

RULES FOR ASSIGNMENT OF BEDS FOR FOREIGN STUDENTS OF THE UNIVERSITY OF PRIMORSKA IN STUDENT RESIDENCES OF THE UNIVERSITY OF PRIMORSKA (UP ŠD)

(non-official consolidated and English text - The Slovenian version published on the UP ŠD website shall prevail in the event of any ambiguity or inconsistency.)

Introductory provisions

1. paragraph
(Content of the Rules)

This regulation lays down the rules for the allocation of beds in the student residence of the University of Primorska (hereinafter referred to as the UP ŠD) to foreign students of the University of Primorska (hereinafter referred to as the UP) in accordance with the following decisions of the Senate of the UP taken during the 29th regular meeting (decision number 0714-113/2018 from 19 April 2018) and of the Senate of the UP taken during 31st regular meeting (decision number 0714-153/2018 from the 20 June 2018).

Based on the decision No. 0714-113/2018 (19 April 2018) foreign students are allocated up to 15% of the accommodation capacity of the UP ŠD and based on the decision No. 0714-153/2018 (20 June 2018) the priority criteria and UP ŠD adopts the Rules for assignment as the relevant internal act.

Purpose

2. paragraph
(Purpose of the Rules)

The purpose of the Rules is to make the best use of the limited accommodation capacities for the stay of foreign UP students in their first year of arrival from abroad in the Republic of Slovenia. Priority is given to the youngest students with the highest academic performance and to outstanding foreign students in their higher years at UP.

Requirements for applying for a bed in the UP ŠD

3. paragraph
(Students)

Students must express their interest in being allocated a bed in the UP ŠD by applying to a public call for applications.

The first open call for applications is open to foreign students who are enrolled or have been invited to enroll for the first time in the first year of an undergraduate study programme at UP in the academic year of the call for applications and whose secondary education will be completed in the year of the call for applications.

In case there are still free accommodation capacities after the first call for applications, the UP ŠD may publish an additional call for applications, to which other foreign students of the UP ŠD may also apply.

Notwithstanding the other provisions of these Roles, the Director of UP ŠD may determine the number of beds for the accommodation of excellence foreign students enrolled in the higher year of UP programmes who demonstrate their excellence by:

- Excellence academic performance, evidenced by a written recommendation from the Dean of the UP Faculty,
- exemplary behavior in the student residence, as evidenced by a written recommendation from the UP ŠD staff; and
- The interest of UP and its partners in the student, as evidenced by the The Scholarship Fund of the University of Primorska confirmation of the scholarship awarded.

Procedure for assignments of beds

4. paragraph

(Open call for assignments of beds)

The Director of the UP ŠD announces a public call for the allocation of beds in the UP ŠD for students who are foreign students.

The call is published on the UP ŠD website by 31 July of the current year for the next academic year in Slovenian and English. The call for applications may also be published in other ways as appropriate, but in case of any ambiguity or inconsistency, the Slovenian version published on the UP ŠD website shall be deemed to be the correct version.

If after the public call there are still accommodation capacities for foreign students, the Director of the UP ŠD will publish the public call for applications again, but no later than by the end of August of the current year for the next academic year.

The repeated call may also allow applications who will be enrolled in the higher years of study at UP in the academic year and who are foreign nationals. For them, the points awarded according to the criteria laid down in these rules will be taken into account *mutatis mutandis* in determining the points to be awarded.

If, even after the repeated call for applications, there are still available beds for foreign students, these beds may be allocated to Slovenian citizens in accordance with the priority waiting list or in accordance with the identified needs of the UP on the basis of a decision of the Director.

The mandatory components of the call are:

- the number of beds available,
- the application form,
- a list of mandatory annexes, if required,
- the deadline for submitting the application,
- the method of submission of the application,
- the deadline for deciding on the allocation of beds,
- contact details.

5. paragraph

(Conduct of the procedure)

The selection procedure for the allocation of beds to foreign students at UP is conducted by the Selection Committee (hereinafter referred to as the Committee), which is appointed by the Director of UP ŠD at the time of each public call for applications. The Committee consists of three persons, the chairman of which is usually an employee of the UP ŠD. The other members may come from other UP members, but must be employees of the UP. The decision on the Committee is part of the documentation of the selection procedure. In view of the

deadline for the procedure, the Director may also appoint an alternate for each member. This alternate may replace several members, but only one at a time. The Chairperson of the Committee may not have an alternate.

The Committee shall be accountable to and report to the Director, who shall supervise the work of the Committee.

6. paragraph
(Application of beds)

Applicants express their interest by submitting an application to a public call for applications.

The application must be submitted on a specific prescribed form. An example application form is annexed to these Rules. The form may be supplemented as appropriate, but the basic compulsory elements must remain part of the form.

7. paragraph
(Submission and receipt of applications for bed allocation)

Students must submit their applications, together with supporting documents if required, in the manner and by the deadline specified in the call for applications.

Applications are received by the UP ŠD staff responsible for receiving mail and applications, which are recorded, numbered and prepared for further processing by the UP Committee for the Allocation of Beds to foreign Students. As a rule, all applications are processed and stored electronically.

Upon receiving of an application, UP ŠD staff may advise applicants of missing, deficient or inadequate documentation and request that it be completed.

8. paragraph
(Application processing and decision making)

The list of applications for the allocation of beds with the information relevant for the decision on the right to accommodation in the UP ŠD the Committee must receive by no later than five (5) working days after the deadline for the submission of applications. The Committee may decide to examine the applications and make a decision by correspondence.

The Committee shall keep a record of the selection procedure, including

- the date and manner of the examination of the applications received
 - the subject of the call for applications
 - the names of the selection board and other persons involved in the selection
 - the order of receipt of applications
 - the determination of the completeness and relevance of the applications, indicating the candidates whose applications are not complete and the action to be taken in respect of them.
- An example of the record is annexed to these Rules.

The Committee must consider all applications that have been recorded in the UP ŠD's register of receipt.

An application is considered complete if the prescribed form is fully completed and if all the mandatory annexes required by the call for proposals and which the Committee cannot obtain itself are completed, signed and attached.

Late applications will be immediately rejected by return message to the addressee. An application is considered late if it is submitted after the closing date. These applications will not be considered by the Committee.

Within three (3) working days of the opening of applications, the Committee will send written requests to students who have submitted incomplete applications to complete their applications. Completions must be submitted electronically within three (3) working days of receipt of the request for completion. Applications which are not completed by the deadline will be rejected by decision of the Committee.

After the deadline for completing applications, the Committee shall examine and rank the complete applications according to the criteria set out in these Rules.

9. paragraph
(Bed allocation criteria)

The Committee shall decide on the allocation of beds in the first call for tenders referred to in Article 3 of the Regulations on the basis of the average score:

(grade of 3rd year + grade of 4th year + grade of final examination) / 3).

In case of multiple applications of equal merit at the threshold, the following criteria will be applied by the Committee in proposing the placement on the priority list:

- The applicant's ranking in the Scholarship Fund of the University of Primorska, ranked according to the number of points obtained by the applicant.
- Motivation, whereby the Committee will assess the reason and the expressed benefit to the student, the student's overall activity, considering the student as a whole and taking into account his/her personal situation and the student's expected contribution to UP ŠD or the residents of the house.
- Other special circumstances.

In the event that, despite the above criteria, there are still a number of equivalent applications, a draw of lots may be used.

In the repeated call, the selection panel shall take into account, mutatis mutandis, the scores of the criteria set out in these Rules.

Candidates may be invited by the Committee to submit additional supporting evidence within five (5) working days.

By applying to this call for applications, the applicants authorize the UP ŠD and the Committee to verify and obtain from the relevant UP departments the information on valid enrolment or invitation to enroll in a publicly valid undergraduate programme at the UP, the information on average grade, the information on year of completion of secondary education and the information on the candidate's ranking and the number of points obtained for the Scholarship Fund UP, unless otherwise specified in the call for applications.

Selection
10. paragraph
(selection)

On the basis of the applications received from students and applying the conditions for the allocation of a bed and the criteria for the evaluation of students, the Committee draws up a register of the selected students, which is submitted to the Director of the UP ŠD for approval. The register includes all eligible students, starting with the applicants up to the filled beds and continuing with the list of applicants ranked according to the priority queue.

It shall also provide the Director with a list of refusals for students who do not meet the conditions or criteria. These students may be informed as soon as the ineligibility has been established.

The UP ŠD Director certifies the records (single or separate) by signature or by e-mail, then the list is handed over to the UP ŠD office, which prepares and dispatches it:

- notifications to the selected eligible students who have been allocated beds in the UP ŠD;
- notifications for students who fulfil the conditions or criteria but are outside the quota and are therefore placed on the waiting list for the current academic year;
- rejection notices for those students who do not meet the conditions or criteria.

The right to a bed in accordance with this Regulation cannot be exercised again by a student who has previously acquired the right to a bed in the UP ŠD, but who has not fulfilled his/her obligations and has therefore been deprived of the bed or has had his/her contract for the allocation of a bed in the UP ŠD terminated.

Notification, contracting
11. paragraph
(Notification of bed allocation and signature of the contract)

The UP ŠD office informs the selected students about the allocation of a bed in the UP ŠD by e-mail, which the candidates indicate in the application form, and invites them to confirm their interest in staying and to confirm their interest in signing the contract within three (3) working days from the date of receipt of the notification.

If the student notifies the Office that he/she is withdrawing from the contract within the specified time limit, or fails to report when summoned in such a way that it is presumed that he/she is withdrawing from the contract, the Office shall offer beds to eligible students who are on the waiting list.

Register of selected students
12. paragraph
(Register of selected students)

The register of selected students contains the following information:

- the name and surname of the student,
- the student's contact details,
- the number of points achieved on the basis of the criteria of these Regulations,
- the study programme and faculty in which the student is enrolled,
- the year of study,
- the accommodation.

At the time of signing each bed allocation contract, the information is entered in the current year's register.

13. paragraph
(Data protection)

The provisions of the Personal Data Protection Act apply to the collection, processing, storage, transmission and use of the data contained in those records, as well as to the protection of the individual's informational privacy.

Report on the allocation of beds to foreign students at UP

14. paragraph
(Report)

The bed assignment report includes the following elements:

- the Selection Committee's report;
- a report from the UP ŠD Office on the contracts concluded (final status);
- a report by the Director or the Selection Committee on any complications or peculiarities in the selection process.

The report, which may be a single report, shall be presented to the UP ŠD Council at its next regular or correspondence meeting after the selection has been made.

Application form for residence in a UP student residence for foreign UP students

<i>PERSONAL DATA</i>	
<i>Name and Surname</i>	
<i>Residence address</i>	
<i>Date of birth</i>	
<i>City, country of birth</i>	
<i>Citizenship</i>	
<i>Email address and telephone number for notifications</i>	
<i>Address for service of documents</i>	
<i>ENROLMENT DATA FOR THE ACADEMIC YEAR</i>	
<i>UP faculty</i>	
<i>Study programme</i>	
<i>Study cycle (not mandatory in the first call)</i>	
<i>Year of Study (not mandatory in the first call)</i>	
<i>INFORMATION ON SECONDARY EDUCATION</i>	
<i>Year of completion of secondary education</i>	

<i>MOTIVATION</i>	
<i>Please, in a few short sentences, give us your reasons why you would prefer to be placed in the UP ŠD. (500 characters maximum)</i>	
<i>In making its selection, the jury also assesses the overall activity of the students, taking into account the student as a whole, your personal situation, your talents and work, and the prizes of the competition. Please briefly describe. (500 characters maximum)</i>	
<i>Please give a brief estimate of what your expected contribution to the UP ŠD or the residents of the home would be. (500 characters maximum)</i>	

<i>STATEMENTS</i>	
<input type="checkbox"/> I, the undersigned, declare that I agree to the collection and processing of my personal data for the purposes of the selection process of candidates for UP foreign student accommodation.	
<input type="checkbox"/> I, the undersigned, declare that I agree to the UP ŠD and the Commission obtaining data on enrolment in the study programmes of the UP.	
<input type="checkbox"/> I, the undersigned, declare that I agree that the UP ŠD and the Commission itself obtains data on the average grade.	
<input type="checkbox"/> I, the undersigned, declare that I agree that the UP ŠD and the Commission itself obtains data on the placement in the UP Scholarship Fund.	

Signature

Datum in kraj

Record of the opening of applications for residence in a UP student residence for foreign students of UP

Date, location (address, room) and time of the opening of applications:

The opening of applications for residence in the UP Student Residence for foreign students of UP is based on the Public Call for selection of candidates for residence in the UP Student Residence for foreign students of UP in the academic year ____/____

Present members of the Committee for allocation of beds for foreign students of UP:

Justified absentees:

Others present at the opening (purpose):

List of applications received (insert table - UP ŠD Secretariat's mail receipt records):

Determination of completeness of applications and action to be taken on incomplete applications (table can be in Excel as an annex to the record)

<i>application serial number</i>	<i>Name, Surname</i>	<i>enrolled at a UP member (please specify)</i>	<i>enrolled in 1st year for the first time</i>	<i>Year of completion of secondary education</i>	<i>enrolment certificate</i>	<i>proof of average grade</i>	<i>the application is/is not complete</i>	<i>required additions</i>

List of rejections for students who do not meet the conditions or criteria.

A record of students selected who meet the eligibility criteria, up to the number of places filled, and a list of applicants ranked according to priority queue.

Where an application is submitted using online forms and the candidate's signature is not possible, the candidate will be deemed to have given his/her consent by completing the form and ticking the declarations.