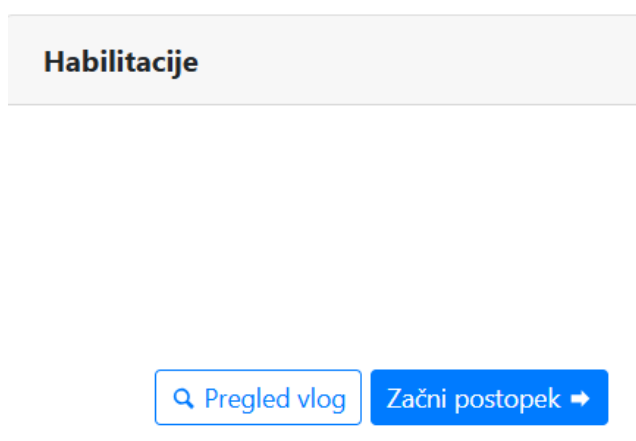


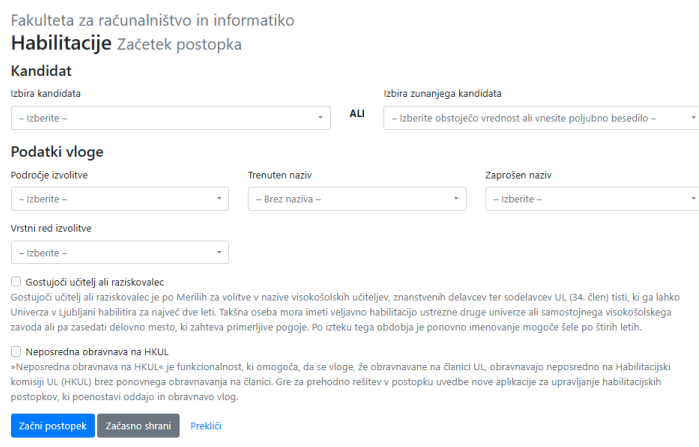
INSTRUCTIONS FOR SUBMITTING A HABILITATION APPLICATION

STEP 1 – INITIATING THE HABILITATION PROCEDURE

The applicant initiates the habilitation procedure by clicking on “Start procedure” in the Processes application.



Upon clicking, a new page opens where you complete the application form to begin the habilitation procedure (field of education, current title, requested title, and order of election).

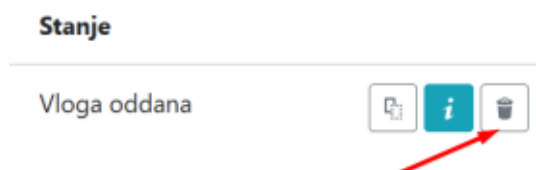


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At this stage, you may **temporarily save** the form (the saved version serves only as a draft and does not trigger the official procedure), **cancel** it, or **initiate the procedure**

by clicking on “*Start procedure*”—from this moment, the official start date of the procedure is recorded.

You may **withdraw your habilitation application** at any time via your user interface, up until the meeting of the University of Ljubljana Habilitation Committee. The withdrawal option is available for each individual application in the *Application Overview* section.



STEP 2 – COMPLETING THE APPLICATION

In the second step, the system allows you to submit the application request and all required documentation in PDF format, which can also be selected from a drop-down list. At this stage, applicants may download a sample application form and access all valid University of Ljubljana habilitation regulations.

Povezave

[Veljavni akti UL za habilitacije](#)

Vzorec vloge

[Prenesi](#)

Dokumenti

Vsi priloženi dokumenti morajo biti v PDF formatu.

Vloga (obvezno) Naloži	Pregled dela in točkovačnik (obvezno) Naloži	Ostali dokumenti Dodaj
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[Oddaj vlogo](#)
[Prekliči vlogo](#)
[Začasno shrani](#)
[Prekliči](#)

You may **cancel**, **temporarily save**, or **submit** the application in this step. Once submitted, the application is forwarded to the competent administrative office for review.

STEP 3 – REVIEW AND COMPLETION OF THE APPLICATION

In this step, the application is reviewed by the administrative office, which has access to all submitted data and attached PDF documents.

Dokumenti

 Prenesi celotno gradivo (pdf)

Vloga

 Test 2.pdf

Pregled dela in točkovačnik

 Test 2.pdf

The office verifies the completeness and appropriateness of all submitted materials. It may either **approve** the application or select “**The application is not adequate. The applicant must supplement the application.**” In the latter case, you must revise your submission according to the comments provided by the administrative office.

The system will return the application to you for revision, along with comments specifying the required corrections. This **cycle of revisions and resubmissions** may repeat until the application contains all required documents necessary for the continuation of the procedure.

Potrditev vloge

- ☐ Potrjujem, da vloga vsebuje vse potrebne dokumente za nadaljevanje postopka.
- ☒ Vloga ni ustrezna. Od vlagatelja zahtevam dopolnitev vloge.

Po potrditvi ustreznosti vloge bo vloga v naslednjem koraku lahko uvrščena na sejo senata članice.

Komentarji z dnevnikom

19. 09. 2025 12:48  Test  Začetek postopka

19. 09. 2025 13:06  Test  Vloga oddana

Vlogo zavračam zaradi manjkajočih dokazil.

Once the application is complete, the administrative office confirms it by selecting “**I confirm that the application contains all necessary documents for the continuation of the procedure.**” The subsequent stages of the habilitation procedure include the **appointment of reporters**, which is carried out by the Senate at its session.