

European College of Parma Foundation
Diploma and Master in Advanced European Studies

Academic Year
2023/2024

APPLICATION FORM

SECTION 1 Applicant's Data

Family Name:

Given Name:

Gender: M F

Nationality (if you hold more than one citizenship, please specify):

Date of Birth (day/month/year):

Place and Country of Birth:

Permanent Address (Street name, House Number, ZIP Code, Town):

Country:

E-mail :

Mobile Phone Number:

Other Phone number:

SECTION 2 University Qualifications

University Degree (for example *Bachelor's Degree in Political Science*, etc.):

Name of University:

Study Area (for example: *Law, Political Science, Economics*, etc.):

Duration of university studies: 3 years 4 years 5 years
 Other (please specify): _____

About the University Degree: **University Degree was achieved on** (specify date):
 University studies are still ongoing. In this case, please **enter expected graduation date:**

Final mark obtained (e.g. 8.3 out of 10, 108/110, etc.):

Post-graduate education & training :

- Master's Degree
 PhD
 Specialised/Professional Training
 Work experience

If any, please describe:

SECTION 3

Motivation Letter

Please write in a few lines why you are interested in studying at the European College of Parma:

SECTION 4

Language Skills

Applicant's Native language :

Languages used within the DAES programme are **ENGLISH** (main working language), **ITALIAN** and **FRENCH**. Good working knowledge of English (**at least a solid B1 level**) is required, together with at least basic knowledge of either Italian or French.

Applicants may be interviewed (by phone/ Skype / Zoom / Meet or other platform) for ascertaining the declared language skills. For further information on language requirements, please refer to the website www.europeancollege.it or contact the College Secretariat.

Please fill in the table below, giving a self-assessment based on the [Common European Framework of Reference](#) (CEFR):

ENGLISH	Competences						
	None	A1	A2	B1	B2	C1	C2
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ITALIAN	Competences						
	None	A1	A2	B1	B2	C1	C2
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FRENCH	Competences						
	None	A1	A2	B1	B2	C1	C2
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other languages (if applicable):

List any official language certificates you hold:

Stays abroad (list country, period and reason for stay):

SECTION 5

Enrolment

Regular Tuition Fees for attending **DAES 2023/2024** amount to **Euro 5,000.00**.

However, by applying before 26 April 2023, candidates selected for admission will be granted the possibility to enrol at the special **EARLY BIRD Fee**, amounting to **Euro 4,000.00**. Special **Early Bird Fee** is therefore exclusively applicable **for applications received no later than 26 April 2023**. Admission is restricted to a *numerus clausus*.

The fee covers tuition and it includes: attendance at courses as specified in the study programme (including language classes as envisaged in the programme schedule), participation in conferences and workshops, study material in electronic version, tutoring. The above-mentioned fee does not include accommodation and meals. Study visits to institutions and companies will be carried out if conditions (as to health, safety, etc.) allow for that. In case study visits are feasible, students may be requested to pay for relevant expenses pertaining to journey, accommodation and meals, where applicable.

Applicants will be called for an online interview, aiming in particular at ascertaining language skills and exploring motivation. The European College of Parma will inform candidates promptly in case of positive result of selection.

The College offers admissions on rolling basis, i.e. applications will be evaluated as they are received. Subsequently, after a formal acceptance by the admitted candidate, enrolment must be finalised with a down-payment (10% of the fee).

Applications for admissions to DAES 2023/2024 may be re-opened during the following months for extra intakes, if places are still available. Regular Tuition Fees will be applied in case of admission for applications being received in subsequent intake(s). Information on further intakes will be posted on the College website in due time.

HOW TO APPLY:

This **Application Form** (duly filled out and signed) must be submitted electronically to the following **e-mail address**: apply@collegioeuropeo.it by the deadline specified above, together with the following Annexes:

- (1) Copy of university **degree certificate(s)** with list(s) of exams taken and marks;
- (2) **CV** in English;
- (3) copy of valid **ID document**.

The College will inform candidates in case supplementary documents are required.

Place: _____ **Date :** _____ **Full signature of the Applicant:** _____

IMPORTANT: Please note the **Privacy Notice** below is integral part of this Application Form and therefore it must be filled in and signed.

NOTE: In case of admission, applicants having achieved their university studies outside of Italy are required to promptly start the process for requesting the issuance of **Dichiarazione di Valore in Loco** (pertaining to their University and High School diplomas) from the Italian diplomatic Representation in the country they have studied. For students having achieved their university qualifications within the EU, the **Diploma Supplement** given by the EU University issuing the university degree can be accepted.

For any further information concerning programme, application procedures etc., please contact the Secretariat at the European College of Parma or book a virtual meeting: Phone +39 (0) 521 207525 E-mail info@collegioeuropeo.it.

Privacy Notice (Regulation EU 2016/679 - "GDPR")

Pursuant to Regulation (EU) 2016/679, this is to inform the person concerned of the purposes and methods for the processing of his/her personal data, the scope of communication and disclosure thereof, the nature of data in our hands and the supply thereof.

Purposes of data processing

Data will be processed in order to: fulfil any formality required for selection procedures for admission to the academic year (including contacts, interviews, etc. by email, phone, fax, etc., assessment of applications, etc.); send invitations, notices and/or information about activities, courses, meetings, conferences, events, etc. organised by or on behalf of the European College of Parma Foundation and/or the Alumni Association. If the applicant is admitted, data will also be processed so as to: finalise the registration and fulfil any further formality that may be required or expedient for holding the course and any side activities and/or activities in support of the course (notices, certificates, agreements, attendance checks, exams, etc.), publish informative and promotional material for the European College of Parma Foundation, and prepare statistics about the activity of the European College of Parma Foundation and the Alumni Association. Data concerning the applicant's household may be requested in the light of assessments and considerations that are necessary in case of applications for scholarships.

Data processing methods: Data will be processed in a lawful and proper manner in accordance with the provisions of Regulation (EU) 2016/679. Personal data will be processed by means of manual, IT or ITC media, with methods closely related to the aforesaid purposes, so as to ensure such data will be secure and confidential. Data will be stored on digital and/or paper media.

Scope of disclosure and communication: Data processing is carried out directly by the European College of Parma Foundation, through the persons expressly appointed/authorised for the purpose by the Controller. Within the scope of data processing purposes, if the applicant is admitted to the course, the applicant's personal data can be disclosed to third parties insofar as this may be needed to hold the course and related activities, such as: Professors, Tax firms & consultants and personnel management firms, Police authorities, Companies and Bodies working under agreements, Insurance and social security agencies, Insurance companies, Third parties for finalisation of agreements and covenants, Hotels and other forms of accommodation facilities, Alumni Association, services and outsourcing companies and in general third parties carrying out tasks on behalf of the Foundation; public and private bodies to which communication is necessary in connection with the purposes of data processing, or required by the law, by a regulation or by EU legislation, and in any case due based on a legitimate order by the Authorities.

Nature of data supply and consequences of failure to provide data: The supply of personal data and any information in general is optional; refusal to provide such data and the requested information may however make it impossible to establish any relation with the European College of Parma Foundation.

Data disclosure: Personal data being processed will not be subject to disclosure; data will therefore not be revealed to undetermined subjects.

Data transfer: Personal data being processed will be transferred only towards EU Member States, and for institutional communication purposes.

Rights of the data subject - GDPR 2016/679

The data subject is entitled to exercise his/her rights as provided under Regulation (EU) 2016/679, Sections 2 and 3, i.e.:

- to know what personal data is processed by the Foundation, the source of such data, as well as the purposes and methods of processing (Art. 15 GDPR 2016/679);
- to request the rectification of data from the Holder of the data processing (Art. 16 GDPR 2016/679);
- to request the erasure of personal data concerning him or her ("right to be forgotten") being processed by the Controller of the data processing (Art. 17 GDPR 2016/679);
- to request restriction of processing of data (Art. 18 GDPR 2016/679);
- to object to processing of data if processing lies within the cases described under Art. 21 GDPR 2016/679.
- to lodge a complaint with a supervisory authority (Articles 13-14 GDPR 2016/679).

Duration of processing: Data will be processed for a length of time that does not exceed the necessary time for the purposes for which data has been collected. However, if the data subject deems, for any reason, that data are no longer necessary in relation to the purposes for which they were collected, he/she shall inform the below-specified Controller thereof in writing, and the Controller shall proceed immediately to erase the information.

Controller: The Controller of the data processing activity is the **European College of Parma Foundation**, based in **Parma, Via Università 12**, that can be contacted at the headquarters of the Foundation through the contact details specified in the website under <http://www.europeancollege.it/en/contact-details/>.

Processors (Art. 28): To obtain information with regard possible external processors, the data subject can request detailed information to the institutional addresses.

Consent to data processing, pursuant to Regulation (EU) 2016/679

The undersigned Family Name _____ - _____ First (and Middle) Name: _____

agrees does not agree

that the European College of Parma Foundation processes his/her personal data, as supplied and stated, within the restrictions and for the purposes as stated above.

Place: _____ Date: ____/____/____ Full signature : _____