

IAESTE: A GLOBAL WORK EXPERIENCE PROGRAMME

Creating opportunities for students worldwide

INFORMATION FOR STUDENTS





What is IAESTE?

IAESTE (The International Association for the Exchange of Students for Technical Experience) is a student exchange organisation with over 80 member countries worldwide. It provides degree-level students of science, engineering, technology and the applied arts with paid, course-related, technical training abroad and promotes international understanding and goodwill among students of all nations. Since it was founded in 1948, IAESTE has exchanged more than 330,000 students; over 23,000 of these have travelled from the UK, often as the first step in an international career.

Am I eligible?

You can apply for an IAESTE placement provided you are:

- a UK resident and currently enrolled at a UK institution as a full-time student of engineering, science, computer science, agriculture, architecture or related fields; please note that we cannot accept applications from international students who are in the UK on a student visa or completing only one year of their studies at a UK institution (e.g. ERASMUS students)
- an undergraduate at least in your second year of study and over the age of 19; preference will be given to students who are not in their final year; students in their first year cannot apply – this is because IAESTE employers always require a student who has completed at least two years of his or her course.

Note: students studying outside the UK should contact their national IAESTE offices at home. To locate these search through www.iaeste.org.

My experience was absolutely amazing. I learned an awful lot of things at work, I met a whole lot of new people from around the world who became friends and I discovered a new culture and broadened my mind. It was probably the best summer I ever went through.

Kirti Durelle, Civil Engineering, University of Sheffield, on his placement in the Czech Republic

This trip was the best thing I have ever done. I gained valuable experience for my university course and future career and I met some amazing people.

Teresa Livermore, Biology, University of Birmingham, on her placement in Austria

What can IAESTE offer me?

IAESTE training placements are available in industrial and commercial organisations, research institutes, local government bodies, state enterprises, consultancies, laboratories and academic institutions, covering a wide range of disciplines. Normally the placements are for eight to 12 weeks in the summer months, although longer-term placements of up to a year are sometimes available. Unfortunately, because of the timing of IAESTE's administrative cycle, IAESTE placements cannot meet the requirements of students seeking year-long placements as part of a sandwich course.

There are four broad categories of work offered through IAESTE:

- **Research and development offers:** offers in this category are often laboratory based, dealing with specialised work. They entail some element of diagnostic analysis, testing and evaluation, with some theoretical content. Such offers will normally be filled by advanced-level students. These offers could also be useful for diploma, project or thesis work.
- **Professional offers:** these offers entail specialised professional work and the level of skill normally found in more advanced students. They often deal with special project work, possibly in a design office, in technical management or in testing services.
- **Working environment offers:** these offers cover operational activity and usually involve on-site or assembly work related to the production process. Through these placements students gain experience in a hands-on working environment. Such offers are suitable for students at the beginning or middle of their studies.
- **Non-specific offers:** these offers are not confined to students from a particular subject field. They cover activities such as general administrative and office work experience, outdoor work, or language teaching.



What can I offer IAESTE?

Are you:

- open to new experiences?
- interested in other cultures?
- keen to gain an international work perspective?
- flexible, adaptable and enthusiastic?

We are looking for highly motivated students who will make the most of an IAESTE placement abroad both academically and culturally. Too many students cannot imagine themselves on a work placement in a non-English-speaking country, yet that is where some of IAESTE's most exciting and challenging opportunities lie. Work experience in another country will teach you much about yourself, about your own culture and aspirations, and will affect the career choices you make in the future. If you can demonstrate commitment and a sense of adventure, IAESTE can provide work experience that will definitely stand out on your CV.

Where can IAESTE take me?

There are currently member IAESTE organisations in over 80 countries. In 2009 IAESTE UK exchanged at least one trainee with over 60 countries. To learn more about IAESTE in other countries and which countries are members, go to the international IAESTE website www.iaeste.org.

Will I need a foreign language?

IAESTE UK makes every effort to secure foreign training offers that specify that English is the working language, and the majority of placements available do not require you to speak a foreign language, although it is advisable to learn at least some basic expressions before departure. If there is a language requirement then it will be stated on the offer form.

What will I be paid?

Rates of pay vary from country to country and often from company to company. Participating employers are asked to pay trainees enough to cover the local cost of living, which includes food, accommodation and travel to and from work.

An exciting, interesting, stimulating cultural experience in an amazingly diverse country.

James Sexton, Civil Engineering, University of Sheffield, on his placement in Croatia

I would say that this has been the best summer of my life. Getting to know young people not only in the local country but from all over the world, broadened my cultural horizons so much. On top of this I learned a lot of biochemistry and broadened my academic horizons too. Such a colourful experience, I would recommend to anyone!

Ning Ning Li, Biochemistry, Oxford University, on her placement in Germany

What will it cost me?

The fee for a successfully arranged placement is £100. This sum will be refunded if the placement you are selected for is withdrawn for any reason.

How do I get there?

You will have to meet your own travel expenses and make your own travel arrangements. Consider costs carefully, especially for long-distance flights, before applying. A return ticket must be purchased before departure but do not make firm bookings or payments until you have been accepted by the foreign employer. It would be a good idea to check whether your institution or department offers grants or scholarships towards travel to course-related training placements abroad. If you are a student member of a professional institution you should contact them to see whether there are travel grants available for international work experience.

Will I be met and where will I stay?

Accommodation will be arranged by the host IAESTE organisation or by your foreign employer. Details of this and any reception arrangements will be sent to you after you have been accepted for training. In several countries IAESTE national offices are student run, and in the majority of countries local students volunteer to organise social activities for foreign IAESTE trainees. Where the network of such student local committees is extensive, you will probably be met by a student upon arrival in the host nation.

Do I need a visa or work permit?

A work permit or trainee's visa is generally required outside the European Union. The IAESTE office in the receiving country will forward information on conditions of employment relating to foreign nationals and issue specific IAESTE documents for securing a visa/permit once you have been accepted for training by your foreign employer. It is then up to individual trainees to apply to embassies or consulates for work permits or visas.

Will I need insurance?

All trainees must arrange personal travel insurance (depending on the country to be visited) and may need to take out health, accident and life insurance as well. Details of requirements will be supplied when you are accepted for training.



How does IAESTE work?

Each member country is committed to raising offers of training nationally for foreign IAESTE students. The majority of these placements are for eight to 12 weeks in the summer months. These training offers are exchanged on a reciprocal basis with delegations from other member countries at the IAESTE annual conference in mid-January. The foreign offers received are then matched with student applications; IAESTE regulations require that only one student is nominated for any placement abroad, an indication of how high chances are of being accepted by the foreign employer. Selection of students for placements abroad is the responsibility of your national IAESTE office and procedures will vary from country to country. Please read the following section carefully to understand how to apply to the IAESTE programme if you are at a university in England, Wales or Scotland.

How does IAESTE UK work?

You should register your interest in IAESTE during the autumn term by completing the application form supplied with this leaflet. Provided you are eligible your name and address will be entered on a mailing list. You must return your application by our 10 December deadline. After the IAESTE exchange conference in January those on the mailing list will receive details of all foreign offers of training available to UK students. This list of placements will be issued by 1 February.

Applicants will have until 18 February to apply for positions on the list. You will be required to submit a CV, full course details, and a reference letter from an academic tutor. You will be asked to select up to five of the listed foreign IAESTE placements and to support your choices by short paragraphs explaining why you are interested in those particular training offers.

Inevitably demand will be greater than the supply of training offers. Selection panels will view all applications and one student will be chosen per placement according to qualifications, previous practical experience, language abilities, level of interest and general suitability for the position. At the end of this selection process, one UK student will have been chosen for each foreign training offer available. But it will still be necessary for IAESTE UK to nominate the selected student for the placement through liaison with the receiving IAESTE organisation. The international IAESTE deadline for sending nominations abroad is 31 March. Before or by 11 March, provided you have been selected for nomination, the actual Offer of Training form detailing the placement you have been chosen for will be sent to you. You will be asked to complete a nomination form and to return this

A fun, interesting, thought-provoking and very valuable experience. Good engineering experience, a huge benefit to my language skills, made me think a lot about future plans.

Stephen Jones, Civil Engineering, Cambridge University, on his experience in Portugal

In short IAESTE gave me the chance of an experience of a lifetime and opened my eyes to both a knowledge of engineering and the Middle East, and of course Oman in particular. I have memories that will stay with me for the rest of my life and hopefully some friends too.

Peter Boyce, Civil Engineering, University of Wales, Swansea, on his experience in Oman

with a £100 placement fee (refundable if you are not accepted or circumstances force the foreign employer to withdraw from the programme). IAESTE UK will then forward your completed application to the IAESTE office in the host country. It will be their responsibility to liaise with the employer and ascertain whether you have been accepted. At this stage, once you have accepted the nomination, we expect you to be committed to the placement you have chosen and cease to follow up any other opportunities that you may have applied for.

Because of the stringent matching process and the fact that ultimately only one student may be nominated for a foreign placement, at least 95 per cent of IAESTE nominees are accepted by foreign employers. If offers are withdrawn this is usually owing to economic recession or unforeseen reorganisation within companies. If this does happen we will in almost all cases find a suitable alternative placement. Most applicants will be informed by late April/early May whether they have been accepted, at which point IAESTE will advise them on the need for visas, work permits, and other relevant documentation.

Summary of important dates:

10 December	Deadline for returning initial application form at back of this leaflet
1 February	Date of issue of document listing all training offers available
18 February	Deadline for return of full application with priority list of five foreign placements
11 March	Date by which IAESTE UK will notify you if you have been selected for nomination for a placement abroad
31 March	International deadline for sending completed nominations to IAESTE member countries abroad
April/May	Period in which you will be notified if the foreign employer has accepted you.



An extremely valuable experience that I thoroughly recommend. I feel the experience has left me with a great deal of new and developing skills which I will use in the future as well as many ties with students my own age across Europe and the world.

Robert Barrand, Chemical Engineering, University of Strathclyde, on his placement in Greece

Put yourself at the top of the list for a placement

IAESTE organises trainee exchanges on a reciprocal basis. It follows that the number of British students IAESTE UK can send abroad depends entirely on how many placements we can arrange at home for foreign trainees. We look very favourably on applications from students who make every effort to secure a placement for a foreign trainee in this country. This could be through your department or through friends, family or industry contacts. We would hope that every student applying would at least think about raising a placement. Who do you know who could benefit from hosting a highly motivated foreign trainee for six weeks or longer and who could pay them the minimum weekly wage?

If you are able to raise a firm offer of training in a company or within your department IAESTE UK will prioritise your application. If you are studying in England or Wales and would like to receive information on raising placements for foreign trainees, you should e-mail iaeste@britishcouncil.org and we will be pleased to help. Students based in Scotland should e-mail iaestescotland@britishcouncil.org.

What should I do now?

If you wish to register your interest in the IAESTE exchange programme please complete the form on the following pages and return it by 10 December. You will receive an e-mail of acknowledgement shortly after. Depending on where you study you should return the form to either the London or the Edinburgh office of the British Council. The addresses are given on the form itself.

THE INTERNATIONAL ASSOCIATION FOR THE EXCHANGE
OF STUDENTS FOR TECHNICAL EXPERIENCE



INITIAL APPLICATION FORM

Please return this form by 10 December to the
IAESTE office of the country where you are at university

IAESTE UK – England and Wales
British Council
10 Spring Gardens
London SW1A 2BN

IAESTE UK – Scotland
British Council Scotland
The Tun, 4 Jackson's Entry
Holyrood Road
Edinburgh EH8 8PJ

Please put me on your mailing list of students interested in IAESTE training abroad. I expect to receive a copy of the list of foreign placements available in 2010 in early February together with instructions on how to apply.

Name	
Surname	
Date of birth	
Nationality	
I am a UK resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
Academic institution	
Title of course	
Specialisation (if any)	
Present year of study	Total years required
Term time address	
University e-mail address	
Other e-mail address	
Telephone	
I am a sponsored student	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, by which company?	
Where did you hear about IAESTE?	
Signed	Date

The British Council is registered under the Data Protection Act. Some of the information on this form will be recorded on computer but will be used only in the administration of the scheme you have applied to. Any information held in relation to your application may be accessed by you on request, in accordance with the Data Protection Act.

For more information about the IAESTE placement programme please visit www.iaeste.org.uk or contact one of the following:

IAESTE UK – England and Wales
British Council
10 Spring Gardens
London SW1A 2BN
T 020 7389 4114, 4774 or 4771
F 020 7389 4426
iaeste@britishcouncil.org

IAESTE UK – Northern Ireland
British Council
Norwich Union House
7 Fountain Street
Belfast BT1 5EG
T 02890 248 220 ext. 256 or 230
F 02890 246 753
iaesteni@britishcouncil.org

IAESTE UK – Scotland
British Council Scotland
The Tun, 4 Jackson's Entry
Holyrood Road
Edinburgh EH8 8PJ
T 0131 524 5706 or 5770
F 0131 524 5701
iaestescotland@britishcouncil.org



IAESTE UK is managed by the British Council, the UK's international organisation for educational opportunities and cultural relations, which builds engagement and trust for the UK, through the exchange of knowledge and ideas between people, on behalf of:



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