



IAESTE IRELAND

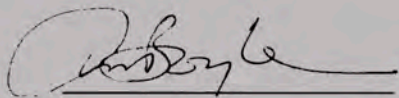
INFORMATION FOR APPLICANTS

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Thank you for your interest in the IAESTE Programme!

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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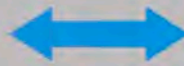
Web: www.iaeste.ie

IAESTE OVERVIEW

IAESTE is a worldwide non-profit network which arranges paid, relevant work traineeships in the fields of Science, Engineering, Architecture and IT. 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 above first year B.A. level at the time they make their application. As well as finding the placement, IAESTE arranges or provides assistance with accommodation, visas, work permits, and reception services in the receiving country.



German IAESTE Trainee



Irish IAESTE Trainees

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. Here are some examples from recent participants:

My traineeship in TU University, Berlin was a research project on edge manufacturing. I had to design a program in Matlab to make visual representations of an edge at a micro scale including both 2D and 3D as well as measuring an average profile and calculating some factors such as tolerances, circle fits, derivatives, number of corners and other parameters that are very important in edge manufacturing. In fact, this project was specifically for the manufacturing of pumps for hydraulic power steering.
Luis Alberto Canizares, Trinity College, Dublin, Mechanical and Manufacturing Engineering, 2012

I pursued a traineeship in Switzerland, My traineeship was with ABC Engineering and I worked as part of a team to design amusement ride components. I mainly worked with 2D and 3D CAD software packages but also solved mathematical equations for the mechanical side of the projects.
Paul Whitford, Dublin Institute of Technology, Manufacturing & Design, 2012



I worked in the City Hospital, Ghana. I obtained both practical and theoretical knowledge working in the laboratory and pharmacy units. I was involved in sample taking, identification and examination of specimen such as malaria, dispensing of drugs, educating patients and documentation. I worked alongside laboratory technicians, nurses, doctors and pharmacists and learned a lot from them.
Jennifer Smith, University College, Dublin, Biochemistry, 2012

“Worked in the company lab with electronic circuits and fibre optics. Both computer based and lab work. Prepared documents for internal and external use. Had responsibility and was part of the team.”
John Kirby, UCD Electrical Engineering, Switzerland, 2011

Every year there are more than 5,000 traineeships available for exchange between the 87 IAESTE member countries. IAESTE is a reciprocal programme, so the number of traineeships each country can use is limited by the number they can themselves offer.

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 is 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. All applicants receive a list of the traineeships reserved for students from Ireland in early February, and the Offer Forms are made available to view online.

APPLICANT SELECTION PROCEDURE

Selection for participation in the IAESTE Programme is on the basis of application and interview. Interviews are held in February in campus locations and by phone if necessary. The interviews are conducted by IAESTE Ireland staff and their aim is to assess your suitability for the programme in terms of cultural adaptability, enthusiasm, work ethic and so on. At the time of interview you will have received notification of the traineeships on offer, and you will be asked to indicate which are of particular interest to you. However, the aim is not to assess suitability for one particular traineeship only, but suitability for the programme itself.

Following interviews, 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 for the applicant.

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. From March access to the IntraWeb is granted to all applicants who have not been offered a traineeship.

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

APPLICATION PROCESS

If you would now like to apply to the IAESTE Programme, please complete the application form at www.leargas.ie/iaeste and send in the supporting documents by e-mail. There is a non-refundable application fee of €30, and a traineeship fee of €170 payable once your traineeship has been confirmed.

OVERVIEW: FROM APPLICATION TO OFFER OF A TRAINEESHIP

