

# IAESTE TRAINEESHIP PROGRAM

Application Period on Feb 6-17, 2012

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**IAESTE** - *the International Association for the Exchange of Students for Technical Experience* is a **worldwide traineeship organisation offering traineeships related to studies in different fields of technology**. Every year an average of 90 students from Finland is placed as IAESTE trainees all around the world.



## **WHO CAN APPLY?**

To be able to apply for IAESTE you have to be a **Master's Degree Student at LUT**. Please note that Canada requires the incoming trainees from Finland to be Finnish citizens - i.e. if not being Finnish, you cannot apply for the placements in Canada.

## **HOW LONG ARE THE TRAINEESHIPS AND WHEN DO THEY TAKE PLACE?**

**Traineeship periods vary from offer to offer; they usually last for 2-3 months and take place during summertime**, but there is no rule to this. There can also be placements for 1-18 months and even the start date can vary throughout the year – all the details regarding to the traineeship period and duration can be found on every traineeship offer.

## **TRAINEESHIP PERIOD NOT INTERFERING YOUR STUDIES AT LUT**

**Please note that you can only apply to the offers matching your LUT study schedule (due to the limited LUT study period, Residence Permit etc.) The best and definitely the most recommended time for IAESTE Traineeship is during the summer break between the 1<sup>st</sup> and the 2<sup>nd</sup> academic year.** In case of needing any further details on the schedules on your studies, please contact your Departmental International Coordinator.

## **SALARY**

Salary paid on the traineeships varies according to the countries, the companies, the traineeships and the tasks – nevertheless, the salary is meant to cover at least the minimum living expenses during your traineeship.

## **ACCOMMODATION**

Accommodation will be acquired for IAESTE trainees, either by the employer or by the local IAESTE committee – or at least they will help you finding it. The trainee is responsible for paying the rent.

The standard and the form of accommodation vary from country to country, but the most common way of living equals to student housing in Finland.

## **TRAVEL COSTS**

Trainees are responsible for their own travel costs. **However, in case of being a first year student and your traineeship period will take place during the summer between the first and the second academic year, you will be able to apply for the LUT Travel Grant (but not to your own home country).**

## **APPLICATION PERIOD ON FEB 6-17, 2012**

All the traineeship offers exchanged into Finland together with the web application form will be released on February 6, 2012 at [www.iaeste.fi](http://www.iaeste.fi).

### **HOW TO APPLY?**

Go to [www.iaeste.fi](http://www.iaeste.fi) – you will find the placement offers on

→ Link “Hakijalle” on the left

→ See the links on the right below “Lue lisää”

→ You will find the fully instructions together with the placement offers

**You can apply for 4 traineeship offers.** Start by going through the offers on your own field of study (please note that there can be offers that are for several study fields and listed according to the first study field mentioned). You can find the full instructions in English at [www.iaeste.fi](http://www.iaeste.fi) .

**Be sure to only apply for the placements that match with your studies and your skills! Please also note the time frame for the traineeship on the offer – and consider whether you are able to go for the supposed traineeship without the traineeship disturbing your LUT studies.**

This is very important, since only one student will be nominated in each traineeship offer – and the nominated student will be the one who best meets the criteria listed by the employer on the traineeship offer.

## **1. WEB APPLICATION**

### **TO APPLY, PLEASE FILL IN:**

- **IAESTE web application form on [www.iaeste.fi](http://www.iaeste.fi)**
  - can be found at “Kansainvälisen harjoittelun sähköinen hakulomake”

### **THE DOCUMENTS TO BE ATTACHED INTO THE WEB APPLICATION:**

- **Letter of Motivation in English** (one per each employer)
- **CV in English**
- **LUT Transcript of Records in English** (the one from “WebOodi” is ok)

## **2. PLUS THE DOCUMENTS ON PAPER**

### **TAKE PRINTOUTS/COPIES OF THE FOLLOWING DOCUMENTS:**

- IAESTE web application form
- Letter of Motivation(s)
- CV
- LUT Transcript of Records
- Bachelor Degree Certificate + Transcript of Records (not to be attached into the web form)

### **AND TAKE THEM TO:**

- **Minna Niemi at International Services by February 17, 2012.**
- You can also send them by e-mail at [Minna.Niemi@lut.fi](mailto:Minna.Niemi@lut.fi) (remember to also scan a copy of your Bachelor Degree Certificate)

## **NOMINATION PROCEDURE & NOMINATION FOR A TRAINEESHIP**

There will only be one nominee for each placement offer - it is up to the employer to decide whether you are the right person for them. This usually – and unfortunately – takes some time, so you need to be patient with it. In most of the cases the nominee is also accepted by the company – but there have also been turndowns.

Further info: [Minna.Niemi@lut.fi](mailto:Minna.Niemi@lut.fi)