



## **Profile creation guide 2017/18**

### **1) Basic information**

First of all - congratulations on your decision to register for a lifechanging IAESTE internship! Please read this guide carefully. It contains a step by step introduction to your internship. We added some notes about the Austrian selection process as well, which is a bit different from other IAESTE countries.

The guidelines in this documents are meant to introduce you to the new IAESTE Exchange Platform (EP). Please note, that uploaded data will be considered confidential. Employers all over the world can just see the data from students who are nominated for their offers. Your data will just be forwarded in case of a nomination!

There also exists an international student access guide for the EP, but be aware that information there may not be applicable to the Austrian exchange system!

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

If you have any question feel free to contact your local committee exchange outgoing coordinator or the national team by mailing us:

[internship@iaeste.at](mailto:internship@iaeste.at)

[internship@boku.iaeste.at](mailto:internship@boku.iaeste.at)

[internship@graz.iaeste.at](mailto:internship@graz.iaeste.at)

[internship@innsbruck.iaeste.at](mailto:internship@innsbruck.iaeste.at)

[internship@leoben.iaeste.at](mailto:internship@leoben.iaeste.at)

[internship@linz.iaeste.at](mailto:internship@linz.iaeste.at)

[internship@vienna.iaeste.at](mailto:internship@vienna.iaeste.at)

[internship@salzburg.iaeste.at](mailto:internship@salzburg.iaeste.at)



## 2) Registration and profile creation

Please visit the IAESTE Exchange Platform via the following link and register as a student:

<https://www.iaeste.net>

You will receive an email with your login and password. (This may take some time!)

The screenshot shows the IAESTE Exchange Platform homepage. At the top left is the IAESTE logo and the text "The International Association for the Exchange of Students for Technical Experience". The main content area is titled "Welcome to IAESTE Exchange Platform" and contains several links: "our website", "contact an IAESTE committee in your country", "Student Guide", "Employer Guide", and "Privacy & Security". Below this, there are two sections: "Are you a student?" with a "Register here" button (circled in red), and "Are you an employer?" with a "Partner with us" button. On the right side, there is a "Login" section with input fields for "Email" and "Password", a "Login" button, a "Forgot Password?" link, and a "Privacy & Security" link.



After logging in you will have the following view:

The screenshot shows the IAESTE Austria user interface. At the top, there is a navigation bar with 'Home', 'Offers', 'Nominations', and 'Trainee Reports'. Below this, a welcome message for Mark Feichtinger is displayed. To the right, there is a 'Shortcuts' section with a 'Contact IAESTE Austria' link. The main content area is divided into two sections: 'Active Nominations' and 'Available Offers'. The 'Active Nominations' section is circled in red and labeled 'B', showing 'No Results Found'. The 'Available Offers' section is circled in red and labeled 'C', displaying a table of 8 offers with columns for Reference Number, Committee, Faculty, Deadline for nomination, and View Offer (Student PDF).

#	Reference Number	Committee	Employer	Faculty	Deadline for nomination
No Results Found					

  

Reference Number	Committee	Faculty	Deadline for nomination	View Offer	
1	CY-2017-TEST	Cyprus	Economy and Management	2017-03-31	<a href="#">Student PDF</a>
2	PS-2017-196-CS	Palestine, ANU	IT	2017-03-31	<a href="#">Student PDF</a>
3	PE-2017-OLIVOS	Peru	Food Science	2017-03-31	<a href="#">Student PDF</a>
4	IN-2017-3428-KU	India	Media and Marketing	2017-03-31	<a href="#">Student PDF</a>
5	IN-2017-3427-KU	India	Media and Marketing	2017-03-31	<a href="#">Student PDF</a>
6	IN-2017-3429-KU	India	Media and Marketing	2017-03-31	<a href="#">Student PDF</a>
7	IN-2017-3431-KU	India	Media and Marketing	2017-03-31	<a href="#">Student PDF</a>
8	IN-2017-3430-KU	India	Media and Marketing	2017-03-31	<a href="#">Student PDF</a>

## A - your profile

Your profile includes all basic information about you and your study field. Please be aware, that the international version of study fields are a bit different to the version we use in Austria. For a closer look, we suggest to contact your outgoing coordinator. The eleven main study fields are split as follows:

01. Agriculture, Agriculture Operations, and Related Sciences
03. Natural Resources and Conservation
04. Architecture and Related Services
11. Computer and Information Sciences and Support Services
14. Engineering
15. Engineering Technologies and Engineering-Related Fields. Series
26. Biological and Biomedical Sciences
27. Mathematics and Statistics
40. Physical Sciences
45. Social Sciences
52. Business, Management, Marketing, and Related Support



All of these sections include various specifications. E.g. Chemical Engineering can be found in “Engineering” → “Chemical Engineering”

The most important field is the .pdf upload field in your profile. To get verified by IAESTE team members, you need to upload\* some documents here (all of them **in English\*\***):

- CV
- Transcript of records (Sammelzeugnis) for all your studies (also completed ones)
- Final certificate/ notification (Abschlusszeugnis/ Bescheid) of completed studies
- Certificate of enrollment (Inskriptionsbestätigung)
- Language certificate by IAESTE (or Berlitz Standard, TOEFL, Cambridge ESOL, CEF, IELTS, ALTE, DELE)\*\*\*

If you didn't fill in the profile correctly, you will receive an email from one of our members with the request to fill this profile correctly. Once your profile is verified, you can do changes whenever you want. Another verification is not necessary. (Please note: If you delete your documents after verification, it is possible for you to apply for internships, however your application will not be considered when our profile requirements are not fulfilled.)

\* Maintain good readability of the documents in case you need to digitalize them. There exist apps for smartphones converting images acquired with the camera to make them look like scanned - search for 'camera scanner' or similar in the app store of your choice. In case the created PDF is very big - there are also online and offline solutions available to shrink PDFs without significant quality loss.

\*\* In case your university does not provide certain documents in english please upload the german one and notify us via a comment in the 'Particular Knowledge' field.

\*\*\* In case you have other language certificates please contact us if it is eligible. A-level certificates (Maturazeugnis), university language lectures and similar are not eligible. If you have no english language certificate so far, please contact us at [sprachtest@iaeste.at](mailto:sprachtest@iaeste.at) in case you are from Vienna (BOKU, TU Vienna,...) or at [internship@iaeste.at](mailto:internship@iaeste.at) in case you are from any other university in Austria.



\* Field of Study:

Language Skills

Particular Knowledge:

Supporting Documents (CV, transcript of records, etc):

Check with your National/Local Committee if you require any documents here.

\* I have medical conditions that could prevent me undertaking a traineeship:  Yes  No

## B - your active nominations

When we nominated you for an internship offer, this offer will be shown here.

## C - the available offers

Although this part is called “available offers” not all of them are really available. This part should give you an idea how IAESTE internships look like. The offers will be shown in our round based system. The offers will be published on <https://bewerbung.iaeste.at> which will be available during the application rounds.

## **3) Application rounds and application for internships**

With an accepted profile you will have the possibility to apply for an internship when we have an active application round. The dates when we have an active application round will be stated here (you can change this webpage to English!):

<https://www.iaeste.at/fuer-studierende/auslandspraktika/>

Depending on the application round you can apply for up to three offers. The selection procedure will be done usually at the weekend after the active application round. Please make sure that you are available by phone during this time. If you are selected for one of your applications and you are not answering the phone, you will have two hours time to call us back. If you are not calling us, you will be banned from the selection for two application rounds.

During this phone call you will be asked if you want to accept the nomination. If you agree we will start the application process together. If you are declining the offer, we will ban you for two application rounds. So please be sure about the offers you are applying for.



**IAESTE Austria**

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

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**ATTENTION:**

Please consider that an application on an IAESTE internship is binding. If you decline your nomination during the confirmation phone call or even later, we will punish this break of agreement with application bans between two weeks and up to one year. In special cases we may pronounce lifelong bans.

In case of a nomination, you need to transfer a 200€ deposit to our IAESTE bank account. Additionally we need a valid passport copy. Nevertheless in case of a nomination we will provide you with further information.