade point average to date is the sum of average grades in all graded course units of a master's (second-cycle) programme (or a fast-track master's programme) divided by the number of the course units graded. If an individual course only has a descriptive grade (e.g. pass, fail), numerical grades 9 (pass) or 0 (fail) are used to calculate the average grade for that course.</i></p> <p><i>*The grade point average in a doctoral programme is the sum of average grades in all the graded course units of this programme divided by the number of all course units graded. If an individual course only has a descriptive grade (e.g. pass, fail), numerical grades 9 (pass) or 0 (fail) are used to calculate the average grade for that course.</i></p> <p><i># Every applicant shall enclose a motivation letter with their application, explaining their motivation for the academic programme selected. If the Committee requires additional explanations, it may invite the applicant for an interview, which can be carried out in person or remotely.</i></p>	

4.4. If there are more applications than there are scholarships available, the Committee makes a selection from the applications that meet the requirements under points 2 and 3 of these rules, based on the application assessment criteria.

After the Committee assesses the applications, it prepares a list of applicants to be awarded a scholarship in the order of the number of points achieved.

4.5. Among the applications that have achieved the same number of points, priority will be given to those that have won more points under the grade point average achieved to date criterion.

If it is still impossible to ascertain which application to select, the application with the higher average number of points rounded to two decimals shall be selected.

If it is still impossible to ascertain which application to select, the application that arrived at the University first shall be selected.

5 Scholarship recipients' obligations

5.1 During the period of receiving their scholarship, students must meet all the academic requirements prescribed in their programme, regularly advance to the next year and complete their academic programme within 12 months after the end of their last semester.

5.2 On 1 October, the University will check whether the student has regularly advanced to the next year.

5.3 While receiving their scholarship, students must notify the University of any change that may affect their scholarship within 8 days after its occurrence or finding out about it, but, first and foremost, they must notify the University if:

- They discontinue their studies;
- They conclude an employment contract or start carrying out an independent gainful (commercial) activity;
- They change their permanent residence;
- They take parental or child care leave;
- They are unable to advance to the next year;
- They are aware of any other circumstances that may affect their scholarship contract.

6 Scholarship termination and return

6.1 The scholarship is terminated if the students:

- Change their academic programme, the programme provider or the place of their studies without the University's approval;
- Win the scholarship based on providing false information;
- After a period of their scholarship being suspended, fail to provide appropriate proof to receive further scholarship payments or, based on the proof provided, fail to meet the requirements to receive further payments;
- Fail to meet the requirement under point 5.1 within the deadline prescribed;
- Act in contravention of point 5.2 of these rules;
- Become employed.

6.2 If the University establishes that any circumstances described under the previous point have arisen, it withdraws from the contract, requesting that the student return the funds already paid under the contract, together with the statutory default interest incurred from the day the funds are paid to the student's bank account to the day the funds are returned to the University's bank account, within 60 days of receiving the request to return the funds.

7 Scholarship contract

7.1 The University and the student receiving the scholarship conclude a scholarship contract, which sets out their mutual rights, obligations, and responsibilities in detail.

8 Records

8.1 The University keeps records of scholarship recipients for the purposes of monitoring, planning and managing its scholarship policy and performing other tasks under these rules.

8.2 The records on scholarship recipients contain the following information:

- Full name,
- Permanent or temporary address,
- Tax number,
- Personal identification number,
- Bank account number,
- Stream, type and field of study or programme,
- Year of study,
- Year in which the student started receiving the scholarship,
- The amount of scholarship,
- Suspension,
- Termination,
- Method of returning the scholarship already paid.

8.3 The collection, processing, storage, communication and use of data on scholarship recipients shall be governed by the Personal Data Protection Act.

8.4 Data under point 8.2 is stored for a year after the scholarship recipients complete their studies at the University.

9 Transitional and final provisions

9.1 These rules shall enter into force on the day they are adopted by the Governing Board.

Rector:

Prof. Boštjan Golob, PhD