



IAESTE

FRANCE, GRENOBLE ALPES

ADHERENT GUIDE 2021 - 2022

WORK EXPERIENCE DISCOVER

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 in order to use IAESTE's services. 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!

A bientôt !

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Introduction

What is IAESTE?

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

Founded at the Imperial College in London, IAESTE was initially made 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 80 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 3,000 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.

Reminder 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 still the student responsibility regardless of their salary.

IAESTE **can provide accommodation** for the student. So, no need to search! However, the rent must be paid by the student (which is covered by the salary in most cases). Administrative procedures are made easier, especially when a visa and/or work permit is required to go to the country of internship.

Cultural activities are organized during the internship. It can be days trips, weekend meetings... This allows a better integration within the country and to discover its culture. It all depends on the country and the city of the internship!

Being a member of IAESTE

We remind you what your membership brings you, the amount of the internship fee and how to use the IAESTE platform. We are happy to welcome you to our family with the values of commitment, diversity, friendship and trust.

Membership benefits

Membership includes the following benefits:

- Access the platform where all internship offers are listed in order to apply to them
- 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)

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 a.s.b.l (parent organization of IAESTE) for each trainee we send abroad. For more details about the payment do not hesitate to consult the heading “Before the internship”.

How to not pay 65€?

→ By providing us with an internship offer.

➤ Why?

Indeed, IAESTE is based on a mutual exchange principle (“give and take”). 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 principles.

If you wish to be exempted from the 65€, we count on your commitment to find an interesting and viable offer. Offers can cover all areas of engineering, as well as management, applied arts or architecture. The duration of the internships must be at least 6 weeks, and the internship must be paid. Feel free to contact us if you need more information.

Deposit

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

Therefore, in addition to your internship fees, you will be asked to add a deposit of 100€ in case of acceptance to an internship. It is possible to pay it by check, bank transfer or credit card (via [HelloAsso](#)). This deposit will be refunded if and only if:

- You have carried out your internship until the established end date
- You have provided the travel/insurance information in the "Acceptance" part of the IAESTE platform (more info in the "Using the internship platform" part)
- You have submitted a testimonial (more info in the section "After the internship")

N.B: Any deposit paid by credit card or bank transfer will be cashed immediately and then refunded. If it is given in check format, it will be cashed only in case of breach of one of the conditions and will be destroyed/returned the opposite case.

Using the internship platform

Log in to the address <https://iaeste.net>. Then you have to create your account, by entering "France, GA" as "The country you study in". Fill in all the required information and submit your profile for verification.

In order to know how to use the platform you can access a user guide at the following address: <https://sites.google.com/iaeste.org/ep-student-guide/>.

After that you will have access to all the available offers. It is possible to search by country, by date, by domain, etc., using the small arrows at the head of the columns.

"Nomination" Tab

Once you have been shortlisted for an internship, you will be able to fill in your application details and upload the documents to be sent to the foreign committee. The explanation of how the platform works can be found at this address:

<https://sites.google.com/iaeste.org/ep-student-guide/nomination/submit-nomination>

"Acceptance" Tab

Once you have been accepted for an internship, you will have access to the Acceptance tab of the platform. This tab allows you to send important information to your host committee such as your insurance and confirmation that you will be doing the internship.

Filling out this tab correctly is necessary for the refund of the deposit.

You will find all the necessary information on this page:
<https://sites.google.com/iaeste.org/ep-student-guide/employers-decision/acceptance>
If you have any questions or if the guide does not seem precise enough, do not hesitate to contact us.

An offer for you

The duration of our internships is between 6 weeks and 1 year. The internships are aimed at students in science, engineering, management, applied art and architecture. The level of study generally requested in our offers is between BAC + 2 (DUT/BTS) and BAC + 8 (PhD).

There are several types of offers on our platform, below is their corresponding description and useful information.

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). They 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.

Internship process

Apply to an internship offer

Step 1: France, Grenoble Alpes Committee selection

After looking for an offer on the internship platform and checking that you meet the employer's expectations, you can apply in two different ways:

→ Through the platform directly by clicking on the "Create application" button. Then, all you have to do is fill in the form and upload your CV and cover letter. You can also upload any document that you think is relevant to your application.

Or

→ By sending your CV, cover letter and language certificate to the application department in France at outgoing@iaeste-france.fr. In the subject line or in the body of the email, remember to include the **reference of the internship offer**.

N.B: All application documents must be in English, regardless of the country of destination and the language spoken.

It is possible to apply for several offers simultaneously. In this case, you will have to send us a list of the offers you are applying for sorted by order of preference (descending order). However, **we can only send three complete application files** (next step) to the different foreign committees at the same time.

Step 2: Foreign Committee selection

After acceptance of the application by the French committee, we assign you to the internship offer on the platform (more info in the section "Using the internship platform"/"Nomination Tab").

→ Log in to the platform, go to the Nominations tab, and open your nomination. Normally some of the information is retrieved from your profile.

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

→ After filling in 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 then be requested in digital format.

→ Complete your application by following the instructions below.

Step 3: Creating your application file

The complete application file requires the following documents:

- ☐ O-form: the internship offer you are applying for
- ☐ Student Nomination Form (the previously generated form you just signed)
- ☐ Cover letter
- ☐ CV/Resume
- ☐ 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 (certificate available in [APPENDIX 3](#))
- ☐ 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

All of the above documents must be in English. If your university cannot provide an English version of your transcripts, you may add a homemade translation of your transcript after the original.

All documents must be in PDF format and in English.

There are two ways to submit the documents:

→ Upload them directly to the platform in the corresponding fields. Then click on "Submit" so that we can check that the file is complete.

Or

→ Merge them into a single PDF file. The file must have a name respecting the format "<offer_reference>_<Firstname>_<Lastname>.pdf" (e.g. "FR-2018-001_John_Smith.pdf"). Once the file is created, send it to us at outgoing@iaeste-france.fr with the offer reference as the subject of the email. We will put the document on the platform and send the file to the IAESTE committee hosting the offer.

As soon as we have news about your application, we will send it to you.

Conduct of the internship once accepted

Before the internship

Tutor assignment

A member of our team will be assigned to you as a tutor. They will be the one you contact for the rest of the process.

Payment (reminder)

Once you have been accepted for the internship, we will ask you to pay an administrative fee of 65€. You can refer to [APPENDIX 2](#) for the different payment methods we accept.

A deposit of 100€ will also be required. The deposit will be refunded if you meet the conditions described in the "Deposit" section.

Acceptance documents

You will receive the acceptance documents on the platform or by email. You must fill them out, scan them, and upload them on the platform under the "Acceptance" tab.

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

→ If you are part of the EU and you are traveling 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

If you need a visa and/or a work permit, the IAESTE foreign committee will contact you and help you with the process, but keep in mind that unless otherwise stated, you will have to pay for the necessary visa, which is not funded by IAESTE.

To help speed up the visa process, you must ensure that your passport is valid for at least six months after the end of your planned internship. If it is not, we encourage you to renew your passport.

Safety and Insurance

Appropriate personal insurance covering the duration of the IAESTE internship is mandatory. This insurance must cover travel, health, leisure time, accident and liability. Proof of insurance is to be submitted to the IAESTE Committee hosting the internship. If you don't have insurance yet, IAESTE a.s.b.l has a partnership with the company Swisscare which can offer you one (more information [here](#)).

Students also provide an emergency contact person who speaks English and knows the student's medical history if possible.

Preparation of the internship

For all questions related to accommodation or arrival, you will need to contact the IAESTE committee in your destination country if you have not already been contacted. If you have any problems contacting them, please let us know.

They will provide you with a welcome booklet or the information you need to know in the country. However, we encourage you to learn about the culture and laws in order to be respectful of them once you are there.

Once the necessary procedures to enter the destination country are completed and validated, you can purchase the transportation ticket. Unless otherwise stated, you will be responsible for the transportation ticket, as well as all expenses related to the internship (work permit, insurance, accommodation). We also advise you to check with your bank that you can use your credit card abroad.

Hint: If this internship is part of your curriculum, you can ask your bank for free exchange fees (if the currency of the destination country is not the Euro). You will need to request a certificate from your school confirming that this internship abroad is part of your curriculum.

Arrival Information

Once you have booked your trip and purchased your ticket, fill in your arrival information on the platform, under the "Acceptance" tab. This is important, because the IAESTE committee of the country concerned will be able to come and welcome you or if necessary help you.

During the internship

Throughout the internship, feel free to contact your tutor if you need help. In order to increase our visibility, we appreciate if students send us pictures or testimonials of their internship and the events they participate in. So don't hesitate to share photos and testimonials, and let us know if we can publish them on our facebook page or other social networks!

After the internship

The "feedback" questionnaire of the platform

When you finish your internship, there will be a feedback questionnaire to fill in on the platform. Click on "Trainee reports", and open the report you want to fill in. Fill in as many fields as possible, and click on "Submit Report". If you can't complete the report in one sitting, you can save it and come back later.

Be sure to send in your answers no later than 1 month after the end of your internship. This questionnaire is for the attention of IAESTE a.s.b.l and IAESTE France, Grenoble Alpes and helps us to improve the relationship and the internships offered.

The experience report for IAESTE France, Grenoble Alpes

We also ask for a short experience report (between half a page and a page, due within a month after the end of the internship) written in French or English. You can use the following points to help you write it:

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

When you give us your report, remember to tell us what we can do with it: publish it on social networks for promotional purposes or make it available only to volunteers of the association.

In case of problems

If you encounter any problems with your employer or in your host country, you can contact IAESTE France or the IAESTE committee of your host country which will try to help you to solve them.

If the problem is not resolved after contacting the two committees, you can contact the Ombudsperson of IAESTE a.s.b.l. This is an ombudsperson elected to handle complaints from program participants. The Ombudsperson receives, investigates and handles complaints from interns and applicants to the programme, and acts as a mediator in disputes. The Ombudsperson offers complete discretion and will never do anything without the permission of the complainant, and will seek a solution that is in the interest of all the parties involved. Complaints to the Ombudsperson must be received in writing using the form on this page <https://iaeste.org/complaints>, with a full explanation of the situation, and the actions that have already been taken to reach a solution.

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 information, 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 :

Contact to apply or about an application: outgoing@iaeste-france.fr

General contact: contact@iaeste-france.fr

By Discord : <https://discord.gg/invite/neEb6pUzy>

By Facebook : <https://www.facebook.com/laeste.FranceGA/>

By Instagram : <https://www.instagram.com/iaestefrancelcga/?hl=fr>

By LinkedIn : <https://www.linkedin.com/company/iaestefrancega/>

APPENDIX 1: Correspondence table of the rating scale

→ Full document available [here](#)



EQUIVALENCE DES NOTES UFR IM²AG

Bloc de référence: système français	Ap	Insuffisant	Passable	Satisfaisant	Bien		Très Bien		Excellent				
	ECTS	Fail	E	D	C		B		A				
	France	0 à 9,99	10	11	12	13	14	15	16	17	18	19	20

PAYS	SYSTÈME DE NOTATION												
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Allemagne	De 6 à 1	5,3 à 4,3	4	3,7	3,3	3 - 2,7	2,3	2 - 1,7	1,5 - 1,3	1,2 - 1,1	1			
	Ap	Insuffisant	Passable	Satisfaisant	Bien			Très Bien			Excellent			
	ECTS	Fail	E	D	C			B			A			
	France	0 à 9,99	10	11	12	13	14	15	16	17	18	19	20	


Angleterre	Sur 100	0 à 39	40 à 44	45 à 49	50 à 59		60 à 69		70 à 100				
	Ap	Insuffisant	Passable	Satisfaisant	Bien		Très Bien		Excellent				
	ECTS	Fail	E	D	C		B		A				
	France	0 à 9,99	10	11	12	13	14	15	16	17	18	19	20

Autriche	De 5 à 1	5	4,99 à 4		3,99 à 3		2,99 à 2		1,99 à 1				
	Ap	Insuffisant	Passable	Satisfaisant	Bien		Très Bien		Excellent				
	ECTS	Fail	E	D	C		B		A				
	France	0 à 9,99	10	11	12	13	14	15	16	17	18	19	20

Belgique	système identique à la notation en France												
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APPENDIX 2: Means of payment accepted by IAESTE France, Grenoble Alpes

Bank transfer:

					
RELEVÉ D'IDENTITÉ BANCAIRE					
Identifiant national de compte bancaire - RIB					
Banque 10278	Guichet 08922	N° compte 00021159901	Clé 05	Devise EUR	Domiciliation CCM GRENOBLE CENTRE
Identifiant international de compte bancaire					
IBAN (International Bank Account Number)					BIC (Bank Identifier Code)
FR76	1027	8089	2200	0211 5990	105
					CMCIFR2A
Domiciliation CCM GRENOBLE CENTRE 8 AVENUE ALSACE LORRAINE 38000 GRENOBLE ☎ 0 820 860 522 (Service 0,12 €/min + prix appel)			Titulaire du compte (Account Owner) IAESTE FRANCE GRENOBLE ALPES BATIMENT EVE 701 AVENUE CENTRALE 38400 ST MARTIN D HERES		
Remettez ce relevé à tout autre organisme ayant besoin de connaître vos références bancaires pour la domiciliation de vos virements ou de prélèvements à votre compte. Vous éviterez ainsi des erreurs ou des retards d'exécution.					
PARTIE RESERVEE AU DESTINATAIRE DU RELEVÉ					

Check (deposit only):

Order: *IAESTE France Grenoble Alpes*

It is possible to hand in the check to one of the members of the association if you are in the Grenoble area or to send it by mail to the following address:

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

Credit card through our partner HelloAsso:

To pay by credit card, simply go to [the HelloAsso page of the association](https://www.helloasso.com/associations/iaeste-france-grenoble-alpes/) and select the payment you want to make.

Address of the HelloAsso page:

<https://www.helloasso.com/associations/iaeste-france-grenoble-alpes/>

APPENDIX 3: IAESTE language certificate

→ Full document available [here](#)



IAESTE - Language Certificate

This sheet must be completed and sent with the O Form if required.

Tick Language to be tested

English ☐ French ☐ German ☐ Spanish ☐ Other ☐ Please specify _____

Surname:	First name:
Nationality:	Study Course:
How long have you studied this Language?	Last Class:
Examinations Achieved and Grade: <i>Please provide additional Certificates if available</i>	Dates of Examinations:

To be completed by the Examiner

Knowledge of Required Language

(Please tick one box for each of the four language sections)

1. Comprehension

- Understands conversation and reads without difficulty ☐
- Understands almost everything spoken slowly and clearly ☐
- Understands with difficulty ☐
- Cannot follow conversation and written word ☐

2. Speaking

- Speaks fluently, correctly and is easily understood ☐
- Is understood but is not completely correct and fluent ☐
- Speaks haltingly with many mistakes ☐
- Cannot speak this language ☐

3. Writing

- Writes accurately with ease ☐
- Writes slowly with occasional errors ☐
- Writes with difficulty and makes many errors ☐
- Has no written ability in this Language ☐

4. Reading

- Reads quickly with understanding ☐
- Reads slowly, understanding only some of the text ☐
- Has difficulty understanding and must look up many words ☐
- Cannot understand simple texts ☐

Overall Conclusion

- ☐ Excellent ☐ Good ☐ Fair ☐ Poor

Additional Comments:

Examiner:	Position:
Place and Date:	Signature:



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www.iaeste-france.fr



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[iaestefrancelcga](https://www.instagram.com/iaestefrancelcga)



contact@iaeste-france.fr



WORK EXPERIENCE DISCOVER