

## **Guidelines for Applicants**

To support your role and responsibilities of an intern within the BARI programme, we prepared this list of key steps on your part during your stay in the institution of your choice.

### **Before your internship stay**

- Your **cover letter** (letter of motivation) must fulfil the following layout and content criteria:

#### **What should it include?**

You are required to write an individual cover letter for each project you apply to. You should describe your motivation for applying for a research internship, and you should supplement your resume by explaining how your past experience has prepared you for the position. You may also add a few words about your plans for the future. As salutary address you can use the name of the PhD candidate offering the internship.

The cover letter is extremely important as that is where you will express your interest in the specific projects, and also have the opportunity to tie in your experience, interests, and career goals, with the goals of the project.

- Please mail the hard copy of the original certificate of enrolment to the BARI-Administration if you are asked for.
- Please inform yourself about the regulations (registration or/and residence permit) for foreign students at the country of your choice.

### **During your internship stay**

- Comply with all arrangements negotiated for your internship and do your best to make it a success for yourself and your host institution.
- Abide the rules and regulations of the host organisation, such as the working hours, code of conduct, and rules of confidentiality.
- Inform yourself where you can obtain a registration or/and residence permit, if needed.
- Communicate with BARI-administration about any problems, major illness or changes regarding the internship.

### **End of the internship**

Please submit the BARI's questionnaire for scholarship holders together with your final report four weeks after the end of your internship.

**Thank you very much!**  
**We wish you and your research host a nice and proliferous time!**