

**IAESTE:
A GLOBAL WORK EXPERIENCE PROGRAMME**



Guidelines for Academics offering placements

**The International Association for the Exchange of Students for
Technical Experience**

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SOURCING INTERNATIONAL STUDENTS TO WORK IN YOUR ORGANISATION

With over 60 years of experience in arranging international work experience for young scientists, engineers and architects, the IAESTE programme can assist you in finding the right student for a summer placement in your department. Founded at Imperial College London in 1948, the programme has placed over 330,000 students since its inception. The IAESTE programme is now represented in over 80 countries and has access to qualified students in all relevant science, engineering and technology sectors from in excess of 1000 universities.

WHY EMPLOY AN IAESTE STUDENT?

Short-term benefits for your department:

- IAESTE students are highly motivated, hand-picked and resourceful
- They are ideally placed to carry out short-term projects
- They bring fresh ideas to research groups and cultural awareness to your staff.

Long-term benefits:

- IAESTE students can help develop new institutional links overseas
- They are a source for recruiting high-calibre post graduates from abroad
- They are future business leaders with whom you may one day be winning contracts
- Offering a placement also creates an opportunity for a student from your department to gain valuable work experience abroad through our exchange programme.

HOW IAESTE WORKS

- The programme is placement-led in that trainees are matched to requirements laid out on a detailed University Offer of Training Form and not vice versa.
- Offers of training should ideally be made in time for the annual IAESTE Conference in mid-January for placements to start in the summer months.
- Stringent selection procedures both in the UK and the student's sending country ensure your department will receive a high-calibre trainee; the UK is a prized destination so we tend to receive the best.

THE BENEFITS OF WORKING WITH IAESTE

- Administered in the UK by the British Council, the IAESTE network provides access to skilled students and recent graduates in over 80 countries worldwide

- Our hands-on service includes provision of entry clearance and help with accommodation.
- IAESTE services are free of charge; the only cost to the employer is their trainee's salary, which must be at least equivalent to the minimum wage.
- During the summer months a cultural and social programme is arranged for IAESTE students based throughout the UK.
- For every student from overseas placed with a UK institution IAESTE UK is able to send a student from that institution abroad through our exchange programme.

OFFERING A PLACEMENT

Personal Service, Minimal Bureaucracy

IAESTE has developed a yearly administrative cycle that is efficient, entails minimum bureaucracy, and which enables the selection of students and their matching to placement offers to be a personal process, often involving interview. Although IT and the internet are used to conduct the exchange and to facilitate communications between member countries, no matching is done by computer. Standard forms, common deadlines and procedures ensure the smooth operation of the exchange.

Completing the Offer of Training Form

If you have decided to make a place available to a foreign student please complete the University Offer of Training Form in as much detail as possible and return it to IAESTE UK – if at all possible before our January conference (see Timelines). PDF and Word versions of the form are also available on the IAESTE UK website or may be obtained from IAESTE UK staff.

When completing the form please pay particular attention to the following areas:

- **Type of Student and Training Offered**

In setting out the criteria for selecting your trainee you may specify subject field, specialisation, level of study, IT capabilities, language ability, previous practical experience, even nationality and institution. Please think carefully about the work the trainee will be doing because the more information you can give at this stage the more straightforward it is to find a suitable student who is committed to the work. In addition, if knowledge of specific software is required, make sure to put this in your requirements.

- **Dates**

On the offer form you must also specify the dates and period of time for which the offer is available. Please bear in mind that most of our international trainees are available during the summer months, usually for six to 12 weeks. However, offers for the winter months are also acceptable and greatly increase our possibilities of exchanging with countries like Australia, Argentina or South Africa, all rewarding destinations for our own UK students. Where possible we like to ensure the trainees' stay coincides with availability of accommodation in university halls.

- **Costs**

If the student will be put on the payroll then the salary must adhere to at least minimum wage. From October 2009, the minimum wage rate is £5.73 per hour for workers aged 22 or over. We advise departments whose students are not on the payroll but who are receiving some kind of bursary (e.g. those based at Universities) that they should be paid a net allowance of at least £210 per week. Of course, salaries may be lower if accommodation is provided free of charge. Please also specify if the salary will be paid weekly or monthly as this will help the trainee budget in advance. Trainees pay their own travel costs to the UK.

TIMELINES

January – the Annual IAESTE Conference

The pivotal moment in the IAESTE calendar is the annual conference which takes place in an IAESTE member country in mid-January. Prior to this conference national IAESTE organisations must collect offers of training from companies and universities at home, and register applications from home students keen for placements abroad. During the week-long conference, in a series of bilateral meetings, delegations from member countries meet to trade placement offers. During these exchange sessions detailed discussions occur on both employers' and students' requirements.

March/April – Receiving a Nomination

The information you provide in the offer form is transferred to a standard IAESTE Form 'O' and exchanged at the annual conference. The IAESTE country that receives your offer then has until **31 March** to match a student to your offer and send IAESTE UK the details. We will then endeavour that this reaches you by **15 April** at the latest and keep you informed of any delays. Trainee selection is stringent. Only one student will be put forward for the placement, but you will have the possibility to request more information or reject the candidate if he/she does not seem to meet your requirements. A new nomination will then be received, either from the same country or elsewhere in the world. In some instances telephone interviews will be arranged.

April/May – Accepting your student trainee

Once you have accepted your student from abroad IAESTE UK will take care of all visa and work permit arrangements and ensure that he/she has sufficient personal insurance. We will also book accommodation for the student if you request it; normally we try to place the IAESTE students in groups in university halls of residence so they have the opportunity to mix with others on the programme. IAESTE UK also arranges an extensive social programme of trips and events around the UK, some of which is subsidised.

TRAINEE SELECTION

One of the principal concerns employers have is whether they can place their trust in the IAESTE selection process. Initially departments may be hesitant about receiving only one student's details for each placement.

Participation in the IAESTE exchange programme is open to bona fide students attending courses at universities, institutes of technology and similar institutions of higher education. The majority of candidates come from scientific and technical backgrounds, such as the engineering disciplines, computer science, telecommunications and physics. In fact, IAESTE has access to students from over 1,000 universities worldwide. Candidates are enrolled in full-time education in their own countries and are usually in their penultimate year of degree level study or recent graduates. They are selected and recommended for placements abroad by their institutions and their IAESTE national offices on the basis of their qualifications, motivation and linguistic ability.

IAESTE colleagues abroad will make every effort to match the criteria on the offer of training form and to choose a suitable candidate for the placement. Traineeships in the UK are at a premium, which means that we tend to receive the highest calibre of trainee from among those applying. Competition for placements in the UK is fierce and participating departments may receive students from any of the over 80 IAESTE member countries. It is possible to specify which nationality is required, but many departments accept students from any country, thus giving IAESTE UK staff more flexibility in exchanging placement offers and finding the best suitable reciprocal offers overseas for the UK students who have applied to the programme.

COMMUNICATION

We encourage departments to contact us at all stages of setting up a placement and will monitor quality through a standard feedback system that operates worldwide. Before completing one of the offer forms you may wish to discuss your requirements further. Departments in Northern Ireland should contact our Belfast office, those in Scotland should contact our Edinburgh office and those in England or Wales should contact IAESTE UK at the British Council in London.

IAESTE UK'S ADMINISTRATIVE SERVICES

Once you have accepted a student for placement IAESTE UK provides a range of administrative services for the trainee's arrival and stay in the country. With 60 years of experience running the programme, IAESTE UK has established agreements with government departments which facilitate bringing students into the country.

Accommodation

IAESTE UK arranges accommodation for trainees in cases where the employer cannot. In most cases students are housed in local university halls of residence so that they may meet other students during their stay in the UK. Where this is not possible, students have been set up in short-term flat shares, with families, or in bed and breakfast accommodation.

Entry Clearance

In a radical shake-up of the UK Immigration system, in 2008 the Home Office introduced a new Points-Based System (PBS) to replace all categories of work permit, permit free and student visa streams previously in operation. Underpinning the new migration system is a five tier framework and a system of registered sponsors. From November 2008 all non-EEA students entering the UK under the auspices of the British Council's IAESTE programme are eligible for entry under Tier 5 of the PBS, which is the immigration stream for temporary workers, youth mobility schemes and cultural exchange programmes. This will be administered at no cost to the employer.

Under Tier 5 the British Council is registered as a Category A Sponsor for the IAESTE programme. Once trainees have been accepted for placement by their employers, the IAESTE UK Team accesses the PBS database managed by the UK Border Agency and enters students' details in order to issue Certificates of Sponsorship. These are virtual documents, essentially a reference number, which confirm that the individual is sponsored by a government supported exchange scheme. We then liaise with the students and our IAESTE partners overseas to advise trainees on entry clearance procedures so that they may apply on-line through the PBS. In their own countries they will be required to go for interview, give biometric data and receive an Identity Card. Under Tier 5 IAESTE trainees are allowed to work in the UK for periods up to 24 months maximum depending on the dates specified by their employers.

Income Tax

Under a special arrangement with the Inland Revenue, IAESTE UK is empowered to issue a stamped P38(s) form to grant tax exemption to foreign trainees, provided the student's gross salary does not exceed the personal allowance set for the financial year. Mention of this is made in the relevant section on employing students in the Inland Revenue Employers Guide to PAYE and NICs. Should the trainee's gross salary exceed the personal allowance, the student becomes liable to pay income tax on the entire period of the placement. The double taxation agreements in force with other countries should, however, ensure that a trainee is not taxed twice.

National Insurance

Students from the following countries will be liable for class 1 national insurance and will need to obtain a national insurance number.

- All countries forming part of the EEA and EU, plus those which the UK has a reciprocal agreement (Barbados, Bermuda, Bosnia and Herzegovina, Canada, Croatia, Israel, Jamaica, Japan, Korea, Macedonia, Montenegro, Mauritius, Philippines, Serbia, Turkey and United States of America)

Under Section 1(6) of the Social Security Act 1975, Social Security (Contributions) Regulations 1979 Case F, Statutory Instrument 1979 No 591, students from all other countries who are pursuing a course of full-time study outside the UK are not liable for Class 1 National Insurance contributions on earnings paid during the first 52 weeks commencing from the beginning of the contribution week in which they arrived, provided that:-

- a) They are not ordinarily resident in the UK
- b) Their employment takes place during a vacation from full time studies (Summer, Easter or Christmas vacation)
- c) The work is related or similar to their studies,
- d) The work is temporary.

Social Programme

IAESTE UK organise a schedule of trips and meetings throughout the UK to places of interest. Excursions have included visits to Oxford, York, the Edinburgh Festival, Snowdonia, the Mourne Mountains, the Isle of Skye and Dublin. Receptions for students and their employers are held throughout the summer as well.

WHAT SHOULD I DO NOW?

If you decide to become an IAESTE employer please send a completed University Offer of Training form to your local IAESTE office at one of the addresses listed on the back cover of our leaflets or folders. You may use the form enclosed here or alternatively our website at www.iaeste.org.uk provides copies in PDF and Word format. If you have any questions please contact the relevant British Council Office and IAESTE UK staff will be pleased to discuss your requirements.

For more information about our services and how we can source high calibre international trainees to work for you, please visit www.iaeste.org.uk or contact one of the following:

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10 Spring Gardens
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