#### *European College of Parma Foundation*

#### Master in European Studies

**Academic Year 2025/2026**

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**:

**Please specify if you are a Beneficiary of** [**FondazioneONAOSI**](https://www.onaosi.it/) **allowances:**  Yes  No

**SECTION 2**

University Qualifications

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

**Name of University and Country:**

**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.) **:**

**Postgraduate Education & Training, Traineeships, Work Experience**

Please specify if you have carried out**:**

1. Master’s Degree (in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )
2. PhD
3. Other training
4. Traineeship(s)
5. Work experience

If any, please give details:

**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 MAES 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 through an online platform for ascertaining the declared language skills.

For further information on language requirements, please refer to the website [www.europeancollege.it](http://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*](https://europa.eu/europass/it/common-european-framework-reference) (CEFR):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ENGLISH | ***Competences*** | | | | | | |
| None | ***A1*** | ***A2*** | ***B1*** | ***B2*** | ***C1*** | ***C2*** |
| Writing |  |  |  |  |  |  |  |
| Speaking |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ITALIAN | ***Competences*** | | | | | | |
| None | ***A1*** | ***A2*** | ***B1*** | ***B2*** | ***C1*** | ***C2*** |
| Writing |  |  |  |  |  |  |  |
| Speaking |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| FRENCH | ***Competences*** | | | | | | |
| None | ***A1*** | ***A2*** | ***B1*** | ***B2*** | ***C1*** | ***C2*** |
| Writing |  |  |  |  |  |  |  |
| Speaking |  |  |  |  |  |  |  |

**Other EU Official Languages:** (if applicable)**:**       **Other languages** (if applicable)**:**

**List any** **official language certificates** you hold (if any):

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

**SECTION 5**

Enrolment

**Regular Tuition Fees** for attending **DAES 2025/2026** amount to **Euro 5,500.00** (inclusive of VAT).

**“EARLY BIRD” Offer**: Candidates submitting applications by 31 May 2025, if selected for admission, can enrol at the special **EARLY** **BIRD** Fee amounting to **Euro 4,500.00** (inclusive of VAT). The special Early Bird Fee ONLY applies in case of applications received no later than 31 May 2025.

The DAES Fees cover tuition and they include the following: 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 fees do not include accommodation or meals. Study visits to institutions and companies are carried out provided that 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 are assessed as they come in. Subsequently, after a formal acceptance by the admitted candidate, enrolment must be finalised with a down-payment (10% of the Tuition Fee).

Applications for admissions to MAES 2025/2026 will further be open during the months of June, July and August 2025 (final deadline: 15 September 2025): please refer to the website for relevant application opening slots and relevant closing dates. Regular Tuition Fees will be applied in case of admission for applications being received in regular intake(s), i.e. from June onwards.

Check the website for information on scholarship schemes and other special reductions.

**HOW TO APPLY**:

This **Application Form** (duly filled out and signed) must be submitted electronically to the following **e-mail address:** [**apply@collegioeuropeo.it**](mailto:apply@collegioeuropeo.it) 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.

**IMPORTANT NOTICE**: 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 studied in. For students having achieved their university degrees within the EU,the ***Diploma Supplement*** given by the EU University issuing the university degree is 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](mailto:info@collegioeuropeo.it) .

**Privacy Notice (Regulation EU 2016/679 - “GDPR”)**

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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 by email, phone, Whatsapp, social media etc., online and in-person interviews, 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 <https://www.europeancollege.it/en/contatti/> .

**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 : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_