

**Implementation Plan on the
Youth Interns Exchange Programme between
the Government of the Federal Republic of Germany and
the Government of the People' s Republic of China**

- German Interns in China -

(Signed on September 25th 2019)

I. The Chinese leading organizer is the International Cooperation Department of the Ministry of Human Resources and Social Security (MoHRSS), which is responsible for establishing domestic coordination mechanisms, strengthening counterpart relations with Germany and promoting the policy coordination and communication among different departments, localities and implementing organizations in China.

II. The National Center of Human Resources Mobility (NCHRM) of the MoHRSS is the implementing organization for the Chinese side responsible for coordinating the "China-Germany Youth Interns Exchange Programme" with the purpose of ensuring smooth implementation and widely publicizing the Programme to companies, institutions, youths as well as the society.

III. The AHK in China (the German Chamber of Commerce and German Industry & Commerce Co. Ltd.) – as the coordinating German partner institution - should encourage companies or institutions, including cultural, educational and scientific organizations, to provide internship opportunities, and collect and release information about companies or institutions in China that may receive German interns (including the names of the companies or institutions, job descriptions, recruitment conditions, contact information, etc.), and inform the NCHRM. The internship should not exceed 6 months.

IV. The internship exchange programme is aimed at citizens aged at least 18 and under 35 years old on the first day of the internship. Those eligible to participate in the Programme include: German students studying in universities and colleges (including undergraduates and candidates for master's and doctoral degrees) who have completed at least four semesters of higher education; German university or college graduates who have graduated for less than 12 months; German students in technical and vocational schools; German graduates from technical and vocational schools who have graduated for less than 12 months. The internship should reflect the area in which the intern will acquire or holds a degree or qualification.

V. The recruitment of German students or young graduates for internships in China should be decided by relevant companies or institutions. German youths who intend to go to China for internship should apply via the AHK-Job-Website's "China-German Youth Interns Exchange Programme" Subsite with relevant companies or institutions.

VI. A recruited German student or a young graduate should sign an internship contract with the receiving company or institution in China. The internship contract should include the following clauses:

- (1) work arrangements for the intern according to his/her abilities, training objectives or career goals;
- (2) starting and ending dates of the internship;
- (3) maximum weekly working hours of the intern in the company or institution;
- (4) amount and payment method of internship grants;
- (5) list of benefits for the intern;
- (6) insurances for the intern, including life accident insurance;
- (7) requirements on the guidance of the intern by the person in charge of the internship;
- (8) ways to suspend or terminate the internship;
- (9) conditions for allowing the intern to be absent; and

(10) internal regulations of the company or institution that the intern must abide by (especially the duty of care and confidentiality).

After signing the internship contract as required, the company or institution should submit it to the AHK in China for filing. The AHK in China will issue a letter of confirmation on internship acceptance by the company or institution to prove his/her participation in the "China-Germany Youth Interns Exchange Programme" .

VII. Based on the principle of reciprocity, China and Germany will simplify relevant procedures for the implementation of the Programme and facilitate the internship of youths from each other.

In the process of going through formalities, the companies, institutions or interns on both sides may submit scanned copies first if the originals are needed to be sent by cross-border mail, and then submit the originals later if necessary.

VIII. Before the internship starts, the company or institution receiving an intern should file an application with the local authority for the administration of foreigners working in China, by filling in the application form for the work (internship) of foreigners and submitting the following:

- (1) registration certificate of the receiving unit;
- (2) internship contract in Chinese;
- (3) letter of confirmation on internship acceptance by the company or institution within in the "China-Germany Youth Interns Exchange Programme" issued by the AHK in China;
- (4) the intern' s valid passport or international travel documents;
- (5) the intern' s bareheaded and full-faced photo taken within the past 6 months;
- (6) the intern' s health certificate; and
- (7) an international medical insurance certificate for the intern during the internship (with an amount of insurance not less than 30,000 Euros, covering medical and hospitalization expenses, i.e. the treatment expenses that may be incurred during the stay in China or the expenses for transport back to Germany) .

After the formal acceptance of application, the local authority for the administration of foreigners working in China should issue the Internship Permit, i.e. Notification of Work Permit for Foreigners (China-Germany Youth Interns Exchange Programme) to the qualified intern.

IX. A German intern who has obtained the Internship Permit can apply for a Z visa (China-Germany Youth Interns Exchange Programme) at the Chinese visa-issuing authority in Germany. The visa should be issued for those applications with all required internships documents.

X. A German intern who stays in China for no more than 30 days do not need to apply for the Work-type Residence Permit. If the internship is longer than 30 days (including 30 days), the intern should apply to the public security organ for the Work-type Residence Permit (China-Germany Youth Interns Exchange Programme) within 30 days of entry by holding his/her Z visa and the Internship Permit or Work Permit for Foreigners.

XI. A German intern who comes to China for an internship of more than 90 days (not including 90 days) should apply for the Work Permit for Foreigners (China-Germany Youth Interns Exchange Programme) to the local authority for the administration of foreigners working in China within 15 days of entry with the following:

(1) Internship Permit, i.e. Notification of Work Permit for Foreigners (China-Germany Youth Interns Exchange Programme);

(2) Z visa; and

(3) Internship contract.

XII. Companies or institutions in China and German interns may consult the NCHRM and the AHK on issues related to the "China-Germany Youth Interns Exchange Programme" at any time.