

Application for “Best of South-East”

Based on the success of the programme in previous years Steiermärkische Sparkasse Bank in cooperation with the University of Graz initiates for the second time running “**Best of South-East**”, the advancement and further education program for talented and dedicated graduates und 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.

Trainee Program and Internship

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.

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.
- **Students** participating in the “Best of South-East” **internship program** are in the last third of their studies and will be given the opportunity of completing their studies at their home university during the one-year stay in Graz. 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 in the participants’ home countries.

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

Applicants must submit the following documents in German or English.

- Completed **application form**
- Confirmation of **academic success** (diploma supplement or transcript of records and study confirmation) – detailed information see application form, information page
- **CV** in tabular form
- **Personal statement** in essay form (no longer than 2 pages) with a special focus on the description of the applicant’s particular interests and motivation
- **2 letters of recommendation**. At least one of them has to be issued by an academic person who is or has been significantly involved in the student’s current or past studies, and one letter by an executive, if available
- Proof of **language proficiency**
- Copy of identity page of your **passport**

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 300 spending money per month

- A 50 percent subsidy for the obligatory student self-insurance with the “Gebietskrankenkasse” health insurance (equivalent to NHS).
- 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

Chances through “Best of South-East”

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.

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

University of Graz

Mag. Christa Grassauer

christa.grassauer@uni-graz.at

Tel.: +43 (0)316 380-1254

Fax: +43 (0)316 380-9156

Contact Persons Steiermärkische Sparkasse

Steiermärkische Sparkasse Bank

Johann Mehrl

johann.mehrl@steiermaerkische.at

Tel.: +43 (0)5 0100-35532

Fax: +43 (0)5 0100 9-35532

Application

Please send your completed **application documents** only by post and no later than 16 April 2010 (the date by which the application has to be received) to:

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