



IAESTE

AUSTRIA

Rules for the allocation of internships by IAESTE Austria

The aim of these rules is to select qualified and motivated applicants for an IAESTE internship. The procedure has to be objective, fair and comprehensible.

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Preamble

For reasons of readability, only one form is used for the gender-specific form of address in this set of rules. However, all subsequent points refer equally to women and men.

Table of contents

1	General application procedure	3
1.1	Requirements for participation	3
1.2	Registration and document submission	4
1.3	Approval of the profile	4
1.4	Application phases	4
1.5	Internship assignment	5
1.6	Nomination	6
1.7	Ranking chairperson	7
1.8	Job assignment team	7
1.9	Testing team	7
1.10	FCFS system - Ongoing Exchange System	8
2	Ranking criteria	8
2.1	Meeting the minimum requirements (knock-out criteria)	8
2.2	Study progress	9
2.3	Language skills	10
2.3.1	Mother tongue	10
2.3.2	English	10
2.3.3	Other languages	11
2.4	Calculation of the ranking points	11
2.4.1	Basis points	12
2.4.2	Bonus points	13
2.4.2.1	Job Raising Commitment (maximum 30 points):	13
2.4.2.2	General collaboration with IAESTE (external person, newbie, member, maximum 30 points):	14
2.4.2.3	IAESTE Board Member (VS) or IAESTE Project Leader (PL) in LC and NC (max. 60 points):	14
2.4.3	Deduction points	15
3	Deposit and student exclusion	15
4	Appendix	17
4.1 A:	Local committees	17

1 General application procedure

This set of rules is the basis for selecting qualified and motivated applicants for an IAESTE internship. The procedure has to be objective, fair and comprehensible. For all deviations that are not explicitly covered by these rules and regulations, the final decision rests with the job allocation and review team (see point 1.8 and 1.9).

1.1 Requirements for participation

1. The applicant must be a regular student of a bachelor's, master's, diploma's or doctoral degree program at an Austrian university or university of applied sciences (see Appendix A). It is up to the discretion of the National Exchange Team to make students of study fields not explicitly mentioned eligible for internships. After graduation students can apply for internships within 1.5 years after completing their studies. The time period is counted from the date of issue of the degree certificate until the date of the application.

The focus of the IAESTE exchange program is mainly on students of technical or scientific fields of study. Exchange students who spend time at an Austrian university/university of applied sciences within the framework of a mobility program are excluded from the IAESTE Austria exchange program.

2. Applicants who have already been nominated for an IAESTE internship but cancel it after the payment of the deposit without a good reason, are excluded from re-applying for at least one year. (See point 3).

3 IAESTE Austria reserves the right to refuse without giving reasons the placement of a internship position and not to process the application, in which case the applicant will be informed about it.

4. Any internship applications from the National Secretary must be checked by at least two national auditors.

5. Applicants who have already been nominated for an internship, may also apply for a second internship as long as all of the following criteria for doing so are met:

1. The period of the internships must not overlap;
2. A separate deposit must be paid for each internship.
3. Individuals who have been nominated for an internship during the period 01. January to 28./29. February, are excluded from applying for another, second internship until the end of February.
Individuals who apply during the period 01 March to 31 December or in the Ongoing Exchange System may apply for a second internship at any time, taking into account all required criteria.

4. A maximum of two active nominations may run at the same time. Thereby the placements are treated separately at each time.
5. In case of a second nomination, the procedures as described in chapter 2.4.3 *Deduction points* and 3. *Deposit and student exclusion*.

1.2 Registration and document submission

In order to be able to apply for an IAESTE internship abroad, IAESTE Austria requires appropriate documents in advance, which have to be submitted by the applicant using an online tool provided by IAESTE Austria. The current tool as well as the required documents will be announced on the IAESTE Austria website www.iaeste.at.

In principle, no consideration will be given to the non-observance of deadlines announced via the IAESTE Austria website www.iaeste.at in order to participate in certain application phases.

1.3 Approval of the profile

The approval of the profile for the internship assignment is done by trained members of the local committees. The final responsibility for the correct procedure lies with the Exchange Outgoing Officer of the local committee that is responsible for the respective applicant.

If the documents submitted by the applicant do not meet IAESTE's requirements, the student will be informed of any necessary corrections through appropriate channels.

The profile will not be approved until all defects have been corrected.

To participate in the IAESTE exchange program, you must have an approved profile.

1.4 Application phases

- The application period is the period during which applicants can apply for internships.
- Application phases are to be announced in a suitable form in due time.
- The National Exchange Team decides when an application phase takes place and how long it lasts.
- Available internships are at least viewable by all students with an approved profile.
- According to the decision of the National Exchange Team, any applicant who fulfills the formal criteria according to point 1.2 can apply for at least one internship in each application phase.
- Should it be possible to apply for more than one internship in one application phase, the applicant must additionally indicate a priority for the internships in ascending numerical order. 1 represents the highest priority. The maximum number of priorities does not have to be exploited.
- An applicant can be nominated for one internship per application phase.
- The National Exchange Team may decide at any time to switch to a first-come-first-served based system instead of the application phases explained below, provided that the number of applicants is sufficiently small and there are few or no multiple applications to internships (see section 1.10).

1.5 Internship assignment

Internship assignments are usually made within three days of the end of the application period. Each applicant must ensure that they are available for a call within these days. If necessary, the National Exchange Team can determine a different time for the internship allocation, which must be communicated to the applicants in an appropriate form.

For each internship position, all applicants will be ranked by priority, for each priority according to the study progress groups and within the groups in descending order according to the ranking points (see section 2.4) of the applicants, taking into account the ranking criteria (see section 2) by the Job Allocation Team (see section 1.8), starting with the highest ranked applicant.

If it is possible for applicants to specify several priorities, only applications with the highest priority will be reviewed first among all. Only if no suitable candidate within the applications with the highest priority is found, or if no applicant with the highest priority is available, the applications with the next priority will be considered. The internship allocation will be continued until either a suitable candidate is found or no more suitable applications are found in the lowest priority available.

The decision is only valid after approval by the test team (see point 1.9).

Internship assignment and testing team announce their decision on the suitability of each candidate by means of the following classification:

- Suitable (all criteria met)
- Partially suitable (knock-out criteria met, other criteria not/only partially met)
- Not suitable (knock-out criteria not met)

If the decision of the internship assignment team and the verification team coincide, this decision is valid.

If the teams come to different decisions, the ranking chairperson makes the final decision in consultation with the involved internship awarding and review team, provided that this person is not part of the internship awarding or review team for the specific case. If the ranking chairperson has been part of a team with different results, the ranking chairperson must appoint a suitable person who is not part of one of the two teams involved and make the final decision.

An applicant found to be 'not suitable' has no possibility to be nominated for the respective internship. This decision has no negative influence on possible applications for other internships in the same application phase.

Verification of the suitability of applicants will continue until either there are no more applicants or an applicant deemed 'suitable' is identified. In the latter case, the applicant will be contacted immediately by telephone and will have an immediate obligation to verbally accept or decline. If the applicant cancels or cannot be reached and does not respond within a time period

communicated by appropriate means, the search for a suitable applicant will resume as described.

If a candidate is found to be partially suitable, it is possible to nominate him/her to the corresponding internship if there is no available candidate deemed 'suitable' (e.g. by telephone cancellation). The final decision in such a case is made by the awarding management in consultation with the involved job awarding and testing team.

In the case of several applicants with the classification 'partially suitable' without any available applicants found to be 'suitable', the award management will also decide whether and in which order applicants will be contacted for the purpose of nomination.

In the case of a telephone acceptance, at least the following documents must be submitted by the selected applicant within a period of time made known to him/her in order to bindingly accept the internship:

- the signed internship agreement (PV)
- a confirmation of the payment of the deposit to the account of IAESTE Austria (PAY)

If the applicant cancels orally, fails to submit the documents in due time

or the deposit is not credited to the account of IAESTE Austria within the specified period.

The internship can be awarded to the next ranked applicant in the ranking. If no other applicant is available or the award process is no longer possible, the internship can be reassigned in the next application phase.

1.6 Nomination

After receipt of the deposit and transmission of the signed internship agreement the applicant will be nominated by IAESTE Austria.

The applicant has to be informed in an appropriate form about the documents necessary for the application and has to submit them within a likewise communicated deadline to IAESTE Austria by means of the corresponding online tool.

The employer now has the possibility to either accept or reject the applicant, which is why the internship is only guaranteed after receiving the so-called "Acceptance Note" (issued by the employer and IAESTE in the respective host country). As soon as IAESTE Austria receives an acceptance or rejection, the applicant will be informed.

The nominated applicant undertakes to provide any further necessary documents and information in a timely manner in the event of any further ambiguities. Failure to meet deadlines without good cause will result in forfeiture of the right to the deposit.

In addition, if an internship is moved to the next fiscal year, it is the responsibility of the National Exchange Team to document this. On the Exchange Platform the internship with the old period will be canceled after consultation with the host country and student and the student will be nominated for the current version of the Job Offer as soon as this is made possible by the host country. The deposit paid for the original offer must be refunded to the student and reclaimed if the student is nominated again.

Furthermore, it should be noted that an applicant who has been identified through the so-called "Global Talent Pool" as a preferred candidate for a specific offer of IAESTE in the respective host country does not have to go through the usual internship awarding process, but goes directly to the step of sending the internship agreement and deposit submission.

1.7 Ranking chairperson

The ranking chairperson coordinates the internship assignment according to point 1.5 and is responsible for its correct process. Furthermore, the ranking chairperson is responsible for the decision in case of inconsistent results of the job awarding team and the testing team (see point 1.5).

The ranking chairperson will be determined at the beginning of the internship awarding process. Unless otherwise determined by the National Exchange Team, the person present at the ranking with the numerically lowest rank is automatically the ranking chairperson according to the table below:

Rank	Function
1	National Secretary
2	Vice President for Operations
3	National Exchange Outgoing Coordinator

The National Exchange Team can appoint another competent person as the ranking chairperson. With the consent of this person and in consultation with the National Exchange Team, the position of ranking chairperson can be transferred to another person during the ongoing internship awarding process.

1.8 Job assignment team

The Job Allocation Team is composed of at least two trained members from at least two different Local Committees or the National Committee, which assesses the ranking of the applicants and the compliance with the ranking criteria (see point 2.) for each internship.

The Exchange Outgoing Boards of the Local Committees and the National Exchange Outgoing Coordinator are responsible for ensuring compliance with the award criteria.

1.9 Testing team

For each internship, the review team checks the ranking of the applicants for correctness and compliance with the ranking criteria (see point 2) and consists of at least one full member of a local committee.

If the decision of the review team is not in agreement with the decision of the job award team, the award management will make the final decision in consultation with the involved job award and review team.

An applicant applying for an internship at the application stage may not be involved in the testing of that internship.

Under no circumstances may the members of the review team be representatives of the job assignment team at the same time.

The awarding management is responsible for a correct course of the test.

The National Secretary has the right to appeal the decisions of the Job Allocation Team as well as the Review Team.

The auditors of the local committees have the right to inspect the award process at any time and may contact the National Secretary if they suspect any discrepancies.

The test team is free of instructions and unbound.

1.10 FCFS system - Ongoing Exchange System

IAESTE Austria reserves the right to award internships on a first-come-first-served basis instead of application phases.

In this case, the modified application process, the Ongoing Exchange System (OES), will be announced on the IAESTE Austria website.

Any applicant who meets the eligibility requirements set forth in Section 1.1 may apply.

The responsibility for the correct operation of the OES rests with the National Exchange Team.

In the FCFS system, the processing of incoming applications and the decision on a nomination can also be carried out by an expert individual, who is to be determined by the National Exchange Team, in deviation from the internship allocation according to points 1.2.4-1.2.5.

2 Ranking criteria

2.1 Meeting the minimum requirements (knock-out criteria)

The criteria of the internship as specified by the employer must be demonstrably met. These include the following points:

1. field of study
2. study progress (see point 2.2)
3. language skills according to IAESTE grading scheme (see point 2.3)
4. Required Qualifications and Skills (see point 2.4)
5. Additional knowledge (e.g. programming languages) (see point 2.4)

6. Gender¹

Failure to meet one or more of these criteria may disqualify the applicant from the nomination process for the internship in question.

If the applicant has a degree with summative integrated examinations (SIP), such as medicine or law, the applicant may still be approved for placement with consultation from the ranking chairperson as long as all knock-out criteria are met except for 2.degree progress.

2.2 Study progress

Each applicant will be assigned to a study progress group based on its ECTS/basic points (see point 2.4.1).

These groups are staggered as follows:

Basis points	Completed years of study (CYOS)
<30	0
30 - <90	1
90 - <150	2
150 - <210	3
210 - <270	4
≥ 270	≥ 5

'Completed years of study' is a measure of the applicant's study progress.

The actual length of time an applicant has already been studying has no influence on this. An increase of the 'completed years of study' is only possible by obtaining additional ECTS.

Applicants applying for an internship whose 'completed years of study' information matches the applicant's study progress group will first be checked for suitability in relation to the internship, taking into account priorities and ranking points. If no suitable applicant is available in the matching study progress group, the search will continue in the next higher study progress group. Until a suitable applicant is found, this process will continue to the highest study progress group. Other study progress groups will not be used.

Examples

¹ IAESTE Austria is committed to equal treatment of the sexes. Nevertheless, an applicant of a certain gender may be required by the employer, for example due to a lack of sanitary facilities. IAESTE Austria must comply with these demands.

A student in the third semester has so far taken exams amounting to 45 ECTS and thus 1 'completed years of study'.

If this student continues his studies for another year and thus studies in the fifth semester, but does not take any further exams, his 'completed years of study' remain unchanged at 1.

A change to the next higher study progress group 2 'completed years of study' is made exclusively by obtaining further ECTS, so that the base points are over 90.

If an employer wants an applicant with 3 'completed years of study' according to the internship requirements, all applicants with study progress group 3, then 4, and then 5 are first checked for suitable applicants until either no candidate is left, or a suitable candidate is found. Applicants with study progress group 0, 1 or 2 have no possibility to get the internship.

Bonus points as well as deduction points cannot influence the classification into study progress groups.

i.e. it is not possible to move up or down to a higher or lower progression group based on bonus points or deduction points.

Applicants who have already completed an internship will be ranked behind all other applications of the respective offer due to their obtained malus points, since the goal of the IAESTE Austria exchange program is to provide internships for different students.

Should another system be used by the employer in the context of the application phase for the information on the desired study progress, a conversion table or comparable will be made available on the IAESTE Austria website.

2.3 Language skills

Evidence must be provided for each language to be considered in the application.

2.3.1 Mother tongue

A language certificate for the native language can be issued directly by the concerned local committee. The verification of the native language skills is the responsibility of the Exchange Outgoing Board or the Language certificate Coordinator of the concerned local committee.

2.3.2 English

The grading of the respective language certificates must be clearly evident and fit into the following scheme.

Middle and high school certificates, language courses taken as part of a course at a university, or comparable certificates are generally not recognized.

The following IAESTE grading scheme applies:

- Grade 1 - Excellent (C1-C2 and B2)
- Grade 2 - Good (B1)
- Grade 3 - Fair (A2)
- Grade 4 - Weak (A1)

IAESTE	Berlitz Standard	CEF	Cambridge ESOL	IELTS	ALTE	DELE	TOEFL
Excellent	10	C2	CPE	5 - 9	ALTE Level 5	Diploma Superior	87 - 120
	9	C1	CAE		ALTE Level 4		
	8	B2	FCE		ALTE Level 3	Diploma Intermedio	
Good	7	B1	PET	3,5 - 4,5	ALTE Level 2	Diploma Inicial	57 - 86
	6						
	5						
Fair	4	A2	KET	3	ALTE Level 1	-	-
	3						
	2						
Weak	1	A1	-	1,0 - 2,5	-	-	-

If the applicant does not possess one of the internationally recognized language certificates with an oral component, such as CEF, TOEFL or IELTS, he can make use of the offer to attend the oral tests organized by the local committees and take language exams on selected languages.

The above mentioned language certificates are credited without a time limit.

Stays abroad in the course of which no concrete, provable and classifiable language test has taken place, cannot be assigned to the grading scheme and therefore cannot be considered as proof of language proficiency.

The recognition of other language tests not explicitly mentioned, as long as they comply with the IAESTE standard, is the responsibility of the National Exchange Team.

2.3.3 Other languages

Apart from English, any form of proof is valid for all other languages. In case of doubt, the actual language skills will be requested in the course of the telephone confirmation upon nomination.

2.4 Calculation of the ranking points

The ranking points are made up of the sum of:

- Basis points
- Deduction points
- Bonus points

together.

2.4.1 Basis points

Base points are composed of the ECTS of the applicant according to his or her provided collective certificates. The maximum possible number of base points always refers to Bachelor's including Master's studies and amounts to 300. Base points are rounded up to one decimal place.

If an official credit certificate is presented for subjects which were not taken in the course of regular studies, these can be credited for compulsory subjects.

If a student can prove ECTS which are not required by his/her curriculum (e.g. second degree), these will be credited to the extent of 10% of the completed ECTS. A maximum of 10% of the studies relevant for the internship will be credited (i.e. 30 ECTS for Master's studies, 18 ECTS for Bachelor's studies). The maximum number of ECTS credits of the Bachelor's or Master's program is used as the basis for assessment.

Accordingly, the basis points are calculated as follows:

$$\text{basis points} = \text{ECTS (Hauptstudium)} + \text{ECTS (Zusatzstudien)} * 0.1$$

Completed studies of foreign universities, which are recognized by an Austrian university, are credited with the same number of points as an equivalent completed study at an Austrian university.

Students of a doctoral program automatically receive the maximum number of base points due to successful completion of previous studies.

The base points of students of a study program which does not correspond to the scheme of Bachelor (180 ECTS) and Master (120 ECTS) programs (e.g. Magister studies) are to be adjusted by the responsible Exchange Outgoing Board of the responsible local committee in consultation with the National Exchange Team in the context of the internship allocation.

Examples

a) A student at the Vienna University of Technology is enrolled in a bachelor's degree program there with 170 ECTS completed. In addition, he completed the bachelor's degree program 'Numismatics' at the University of Vienna and has completed 120 ECTS there. Thus, he gets 170 basic points through his main study and another 12 (out of a maximum of 18 possible) additional points for his second study.

b) If a student has already completed his/her Master's degree and can prove this with appropriate documents, the maximum number of 300 base points will be credited.

c) A student from Iran is newly enrolled at the University of Vienna. His studies completed in Iran allow him to enroll directly in a Master's program. This study from Iran is therefore credited

with 180 base points (equivalent to 180 ECTS for a bachelor's program, which is required as a prerequisite for a master's program).

2.4.2 Bonus points

By actively participating in IAESTE Austria, it is possible to earn bonus points that can be used to earn additional points and therefore the applicant can improve its points in the ranking. All bonus points are rounded up to one decimal place.

The addition of bonus points has no influence on the 'completed years of study'. An increase of the 'completed years of study' is only possible by obtaining additional ECTS.

Bonus points of external persons² and newbies³ are valid in the fiscal year⁴, in which they were earned, as well as in the following fiscal year.

Within a fiscal year, a person can receive bonus points only once through collaboration. If the type of cooperation changes (e.g. a newbie becomes a member), the new bonus points replace the previous ones. An accumulation of bonus points through collaboration is not possible.

The validity of bonus points of members is directly linked to the regular membership of a local committee. This means that bonus points expire upon aluminization or termination of membership, as well as by taking up an internship.

After a completed internship, new bonus points can be collected again.

Bonus points are divided into the following categories, taking into account the upper limit indicated:

2.4.2.1 Job Raising Commitment (maximum 30 points):

Jobraising is the process of contacting companies to find internships for foreign students in Austria. These will be made available in further Follow-up with IAESTE Austria's international partner countries against internships abroad which are then available to Austrian applicants.

For the completion of each new company⁵, which provides at least 1 AP, 15 bonus points are awarded. A maximum of 30 bonus points can be obtained through jobraising.

² An external person is someone who explicitly participates in specific activities (e.g. jobraising, TECONOMY) only to obtain bonus points, but who is not interested in actively participating in the association as a member in the future.

³ Newbies are persons interested in the association, but who are not yet officially members of a local committee.

⁴ The beginning and duration of a fiscal year must be obtained from the responsible local committee.

⁵ Refer to the Job Raising Priority List for the definition of a new company.

2.4.2.2 General collaboration with IAESTE (external person, newbie, member, maximum 30 points):

Cooperation in IAESTE is characterized by regular participation in IAESTE meetings on local and national level, by continuous cooperation during a longer period of time, by taking responsibility and fulfilling the resulting tasks as well as by knowledge of internal affairs and procedures.

Collaboration	Bonus points
External person/Newbie/Member: none	0
Newbie: little /external people	7,5
Newbie: much / Member: little	15
Member: much	30

2.4.2.3 IAESTE Board Member (VS) or IAESTE Project Leader (PL) in LC and NC (max. 60 points):

Collaboration	Bonus points
VS/PL: none	0
VS/PL: little	20
VS/PL: much	40
VS/PL: very much	60

Points are awarded at the discretion of the local Exchange Outgoing board in consultation with at least one other board member (see point 2.7) or at a board meeting of the respective local committee.

Bonus points for Board and Project Leader positions on the National Committee will be awarded by the National Secretary in conjunction with at least one National Committee Board member, or at a National Committee Board meeting.

The stated upper limits for achievable bonus points through jobraising and collaboration apply per fiscal year.

Furthermore, an absolute value of 60 bonus points has been set as the upper limit for bonus points, which cannot be exceeded even by accumulating bonus points over several financial

years. However, deduction points according to 2.3.4 can be compensated by accumulation up to this absolute value.

2.4.3 Deduction points

Applicants who have already completed an IAESTE internship will have 60 points per internship deducted from their current ranking points. In addition, the completion of an internship will result in the loss of all previously existing bonus points.

In order to enable as many students as possible to complete an internship, 60 deduction points will already be credited during any second application if the nomination is active.

If the first internship has been successfully completed, the associated deduction points will be fixed. If, contrary to expectations, the internship does not take place, the deduction points will be deleted.

Example 1

Katharina receives 60 bonus points through her position as project manager. Afterwards she completes an internship, loses her bonus points and receives an additional 60 deduction points - she thus has $60 - 60 - 60 = -60$ bonus points (bonus points - lost bonus points - deduction points). By working as a regular member, she receives another 30 bonus points after her return and now has a total of $-60 + 30 = -30$ bonus points.

She is then successfully nominated again for an internship, but again loses the bonus points she has earned up to that point and receives another 60 deduction points. She now has $-30 - 30 - 60 = -120$ bonus points.

Example 2

A student applies for an internship and is successfully nominated. After seeing that another exciting internship is offered in the new round, he wants to apply again. Since he already has an active nomination, he is credited with 60 deduction points solely for the ranking that takes place. Once he has completed the first internship, he will consequently have $0 - 60 = -60$ points. During the ranking he owns these points as well. After he has been nominated for the second internship and has completed it as well, he owns $-60 - 60 = -120$ points.

3 Deposit and student exclusion

For each internship place a deposit of 300€, at the time of acceptance for nomination, has to be paid to the account of IAESTE Austria.

The deposit will be refunded after successful completion of the internship, provided that within 3 months after the end of the internship all required documents are submitted.

The returned applicant shall be informed of the deadline and required documents in an appropriate manner.

A successfully completed internship includes the fulfillment of the obligations of the contractual

Employment with the employer as well as with IAESTE by the applicant.

After the expiration of the above-mentioned period, the right to the deposit is forfeited.

In the event of rejection through no fault of the applicant, the applicant will be refunded the full deposit. In case of withdrawal of the applicant after an acceptance and submission of the required documents (see 1.5 and 1.6) without giving a plausible reason, the claim to the deposit will be forfeited and the applicant will be excluded from further applications for IAESTE internships for at least one year, starting from the date of rejection.

If a student applies and declines the offer of a nomination to a student's chosen internship before paying the deposit without a plausible reason, he will be suspended for the duration of at least 2 application periods.

The decision on the actual duration is up to the National Exchange Team.

Should there be two active nominations, and the nomination of one of the two internships got canceled by the applicant for a reason that is not valid, the deposit will not be refunded in this case for the canceled internship. However, the deposit for the other internship will be refunded upon successful completion or rejection by the employer.

Should a person be accepted for two internships, and cancels one internship for reasons other than good cause, the deposit for the canceled internship shall be forfeited and an application exclusion shall be placed for one year following the cancellation of the respective internship. However, the other internship may be taken.

If an internship is canceled or interrupted by the applicant for reasons of force majeure or other comprehensible reasons, the National Exchange Team will decide on the refund of the deposit after receipt of a written statement with a provable background⁶ by the applicant. In this case, the deposit can also only be partially refunded. In case of independent termination of the internship by the student without a reason comprehensible to IAESTE Austria, the deposit will also be retained.

A refund of the deposit in case of termination of the internship, for whatever reason, may only be made if IAESTE Austria and IAESTE of the host country are informed before the termination of the internship.

Study-related and professional reasons (especially the acceptance of another non-IAESTE internship) are explicitly not a justification for the refund of the deposit.

Furthermore, IAESTE Austria reserves the right to block all persons who are judged by IAESTE to be untrustworthy and possibly damaging to IAESTE Austria's reputation from applying.

Grounds for the student to withdraw his or her nomination with a full refund of the deposit and no application hold are:

- Information in the employment contract regarding salary and/or working hours deviates by more than 10% from the O form
- The student waits longer than two months from forwarding his/her application to the host country for a response from the employer

In individual cases, the decision on the exact duration of the suspensions as well as on the amount of the deposit to be refunded is incumbent upon the National Exchange Team.

⁶ Provable background, such as a medical certificate, a travel warning from the foreign ministry of the respective country

4 Appendix

4.1 A: Local committees

IAESTE Austria is currently represented at six Austrian universities with technical and scientific faculties.

There are the following local committees:

- **IAESTE Boku** with headquarters at the University of Natural Resources and Applied Life Sciences (Responsible for: University of Natural Resources and Applied Life Sciences Vienna and University of Veterinary Medicine Vienna)
boku.iaeste.at
ZVR: 937668878
- **IAESTE Graz** with headquarters at the Graz University of Technology (Responsible for: Graz University of Technology, as well as all UAS and universities in Styria and Carinthia, except for the University of Leoben).
graz.iaeste.at
ZVR: 824839647
- **IAESTE Innsbruck** with headquarters at the Leopold Franzens University (Responsible for: Leopold Franzens University Innsbruck, as well as all UAS and universities in Tyrol and Vorarlberg).
innsbruck.iaeste.at
ZVR: 247403629
- **IAESTE Leoben** with headquarters at the University of Leoben (Responsible for: University of Leoben)
leoben.iaeste.at
ZVR: 852804997
- **IAESTE Linz** with headquarters at the Johannes Kepler University (Responsible for: Johannes Kepler University Linz, as well as all UAS and universities in Upper Austria and Salzburg).
linz.iaeste.at
ZVR: 626183872
- **IAESTE Vienna** with headquarters at the Vienna University of Technology (Responsible for: Vienna University of Technology, as well as all UAS and universities in Vienna, Lower Austria and Burgenland, except for the University of Natural Resources and Applied Life Sciences and the University of Veterinary Medicine Vienna).
vienna.iaeste.at

ZVR: 361824298

When registering on the Exchange Platform, applicants must assign themselves to one of the local committees. Applicants who do not explicitly study at one of the above-mentioned universities can assign themselves to any Austrian local committee. Due to the personal support, applicants are encouraged to assign themselves to the local committee closest to them. The job allocation team reserves the right to refer applicants who do not follow this guideline to another local committee⁷.

⁷ Other universities and universities of applied sciences from which applicants were supervised last year include the University of Vienna, Technikum Wien, Karl Franzens University Graz and Management Center Innsbruck.