

Date: 01. 09. 2025

The Director of the public institution "Študentski dom Ljubljana" (hereinafter referred to as: ŠDL), Svetčeva ulica 9, Ljubljana, on the basis of the Decision on the Establishment of the Public Institution "Študentski dom Ljubljana" (Official Gazette of the Republic of Slovenia, No. 67/12, 24/13, 63/13, 79/15, 52/16, 12/17, 76/17 and 79/23) and the Rules on Accommodation in the Public Institution "Študentski dom Ljubljana", No. 0073-0003/2025 of 28 July 2025 (hereinafter referred to as: the Rules) and on the basis of a mutatis mutandis application of the General Administrative Procedure Act (Official Gazette of the Republic of Slovenia, Nos. 24/06 – official consolidated text, 105/06 – ZUS-1, 126/07, 65/08, 8/10, 82/13, 175/20 – ZIUOPDVE and 3/22 – ZDeb, hereinafter referred to as: ZUP), hereby publishes the following

PUBLIC CALL

For applications for the admission and extension of stay of YOUNG RESEARCHERS AND SCHOLARSHIP HOLDERS AT THE PUBLIC INSTITUTION "ŠTUDENTSKI DOM LJUBLJANA" – DORMITORY FOR POSTGRADUATE STUDENTS, LJUBLJANA (hereinafter referred to as: ŠDL DPL) FOR THE 2025/2026 ACADEMIC YEAR

Content of the public call:

1. Subject of the public call.
2. General conditions that students must meet in order to stay at ŠDL DPL.
3. Ranking criteria for admission to ŠDL DPL.
4. Students' obligations.
5. Duration of the right to stay.
6. Method and deadlines for submitting applications.
7. Method and deadline for informing students of the selection.
8. Indicative components of the agreement between ŠDL DPL and the student.
9. Price of the stay.
10. Estimated number of vacancies for admission and extensions of stay at ŠDL DPL.
11. Contact for information and assistance for students.
12. Documentation with which the student proves that they meet the conditions.
13. Other information relevant to the decision on granting the right.

1. SUBJECT OF THE PUBLIC CALL

The subject of the public call, in accordance with the Rules, is the stay of third-cycle postgraduate students at ŠDL DPL, who are:

- young researchers employed in the position of "young researcher" with the job code H017002; (hereinafter referred to as: young researchers), or
- scholarship holders who receive a scholarship of the Republic of Slovenia, are not citizens of the Republic of Slovenia, are not employed and are seeking employment (hereinafter referred to as: "scholarship holders").

2. GENERAL CONDITIONS THAT STUDENTS MUST MEET IN ORDER TO STAY AT ŠDL DPL

Students must meet the following general conditions:

- they must have student status and be enrolled in a third-cycle postgraduate study programme;
- they must be **young researchers** employed in the position of "young researcher" (job code H017002) **or**
- **scholarship holders** who receive a scholarship of the Republic of Slovenia, are not citizens of the Republic of Slovenia, are not employed and are not seeking employment (hereinafter referred to as: "scholarship holders");
- permanent residence from which young researchers who are citizens of the Republic of Slovenia travel to the place of study must be at least 25 km from the place of study;
- their study programme is carried out in Ljubljana or in a place no more than 25 km from Ljubljana;
- they have not been imposed a disciplinary measure of exclusion from the institution.

Exceptionally, young researchers who are citizens of the Republic of Slovenia and whose permanent residence is less than 25 km from the place of study may stay at the institution if:

- their place of residence is at least 4 km from the nearest public transport stop;
or
- they live in particularly difficult social and health circumstances and provide the evidence referred to in the first and second indents of Article 10(2) of these Rules.

DURATION OF THE RIGHT TO STAY AT ŠDL DPL

The right to stay is granted to students for the duration of their fulfillment of the general conditions of the public call, provided that they meet the condition of timely annual application for the call and obtain the right by decision.

3. RANKING CRITERIA FOR ADMISSION TO ŠDL DPL

The value of each criterion is:

- outstanding performance and extra-curricular activities; maximum 66 points;
- the student's specific social, health and other circumstances: maximum 27 points;
- an additional ranking criterion: 7 points.

A maximum of 100 points can be accumulated.

3.A Outstanding performance and extra-curricular activities

A maximum of 66 points may be awarded for outstanding performance and extra-curricular activities for:

- a national or university prize (at home or abroad); each individual prize is worth 10 points – up to 20 points in total;
- authorship and publication of an article, debate or other contribution in a national or foreign professional journal, publication, collection of papers, textbook; each individual contribution is worth 8 points (in the case of co-authorship, the proportional part is calculated by dividing the 8 points by the number of co-authors and rounding to two decimal places) – up to 24 points in total;
- participation in international professional seminars, scientific symposia or conferences with an independent contribution or achievement, product, service, creation or corporate prize; each is worth 6 points – up to 12 points in total;
- a faculty or regional award, participation in professional seminars, scientific symposia, conferences or other types of professional participation at the national level; each is worth 5 points – up to 10 points in total.

3.B Specific social, health and other circumstances

Up to 27 points can be awarded for specific social, health and other circumstances.

If the student provides appropriate evidence of a particularly challenging social or health situation, parenthood or other difficult circumstances, he/she will be awarded the following after individual consideration:

- for a difficult social situation, as demonstrated by evidence from the competent authorities (social work centre or other competent body), showing the existence of the situation or other particularly difficult circumstances at the time of application – 9 points;
- for a serious health condition (disability, serious or long-term illness), supported by evidence from the competent authorities (specialist doctor or other competent body), demonstrating the existence of the condition or other particularly serious circumstances at the time of application – 9 points;
- a parent who will be living with a child – 9 points.

3.C Additional ranking criterion

An additional ranking criterion can be used to accumulate 7 points.

Students, Slovenians with permanent residence outside the Republic of Slovenia who hold the citizenship of the Republic of Slovenia, Slovenians with permanent residence outside the Republic of Slovenia who have the status of a Slovenian national without Slovenian citizenship and Slovenians outside the Republic of Slovenia without citizenship and without status, whose status is regulated by the Act on the Relations of the Republic of Slovenia with Slovenians Outside its Borders – 7 points.

4. STUDENTS' OBLIGATIONS

Students' obligations are specified in the Dormitory Rules and other internal acts of ŠDL, as well as in accommodation agreements concluded between students and ŠDL.

5. DURATION OF THE RIGHT TO STAY

The right to stay is granted under this public call for the 2025/2026 academic year.

6. METHOD AND DEADLINES FOR SUBMITTING APPLICATIONS

6.A APPLICATION FOR ADMISSION

APPLICANTS

Applications for admission must be submitted by students who wish to stay at ŠDL DPL and:

1. meet the general conditions;
2. did not obtain the right to stay at ŠDL DPL in the 2024/2025 academic year under this call, or did not use the right obtained or interrupted their stay during the academic year.

METHOD OF APPLICATION

Applications for admission with supporting documents must be completed and submitted on Form A "[Application for the admission or extension of stay of young researchers and scholarship holders at the public institution "Študentski dom Ljubljana" – Dormitory for Postgraduate Students, Ljubljana, for the 2025/2026 academic year](#)".

The application must be completed in Slovenian. If the attachments and supporting documents are in English or another foreign language, the Admissions Committee (hereinafter referred to as: the Committee) may use them in their original form (without translation). The Committee may request the submission of a certified translation of a document issued in a foreign language if this is necessary to meet the needs of the Committee and the parties, if an official or a party does not understand the language in which the document is written and this is necessary to establish and clarify the facts, or to protect the rights and legal interests of a party.

The application forms for admission and extension are published on the ŠDL website (provide link).

Applicants may submit their applications for admission in two ways:

- **Electronically via a secure electronic mailbox (VEP.si).**

The application with all attachments can be submitted electronically via the VEP.si

portal.

After registering on the portal, students must complete the appropriate electronic application form and attach the required attachments. All further communication between the parties will take place via the secure electronic mailbox. After submitting the application, students will get a confirmation that the application was successfully submitted. Failure to receive the confirmation means that the application was not successfully submitted.

OR

- **By registered mail to Študentski dom Ljubljana, Komisija za sprejem v zavod – Dom podiplomcev Ljubljana, Svetčeva ulica 9, 1000 Ljubljana.**

The completed application with all the required attachments must be submitted in a sealed envelope with the sender and addressee indicated with the full name and address (Študentski dom Ljubljana, Komisija za sprejem v zavod – Dom podiplomcev Ljubljana, Svetčeva ulica 9, 1000 Ljubljana), with the indication "VLOGA ZA SPREJEM V ŠDL DPL 2025/2026".

DEADLINE FOR THE SUBMISSION OF APPLICATIONS

Students may submit their applications for admission between 1 September 2025 and 15 January 2026, with students who submit their applications by 15 October 2025 being placed on the first priority list in accordance with Article 15 of the Rules (this applies to students for whom it can be determined that they meet the general conditions set out in Article 7 of the Rules).

To be included on the first priority list, applications must be submitted by 15 October 2025 at the latest.

An application shall be considered timely if it is completed and submitted in the manner and within the deadline specified in the public call. Students who submit their applications on time but with missing information will be asked to complete their applications.

Applications submitted after this deadline (after 15 January 2026) and applications that are not completed within the deadline and in accordance with the request for completion will be rejected by the Committee.

Applications for admission submitted after 15 October 2025 will be decided on by the Committee within two months of submission. Students whose applications for admission are rejected due to non-fulfillment of the conditions may reapply for admission for the same academic year if their circumstances change and if they provide evidence of this. Students whose applications for admission are refused may reapply for admission for the same academic year.

Students whose applications for an extension of stay are refused or who have not submitted their applications by 15 October 2025 may reapply for admission for the same academic year. Students whose applications for an extension of stay were rejected due to the non-fulfillment of the conditions may also resubmit the

application for admission referred to in the previous sentence if their circumstances change.

6.B APPLICATION FOR EXTENSION OF STAY

APPLICANTS

Applications for an extension of stay may be submitted by students who, in the 2024/2025 academic year, stayed at ŠDL DPL in accordance with this public call and:

- have not moved out of ŠDL DPL and have not terminated their accommodation agreement;
- whose right to stay at ŠDL DPL (and thus also their accommodation agreement) has not expired (including due to the non-fulfilment of the general conditions).

METHOD OF APPLICATION

Applications for an extension of stay with supporting documents must be completed and submitted on Form A "[Application for the admission or extension of stay of young researchers and scholarship holders at the public institution "Študentski dom Ljubljana" for the 2025/2026 academic year](#)".

The application must be completed in Slovenian. If the attachments and supporting documents are in English or another foreign language, the Admissions Committee (hereinafter referred to as: the Committee) may use them in their original form (without translation). The Committee may request the submission of a certified translation of a document issued in a foreign language if this is necessary to meet the needs of the Committee and the parties, if an official or a party does not understand the language in which the document is written and this is necessary to establish and clarify the facts, or to protect the rights and legal interests of a party.

The application forms for admission and extension are published on the ŠDL website (provide link).

Applicants may submit their applications for an extension of stay in two ways:

- **Electronically via a secure electronic mailbox ([VEP.si](#)).**

The application with all attachments can be submitted electronically via the [VEP.si](#) portal.

After registering on the portal, students must complete the appropriate electronic application form and attach the required attachments. All further communication between the parties will take place via the secure electronic mailbox. After submitting the application, students will get a confirmation that the application was successfully submitted. Failure to receive the confirmation means that the application was not successfully submitted.

OR

- **By registered mail to Študentski dom Ljubljana, Komisija za sprejem v zavod – Dom podiplomcev Ljubljana, Svetčeva ulica 9, 1000 Ljubljana.**

The completed application with all the required attachments must be submitted in a sealed envelope with the sender and addressee indicated with the full name and

address (Študentski dom Ljubljana, Komisija za sprejem v zavod – Dom podiplomcev Ljubljana, Svetčeva ulica 9, 1000 Ljubljana), with the indication "VLOGA ZA PODALJŠANJE ŠDL DPL 2025/2026".

DEADLINE FOR THE SUBMISSION OF APPLICATIONS

Students can submit their applications for an extension of stay from 1 September 2025 to 15 October 2025.

An application for an extension of stay shall be considered timely if it is completed and submitted in the manner and within the deadline specified in the public call, **i.e. by 15 October 2025**. Students who submit their applications on time but with missing information will be asked to complete their applications.

Applications submitted after this deadline and applications that are not completed within the deadline and in accordance with the request for completion will be rejected by the Committee.

Students whose applications for an extension of stay are refused or who have not submitted their applications by 15 October 2025 may reapply for admission for the same academic year. Students whose applications for an extension of stay were rejected due to the non-fulfilment of the conditions may also resubmit the application for admission referred to in the previous sentence if their circumstances change (a change of circumstances means the fulfilment of the general conditions of this public call, which the student did not meet when submitting the application for an extension from the previous sentence).

7. METHOD AND DEADLINE FOR INFORMING STUDENTS OF THE SELECTION

The admission and extension of stay of young researchers and scholarship holders at ŠDL DPL is decided on by the Committee appointed by the Director of Študentski dom Ljubljana. On the basis of the ZUP, the Committee will also obtain information ex officio from official records.

The Committee will only consider timely and complete applications and will decide whether the conditions have been met on the basis of the supporting documents received, in accordance with the provisions of the public call and the ZUP. An application shall be deemed complete if it is submitted on the prescribed Form A and contains all the attachments and information required by this public call.

On the basis of a complete and timely application, the Committee will determine whether the student meets the conditions for admission or the extension of stay at ŠDL DPL.

It is expected that by 30 November 2025, on the basis of the criteria, the Committee will determine the collected number of points for each student (for admission) by a decision and put him/her on the first priority list. Students with the same number of points shall be ranked on the priority list taking into account, in order, the criteria set out in Articles 10, 11 and 9 of the Rules. If two or more students still score the same

number of points, the one who submitted their application first will be given priority.

Applications **for admission submitted after 15 October 2025** will be decided by the Committee ***within two months of submission***.

Students **who are extending their stay** will be notified of whether they meet the conditions for continuing their stay at ŠDL DPL by a decision expected to be issued by **30 November 2025**.

The Committee will publish the **first priority list** on the ŠDL website by **30 November 2025**, taking into account the general conditions and criteria of the Rules. The ŠDL DPL Reception Office assigns students to accommodation in accordance with the latest published priority list and current availability. Students with a higher number of points collected have priority when moving in.

Students for whom it is not possible to determine whether they meet the general conditions and criteria from the previous paragraph within the specified period are placed on the priority list by the Committee after the decision on the allocation of the right to stay at ŠDL DPL has been issued. The Committee publishes further priority lists on the ŠDL website at least once a month.

Students will be notified whether they meet the conditions and criteria for staying at ŠDL DPL in the same manner as they submitted their application for admission or extension.

8. INDICATIVE COMPONENTS OF THE AGREEMENT BETWEEN ŠDL DPL AND THE STUDENT

Indicative components of the agreement between ŠDL DPL and the student are as follows:

- bases for concluding the agreement;
- validity of the agreement and termination of the agreement;
- a provision stating that the Dormitory Rules are an integral part of the agreement and that the resident accepts the obligations and is familiar with their current content;
- resulting financial obligations, subject to the legal basis for the stay and obligations upon moving out;
- deadlines for the payment of obligations and the consequences of non-payment;
- resident's withdrawal from the agreement and liability for the reimbursement of costs incurred due to damage;
- registration of temporary residence;
- dispute resolution;
- validity and effectiveness of the agreement;
- GDPR statements.

9. PRICE OF STAY

The monthly accommodation rates, including VAT, are specified in the current Accommodation Price List and the Price List of Economic or Market Prices. On the date of publication of the public call, the price lists dated 27 May 2025, are valid:

	Name	Price of stay	Market price
1.	Studio apartment (23 m ²) on the sub-ground floor	EUR 193.54	EUR 320.61
2.	Studio apartment (23 m ²) on the ground floor	EUR 233.87	EUR 419.43
3.	Studio apartment (23 m ²) on an upper floor	EUR 253.20	EUR 419.43
4.	Studio apartment (23 m ²) PP11	EUR 154.82	EUR 320.61
5.	Apartment (35 m ²)	EUR 385.48	EUR 638.29
6.	Apartment 53 m ² (family)	EUR 562.04	EUR 1,058.32

The Accommodation Price List and the Price List of Economic or Market Prices at ŠDL DPL are published on the ŠDL website:

- https://www.sdl.si/fileadmin/user_upload/Dokumenti/ceniki/Cenik_DPL/Cenik_DPL_4_6_2025/Cenik_bivanja_DPL.pdf
- https://www.sdl.si/fileadmin/user_upload/Dokumenti/ceniki/Cenik_DPL/Cenik_DPL_4_6_2025/Ekonomske_cene_DPL.pdf

10. ESTIMATED NUMBER OF VACANCIES FOR ADMISSION AND EXTENSION OF STAY AT ŠDL DPL

Type of accommodation	Admission	Extension	Total number of units offered
Unit			
Studio apartment (23 m ²)	42	74	116
Apartment (53 m ²)	2	4	6
Apartment (35 m ²)	/	1	1
Total	44	79	123

11. CONTACTS FOR INFORMATION AND ASSISTANCE FOR STUDENTS

Further information on the call is available on the ŠDL website <https://www.sdl.si/> under the tab (<https://www.sdl.si/kako-do-lezisca/dom-podiplomcev/>) and <https://www.sdl.si/o-nas/faq/dom-podiplomskih-studentov-dpl/>.

CONTENT ASSISTANCE

For more detailed questions regarding content and the public call, the ŠDL DPL

Reception Office provides assistance during its office hours.

Email: infodpl@sdl.si

Telephone: +386 (0)1 580-5601

ADDRESS OF THE ADMISSIONS COMMITTEE

Študentski dom Ljubljana

Komisija za sprejem v zavod - Dom podiplomcev Ljubljana

Svetčeva ulica 9

1000 Ljubljana

Email: infodpl@sdl.si

Website: <https://www.sdl.si>

PERSONAL DATA PROTECTION

Please note that you may exercise your right to access your personal data, rectify it, delete it (in the case of individual consent), the right to restrict processing (in cases specified by the General Data Protection Regulation) and the right to data portability.

For additional information or questions regarding the protection of personal data, you can contact the controller at the email address available at <https://www.stud-dom-lj.si/o-nas/organizacija-pravilniki-in-porocila/varstvo-osebnih-podatkov-gdpr/>.

Personal data will be processed solely for the purpose of carrying out the admission or extension of stay procedure, stored only for as long as is strictly necessary, and then securely deleted.

12. DOCUMENTATION WITH WHICH THE APPLICANT PROVES THAT THEY MEET THE CONDITIONS

Supporting documents for verifying the general conditions and the fulfilment of criteria for staying at ŠDL DPL

Required attachments to the application for admission:

- Foreign nationals must submit a signed "Declaration of the applicant – foreign national on nationality" ([link to form B](#)).
- Young researchers must enclose the "Employer's certificate of employment in the position of young researcher (job code H017002) in the 2025/2026 academic year" ([link to Form C](#)).
- Recipients of the Scholarship of the Republic of Slovenia are required to attach a scholarship certificate for the 2025/2026 academic year.
- Foreign nationals who reside abroad at the time of submitting the application or who do not have a temporary residence and address for the delivery of mail in the Republic of Slovenia must indicate in their application the address of the person in the Republic of Slovenia whom they have authorised to collect mail

in accordance with the provisions of the General Administrative Procedure Act, by completing the "Authorisation to collect mail" ([link to Form D](#)) (applies to applications sent by registered mail).

- Students whose study is carried out at a higher education institution that is not based in Ljubljana must submit a certificate from the higher education institution stating that it has a branch unit in Ljubljana or in a location no more than 25 km from Ljubljana.

Optional attachments that students may include with their application for admission – Form A (indents 3 to 9 refer to the verification of the criteria set out in point 3 of this call and form the basis for the scoring of applications):

- Certificate of permanent residence for citizens of the Republic of Slovenia, with an issue date no older than 30 days at the time of submission.
- Certificate of status as a third-cycle postgraduate student for the 2025/2026 academic year.
- Proof of receipt of a national or university prize.
- Proof of authorship and publication of an article, debate or other contribution in a national or foreign journal, publication, collection of papers or textbook (students do not need to send the entire contributions).
- Proof of participation in international professional seminars, scientific symposia or conferences with an independent contribution or achievement, product, service, creation or corporate prize.
- Proof of a faculty or regional award, participation in professional seminars, scientific symposia, conferences or other types of professional participation at the national level.
- Proof from a social work centre, specialist doctor or other competent body of a difficult social or health situation (disability or serious or long-term illness) proving the existence of the situation at the time of application.
- Child's birth certificate (if the student parent will be living at ŠDL DPL with the child).
- Proof of status as a Slovenian with permanent residence outside the Republic of Slovenia (point 3.C of the call) in accordance with the provisions of the applicable law regulating the relations of the Republic of Slovenia with Slovenians outside its borders.

Required attachments to the application for an extension of stay:

- Foreign nationals must submit a signed "Declaration of the applicant – foreign national on nationality" ([link to form B](#)).
- Young researchers must enclose the "Employer's certificate of employment in the position of young researcher (job code H017002) in the 2025/2026 academic year" ([link to Form C](#)).
- Recipients of the Scholarship of the Republic of Slovenia are required to attach a scholarship certificate for the 2025/2026 academic year.

Optional attachments to the application for an extension of stay:

- Certificate of permanent residence for citizens of the Republic of Slovenia, with an issue date no older than 30 days at the time of submission.
- Certificate of status as a third-cycle postgraduate student for the 2025/2026 academic year.

In order to verify the general conditions set out in point 2 of this call, the Committee will obtain the following:

- Information from the Central Population Register on whether the student is a citizen of the Republic of Slovenia and their permanent address (unless the student provides this information themselves).
- Information on the distance between the student's permanent residence (address, postcode) and the place of study. To determine the distance (in km) between the place of residence and the place of study (address, postcode), the shortest route by car is taken into account using the distance calculator in Google Maps.
- Information on the student's status from the eVŠ register of students and graduates or from the educational institution (unless the student provides this information themselves).
- Information on the imposition of the disciplinary measure of exclusion from ŠDL DPL.

Študentski dom Ljubljana
Tomaž Pečnik
Director

ATTACHMENTS:

- [Form A](#) – Application for the admission or extension of stay of young researchers and scholarship holders at the public institution "Študentski dom Ljubljana" – Dormitory for Postgraduate Students Ljubljana for the 2025/2026 academic year.
- [Form B](#) – Declaration of the applicant – foreign national on nationality.
- [Form C](#) – Employer's certificate of employment in the position of young researcher (job code H017002) in the 2025/2026 academic year.
- [Form D](#) – Authorisation to collect mail.

Disclaimer:

The public call and forms have been drafted and adopted in the Slovenian language. All translations are provided for convenience only. In the event of any inconsistency or discrepancy between the Slovenian version and any translation, the Slovenian version shall prevail and be binding.