

## Application for “Best of South-East” – Academic Year 2015/16 \*

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Based on the success of the program in previous years Steiermärkische Sparkasse Bank initiates in cooperation with the University of Graz this year again “Best of South-East”, the advancement and further education program for talented and dedicated graduates and students in and from Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro and the Former Yugoslav Republic of Macedonia” (F.Y.R.O.M.).

The program's aim is to provide the target groups mentioned above with international work experience as well as training and further education opportunities. Furthermore, a **trainee program** or **internship** makes it easier for students to enter professional life.

*\*subject to final decision by the relevant committees*

### Trainee Program and Internship

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**Graduates** or **students** in economics or law at universities in Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro and the Former Yugoslav Republic of Macedonia” (F.Y.R.O.M.) or students at Austrian universities who come from one of these countries will be given the opportunity to complete a trainee program or internship at the Steiermärkische Sparkasse Bank or in another Styrian business. Selected courses at the University of Graz will round off the academic training and education of the students.

- *Students still enrolled at bachelor level at the time of application (=06.03.2015), can only apply for the internship program.*
- Students enrolled in a diploma program (i.e. program not in line with the Bologna system, comprising bachelor and master level in one program) who are already in the second part of their studies (4<sup>th</sup> or 5<sup>th</sup> year), can apply for the trainee program. Note though that in case of selection, enrollment at the University of Graz will be at bachelor level.
- *Graduates having completed the bachelor level by the time of application (= 06.03.2015) or already registered in a master program are eligible for the trainee as well as the internship program.*

Both program options last a year (September – August):

- **Graduates** participating in the “Best of South-East” **trainee program** will also be given the possibility of extending their language skills in addition to their one-year training in the Steiermärkische Sparkasse Bank or in another Styrian business as well as attending the selected courses. The last month of the trainee program will be completed at one of its locations in South-Eastern Europe. Trainees selected for the program must complete a minimum of 16 ECTS / academic year at the University of Graz.
- **Students** participating in the “Best of South-East” **internship program** are in the last third of their studies and will be given the opportunity during the one-year stay in Graz of taking courses relevant for completing their studies at their home university. The **two-month internship** in the summer after the end of the academic year gets the participants strongly involved in the daily business of the Steiermärkische Sparkasse Bank at one of its locations in Styria or at one of its locations in South-Eastern Europe. Internship candidates selected for the program must complete a minimum of 30 ECTS / academic year at the University of Graz.

**Interested parties** have to meet the following minimum requirements:

- Very good command of English and good command of German
- Native tongue: Slovenian, Bosnian, Croatian, Serbian, Montenegrin or Macedonian
- Degree in economics or law with very good marks
- Dedication, strong communications skills, flexibility, analytical and practical economic thinking

### Application process

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Applying for the program is a two-step process:

- Online application ([step 1](#))
- Sending the documents via surface mail ([step 2](#)).

To receive the **Code for the Online application** please contact [christa.grassauer@uni-graz.at](mailto:christa.grassauer@uni-graz.at) and in your email provide the following information:

- First and last name (according to your passport)
- Name of the home university in national language and in English
- Level and area of study you are currently enrolled in; for alumni: last degree completed
- In case you have already studied at an Austrian university in the past, mention when and at which university and also provide your student ID number (Matrikelnummer)

**Detailed information on mandatory documents is available in the online help once you get your online application started.**

## Chances through “Best of South-East”

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Applicants will be selected on the basis of their personal statement, their academic performance and their references. The selection procedure includes both representatives of the Steiermärkische Sparkasse Bank and the University of Graz. In the personal statement, special attention is paid to the applicants' focuses of interest as well as their personal motivation for applying to the trainee program or internship.

Steiermärkische Sparkasse Bank and the Karl-Franzens-University Graz reserve the right to dismiss candidates prior to the end of the program if they do not adhere to the agreed program guidelines.

Discussion and information events as well as special events make sure that the participants are integrated into the economic, cultural and academic life of Styria. In addition, participants can take language courses offered by the University of Graz in order to broaden or improve their language skills.

Dedicated participants, both in the trainee program and the internship, experience with their engagement a close attachment to the Steiermärkische Sparkasse Bank which is further promoted by the in-company mentoring system. “Best of South-East” is complemented by an additional academic training and further education and is thus a stepping stone to an interesting and challenging international career.

The **total amount of financial aid** per year and participant is a maximum of EUR 10,000 and specifically consists of the following services:

- Provision of accommodation in one of the dormitories in Graz (single rooms)
- EUR 420 spending money per month
- Intensive language course or semester language course at the “Treffpunkt Sprachen” language center of the University of Graz
- Registration at the University of Graz
- Tuition waiver for the University of Graz
- Various networking events throughout the year

## Contact Persons to Answer Your Questions: Karl-Franzens-University Graz

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### University of Graz

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Program website

<http://international.uni-graz.at/en/stud/incoming/s-in-mprog/bestofsoutheast/>

## Contact Persons Steiermärkische Sparkasse

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### Steiermärkische Sparkasse Bank

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## Application

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Please send your completed **application documents** only by post and no later than **06.03.2015** (the date by which the hard copy of the complete application has to arrive in Graz) to:

Karl-Franzens-Universität Graz  
Büro für Internationale Beziehungen  
c/o Christa Grassauer  
“Best of South-East”  
Universitätsplatz 3  
A – 8010 Graz