



# Best of South-East Program





# Introducing the program



- 12 month period + scholarship  
beginning of September – end of August  
no shorter periods possible
- For university students & graduates  
enrolled OR graduated within 12 months before deadline
- Funded by Steiermärkische Sparkasse  
scholarship & practical experience
- Offered in collaboration with Uni Graz  
academic experience & courses
- Target countries  
Bosnia-Herzegovina, Croatia, Montenegro,  
North Macedonia, Slovenia, Serbia



# Scholarship



- Max. EUR 12.000
- German Intensive Course @ Uni Graz
- Enrollment @ Uni Graz
- Exemption from tuition fee  
only student union fee required
- Various events throughout the year

Financing the exchange at Uni Graz  
via Best of South-East and at the same time  
an additional other exchange program  
For the same period of time is **NOT permitted**



# Program requirements



- Students OR recent graduates from accredited universities in the target countries
- Degree students @ Uni Graz
- Nationality of one of the target countries
- Mother tongue: Bosnian, Serbian, Montenegrin, Macdonian, Slovenian, Serbian
- Study areas: Law, Business, Economics
- German Level: Trainee – B1, Interns – A2
- Excellent command of English
- Max. age at time of application = 27



# Program versions



## TRAINEE

- Master/PhD students
  - Graduates – degree within 12 mo prior to deadline
  - Bachelor in last year of 240 ECTS program
  - Integrated program from 4th yr onwards
  - German Level B1
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- ✓ Focus on practical experience
  - ✓ Full-time trainee at bank
  - ✓ July/August in SEE subsidiary
  - ✓ Min. requirement → 16 ECTS @ Uni Graz

## INTERN

- Student of all levels
  - Graduates – degree within 12 mo prior to deadline
  - German Level A2
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- ✓ Focus on academic experience
  - ✓ July/August → internship at bank
  - ✓ Min. requirement 30 ECTS @ Uni Graz

# Getting started on application



1. Provide information **by 18.01.2024** to [incoming.exchange@uni-graz.at](mailto:incoming.exchange@uni-graz.at)
2. Instructions will be emailed  
!! check inbox and spam folder !!
3. Create account & activate application
4. Complete data entry & course upload
5. Complete document upload
6. Confirm upload as complete in the system

- First and last name (as in the passport)
- Date of birth (Day.Month.Year)
- Scan of passport/national ID-card
- Name of the home university in the national language and in English
- Information on studying:
  - **Students** :
    - Current level of study (Bachelor / Diploma / Master / Doctorate)
    - The field of study in which you are currently enrolled at your home university including the expected date of graduation;
  - **Graduates**: previous degree
    - Specification of the level of study (Bachelor / Diploma / Master)
    - Field of study
    - Completion date according to diploma
- *If you have already studied at an Austrian university:*  
matriculation number (Austrian student number) and Austrian host university

**APPLICATION DEADLINE**  
**23 January 2024, 1pm CET**

**Only applications completed by the deadline will be accepted**

# Resolving access problems



- [List of browsers/browser versions](#) supporting the system
- Empty cache, delete cookies in your browser
- Ensure your browser is updated to the latest version
- Set your browser to **NOT store/save access details & passwords**
- **Close & reopen** browser OR use **different** browser
- **Try another time** – the system might be updating
- **Read instructions & helptexts** available to you in emails and online system
- **Follow instructions** provided
- Respect **mandatory waiting periods** whenever indicated in the instructions
- Do **NOT share** any individualised links, usernames, passwords with others
- **Log off and close browser when finished** working in the system

# Application instructions



Familiarize yourself with instructions **BEFORE** starting the process

**Follow instructions** every step of the way

Remember / write down **USERNAME & PASSWORD**

## APPLICATION INSTRUCTIONS

1. Create an basic-user account in [UNIGRAZonline](#) → [Instructions](#)

**WAIT** for at least 60 minutes before continuing with the next step.

2. Click on the **Login-link** in the **very last line of this email** for account activation in Mobility-Online. Do NOT share this link with anybody else! You can now continue your application right away or log off and log in later to complete your application. *For all further logins to your Mobility-Online application after the initial activation, you will always have to access the system via the following link <https://mobility.uni-graz.at/mobility/login>*
3. Complete your application → [Instructions](#)

[Login](#)

If your e-mail client does not show the link in the correct way please copy or enter the following address into the address bar of your browser:

<https://mobility.uni-graz.at/mobility/login>



# Application workflow



Before the mobility - Step 1: Application and registration				
Cancel mobility (irreversible)	<input type="checkbox"/>			Cancel mobility
First info e-mail received	<input checked="" type="checkbox"/>	07.10.2022	Automatically generated	
Online-Application	<input checked="" type="checkbox"/>	07.10.2022	Ilse Atesterin	Enter/edit application data
Address data completed	<input checked="" type="checkbox"/>	20.04.2021	Karin BIB Schwach	Complete address data
Before the mobility - Step 2: Intended Courses				
Follow the <a href="#">Instructions for Course Upload</a> when uploading your courses.				
Intended courses uploaded	<input type="checkbox"/>			Upload intended courses
Before the mobility - Step 3: Uploading application documents				
Consult the <a href="#">Checklist of Application Documents</a> and make sure all documents are <b>correctly uploaded, complete and accompanied by the relevant translations</b> where necessary!				
Photo uploaded (mandatory)	<input checked="" type="checkbox"/>	10.10.2022	Ilse Atesterin	Upload photo (mandatory)
Application form printed	<input type="checkbox"/>			Print application form
Application form uploaded (mandatory)	<input type="checkbox"/>			Upload application form incl. photo and signature (mandatory)
Curriculum vitae (CV) uploaded (mandatory)	<input type="checkbox"/>			Upload curriculum vitae (mandatory)
Enrollment confirmation uploaded (mandatory)	<input type="checkbox"/>			Upload enrollment confirmation (mandatory)
Transcript of records uploaded (mandatory)	<input type="checkbox"/>			Upload transcript of records (mandatory)
Academic documents of previous studies uploaded (mandatory)	<input type="checkbox"/>			Upload academic documents of previous studies (mandatory)
Motivation letter uploaded (mandatory)	<input type="checkbox"/>			Upload motivation letter (mandatory)
Research proposal uploaded (mandatory only for PhD applicants)	<input type="checkbox"/>			Upload research proposal (mandatory only for PhD applicants)
Invitation letter printed	<input type="checkbox"/>			Print Invitation letter
Invitation letter uploaded (mandatory only for PhD applicants)	<input type="checkbox"/>			Upload invitation letter (mandatory only for PhD applicants)
Recommendation letters uploaded (mandatory)	<input type="checkbox"/>			Upload recommendation letters (mandatory)
Passport uploaded (mandatory)	<input type="checkbox"/>			Upload passport (mandatory)
Language confirmation uploaded (mandatory)	<input type="checkbox"/>			Upload language confirmation (mandatory)
Proof of accreditation uploaded	<input type="checkbox"/>			Upload proof of accreditation
Confirm once all documents are uploaded. If the upload is not confirmed, the application will <b>NOT</b> be considered as handed in!				
All documents uploaded	<input type="checkbox"/>			All documents uploaded

Read & follow instructions in the helptexts (yellow boxes)

Photo must be the **FIRST** document uploaded

Remember to **confirm the upload as complete**. If not confirmed, the application will **NOT** be accepted!

# Course selection



- ✓ You will be working with courses of 2023/2024 for the purpose of your course upload in the application. Courses for 2024/2025 will not go online before July 2024
- ✓ Instructions for course selection and upload are provided in the application tool – read the information and follow instruction
- ✓ Selected grantees may make changes to their course selection within the relevant field of study at a later stage

# Application documents



In case you need to upload more than one document per category, combine ALL documents in ONE PDF!

**\* Uploads must include the respective document(s) in national language and the official German or English translation of the document(s).**

<b>Photo</b>	Instructions for upload available in the system
<b>Application form</b>	signed by applicant on page 2
<b>Curriculum vitae (CV)</b>	must be up to date
<p><b>*Enrollment confirmation</b></p> <p><i>For Graduates:</i></p> <p><i>Uni Graz Degree-students:</i></p>	<p>... issued by the admissions office of the home university for the current academic year including name and level of the degree programme.</p> <p>... confirmation of <u>eligibility of enrollment</u> issued by the admissions office of their former home university indicating name and level of the of the degree program.</p> <p>... upload the confirmation of registration from their UNIGRAZonline account</p>
<b>*Transcript of records</b>	Transcript of the degree programme the applicant is <u>currently</u> enrolled in
<b>*Academic documents of previous studies</b>	<p><b>Master applicants</b> include in this order:</p> <ul style="list-style-type: none"> <li>• Bachelor diploma</li> <li>• Bachelor transcript</li> </ul> <p><b>Doctoral applicants</b> include in this order:</p> <ul style="list-style-type: none"> <li>• Master diploma</li> <li>• Master transcript</li> <li>• Bachelor diploma</li> <li>• Bachelor transcript</li> </ul>



# Application documents



<b>Motivation letter</b> (1 - 2 pages)	with a special focus on the applicant's particular interests and motivation.
<b>Research proposal</b> mandatory only for PhD applicants	Detailed research proposal including information on general objectives / goals, research approach / methodology, research questions, expected results of research stay
<b>Invitation letter</b> mandatory only for PhD applicants	signed by a professor in the relevant academic field at University of Graz (use template available for download in Mobility-Online)
<b>2 Recommendation letters</b> in English or German or incl. English or German translation	at least one of which must be issued by an academic person who is or has been significantly involved in the student's current or past university studies, one letter if possible by an executive, in English or German. <i>Recommendation letters must be issued on official letter head of the home university / company and include name, contact details and signature.</i>
<b>Passport, identity page</b>	EU citizens: national ID card also accepted In case of dual nationality > upload both passports in one PDF-file.
<b>Language confirmation for GERMAN language</b>	Options for confirmations of B1 (trainee applicants) and A2 (internship applicants): <ul style="list-style-type: none"> <li>• official language certificate, preferably ÖSD, Goetheinstitut, Treffpunkt Sprachen</li> <li>• Template in Application tool completed, signed &amp; stamped by home university</li> <li>• Statement including self-assessment of German level</li> </ul> <p>The pre-selection includes a German language assessment to determine whether the applicant meets the German requirement of the program.</p>
<b>Proof of accreditation</b>	<u>Only if specifically requested</u> by the Office of International Relations

# Selection process



## Prerequisites for being included in the selection process

- ✓ Online application completed **in time**
- ✓ Application is **complete**

## Selection process

- **Legal & academic assessment of application**  
Applicants who pass the review → invited to regional pre-selection
- **Regional pre-selection in relevant target country**  
including assessment of German language skills
- **Final selection**  
Commission consists of Uni Graz & Steiermärkische Sparkasse
- Selected candidates sign a mobility agreement and start the preparations for their stay

Steiermärkische Verwaltungssparkasse and University of Graz reserve the right to dismiss students from the program before the end of the program in case they do not adhere to the program guidelines.

# Looking forward to your application



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