



# **A Practical Guide to IAESTE**

The IAESTE Administrative Calendar

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**THE IAESTE ADMINISTRATIVE CALENDAR**

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**Please note that some dates do overlap since traineeships do not always occur in the summer months and postal delays and other eventualities may occur. However, all nominating countries should do their utmost to meet international deadlines.**

## **1. October – December: Preparation for the General Conference**

- **Job-raising**
- **Collecting Offers**
- **Completing “O” Forms (work offered)**
- **Receiving Student Applications**
- **List of Requests**

During what corresponds roughly to the autumn term of the academic year in the Northern Hemisphere, IAESTE Members worldwide begin a cycle of activities in preparation for the international exchange conference in January and the eventual setting up of placements for the majority of IAESTE trainees the following summer. From October to December these activities include:

### **1.1 Job-raising**

Awareness of the programme must be kept up amongst the three IAESTE target constituencies: employers, academics, and students. Depending on National Committees’ resources and infrastructure, this may be done through: National offices, Local Committees, the national press and specialist publications issued by professional institutions and trade associations, university and student newsletters, exhibitions and public talks, cold canvas and direct mailings, contacts amongst alumni/ae, and through a targeted distribution of publicity brochures produced independently or by the organisation, for example the Annual Review produced by the General Secretary or the International Marketing Brochures produced by SID. The most recent marketing brochure can now be downloaded from the IAESTE IntraWeb at [www.iaeste.net](http://www.iaeste.net).

### **1.2 Collecting Offers**

Individual countries will concentrate on different means of securing offers of training for foreign students. In finalising the details of any training offer, it is important to obtain a secure commitment (in writing) from the employer concerned so that there is less risk of the offer being withdrawn later in the exchange year. See Appendix 14 for guidelines on agreements with IAESTE employers.

**All offers should be presented for exchange on the standardised pink Form “O” which provides the framework for all IAESTE exchanges and administrative procedures. It is essential that training offers raised comply with the criteria laid out on Form “O”.** Appendix 1 contains an example of this standard form. Instructions on how to complete it follow here in section 1.3.

### **1.3 Completing “O” forms**

The IAESTE standard Form “O” covers all the basic information necessary for offering a successful training placement. Any additional information relevant to a specific job can be added to the form as an enclosure. When completing Form “O” please note the following points (see Appendix 1 for a copy of the form):

**Employer Information:**

1. **Reference number:** All offers should be allocated a reference number, to include reference to the exchange year. A Reserved Offer should end in “—R”. A limited offer should end in “—L”. Please refer to Appendix 11 for descriptions of these types of offers.
2. **Employer:** The form provides sufficient space to include the employer’s address and telephone number if it is your policy to do so. Those countries which prefer to maintain employer confidentially until after a student is accepted should indicate so on the form and make sure the full address is given upon issuing acceptance form N/5. Be sure the company’s full name is on the form.
3. **Business and products:** Please indicate the nature of business/products involved or whether the receiving employer is a university, research institute or public institution. If more information (e.g. brochures, company profiles) is available, attach this to the Form “O”.
4. **Official Responsible:** This information may be withheld until a trainee is accepted (see point 2 above).
5. **Working Place (and travel information):** Make sure this information is included as it will affect the student’s desire to undertake the training and ability to assess travel expenses and subsequent travel plans. If the employer indicates a variety of possible work sites within your country (different from the company address given) indicate so on the form.
6. **Number of Employees and Working Hours:** The size of a company reveals much to a potential applicant, as do hours of work expected in relation to salary offered. Ensure that this information is included.

**Student Required:**

7. **Faculty/Specialisation/Study level/ Previous Training Required:** Be sure that this information reflects the employer’s needs clearly so as to avoid possible student or company withdrawals in the event of a mismatch.
8. **Language Required:** The conjunctions “and”/”or” are very important and should be used to indicate when an employer is willing to accept a trainee who is not able to speak your native language. (E.g. German or English, as opposed to German and English).
9. **Other requirements:** This space can be used to indicate special application requirements, preferred nationality or specific skills.

**Work offered:**

10. **Kind of work:** Please ask the employer to give as much detailed information as possible regarding the job description. This will help to select the most suitable student.
11. **Categories of Work:** There are four possible categories of training offers: **D, P, W** and **X**.

**D—Research & Development offers**

These offers cover research and development activity. Offers in this category are often laboratory-based and deal with special work. They entail some element of diagnostic analysis, testing and evaluation and have some theoretical content. Such offers would normally be filled by advanced-level students. These offers could also be used for diploma, project or thesis work.

### **P—Professional offers**

These offers cover professional activity. Offers in this category entail specialised professional work and the level of skill usually found in more advanced students. They often deal with special project work, possibly in a design office, in technical management or in testing services.

### **W—Working environment offers**

These offers cover operational activity. Offers in this category are on-site or assembly work related to the production process and students gain experience in the hands-on working environment. Such offers are particularly suitable for students at the beginning or middle of their studies.

### **X—Non-specific offers**

These offers are not confined to students from a specific subject-field. They cover activities such as guest reception office work, general office work and language offers. Offers in this category provide useful experience for students and a service to receiving employers. It is the responsibility of the National office making such offers to check that the working conditions are acceptable, beneficial to the students and in line with the standards expected of all IAESTE offers.

**12. Number of Weeks Offered/Within the months:** When certain times of the year are not acceptable to the employer (vacation, etc.), this must be stated clearly. The length of training may vary from 6 weeks up to 52 weeks and in some countries even up to 78 weeks (18 months). The usual length of a training placement tends to be from 8 to 12 weeks. The offer form should state both the minimum and maximum number of weeks acceptable to the employer. Few Member countries will accept an offer of less than 6 weeks.

**13. Gross pay:** The gross pay should be indicated and if possible the amount likely to be deducted in taxes. **Remember that according to IAESTE rules the net amount of pay to be received must be at least enough to cover the cost of food and lodgings.**

### **Accommodation:**

**14. Lodging will be arranged by:** Foreign students should not have to look for lodgings without assistance from the receiving country. This should be the responsibility of either the employer or IAESTE and should be clearly stated on the form to prevent the trainee from asking for information about lodgings from the wrong source. Some countries have a policy of not finding lodgings for incoming reserved offer students. (See Appendix 11 for more on reserved offers.)

**15. Estimated cost of living including lodging:** This section must be completed giving a realistic estimate of expenses so that students may make a proper assessment of the net salary offered before applying for the job.

**16. Deadline for Nomination:** According to IAESTE regulations, the deadline for nominations on offers received during the January exchange conference is 31 March. If the employer requests an earlier nomination date or if the offer calls for an early starting date, the deadline for nomination should be altered accordingly. Usually a period of 2 months between receipt of a

nomination and the training start date is necessary for all administrative procedures to be taken care of. Whatever the time of year of the placement offered, a deadline must always be clearly stated so as to apprise the sending country of the timeframe involved and to avoid company withdrawals in the event of a late nomination. (See Appendix 14 on terms of agreement with employers.)

#### **1.4 Receiving Student Applications**

Many Member countries ascertain before the exchange conference how many student applicants they have, which fields they are in, where they would like to undertake training and for how long. Whereas this system can create obligations and expectations it is sometimes difficult to meet – especially in cases where fees or reciprocal offers are collected – it does ensure that at the exchange conference the National Committee collects as close as possible the right kind of training offers to satisfy demand at home.

Registration of prospective outgoing students could begin as soon as the new academic year has started. Data should be collected on the number of students interested, qualified and eligible for practical training abroad.

IAESTE National offices register prospective trainees either on an individual basis, through Local Committees, or through contacts/representatives at academic institutions. In order to be able to adhere to IAESTE deadlines, all applications should be received by the first week in December.

Some IAESTE Members do not collect details of prospective outgoing trainees until after they have returned from the exchange conference. Please refer to Appendices 12 and 13 on student selection and sample selection methods for more details on various approaches and timescales used.

#### **1.5 List of Requested Offer Form**

In order to affect successful exchanges at the conference and satisfy your students' requirements, it is important to advise other Member countries of the sort of offers you hope to receive from them. 15 December is the yearly deadline for all National offices to send lists of requests to the IAESTE Member countries with whom they wish to exchange offers. A form is provided for this purpose every year by the General Secretary in the September bulletin. Please refer to Appendix 9 for a sample of this form.

In preparing a list of requests, a realistic assessment of what will be available should be made on the basis of previous years' bilateral exchange statistics. Those countries which have registered prospective outgoing students in the autumn should base their requests on these applications. The yearly Activity Report provides the best reference guide for compiling lists of requests, particularly the statistics on "Multilateral Exchanges" and "Study Fields of Students Received". The latter should be consulted to ensure that the country you are targeting does in fact provide training in the fields requested. When possible add extra information to the list as to specialisation, language ability, length of training required etc.

#### **1.6 Communications from the General Secretary**

During the autumn term the General Secretary will publish two bulletins: one in September/October and one in December. The General Secretary will also publish the Annual Review and the Activity Report. The former contains statistics, facts and articles on IAESTE and can be used as a marketing tool in the job-raising campaign. The Activity Report is a detailed statistical report on the exchange of the current year and is mainly used internally by National offices for planning their exchange.

**Notes:**

## 2. January: The General Conference

- Exchange of Offers

### 2.1 Exchange of Offers

The General Conference, which takes place every mid- to late January, is the pivotal point in the year around which all IAESTE administrative and marketing procedures are centred. The success of your yearly exchange depends on your efficiency during the conference exchange sessions.

In order to make the most of the time allocated to exchanging offers, prior to travelling to the conference **be sure that:**

- (a) All your offers are transcribed to the standard form “O” (as described in the previous section) and allocated a reference number which includes an indication of the exchange year. **There should be four copies of each offer, three pink, and one white or yellow for the student’s reference;** if possible the working place should be marked on a map of your country at the back of the student’s copy. An additional copy of the form “O” should be kept for your own administration.
- (b) **You have prepared separate packets of offers you intend to exchange with individual countries.** With these you should include a copy of that country’s requests as well as your own to them. This way you will be certain to deal fairly and efficiently with all those with whom you intend to exchange, and ensure that you won’t lose track of your own goals during the quite intense exchange sessions.
- (c) You have prepared working lists (whether printouts or on your laptop) of your students’ requests as well as of your training offers. **It is important to have an administrative system ready for the conference to keep records of how you are proceeding.** Be prepared to keep careful records of which country each offer is allocated to: one of the easiest ways to do this is to tear a fifth extra sheet off your form “O” as you hand them over, writing the name of the country which has received it on the copy you retain. **Losing track of where an offer has gone can create difficulties in later months if the employer concerned withdraws or if no nomination is received.**

Please ensure that you have read the current Annual Conference Delegate Guide. All exchange sessions should take place in a large conference room where Member countries’ delegations meet for a series of bilateral negotiations over a period of 4 to 5 days. Every effort should be made to book appointments and keep to the informal exchange schedules you have set up with other delegates. If any Member country is unable to attend the conference, the General Secretary or an Advisory Committee member may exchange offers on their behalf.

Do not forget that the annual IAESTE conference provides a perfect opportunity to discuss bilateral problems which seem too difficult and complicated to be settled through e-mail correspondence and/or by telephone alone. If you wish to raise such matters, be sure to bring the relevant documentation with you.

**Notes:**

### 3. February—March: Nomination Time

- Selection of Students
- Sending Nominations
- Completing Form “O” (student nominated)
- Receiving Nominations

The post conference period of February to May consists of a peak period of administration which is dependent on accurate and timely record keeping. Before beginning to nominate students for placements or receiving nominations, **you must have an administrative system in place**, whether manual or computerised, which records **at least** the following details:

- (a) For the incoming student, once you have received a completed student nomination form, you must keep a record of **all the relevant personal and academic details and dates requested for placement**, plus:
- date nomination received from abroad
  - date nomination sent to employer
  - (if an application for a work permit/visa has to be signed by the employer, send the necessary forms along with the nomination, and mark this in your records)
  - date acceptance papers (N/5 forms) are sent to candidate’s National office
  - date N/5b confirmation form is received from candidate’s National office
  - date received on insurance policy/receipt number
  - date any form relating to work permits/visas, tax exemption, social security, etc. is submitted to the authorities
  - date accommodation required by

Special categories should exist for the following eventualities:

- student withdrawal
- employer withdrawal
- no nomination
- reserved offer

- (b) For the outgoing student you need a completed student nomination form, so keep **adequate records of personal and academic details and dates of training requested**, plus:

- date nomination sent to receiving IAESTE National office
- date acceptance papers (N/5 forms) received
- date acceptance forms sent to student
- date N/5-b confirmation form sent to receiving country
- date on student’s insurance policy/receipt number
- confirmation of receipt of Trainee’s Report

Special categories should exist for the following eventualities:

- student withdrawal
- employer withdrawal
- no nomination
- reserved offer

If all the categories in (a) and (b) are included in a computer database the task of providing the end year statistics will become a simple matter of generating a series of database reports. It is a

good idea to check the sort of statistical information required by the General Secretary before devising your administrative system and database. The statistical spreadsheet and guidelines can be found on the IAESTE IntraWeb at [www.iaeste.net](http://www.iaeste.net).

### 3.1 Selection of students

Upon returning from the General Conference you will need to find suitable candidates for the foreign training offers you have brought back. Procedures differ from country to country. Those Committees which register details of prospective trainees prior to the conference will already have information on a pool of applicants to choose from. Some Member countries allocate the task of selection to Local Committees or representatives at academic institutions, according to either/both previous demand and/or the number of reciprocal offers these Committees secured for foreign trainees prior to the General Conference. Some Member countries—including those which have not until this point registered students—publish a list/newsletter containing details of all the offers available and circulate these to students. In these cases applicants are asked to reply indicating a priority list of up to ten offers, after which the National office assesses the applications and selects candidates for individual offers. Please refer to Appendices 12 and 13 which refer to student selection and nomination methods.

Whatever the procedure used to recruit students, eventually **only one student from one country will be put forward for any one IAESTE training offer. Be certain that the chosen candidate meets all the requirements stated by the employer on Form “O”. Resentment and diminished exchange may result between your country and another if they have received too many mismatched nominations from your country. It is of benefit to no-one if you try to bend the rules to place a student inappropriately.**

Suitable academic qualifications and previous practical training are not the only criteria by which to select a trainee. Your selection process must at some point assess a student’s ability to pay for all travel expenses so that valuable time is not wasted on someone who will have to withdraw at the last moment. Language proficiency must be checked carefully, as must the student’s commitment to practical training abroad.

### 3.2 Sending Nominations

Once again successful exchanges depend on the proper use of Form “O”. The details included on the “Student Nominated” Form (Appendix 2) are essential to efficient IAESTE administration as it contains all the information necessary for receiving countries to process applications according to standard procedures and deadlines.

**But the “Student Nominated” Form alone is not sufficient to convince an employer that a nominee is suitable, let alone interested in the placement offered. Form “O” will provide the employer with basic biographical details, but the trainee is “sold” through the supporting documentation specifically requested on Form “O”: a full list of subjects studied by the time the training begins, a Curriculum Vitae and an introductory letter to the employer as well. Please be sure to include a grading system if marks are represented, and be sure that all documentation, including letters and transcripts, are translated into English.**

### 3.3 Completing the “Student Nominated” Form

The “Student Nominated” form exists in a computerised version which can be filled in using Microsoft Word. This version can be used with an existing database or used directly from Word.

### **Filling in the ‘Student Nominated’ form using Microsoft Word**

Make sure that you have copies of the files oform.doc and fields.doc that correspond to your version of Microsoft Word. You can obtain these standard forms from the IAESTE IntraWeb as [www.iaeste.net](http://www.iaeste.net). Open oform.doc in Microsoft Word and select Tools: Mail Merge in the menu. Click Edit Data Source, type in the student data and click OK. Then select Tools: Mail Merge again and click the Merge button. Word will then generate a new form containing the data. The form should then be printed on the back of the pink form “O”.

It is also possible to fill in a copy of the form with a typewriter. **Hand-written forms should be avoided.**

Before filling in the “Student Nominated” form, carefully read any extra instructions given by the receiving country which may differ from your own country/employers’ usual requirements. Attention must be paid to the following sections especially:

1. **Reference number:** This must be inserted and be the same as the number on the Form “O” concerned.

#### **Personal information:**

2. **Family name/ first and/or other names:** These must be the same names as specified in the student’s passport. If the latter has not been issued, make sure the names submitted are correct and will correspond to those that will later appear in the passport. **Differences between names as stated on nomination forms and on passports will cause difficulties and delay the procedure for obtaining visas and work permits.**

3. **Addresses, telephone numbers and e-mail addresses:** Ensure that addresses are given in full detail. Telephone numbers should be preceded by the relevant area and country codes.

4. **Date/place of birth:** Again be sure this information corresponds to that in the student’s passport. **The name of the month should be written out in full** to avoid confusion over day/month and month/day date conventions. Note that the usual age limit for IAESTE trainees is between 18 and 30 years unless otherwise agreed bilaterally between Member countries.

5. **Nationality:** Particular attention must be paid to this section. **If an offer form specifically requests a student from your country, it may not be appropriate to nominate a student of another nationality who is studying there.** If you do nominate a non-native student, be sure to check with the receiving country whether this will pose any problems for the employer, or whether different visa requirements will apply which may affect the time scale within which acceptance papers can be expected.

6. **Passport information: If your candidate does not yet possess a passport he/she should be advised to apply for one immediately and not wait for acceptance.** As soon as possible send the relevant details to the receiving country so as not to hold up visa/work permit applications. Some countries require a copy of the passport with the nomination.

7. **Marital status:** Indicate whether single or married. Note that IAESTE can only be responsible for finding accommodation for individual trainees, not their spouses and children, if they intend to bring them along to the receiving country.

#### **Study information:**

8. **University/College:** Make sure the institution's name is given in full. Abbreviations will mean little outside your country.

9. **Faculty/Specialisation/Completed Years of Study:** The receiving country should always be able to understand the trainee's course and level of education.

10. **Knowledge of languages:** Be sure your applicants have a valid understanding of the assessment categories excellent, good, fair and poor, as it will be hard for them to be objective. If tests cannot be arranged with qualified language teachers, be sure the students have passed a recognised exam in the language in your country. An inability to speak the language required could result in the student being sent home.

### **Training Period:**

11. **Desired period of training:** The student **must set a specific start and end date within the period offered.**

12. **For Official use only: Be sure to scrutinise every nomination carefully before sending it on to the receiving country to ensure it is complete, accurate and presentable.** Your signature is necessary to avoid misunderstandings such as might occur if a student manages to send off a nomination independently without securing your Committee's approval.

**Remember that 31 March is the deadline for submitting nominations to receiving countries unless otherwise stipulated on the offer form.** All offers for which no student has been found should be returned to the receiving country by this date, unless you inform the relevant Committee that you would like to keep it longer and receive their consent to do so.

### **3.4 Receiving Nominations**

At the same time as your office is selecting and nominating students for training abroad, you will be receiving nominations for your offers. The bulk of these will arrive at the end of March. Never assume that all the nominations will be in complete compliance with your requirements. Read them through carefully, making sure that the candidates are well presented and properly matched to the offers. If you require more information, let the sending country know immediately so that they may provide the extra information quickly. Remember that it is up to you to finally ensure that the employers receive the sort of applications they expect and that prospective trainees are fairly presented to them.

### **3.5 Communication from the General Secretary**

The March bulletin is published on the IntraWeb by the General Secretary.

### **Notes:**

## 4. April—May: Acceptances

- Liaising with Employers
- Troubleshooting (unused and withdrawn offers)
- Issuing/Receiving N/5 Forms
- Sending/Receiving N/5b Forms

### 4.1 Liaising with Employers

When a nomination reaches you from abroad, you should check it carefully, and immediately forward it to the employer with an accompanying letter. This letter should clearly remind the employer of his/her training commitment, request a response within 2 weeks, and explain the procedures that will ensue upon confirmation of acceptance (i.e. that visas, work permits, accommodation, etc. will all be efficiently taken care of).

You will find that in April you will be waiting for responses from the majority of your employers, most of whom it will be necessary to telephone and generally prod for a response. Some countries send employers a form to sign and return as a confirmation of acceptance; this makes it easier for the employers to respond quickly as they do not have to compose a letter. **Remember that acceptance papers should be issued within a of one month of receipt of a nomination from abroad. In order to adhere to this timescale and yet respect participating employers' needs for deliberation, you must set up an efficient process of recording the dates you send nominations to employers together with a planned schedule of "follow up" steps to take** (i.e. you might set a 2 week limit for receiving a written response, after which you would begin telephoning).

### 4.2 Troubleshooting (Unused and Withdrawn Offers)

April is the month when two problem areas tend to surface in the IAESTE exchange cycle: some offers remain unused, and a handful of employers will inevitably find it necessary to withdraw from the programme.

#### Unused Offers

After the 31 March deadline for nominations is passed and a few days are allowed for possible postal delays, you may find you have offers for which you have received no nominations. At this point you should contact the countries concerned and find out if they are going to nominate. If not it has been customary to compile a list of unused offers and circulate this to other Member countries so that they may be taken up quickly. (In some cases countries which have only a handful of unused offers may offer these on a bilateral basis to individual countries from whom they wish an offer in exchange).

Since the launch of [www.iaeste.net](http://www.iaeste.net) in January 2001 this system of circulating lists, whether by fax or email, has fast been superseded by use of the unused offers lists which can be published on the IntraWeb. There is a facility to enter your offers directly onto the IntraWeb and publish them as "O" forms selectively or to all countries, depending on your requirements. This immediately sends information on your available offers to all IAESTE offices (or just those you select) and ensures the quick uptake of these offers. Similarly you should check the IntraWeb daily for offers which have been posted for your country to view as there are sure to be ones suitable for your students.

### **Withdrawn Offers**

For a variety of reasons (e.g. poor candidates put forward, internal management reasons, reduction in workload), some of your participating employers will decide to withdraw from the programme. It is imperative that you inform the sending country immediately an offer has been withdrawn, so that the National office concerned can allocate an available offer from another country if they wish.

At this point it is important to assess your ability to find alternative training for the disappointed foreign students. Luck may have it that one or two of the students are suited to your unused offers. If you have staff available to seek new offers for the disappointed students, do so. Otherwise, let the sending country know that you do not believe you can find an alternative placement. **Give your colleagues overseas as much time as possible to find the student training elsewhere. There is no point in making promises you cannot keep.**

### **4.3 Issuing/Receiving N/5 Forms**

#### **Incoming Students:**

Once you have received definite confirmation (preferably in writing) from an employer that a foreign student has been approved for training, acceptance papers should be prepared immediately and forwarded to the sending National office. Only in very urgent cases should these be sent directly to the student and only with the consent of the National office concerned.

Forms “N/5a” and “N/5b” (See Appendices 3 and 4) are standard green forms used to confirm acceptance of foreign trainees. Form N/5a should contain the following details:

- offer reference number
- student’s full name
- if necessary for your government authorities you may need to include the trainee’s date of birth and passport number
- the full address of the employer
- the name, title, e-mail address and telephone number of the student’s contact person at his/her place of employment
- the exact dates of the start and end of training

Additional information may be added to the form to indicate such things as recommended time of arrival, secrecy contracts to be signed, alternative site locations, the need to bring birth certificates or any other documents, etc. Additional forms or introduction cards needed to apply for visas and work permits should be attached to form N/5a. If these are to be sent later, this should be made clear to the student.

It is the **responsibility of every Member country to provide incoming trainees with full instructions on the correct steps to take for entry into the country.** This is usually done in the form of a reception booklet which gives clear instructions on visa/entry work regulations, as well as advice on travel, currency regulations, and living in the country. The booklet may also contain information on the social activities planned for incoming trainees. In recent years more and more Members are referring incoming students to their National websites for arrival and reception information. Shortly, the IAESTE IntraWeb will also contain useful information to sending

countries through the section on the Survey of Countries. To locate members' National websites just go to the IAESTE public Internet pages at [www.iaeste.org](http://www.iaeste.org) and click on the Members section.

### **Outgoing Students:**

At the same time as you are sending out N/5 forms you will also be receiving them from abroad for your own students. Check that all the information on the N/5a corresponds to that on the student's nomination form, and notify the receiving country immediately if there are any discrepancies. If the N/5s are accurate, send the acceptance papers on to the student immediately together with clear instructions on what to do next. You should also send the student the IAESTE Insurance and Liability Policy Form which is contained in Appendix 7.

## **4.4 Sending/Receiving N/5b forms**

### **Outgoing Students:**

Students accepting offers of training must return form N/5b to the National office within two weeks of receiving them. This form should contain all the following information so that the receiving country/employer may be adequately prepared for the trainee's arrival:

- reference number/ e-mail address/telephone number
- all the details on the place and dates of employment which were on the corresponding N/5a.
- a section where students may indicate date of departure from home, flight number, the date, place and time of their arrival in the host country.
- a section where the student must indicate his/her insurance policy name and number (it is a good idea to ask them to return a copy of the receipt for the policy as proof they have complied with requirements)
- a signed copy of the IAESTE Insurance and Liability Policy Form

Ensure that your trainee has completed the N/5b adequately before sending it on to the receiving National office. If there was any additional information or form-filling required by the receiving country, make sure the student has included these.

### **Incoming Students:**

When you receive N/5b forms from incoming trainees, immediately notify the employer concerned that the student has accepted their offer and if the employer intends to arrange accommodation or meet the student, forward the trainee's arrival plans as well.

## **4.5 "Survival Guide" for incoming students**

This is generally the period where receiving Committees prepare/update an arrival guide for incoming students. This frequently includes general information about the country, cultural details, visa and work permit requirements, travel details, useful links as well as details regarding the summer reception programme. This guide may be published online or sent as a welcoming pack with the N5s. Other Committees issue it to the student on arrival. Examples may be perused from other LC websites.

#### **4.6 Communications from the General Secretary**

The General Secretary reminds all Members and Co-operating Institutions that items for inclusion on the Agenda for the summer AC meeting are received before the middle of May.

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**Notes:**

## **5. June—September: Training and Results**

- **Reception/Accommodation**
- **Social Programme**
- **Exchange Statistics**
- **Report Forms**

### **5.1 Reception/Accommodation**

Once you begin to receive N/5b forms from abroad you should be certain that you have arranged accommodation (if requested) in time for the students' arrivals. If your country has the human resources to meet incoming trainees (whether this is done by Local Committee members, student volunteers, or even the employer) the students should be informed ahead of time where this will take place. Accommodation addresses and costs should be sent to all students through their National offices regardless of whether they will be met or not. All trainees should receive this information before leaving their countries as it may happen that they are delayed or for some other reason the meeting does not take place – in which case they should have an address they can report to directly. If at all possible, try to arrange for IAESTE trainees to live together (in university halls of residence) or near each other.

### **5.2 Social Programme**

One of the aims of IAESTE is the promotion of international understanding and goodwill. Organising a social programme for incoming trainees, if at all possible, contributes greatly to this end as the students will gain a better understanding of your culture and at the same time have the opportunity to meet like-minded trainees from all over the world.

A variety of activities are set up by IAESTE National and Local Committees, including:

- weekly meetings: at barbecues, in pubs, apartments, on campus, etc.
- weekend get-togethers: camping, cycling trips, coach tours, canoe trips, etc.
- company visits
- sightseeing trips to other parts of the country

Former IAESTE trainees, having had the experience of living abroad, can be of great help in developing social programmes. However, if you have not got the staff or students available to set up such an entertainment schedule, at least circulate a list of names, e-mail addresses and telephone numbers of foreign IAESTE trainees in your country so that the students themselves can arrange to meet and make excursions. Another method is to set all the trainees up on an e-group so they can communicate and develop their own social programme.

In several countries joint social programmes have been successfully set up in co-operation with AIESEC.

### **5.3 Exchange Statistics**

Together with the June bulletin, each National office receives from the General Secretary special forms to be filled in (in duplicate) with the figures and other data which are necessary for making the IAESTE Activity Report. One set of forms must be received by the General Secretary by 15

September while the second (copy) is kept in the files of the National office. It is of course preferable if the statistical report can be compiled using the Excel Spreadsheet which is available on the IntraWeb together with full guidelines on how to use the form.

It should be noted that the Activity Report is normally issued by late November/early December – provided National Committees submit their statistics according to deadline. The report contains many tables of statistics with correlated figures; the change in even one figure regarding students sent or received by one country involves changing other correlated tables, which becomes impossible after a certain point in the printing process.

Consequently it is stressed that each National office must take great care to fill in its data forms for the report correctly and **should confirm its figures for students sent and received bilaterally by checking with the other Member countries concerned before sending their returns to the General Secretary.** Each National Office is requested to consult the guidelines supplied before actually writing in its data. Incorrect results of additions and lack of correlation between figures given by the same country greatly complicate the preparation of the Report.

An offer should be counted in the statistics for the year in which the student concerned is starting his/her training, provided all acceptance formalities are completed by 15 September, which is the deadline for sending the Activity Report statistics. If these formalities are not ready by then, or if the training starts in the next calendar year, the placement should be counted in the next year's statistics.

#### 5.4 Report Forms

Toward the end of the summer season, when most traineeships have been completed the exchange which has just taken place should be reviewed, not only by collecting statistical data but also by evaluating the traineeships individually on the basis of the IAESTE "Trainee's Report" and the IAESTE "Employer's Report". When disappointment or criticism is expressed in either report, a follow-up is useful in securing the continued co-operation of the employer and the goodwill of the IAESTE National office concerned. The feedback from positive report forms can also be very useful for collecting comments to include in your next exchange year's publicity material.

**IAESTE Trainee's Report:** (Appendix 5) The sending country should provide the student with a copy of this **blue** report form, with an attached note stressing that it should be promptly completed at the end of the traineeship and returned to the sending country's National office. A copy should be retained for the files (and review) and another should be forwarded without delay to the receiving country. Some Member countries issue the "Trainee's Report" to students with their acceptance papers, others choose to send them to the trainees after they have returned from their placements. Whichever system you use, you will inevitably need to chase the students up for feedback.

All information given on the forms should be typed or written in English.

**IAESTE Employer's Report:** (Appendix 6) The **yellow** form for this report should be sent to the employer by the receiving country, preferably before the training starts. When the training period is over, the employer should fill in the form and return it as soon as possible to the receiving country's National office. A copy should be retained in the files of that office and another forwarded promptly to the sending country. All questions and answers should be typed in English.

Another option is to send the “Employer’s Report” Form early in the autumn after most trainees have left. In this way you can use a double-pronged approach, asking them to participate in the exchange again the following year as well as returning the report form. This ensures that you will receive a quick response on both matters. By that time the exchange cycle will have begun again and your administration will be in full preparation for the next exchange year.

### **5.5 IAESTE Certificate**

Students who have completed a period of training arranged through IAESTE can obtain a Certificate (Appendix 8) signed by the General Secretary and their National Secretary. Some countries send this certificate to the student after having received the Trainee’s Report.

### **5.6 Friends of IAESTE Network**

Students who have participated in IAESTE (and indeed employers and any other form of participant) should be encouraged to join the Friends of IAESTE Network (FoIN). They should be referred to the Internet pages at [www.iaeste.org](http://www.iaeste.org) from where they can select the Friends section and register on-line. FoIN has been developed as an alumni network which will hopefully bear fruit in job-raising and fund-raising efforts in the future.

### **5.7 Communication from the General Secretary**

The June bulletin is published on the IntraWeb by the General Secretary.

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### **Notes:**

## 6. Summary of Communications from the General Secretary:

1. Four bulletins per year are published on the IntraWeb: in March, June, September and December. Please make sure that you check these bulletins regularly as they contain important information, which you will need to keep up to date with.
2. The General Conference Proceedings are sent out in February, as well as being posted on the IntraWeb.
3. The Minutes of the summer meeting of the Advisory Committee (normally held in June) are issued a fortnight after the meeting and are available on the IntraWeb.
4. The Annual Review is sent out in August and can be used in job-raising activities. The Annual Review contains the names of the participating Institutions and Employers of each Member country. The lists of these names should be sent to the General Secretary in March every year.
5. The Activity Report, which is a detailed statistical report of the current year's exchange, mainly for internal use, is sent out in early December, and provides the information for the following year's Annual Review as well as useful statistics for preparation for the next year's exchange.

## 7. Communication through the IntraWeb – [www.iaeste.net](http://www.iaeste.net)

In January 2004 the new version of the IAESTE IntraWeb facility was launched. As the IntraWeb Development Team (IDT) expands its services it is certain to have a dramatic effect on the administration of the IAESTE programme and greatly facilitate the exchange of offers. Please refer to the IntraWeb Users' Manual which has been produced by the SID IntraWeb Usability Workgroup at the 2004 SID in Tunis.

The intraweb provides the following services:

- E-mail aliases whereby each country can be reached at [country@iaeste.org](mailto:country@iaeste.org)
- Standard forms for downloading
- Marketing brochure
- Practical Guide
- And many other services

The IDT also designs and maintains the public Internet pages which provide basic information on IAESTE and links to all the Member countries' home pages and contact details. The public pages can be found at [www.iaeste.org](http://www.iaeste.org)