



**International Association
of Students in Agricultural
and Related Sciences.**



**Exchange
Program**



IAAS WORLD

INTERN GUIDE

2022-2023



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01. Introduction

IAAS

IAAS, The International Association of Student in Agricultural and Related Sciences, is an organization founded in 1957. IAAS aims:

"To promote the exchange of experience, knowledge and ideas, and to promote the mutual cultural understanding between students in the field of agricultural and related sciences, all over the world".

With members from over 50 countries, we represent this vision all over the world. As our name summarizes, we are students who are passionate about agriculture or fields of science closely related to that area.

To promote this exchange of experience, knowledge and ideas we provide internships under the banner of the **IAAS Exchange Program (ExPro)**. With internships in many different fields of the life sciences, we offer a variety of choices and hope that you will find an internship that suits your personality and interests. Let's get started!

Exchange program

ExPro is a unique internship program provided by IAAS. ExPro provides three different kind of internships:

- **Ceres:** internships on farms
- **Archimedes:** internships in companies, organizations, universities or research institutions
- **Libertas:** community based projects, mostly voluntary work.



Ceres



Archimedes



Libertas

Why going abroad for an internships?

- Once in a lifetime experience
- Grow as a person and as a professional
- Immerse yourself in a new culture; share your culture with new friends
- Apply your theoretical knowledge to real world problems
- Learn to be independent
- Broaden your vision

Why choosing ExPro?

IAAS is the only international students association related to life sciences. An internships abroad with IAAS gives you the opportunity to meet people involved in the same field of study as you. Moreover, the internships are organised by students. The personalised contact with the local committees can help you to explore the country of destination as an insider which is a unique experience and a once in a lifetime opportunity!

Please keep in mind the aims of ExPro are NOT

1. To provide an opportunity to earn money.
2. To provide a holiday.
3. A permanent career placement or recruitment in another country. If the organization decides to extend the internships on a permanent basis, IAAS will have no role in facilitating this.
4. A vehicle for any person to permanently leave their country. IAAS does not encourage the extension of internships beyond the limit of 12 month.

Terminology

- **Exchange Coordinator (ExCo):** each IAAS committee has at least one ExCo who is in charge of the organisation of the Exchange Program at your university and in your country.
 - **Sending ExCo:** the person you will be in contact with at your university and who will be working on the initial steps of the applications process.
 - **Receiving ExCo:** the person you will be in contact with in your country of destination and who will be arranging the internship place.
 - **OP Taker:** the company, farm, or institution that will accommodate your internship.

02. The Basics



Who can participate?

- Students studying / majoring in the field of agriculture and related sciences.
- IAAS and non IAAS member.
- Alumni, graduated within 60 months after the year of application.

Types of internship

- **Archimedes:** internships in companies, organisations, universities, or research institution.
- **Ceres:** internships on farms.
- **Libertas:** community base projects, mostly voluntary work.

Duration

- 3 weeks to 1 year.

Where to go

- Given that not every country provides placements at any given time, please contact our website, your local ExCo, or the Exchange Quality Board (=ExPro team) to know which countries provide placement.
- Some countries may list their internships on their own website or even search places on demand according to your preference.

What is included?

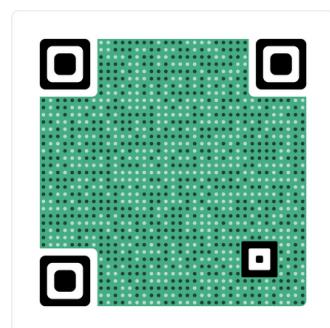
- Most exchange places provide accomodation and / or food, while some provide a salary. You can find more information on the webside, in our catalog or contact the country of interest's ExCo ans ask about your preferred internships.

Fees

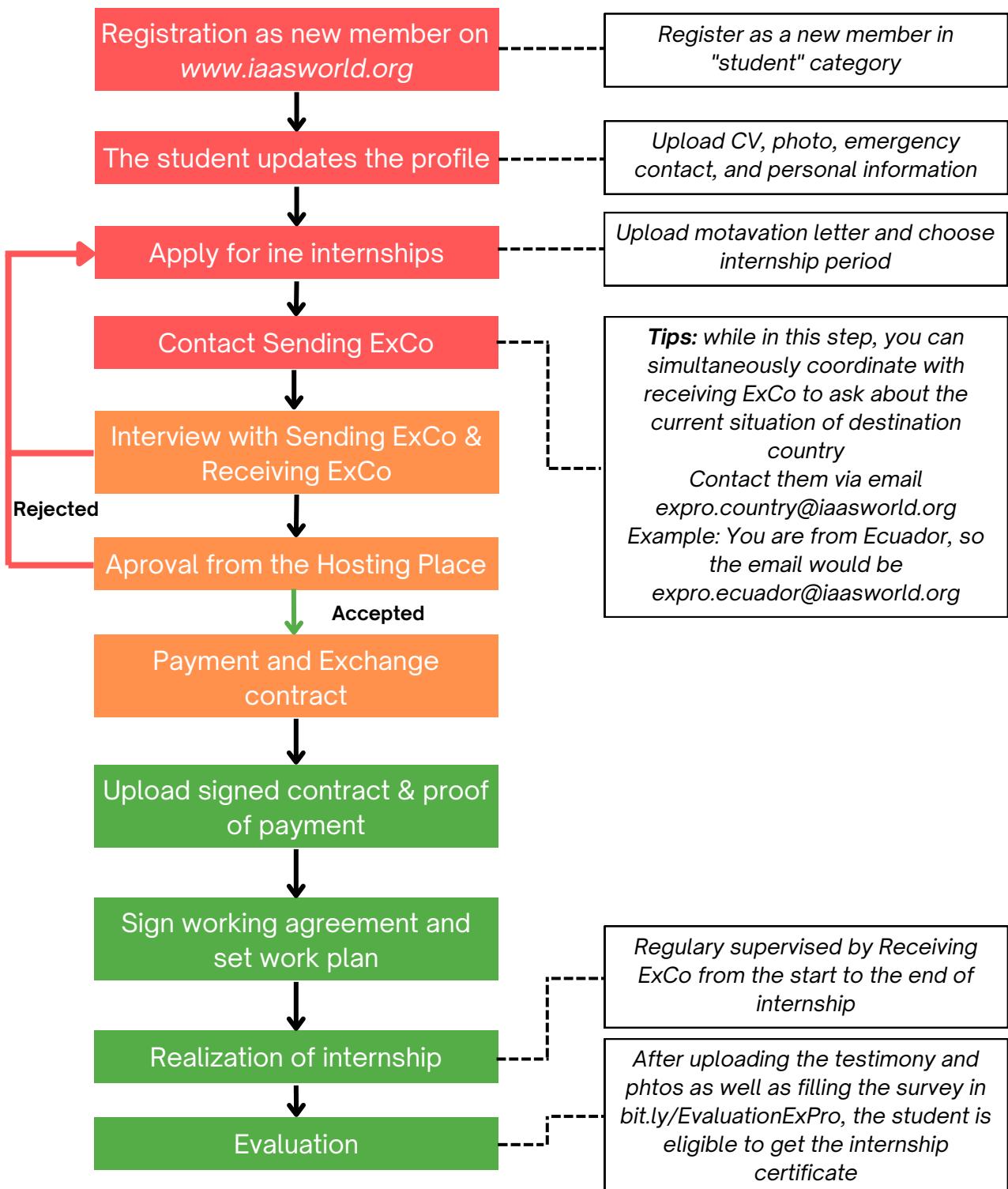
- The amountof the fee depends on the country category listed in the next part. It can be 75, 100 or 125 euros.



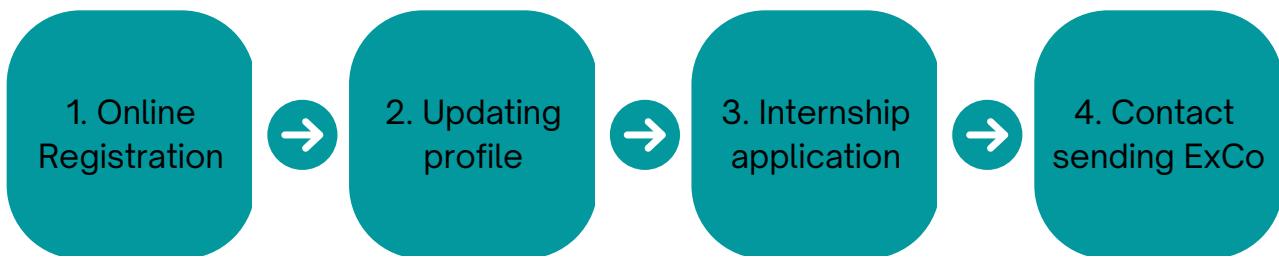
Scan the code QR to access



03. The application process



Before application



Step 1: Online registration

Register online on our website: www.iaasworld.org by clicking on "Login" (Figure 1). If you don't have an account yet, you can then click on "create new membership" (Figure 2) to sign up (Figure 3). After signing up with a valid email, you will get an email with a link to login.

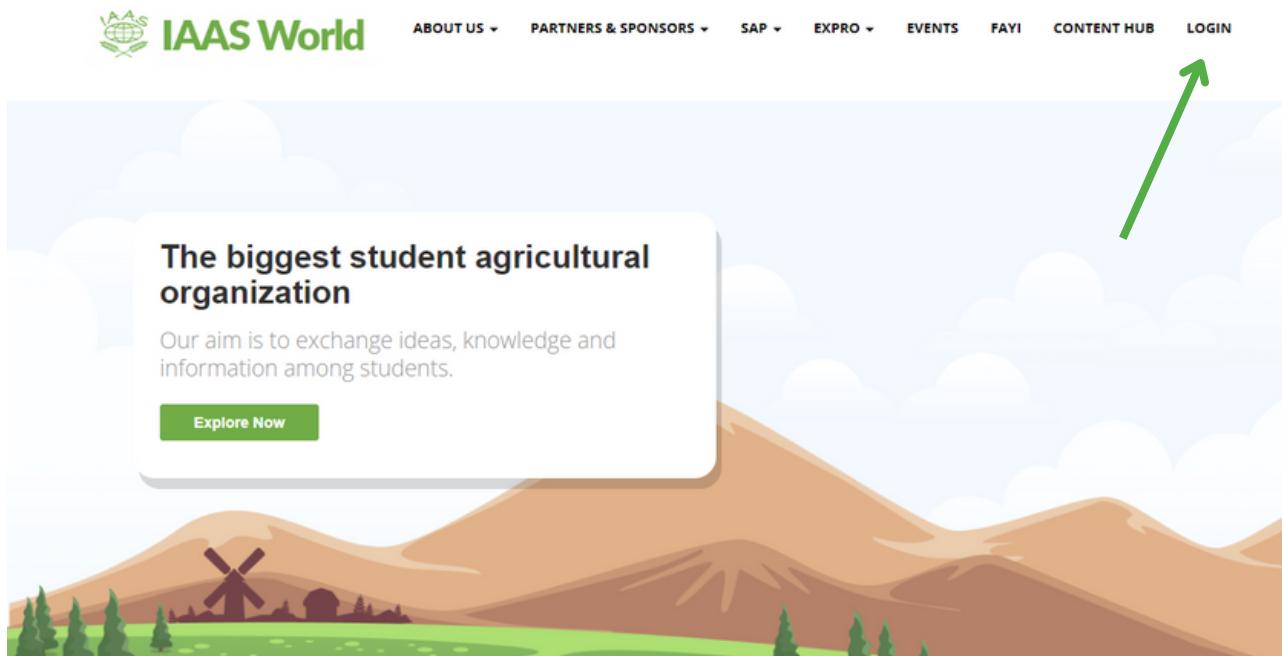


Figure 1: IAAS website's menu bar

Before application

A screenshot of the IAAS website's login page. The page has a light gray background with a green header that says 'WELCOME TO IAAS World'. Below the header is a green 'Sign In' button. There are two input fields: 'Email' and 'Password', both with placeholder text and small icons. Below these fields is a green 'Sign In' button. At the bottom of the page are two links: 'I forgot my password?' and 'Register a new membership'.

Figure 2 : IAAS website login page

A screenshot of the IAAS website's registration page. The page has a light gray background with a green header that says 'WELCOME TO IAAS World EXCHANGE PROGRAM'. Below the header is a green 'Sign In' button. There are two input fields: 'Email' and 'Password', both with placeholder text and small icons. Below these fields is a green 'Sign In' button. At the bottom of the page are two links: 'I forgot my password?' and 'Register a new membership'.

Figure 3 : IAAS website registration page

Step 2: Update profile

You are almost ready to start with the application. However , first of all we ask your personal profile information (Figure 4), especially your CV and a emergency contact (Figure 5).

A screenshot of the 'My profile' section of the IAAS website. The page has a light gray background with a green header that says 'ABOUT US', 'PARTNERS & SPONSORS', 'SAP', 'EXPRO', 'EVENTS', 'FAYI', and 'CONTENT HUB'. On the right side, there is a sidebar with a green 'My Profile' button and links for 'My Internships', 'Favourites', 'Blog', and 'Logout'. The main content area is titled 'My profile' and contains several input fields: 'Photo' (with a placeholder 'No current photo'), 'Phone Number (with country code)' (with placeholder '5565327971'), 'University' (with placeholder 'Chapingo'), 'Upload new photo' (with a file selection button 'Seleccionar archivo' and placeholder 'Ninguno archivo selec.'), 'How did you hear for expro?' (with a dropdown menu), 'LinkedIn' (with a placeholder), 'CV' (with a placeholder 'Ninguno archivo selec.'), 'Do you want to receive emails regarding ExPro?' (with a checkbox), 'Are you a IAAS member?' (with a checkbox), 'Upload new CV' (with a file selection button 'Seleccionar archivo' and placeholder 'Ninguno archivo selec.'), 'University - Proof of enrollment' (with a placeholder 'Ninguno archivo selec.'), 'About me' (with a placeholder), and a green 'Save' button.

Figure 4 : My profile section

Before application

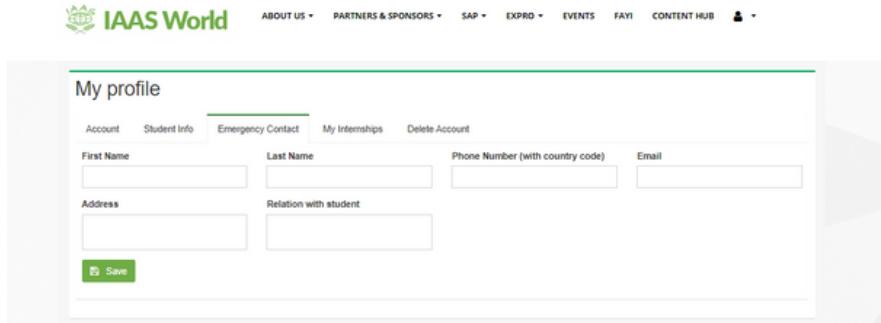
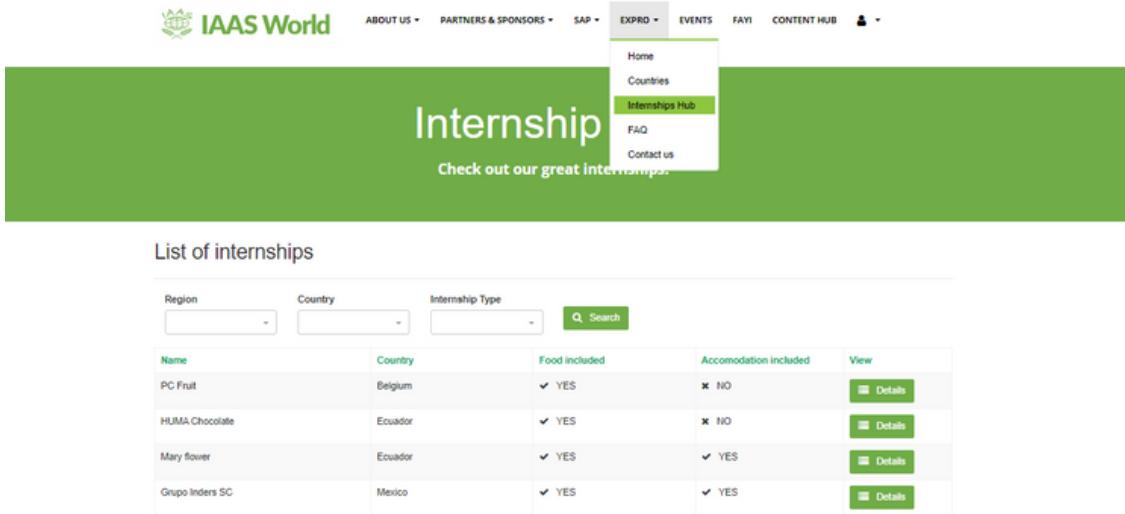


Figure 5 : Emergency section

Step 3: Internship application

After completing your profile, you can apply for a specific internship, take some time to consult our internships on the website (Figure 6).



Name	Country	Food included	Accommodation included	View
PC Fruit	Belgium	✓ YES	✗ NO	Details
HUMA Chocolate	Ecuador	✓ YES	✗ NO	Details
Mary flower	Ecuador	✓ YES	✓ YES	Details
Grupo Inders SC	Mexico	✓ YES	✓ YES	Details

Figure 6 : Expro Internship Hub

There are two options to find a suitable internship:

- Fixed internship: some available internships are provided on the website.
- Internships on request: It is possible to request an internship in a specific field of interest or specific country. Contact the National Exchange Coordinator of your preferred country /Regional Exchange Coordinator to know more about the opportunities in the country / region.

Keep in mind that the second option takes more time to arrange, so take that into account during your application.

Please respect the work of our Exchange Coordinators and always arrange your internship in coordination with them.

When you have chosen your internship, you can apply by going to its details and clicking on "apply" (Figure 7). You will be asked to upload a motivational letter. When the application is done, you can follow your application on your profile in the menu "My internship" (Figure 8). All further steps will be conducted on this page or in direct contact with the ExCos.

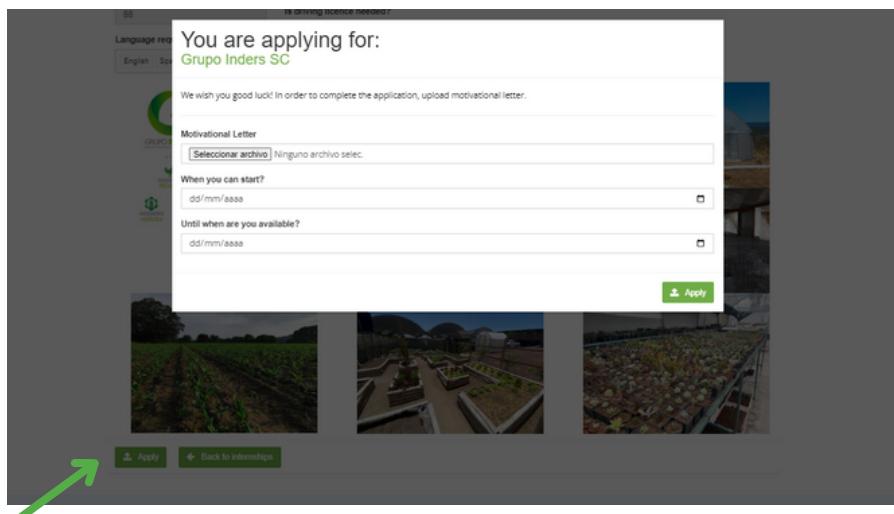
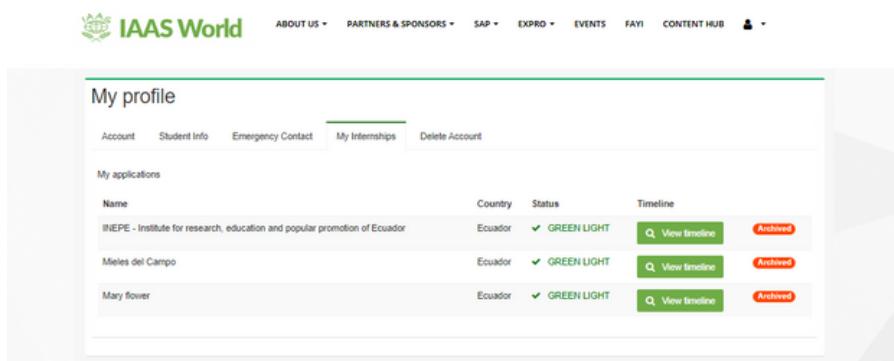


Figure 7 : How to apply for an internship



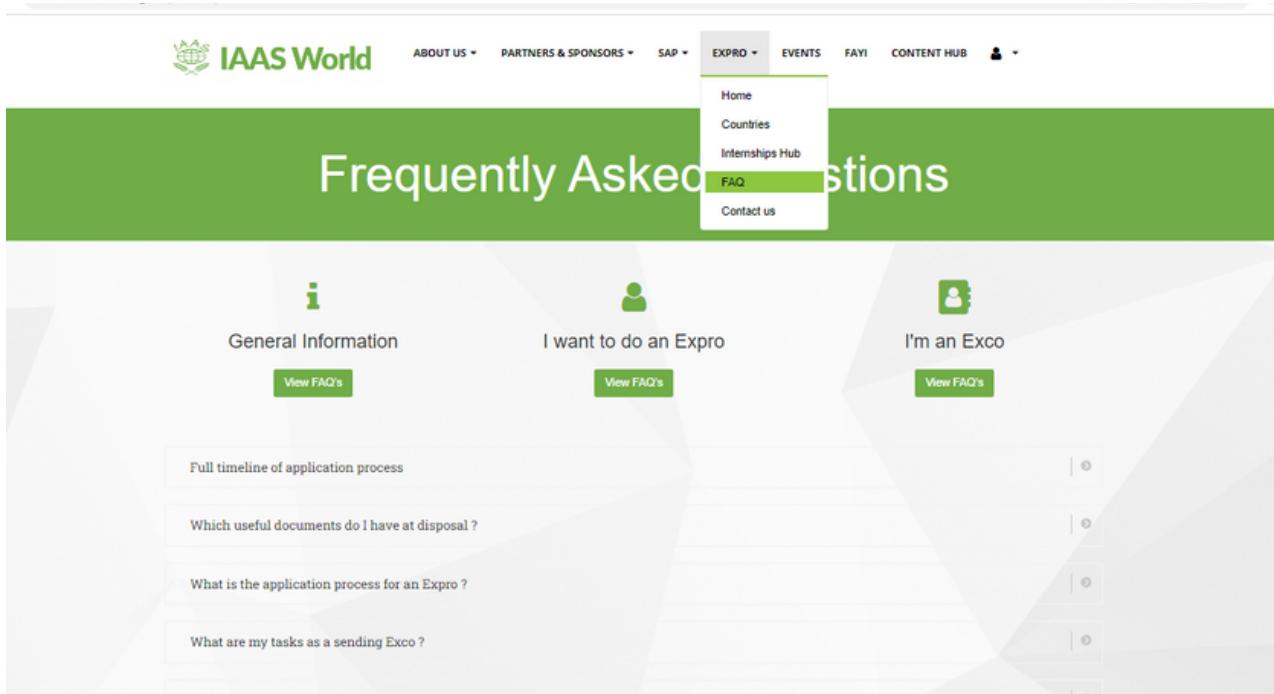
Name	Country	Status	Timeline
INEPE - Institute for research, education and popular promotion of Ecuador	Ecuador	✓ GREEN LIGHT	View timeline Archived
Meles del Campo	Ecuador	✓ GREEN LIGHT	View timeline Archived
Mary flower	Ecuador	✓ GREEN LIGHT	View timeline Archived

Figure 8 : My internship section

Step 4: Contact Sending ExCo

Your application form can be seen by the Sending and Receiving ExCos (and regional ExCos, who will process this further and contact you. If something doesn't work properly during this step, contact: expro@iaasworld.org. If you aren't contacted by your sending ExCo soon, feel free to send him a reminding message!

If you still have any doubt or question, you can visit our Frequently Asked Questions page (Figure 9) or contact your ExCo or the Exchange Quality Board.



The screenshot shows the IAAS World website with a green header bar containing the text "Frequently Asked Questions". The header also includes the IAAS World logo, a search bar, and a user account icon. Below the header, there are three main sections: "General Information" (with an "i" icon), "I want to do an Expro" (with a person icon), and "I'm an Exco" (with a person icon). Each section has a "View FAQ's" button. Below these sections, there are four collapsed FAQ cards with titles: "Full timeline of application process", "Which useful documents do I have at disposal?", "What is the application process for an Expro?", and "What are my tasks as a sending Exco?".

Figure 9 : Frequently Asked Questions

During the application process



Step 5: Interview with sending and receiving ExCo

When your application has been reviewed by your exchange coordinator, this person will get in contact with you to arrange a date for the interview with him and the receiving ExCo.

This interview is done to guarantee our internship partners a reliable trainee. During this interview, you will be tested on knowledge about the Exchange Program and all the necessary documents will be checked.

Preparation for the interview

- Make sure you have read this trainee guide carefully.
- Prepare copies of your supportive documents such as language proficiency, proof of enrolment as a student, relevant diplomas, driving license, relevant working experiences, etc.
- If you meet the Sending ExCo in person, make sure you have copies of these papers. If the meeting happens via internet, send a copy of the papers to the exchange coordinator who will interview you.
- 24 hours before your interview your applications should be complete. Your CV and motivation letter should be filled out as well.

Step 6: Approval from the hosting place

After you have passed the ExCos interview, you will have a second one with the hosting place. This time the questions will focus more on the content of the internship and the job that will be required. It will also be the occasion to remind basic information about the internship (dates, ...) and commodities (accommodation, meals,...)

Step 7: Payment and Exchange participant contract

After you have passed the interview, your Exchange participant contract can be signed. This contract will also be signed by the sending Exchange Coordinator to state that you are willing to pay the ExPro Fee and that IAAS will find and organize an internship for you.

The sending exchange coordinator acts as IAAS-representative and keeps two originals and copies of all the documents. Two other originals plus documents copies are kept by you, the student.

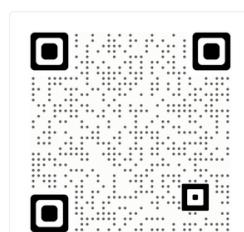
After you have passed the interview and signed the Exchange participant contract, you will receive an invoice from the IAAS Vice-president of Finance (VPF) of Vice-President of Exchange and will be asked to pay the fee according to your country category. The fee should be transferred online to the IAAS International Bank Account or in person on a meeting shortly after the invoices. Feel free to contact the VPF with any question about payments. You can find more information about payment methods in the following document (Figure 10).

Cancelation: The full amount of your paid ExPro Fee can be recovered if:

1. No place was found for the participant when the deadline passes;
2. For any other reason before assigning the Exchange participant contract;
3. Cancellation of the placement by the receiving country.

Consequences of signing the Exchange participant contract:

When you sign the Exchange participant contract, this statement proves your intention to take part in the internship. If you breach this agreement (e.g. by not showing up, ...) the receiving ExCo will inform the Exchange Quality Board and you will be removed from the database and not be able to get a refund.



Scan the code QR to access

Figure 10: Payment Methods Document

A

- Afghanistan
- Democratic Republic of Congo (DRC)
- Gambia
- Madagascar
- Mali
- Niger
- Togo

B

- Bangladesh
- Cameroon
- Colombia
- Cote d'Ivoire
- Ecuador
- Egypt
- Ghana
- Guatemala
- India
- Indonesia
- Iran
- Kenya
- Morocco
- Nepal
- Nigeria
- Paraguay
- Peru
- Serbia
- Tunisia
- Zimbabwe

C

- Argentina
- Bulgaria
- Chile
- Costa Rica
- Croatia
- Mexico
- Panama
- Poland
- Turkey
- Uruguay

D

- Greece
- Portugal
- Slovenia
- Spain
- Taiwan
- South Korea

E

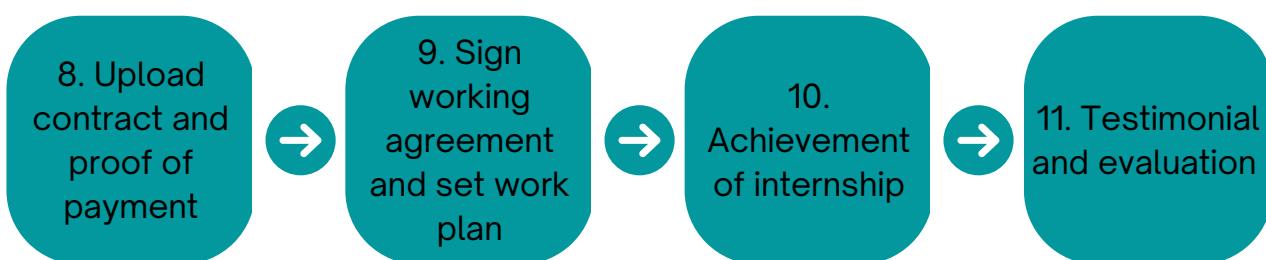
- Austria
- Belgium
- France
- Germany
- Italy

F

- Netherlands
- Sweden
- Switzerland
- USA

Applicants who are not part of an IAAS Committee will incur a 25 Euros fee in addition to the recognized application fees for ExPro participation

After acceptance



Step 8: Upload contract and proof of payment

Once Exchange contract is signed and payment done , you should send a copy of it via e-mail or postal mail to your National ExCo and to the ExCo of the country where the internship will take place. Otherwise, you can uploaded them on the website.

You are now officially accepted as a trainee in the IAAS Exchange Program, you will receive an acceptance note signed by the National ExCo of the receiving country. Keep it as a proof.

Step 9: Sign working agreement and set work plan

In most cases, it will also be necessary for the trainee to sign a separate agreement with the company/farmer. This contract will depend on the specific internship and on the committee that provides the internship and should contain all working of the internship.

Before the realisation of the internship, it can also be good to set a work plan for the full duration of the experience.

Step 10: Achievement of internship

When all the paperwork is done, you are officially placed for the internship. It might still be needed to do a visa application (depending on the country you are travelling to and the period you want to stay) and to buy a travel/health insurance (not all internship places offer you an insurance, so check this with the receiving ExCo). Make sure you start on time with researching information about these topics and making your applications.

When everything is set and when you have planned how to reach the internship place, you are ready to take-off to your country of destination!

Make sure you have all the contact details of the receiving Exchange Coordinator.

Step 11: Testimonial and evaluation

After the internship, we ask our trainees to write a short summary of their experience during it and to give feedback (Figure 11). This will help future trainees to decide on an internship and will show them the value of the IAAS exchange program.

If you have written the testimonial, you have the right for an official IAAS certificate for your conducted ExPro. The receiving ExCo of the hosting country has to provide you with that. So don't forget to ask it, if you want it.

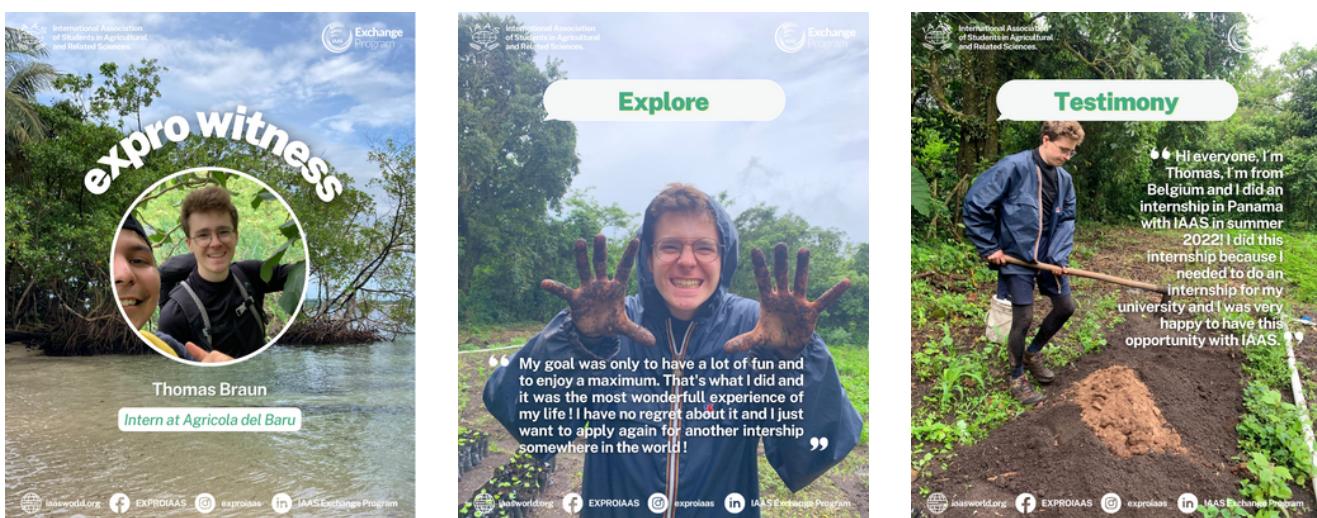


Figure 11. Examples of testimony

04. Internship preparation

Logistical preparation

Every IAAS trainee has to provide a **full covering** personal insurance. The costs for insurance and visa are the responsibility of the trainee. This includes full responsibility of preparing these documents on time.

Lodging and food can be provided by the hosting places but it is not always the case. These informations are given in the internship offer form.

The cost of **transport** to and from the hosting country **is not covered** by IAAS.

For certain countries, it is necessary to get vaccinations, prophylaxis (e.g. against malaria). The trainee should seek professional **medical advice** in advance. If there is no information about this in the 'country specific information' tab on the website, please contact the NExCo of the country you will visit.

During the traineeship, there will be other expenses depending on the activities in the hosting country. Every trainee has to bring enough money to provide for those expenses.

Cultural preparation / background information

During the traineeship, you will have to integrate in another society. This takes effort on both sides, because cultural differences come into play. Therefore, every trainee and host should do some preparation by learning more about the other culture, its customs, and moral issues and if possible a little bit of the language.

This given all the parties more self confidence and good mutual understanding. Information sources, such as internet or travel guides, can be very helpful with this. Contact the sending ExCo for more information.

We strongly recommend you to inform yourself about the organization where the internship will take place. If they have a website, it is easy to find information about their activities, goals and missions.

05. Who to contact?

If you want to go on an internship, always try to contact your National or Local Exchange Coordinator: these email addresses can be found on the IAAS website, but you reconstruct them yourself as follows: expro.[name of the country in English]@iaasworld.org. So, for example, if you want to send an e-mail to NExCo of the USA, you use this address: expro.usa@iaasworld.org. It works the same for all the other countries.

If you don't get a response from your National ExCo, you can contact the Regional Exchange Coordinator of your specific region.

For general questions, you can contact expro@iaasworld.org, The whole ExPro team is ready to help you and make the best out of your experience with our Exchange Program!

Position	E-mail
Vice-President of Exchange	vpexchange@iaasworld.org
Exchange Quality Board	expro@iaasworld.org
RExCo of Africa	expro.africa@iaasworld.org
RExCO of Americas	expro.americas@iaasworld.org
RExCo of Asia-Pacific	expro.asia.pacific@iaasworld.org
RExCo of Europe	expro.europe@iaasworld.org
RExCo of MENA	expro.mena@iaasworld.org

Contact us!



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