

Bilateral research collaboration with Asia 2017-2020

Guidelines and Application Form for Internship Scholarships in China

Background

In 2017, the State Secretariat for Education, Research and Innovation (SERI) has renewed the Leading House (LH) mandate for bilateral collaboration with partner institutions in Asia to ETH Zurich. In the current phase 2017 - 2020, one single bilateral programme covers the entire region: China (incl. Hong Kong and Taiwan), Japan, South Korea and the ASEAN member states. All activities and instruments in this phase build strongly on the activities, outcomes and experiences from the previous phases. An additional important element for this phase of the bilateral programme is fostering innovation and the application of research results to economy and society.

Objectives

The internship scholarship programme is an instrument for encouraging Swiss students to gain work experience in China in order to learn about the very different cultural and business aspects in this globally leading economy. The aim of the programme is to broaden students' personal horizon, open their minds towards other cultures and way of doing business, thus preparing them to become leaders in an international setting in the future.

The internship scholarship is a mid-term incentive programme that is a first step to increase the awareness and readiness of students, who wish to do an internship in China. It also opens up new possibilities for Swiss educational institutions to offer their students hands-on, practical work experience in addition to academic studies and study exchange programmes. The scholarship shall provide an easily accessible platform for non-Chinese students to experience the working and business culture in China.

The internship scholarship is open to students who are registered at a Swiss higher education institution (universities, universities of applied sciences, universities of teacher education) or have graduated from such within less than 12 months, and want to complete a 1-6 months internship in China in their respective field of study.

Maximum programme budget: CHF 100'000 until 2020.

Internship Priority and Prerequisites

The internship scholarship programme is open to all disciplines, if a suitable internship placement can be found in the respective area within a defined period. The preferred host companies are small, medium enterprises, as well as high-tech, innovative firms or start-ups.

Internships placement is easiest in the following business areas:

- Information Technology
- Engineering
- International Business
- Marketing and Sales
- Event Management and Communication

Other areas are possible, but it may take longer to place an intern.

Eligibility

All Bachelor and Master students, who are currently registered at an eligible Swiss institution (Swiss Federal Institutes of Technology, Cantonal Universities, Universities of Applied Sciences, and Universities of Teacher Education), are eligible to apply for the scholarship. The programme also accepts recent graduates from the above institutions (graduation within less than 12 months from the internship start).

The eligible Swiss institutions are listed here:

<https://www.swissuniversities.ch/de/hochschulraum/anerkannte-schweizer-hochschulen/>

PhD and post-doctoral students are not eligible for the programme.

Nationality of the applicant:

- The applicant does not have to be Swiss. Students of all nationalities who are currently studying at a Swiss institution can apply.
- Exceptions: students of Chinese nationality cannot apply, as the internship scholarship programme aims at providing non-Chinese students with an opportunity to learn about Chinese culture and business.

Scholarship Information

The internships are in English and are not remunerated by the host company.

Funding:

ETH Zurich as the Swiss Leading House (LH) for Science and Technology Cooperation with Asia, mandated by SERI, will provide a scholarship in accordance with the following scheme:

The scholarship covers the following items:

- Flight
- Accommodation
- Optional basic Chinese classes (about 2-4 hours per week)

Total CHF 1500 per month plus economy class return flight from Switzerland to China

Applicants have to cover the following items from their own funds:

- Internship research and placement service
- Internship permit/visa fee
- Local support
- Airport pickup and city orientation
- Police registration
- Professional network events
- Social activities
- SIM card and metro card
- Optional: opening of a bank account (only for internships longer than 5 months)

All above items amount to a total package of CHF 2500 for the entire stay.

The below table provides an overview of the funding:

CHF	1 month	2 months	3 months	4 months	5 months	6 months
Financed by Scholarship	2'500	4'000	5'500	7'000	8'500	10'000
Financed by Student	2'500	2'500	2'500	2'500	2'500	2'500
Total Program Costs	5'000	6'500	8'000	9'500	11'000	12'500

Please note that meals and personal expenses are not covered in the costs listed above. The applicants are responsible for their own health and other insurances during the stay in China.

Duration:

An internship takes 1 – 6 months based on the applicant's choice and availability of a position. We encourage you to apply for an internship for at least 3 months in order to get the most benefits out of this cultural and work experience.

The call for applications remains permanently open between 1 June 2018 and 31 July 2020. Applications are processed on a rolling base and on a first-come-first-serve basis, given that a suitable internship can be found within the defined timeframe.

The number of scholarships is limited; it will amount to an average of five scholarships for an average of 4-months internships per year. However, this number may vary, because the duration of the internships can be from 1 to 6 months.

Application procedure:

1. The applicant decides on the start date, duration and field of internship and submits his/her application to Route2China Limited (see instructions below). It is advisable to start the application process 6 months before the intended internship start date, in order to allow sufficient time for the internship placement.

Please send the internship application form, your CV and a proof of your registration or graduation from a Swiss higher education institution to this email address info@route2china.ch.

2. Route2China reviews the internship application form and CV together with the LH ETH Zurich and informs the applicant whether he/she is eligible to apply for the internship scholarship.
3. In case the applicant is eligible, the applicant is required to pay a deposit of CHF 250 to start the internship placement process, which is part of the total programme cost. If Route2China cannot match the applicant to an internship, the CHF 250 will be refunded. In case, the applicant cancels the internship on their behalf, the money is kept to compensate the internship research work Route2China has done.
4. a) Once the applicant has successfully been placed to an internship, Route2China will invoice the student the total package fee of CHF 2500 (fee financed by the student, and not covered by the scholarship).
b) In parallel, Route2China will inform the LH ETH Zurich to prepare the award letter.
5. Upon receiving the total package fee from the applicant, Route2China will book the flight and finalize all arrangements related to the internship, accommodation, and Chinese course enrollment.
6. The LH ETH Zurich will release the scholarship payment to the applicant upon reception of the signed award letter. The payment may take up to 3 weeks processing time.
7. Upon receiving the scholarship amount from ETH, the applicant has to pay the remaining internship programme fee to Route2China within until at least 30 days before arrival in China.
8. The applicant arrives in China and completes the internship as arranged.

In the rare case that an internship is cancelled during the stay in China, Route2China is to return the remaining scholarship amount to the LH ETH Zurich. The proportion and amount to be returned will be determined on a case-by-case basis.

Please refer also to the process flowchart in the Appendix.

Scholarship Agreement and Reporting

The applicant will receive a scholarship award letter from the LH ETH Zurich. The applicant is required to submit a report to the LH ETH Zurich after the stay in China according to the forms provided.

Evaluation

All applications will be evaluated by the LH ETH Zurich and Route2china Limited according to formal criteria for eligibility and the motivation of the candidate.

Submission

Please send your application electronically to:

Route2China Limited
Min Wang
Director

Gufenhaldenweg 2c
8708 Zurich
Tel: +41 43 537 57 72
Email: info@route2china.ch
Website: www.route2china.ch

For questions with regards to eligibility and the scholarship (no applications please)

ETH Global
Elise Nardin
Programme Manager
Rämistrasse 101 / HG E68.2
8092 Zürich

Tel. +41 44 632 8465
Email: elise.nardin@sl.ethz.ch
website: www.global.ethz.ch

Instructions

Please complete and sign the following application form (electronic signatures permitted).

1. Personal Data and Internship Information

Family name:	
First name:	
Nationality:	
Date of birth:	
Affiliation (home institution or graduation from):	
Year, degree and subject of study:	
City:	
E-mail address:	
Phone number:	
Bank name, street address, zip code, city (country)	
IBAN number	
SWIFT/BIC number	
Clearing number	
Account holder's name, street address, zip code, city (country)	
Internship fields of interest e.g. IT, International Business (you can list up to 3 choices, in the order of priority)	
Internship Start Date:	
Duration (months):	

<p>Why are you interested in doing an internship in China?</p>	
<p>Please state your expectations and goals for your internship in China.</p>	

2. Liability and Applicant's Responsibilities

Please note that the applicants have the following responsibilities:

- The applicant is responsible for all insurances, such as medical, accident, travel, liability insurance and other insurances during the internship stay in China.
- The applicant is to adhere to all local laws, regulations and political rules and is solely responsible for his/her own code of conduct during her internship stay in China.
- The applicant is to adhere to all guideline regulations of the internship host company and respect the local culture and business conducts at all time.
- The possession, consumption and any involvement with drugs and other substances, as well as prostitution is strictly prohibited in China.
- Any breach of the above rules may cause a cancellation of the internship, and the applicant is responsible for any additional costs arising from such breaches.
- Route2China staff may take pictures and video material during your stay in China, for internal and promotional purposes. Should you wish **not** to publish these materials, please send an email to info@route2china.ch.

4. Signatures

I hereby confirm that all the information given in this application and the attachments are correct to the best of my knowledge.

Place, Date

Applicant

ATTACHMENTS

Please attach your CV and proof of registration at or graduation from a Swiss higher education institution (e.g. copy of registration or diploma/certificate with this application).

APPENDIX – Internship Scholarship Application Flowchart

