Guide for Adherent
2019-2020
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contact us: outgoing@iaeste-france.fr
Welcome to IAESTE France Grenoble Alpes ! We are delighted to count you among our members !

This guide is intended to provide you with the information you will need later. It includes the presentation of IAESTE, the steps to follow to look for an internship and apply. We have also included some useful information at the end of the guide.

Do you have a question? Try to find the answer in this guide, otherwise do not hesitate to contact us! See you soon!

Introduction

What is IAESTE ?

IAESTE a.s.b.l (non-profit association) is a global network created in 1948 after the end of the Second World War to promote peaceful international cooperation through the exchange of technical skills between different nations.

Founded at the Imperial College in London, IAESTE was initially composed of 10 European countries (including France at the time) and then encompassed the majority of the rest of Europe. Today, IAESTE exists in more than 90 countries around the world.

This network is composed of students, academics, universities, research laboratories and industrial partners, and cooperates with 3,000 employers and 1,000 academic institutions. This provides nearly 4,000 students per year with the opportunity to gain work experience abroad while providing them with social and cultural immersion programs in the host country.

IAESTE France Grenoble-Alpes, founded in 2018, seeks to ensure a high-quality exchange program to enrich technical development, regardless of gender, culture, religious or political belief, disability, sexual orientation, etc. It is a huge family and we would be happy if you were part of it.

Reminders of the advantages of an IAESTE internship

IAESTE internships are paid. This salary is calculated in such a way that the student can support himself during the internship, i.e pay for his accommodation, food and transportation costs. Travel expenses (for example flight tickets to the internship site) are not covered by IAESTE.

IAESTE can provide accommodation for the student. So, no need to search ! However, the rent must be paid by the student.

Administrative procedures are made easier, especially when a visa is required.

Cultural activities are organized during the internship. It can be days trips, weekend meetings… It all depends on the country and the city of the internship.
Being a member of IAESTE

Here is what your membership brings you, the fees of the IAESTE and how to use the platform IAESTE. We all hope you join this family with the IAESTE values, such as commitment, diversity, friendship, growth and trust.

**The benefits of membership**

You can become a member for one year, two years or three years by paying respectively 15€, 25€ and 30€.

Membership includes the following points:
- access to the platform where all internship offers are listed
- have a follow-up for the completion of administrative procedures
- have a tutor for the entire duration of the process (from application to completion of the internship)
- participate in afterworks in the Grenoble region

**Internship fees**

If you are accepted for an IAESTE internship, you will have to pay us 65€. Indeed, we have fees to pay to IAESTE International for each trainee we send abroad. For more details about the payment do not hesitate to consult the heading “Before the internship”.

*How can I not pay the 65€?*

→ By providing us with an internship offer.

Indeed, IAESTE is based on the “give and take” principle. Ideally, for every French student who goes abroad via IAESTE, a foreign trainee can be welcomed in France. To do this, internships must be available in France.

*What kind of offer?*

You may have contacts in companies or laboratories, through your family, friends, teachers, etc. All you have to do is talk to them about our association and its principle.

If you wish to be exempted from the 65€, we count on your seriousness to find an interesting and viable offer. Offers can cover all areas of engineering, as well as management or architecture. The duration of the internships must be between 6 weeks and 1 year, and the internship must be paid. The offer must also be exclusive to IAESTE and may not be published on the company’s website or a platform such as a Career Center. Feel free to contact us if you need more information.

**contact us: outgoing@iaeste-france.fr**
Deposit

Because our association values are based on respect, tolerance and the exchange between different cultures we take our missions seriously, which is why we ask the same thing from our adherent.

Therefore, in addition to your internship fees, you will be asked to join a deposit check of 90€. This check will be cashed only if:

- you cancel your application when you have already been accepted for an internship
- you don’t give your testimony of experience (see the part “after the internship”)

Using the internship platform

Log in to the address iaeste.smartsimple.ie. Then you have to create your account, by entering “France, GA” in “Local Committee”. If you need help using the platform, there is a user guide available at the following address: https://sites.google.com/iaeste.org/ep-student-guide/

Once registered on the platform you will have to create your profile. It will be checked and approved in the days that follow. After that, you will have access to all available offers. It is possible to search by country, date, domain, etc by using the small arrows at the top of the columns.

If you have any questions or if the user guide does not seem precise enough to you, do not hesitate to contact us.
An offer for you

Reminder: The duration of the internships is between 4 weeks and 1 year. The internships are for science students from “licence” (bachelor) or “master” and also correspond to internships of 1st, 2nd and 3rd years of engineering school.

There are several types of offers on our platform so we will explain what they are.

The IAESTE offers

There are 3 types of internship offers: AC, COBE and FCFS.

**AC offer: Annual Conference**

AC offers are offers obtained at the January international conference. An AC offer is reserved exclusively for France. Students apply, then the France Grenoble-Alpes committee selects the candidate who best meets the criteria, and the application is sent to IAESTE proposing the AC. IAESTE forwards the application to the employer, who then makes his decision.

You must apply for an AC offer at least 3 weeks before the deadline (see the next section for information on how to apply) so that we have time to process the applications.

**COBE offer: Continuous On-line Based Exchange system**

COBE offers can be posted online at any time and are active for a fixed period (until the deadline). There are open to several countries (often by region due to visa restrictions, for example, the student must be part of the EU), or open to all countries. The student is therefore in competition with several other students from different countries.

You must apply at least 15 days before the deadline indicated. When the deadline comes, the country that published the offer makes a selection of candidates and forwards the best application to the employer. The employer chooses the student and the foreign committee then informs the candidate via the platform.

**FCFS offer: First Come First Served**

FCFS offers can be put online at any time and are open to several or all countries. The difference with a COBE offer is that applications are sent directly to the employer. If the student meets the employer’s expectations, then the student gets the internship directly, without waiting for the deadline set at the beginning. You must, therefore, be very fast and apply as soon as possible.
Apply for an offer and list of the required documents

**Step 1 : Apply to the France GA Committee**

After searching for an offer on the internship platform, **check that you meet the employer’s expectations** and then prepare your application.

The following documents are to be provided first:

- CV in English
- Cover letter in English and in connection with the internship offer
- Language certificate (Bulats, TOEIC, TOEFL…)
- O-form: the internship offer you are applying for

Send these documents to the address outgoing@iaeste-france.fr with the reference number of the offer in the subject line of the email.

If your application is not accepted, you can consult the other internship offers.

If your application is successful, you will continue your application with the foreign IAESTE committee. The France GA outgoing responsible will check that you can cover any necessary expenses from your own budget until you receive your first payment.

**Step 2 : Apply to the foreign committee after acceptance by the France GA committee**

After acceptance of the application, we will assign you to the internship offer on the platform.

- Log in to the platform, go to the Nominations tab and open your nomination. Some information should be already filled because it comes from your profile.

- Fill in the missing information. It is important to answer all the questions and fill in all the fields (Personal Information, Study Information, Working Related Information), as a summary document will be generated automatically from this information.

- After completing all the information, click on “Print Documents”. Under the “Student Documents” tab, click on “Student Nomination” and the form will appear completed.

- This document must be signed and scanned, as it will be requested in digital format.

- Constitute your application file.

Contact us: outgoing@iaeste-france.fr
Step 3 : Constitute your application file

➔ Group the following documents:

- O-form : the internship offer you are applying for
- Student Nomination Form (the previously generated form you just signed)
- Cover letter in English and in connection with the internship offer
- CV (in English)
- The list of subjects studied and/or the transcript of marks (translated in English). Remember to add the official correspondence of the rating scale. To help you a table is available in APPENDIX 1
- Language certificate (Bulats, TOEIC, TOEFL or certificate of your language level by your English teacher as a last resort)
- Enrolment certificate for the current year and valid for the duration of the internship
- Copy of your passport, or your identity card if it is sufficient, to access the country to which you are applying
- A photo
- Any other documents required by the employer and specifies in the internship offer

★ Make sure all documents are in pdf format.

★ Group the documents in order and in one and the same pdf. You can use the free website ilovepdf.com with the “merge” tool.

★ Rename the application file to : “Ref.n”_FirstName_LastName” (for example, FR-2018-001_John_Smith.pdf”). The reference of the offer is indicated on the platform as well as at the top right corner of the pdf containing the offer.

➔ Upload the application file in the “Student Documents” tab then “Nomination Documents”.

➔ Click on “Submit”. The France GA committee receives your complete application, checks the information and validates it. It is then sent to IAESTE of the country concerned.

After that, we are waiting for the response of the foreign IAESTE committee. Depending on the time of year, this can be counted in days or weeks.

contact us: outgoing@iaeste-france.fr
Different steps

Before the internship

Tutor assignment

A member of our association France GA will be assigned to you as your tutor. It is with him that you will be in touch for the rest of the procedure.

The payment

Once you have been accepted for an internship, you must pay the internship fees (65€) by bank transfer (see APPENDIX 2) or by check made out to IAESTE France Grenoble-Alpes, and give the check to one of our members or send it by post (see section “Contact us”). When payment is made we will send you a payment confirmation. You also have to send us by mail your deposit (90€).

Acceptance documents

You will receive by email the acceptance documents. They must be filled in, scanned and placed on the platform under the “Acceptance” tab.

→ On these documents, the passport number is often requested. If you do not yet have your passport number, send us an email to let us know when you will receive your passport.

→ If you are part of the EU and you are travelling in the EU or the EEA (European Economic Area) the identity card number is sufficient. You can then write this number and add “[French or Spanish or etc] Identity Card” next to it.

Visa and passport

If you need a visa/work permit, the foreign IAESTE committee will contact you and help you with your application but keep in mind that you have to pay for the visa needed, it is not financed by IAESTE.

To help expedite the visa process, you should ensure your passport is valid for at least six months after the completion of your intended traineeship. If not, you are encouraged to renew your passport.

Safety

Every student is obliged to arrange appropriate insurance for the whole period of their IAESTE internship. This insurance must cover travel, health, leisure time, accident and liabilities. The student have to deliver the proof of insurance to the IAESTE Committee. Students provides an emergency contact, speaking english and knowing the student’s medical history if it is possible.
Safety is the sole responsibility of the individual students, IAESTE doesn’t take any responsibility if the students, for example, fail in complying with the prevailing law of the land, driving licenses safety issues, consumption of alcohol and psychotropic substances, involving antisocial/political/restricted religious activities. A disclaimer of the same will be obtained by the concerned trainees.

**Preparation of the internship**

For the questions related to accommodation or arrival on-site, you will need to contact the IAESTE committee of your destination country if it has not already contacted you. They may provide you a welcome booklet, if not you should inform yourself about the culture and the laws to be respectful towards that culture. If you encounter some difficulties to contact it don’t hesitate to tell us.

After that, you can buy your plane or train tickets. If you need a visa or a work permit, make sure that all procedures are accepted and that you can buy your transport ticket without risk. The transport tickets are always your responsibility, it is not financed by IAESTE, like all the expenses related to the internship (work permit, insurance, accommodation) unless agreed otherwise. You are also encouraged to check with your bank to ensure your ATM/Credit cards will work abroad.

**Arrival information**

As soon as you book your trip to the place of your internship, fill in your arrival information on the platform, under the “Acceptance” tab. This is important because IAESTE in the country concerned can help you if you need it.

**During the internship**

Throughout the internship, do not hesitate to contact your tutor if you need to. To increase our visibility, we appreciate students sending us photos of their internship and events in which they participate. So don’t hesitate to share photos and testimonies, and let us know if we can publish them on our Facebook page!

**After the internship**

**The platform’s feedback questionnaire**

When you have completed your internship, there will be a feedback questionnaire to be completed on the platform. Click on “Trainee reports” and open the report you want to fill in. Fill in as many fields as you can and click on “Submit Report”. If you can’t complete the report at once you can save it and come back later. Be sure to send your answers at most 1 month after the end of your internship. This questionnaire is destined to IAESTE International and IAESTE France GA.
The testimony for IAESTE France Grenoble Alpes

We also ask for a short experience report (between ½ and 1 page, to be submitted at most 1 month after the end of your internship). You can use the following idea to write it down:

- Introduce yourself (name, first name, school, internship subject, country of internship, duration...)
- Why did you choose to do your internship via IAESTE?
- Your conclusions about the internship, how it went.
- Your conclusions regarding the IAESTE experience (application and selection process, the hosting by the IAESTE committee on-site, events, contacts with other IAESTE trainees...)
- Personal reflection. What did you learn from this experience?
- Tell us an anecdote!

You can write your testimony in French but it would be better to write in English because it would be easier to share. By the way, tell us at the end of the report if a few sentences of your testimony can be published on social networks. By publishing a few anecdotes or photos it helps us to make ourselves known to students, but also to French companies and universities. Thus you will contribute to spreading the IAESTE spirit around us!

Data protection

In accordance with the law of 25 May 2018 on the General Data Protection Regulations (GDPR), the information collected in the form, on the IAESTE platform or during e-mail exchanges with a member of our association is recorded in a computer file by Thomas FRION (thomas.frion@iaeste-france.fr). The purpose of processing a adherent's data is to manage his adhesion and transmit his documents to the companies and IAESTE committees to which he has given authorisation and, in the case of the experience report and photos, may be used for promotional purposes.

The legal basis for the processing is the contract entered into when creating an IAESTE account on the membership platform and sending the attached form by email. Data marked with an asterisk in the form must be provided. Otherwise, IAESTE France Grenoble-Alpes reserves the right to cancel any membership, even after payment.

The data collected in the form will be communicated only to the following recipients: members of the IAESTE France Grenoble-Alpes association. While the data collected through email exchanges with IAESTE France Grenoble-Alpes members will be communicated to the IAESTE committees and companies to which the member will apply. All information collected is kept for up to one year after the end of membership, with the exception of the experience report and any attached photos.

Concerning the experience report, there are 3 situations:

Situation 1: You agree to keep the report in our archives and to publish all or part of the report on our marketing channels. This includes: social networks, brochures and flyers presented to companies and universities, posters posted at forums and our website.

contact us: outgoing@iaeste-france.fr
Situation 2: You agree to keep the report in our archives, but you do not agree to its publication. The report will therefore be accessible to our IAESTE France GA members only.

Situation 3: You do not accept that the experience report be kept. It will then be deleted after one year.

You can access your personal data, correct them, request their deletion or assert your right to limit the processing of your data. Visit cnil.fr for more information on your rights.

To assert these rights or for any question about the processing of your data in this device, you can contact directly the IT manager Thomas FRION (thomas.frion@iaeste-france.fr). Or you can contact the president of IAESTE France Grenoble-Alpes : Romain Pasdeloup (romain.pasdeloup@iaeste-france.fr). The subject of the email must be of the form: [Important] Delete/Change data First name LAST NAME.

If, after contacting us, you feel that your "Data Protection" rights have not been respected, you can file a complaint with the CNIL.

Please indicate in the form provided with the member guide the requested data as well as the choice of the management of the experience report.
Relevant information

Any questions?

We have a FAQ on our website: https://www.iaeste-france.fr/en/faq/

If you do not find the answer to your questions on it you can contact our team as indicated below.

Contact us

For any further informations, do not hesitate to contact us by the easiest way for you.

By mail: IAESTE France Grenoble Alpes
         Bâtiment EVE
         701 Avenue Centrale
         38400 Saint-Martin-d'Hères

By email:
         General contact: contact@iaeste-france.fr
         For applying or about your application: outgoing@iaeste-france.fr

By Facebook: https://www.facebook.com/Iaeste.FranceGA

By Instagram: https://www.instagram.com/iaestefrancelcg/?hl=fr

By LinkedIn: https://www.linkedin.com/company/iaestefrancega/
APPENDIX 1: Table of correspondence of grades

**TABLEAU DE CONVERSION DES NOTES**

**EUROPE**

Programmes bilatéraux & Erasmus-
European Credit Transfer System (ECTS)

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**AMÉRIQUE DU NORD, ASIE, OCÉANIE**

Programmes bilatéraux & Crepax
(NB : barème indicatif ; vérifier auprès de l’université choisie le barème précis)

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<td>Amérique du Nord, Asie, Océanie</td>
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**AMÉRIQUE LATINE**

Pour posterfier auprès d’universités latino-américaines, il faut en général diviser les notes par deux sur le relevé de notes traduit en espagnol ou portugais (en effet, les examens et travaux universitaires y sont le plus souvent notés sur 10 et non sur 20). Dans certains cas, il est également possible de laisser les notes obtenues sur 20. À vérifier auprès de l’université choisie.

**Source:**
https://www.universite-paris-saclay.fr/sites/default/files/tableau_de_conversion_des_notes.pdf
APPENDIX 2: Bank details of IAESTE

![Bank details of IAESTE]

Contact us: outgoing@iaeste-france.fr