

IAESTE

Information for Applicants



The International
Association for the
Exchange of
Students for
Technical Experience



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

IAESTE - Work. Experience. Discover.

Thank you for your interest in IAESTE!

This guide is designed to provide further information to anyone who has read the IAESTE student brochure or attended an IAESTE Programme presentation, and is thinking of applying to the programme.

As a long-established network stretching across 85 countries, IAESTE has particular procedures in place to help us exchange over 5,000 students each year. Being familiar with these procedures will not only help you confirm if the programme is right for you, but maximise your chances of successfully obtaining a traineeship.

For these reasons we request that anyone making an application read this entire guide before doing so. If you have additional questions, don't hesitate to contact us using the details below. Good luck with your IAESTE adventure!

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IAESTE Overview

IAESTE is a worldwide non-profit network which arranges paid, relevant work trainee ships in the fields of Science, Engineering, Architecture and Information Technology.

Every IAESTE member country works with employers in their own country to establish offers of traineeship, and then exchanges these for traineeships abroad. Interested students apply in their own countries for placements in other countries (you cannot do a traineeship in your own country!). Applicants must be registered in full-time third-level education, preferably in third year or above, at the time they apply.

As well as finding the placement, IAESTE arranges or provides assistance with accommodation, visas, work permits, and reception services in the receiving country.

About IAESTE Traineeships

IAESTE traineeships are offered by employers in both the private and public sectors, and can be research-based or practical in nature. The aim of the traineeship is to act as a bridge between study and work and to give student participants experience of professional life in their chosen field. All traineeships are conducted in English.

Traineeships are paid in accordance with the standard of living in the host country e.g. traineeship in India = Indian level wage, paid in Rupee; traineeship in USA = USA level wage, paid in dollars. Wages are sufficient to at least cover the cost of living and accommodation during traineeship, and most are higher than this.

The exact duties carried out on traineeship vary, because they are decided upon by the employer.

See the next section for some examples from recent participants!





Undergraduates
& recent
graduates



Paid
traineeship
in industry

IAESTE Experiences

“My traineeship in Warsaw has been one of the best experiences of my life. I have learned how to work in a business environment with strict hours..improved my teamwork skills and learned Solidworks (CAD) from scratch...I have learned to live in a big city with a completely different culture. The overall experience has been amazing...I feel more educated, cultured and experienced.”

--Ronan Lyons, Engineering, UCD.

Traineeship in Warsaw, Poland for 14 weeks.

“I have felt under pressure to complete tasks for my supervisor...I have felt motivated and have also experienced demotivation...I have, in a way, challenged my supervisor to think about previous results that he gathered. I have discovered a vast number of approaches by which the problem could be solved.”

--Elva Casals Sadlier, Engineering, UCD.

Traineeship in Berlin, Germany for 12 weeks.

“The project I worked on has been very good and interesting and the staff here have been super friendly and helpful. The group of interns here could not have been better, so it has been great.”

--Jack Lawless, Molecular Medicine, TCD.

Traineeship in Karunya, India for 8 weeks.



Student feedback from IAESTE 2016 Programme

“I carried out experiments to develop a film made from chitin nanofibres and a polymer...my confidence in a laboratory setting was vastly improved. I met other IAESTE trainees from around the world and got to travel with them to other cities.”

--Aoife Gregg, Science, TCD.

Traineeship in Brussels, Belgium for 12 weeks.

“Interacting with people from all around the world, people that you would otherwise never meet..discovering new things about cultures and traditions of different nationalities...has made me more confident in my ability to navigate and survive in new places.”

--Rachel Murphy, Plant Sciences, TCD.

Traineeship in Switzerland for 12 weeks.

“I had never lived away from family or worked independently in a job related to my field of study, so I was somewhat apprehensive. Each of the challenges was a blessing in disguise and helped me to develop professionally and socially. My technical knowledge was tested with practical and engaging tasks...stimulating and challenging...the challenges that were set for me were tailored specifically for my skill set.”

--Alastair Greene, Engineering, TCD.

Traineeship in Switzerland for 12 weeks.



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Traineeship Selection Procedure

When an employer makes an offer of traineeship, they provide details of the work duties, skills required, accommodation and working conditions to IAESTE. This information is used to create an Offer Form (also known as an O-Form), which can then be exchanged between IAESTE member countries at the Annual Conference or over the IntraWeb (see below).

IAESTE Ireland selects the traineeships which will be available to its applicants each year in accordance with their preferences as a group. This means that if 20% of applicants are studying Mechanical Engineering, 20% of the traineeships available will be in that field.

Applicant Selection Procedure

Selection for participation in the IAESTE Programme is on the basis of application material and if necessary an interview.

IAESTE Ireland will select one applicant for nomination to each traineeship. Nomination means that yours is the sole application sent to the employer for consideration. In 95% of cases, the employer accepts the nomination and arrangements for the traineeship begin.

However, as the final decision is the employer's rather than IAESTE's, occasionally the traineeship offer can fall through e.g. because of financial or organisational difficulties. In these cases, IAESTE Ireland will do everything possible to secure an alternative traineeship.

Traineeship Exchange Process

The core of the IAESTE process is simple: offers of traineeship in one country are exchanged for offers of traineeship in another country. Exchanges should be reciprocal, so that when Ireland sends a trainee to another country we also receive a trainee from that country to work with an Irish employer. As an IAESTE trainee you will most likely never meet the 'other half' of your exchange, but their traineeship makes yours possible and vice versa!

These reciprocal offers are arranged at an Annual Conference in January. This is the only time in the year that representatives of every IAESTE member country meet in person. Reciprocal offers are limited to applicants of the countries involved. This means that when Ireland exchanges an offer with e.g. Switzerland, only Swiss applicants may apply for the Irish traineeship and only Irish applicants can apply for the Swiss traineeship.

Each year a substantial number of offers are received from employers after this Annual Conference has taken place. Other offers are left unused by the original exchange country if they could not find a suitable candidate. These offers are exchanged over the IAESTE IntraWeb. The difference is that these offers are not reserved exclusively for applicants from Ireland, but are available to all member countries.

The IntraWeb is also used to search for traineeships for applicants in the following categories:

- Applicants seeking traineeships with early start dates
- Applicants in very specific/minority study fields
- Applicants seeking traineeships in specific countries only.

Overview: From Application to Offer of Traineeship

Submit your application online and e-mail your cover letter, CV and transcript to iaeste@leargas.ie.

We'll e-mail confirming receipt & requesting the application fee.

The National Secretary reviews your application and selects candidates for traineeships after the Annual Conference.

You are not selected: Don't worry! We will continue searching for a suitable traineeship for you.

You are selected: You receive any additional information we have about the traineeship, and you decide if you accept.

IntraWeb
We'll look for another offer for you on the IntraWeb, a database of all traineeship received or returned since the Annual Conference. These offers are open to candidates from all over the world.

You decline (within a week)

You accept (within a week):
Send us a new cover letter for your employer, along with any additional documents needed.

We send your full nomination to the employer, as sole candidate for that traineeship.

You are not immediately accepted:
The employer may look for more information or interview you via Skype. They have the final say and there's always the possibility of rejection at this stage. If so, we'll go to the IntraWeb.

You are accepted:
(usually within 2 weeks, though it can take longer)
We contact you with details of the next stages (flights, accommodation, insurance, permits, and payment of final fee).