

## FREQUENTLY ASKED QUESTIONS

### ZUKUNFTSBRÜCKE – CHINESE-GERMAN YOUNG PROFESSIONAL CAMPUS

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#### 1.) Application Requirements

*Q: I am a German citizen but do not currently reside in my home country. Am I eligible to apply?*

A: Yes. Your citizenship is decisive, not your current country of residence. am a GerDo I have to be a Chinese or German citizen to apply?

*Q: I am a Chinese citizen. How can I apply?*

A: The application process for Chinese applicants will be organized by the project partner in China, the All-China Youth Federation (ACYF). Chinese participants are not eligible to apply via the online application form on the website of the Stiftung Mercator.

*Q: Are there restrictions with respect to professional fields or university disciplines (degree programs)?*

A: No, as long as you can make a case for your interest in the Campus' annual topic there are no restrictions on the issue of professional experience or disciplines.

*Q: Do I need to be an expert on the Campus' topic?*

A: Expertise in the field of the Campus' theme in professional or academic context or through extracurricular engagement is no precondition. We are looking for participants with a strong personality and not for narrow specialists.

*Q: Do I need to have prior experience with China before applying?*

A: You need to have a strong interest in connecting with young professionals from China but the Campus is open for those with and without a deeper knowledge of China to allow for a good mix of experiences.

*Q: When do I need to fulfill the requirement of two years of professional experience?*

A: You need to fulfill this requirement as of the beginning of the Campus.

*Q: When do I need to fulfill the requirement of minimum age (28) or maximum age (38)?*

A: You need to fulfill this requirement as of the beginning of the Campus.

*Q: Can employees of the organizing institutions apply?*

A: No, current employees are not eligible to apply.

*Q: Can alumni of the organizing institutions apply?*

A: Yes, alumni of the organizing institutions are eligible to apply.

## 2.) Application Documents

*Q: How should I submit the letter of recommendation or letter of reference?*

A: We advise applicants to submit their letter of recommendation or letter of reference directly with the rest of their application documents via the online application form (<https://application.zukunftsbruecke.com/>) by the closing date of 5 May 2019. There is no requirement of confidentiality regarding the content of the letters vis-à-vis the applicant.

*Q: What does the motivation letter need to look like?*

A: The only constraint is the length of 300 to maximum 600 words.

## 3.) Application and Selection Process

*Q: Are early applications encouraged?*

A: Early applications are encouraged in case we need further information.

*Q: Will I receive a confirmation of my application having been received?*

A: Yes, once you have submitted a complete application you will receive an electronic confirmation via e-mail within one hour. In case you do not receive the confirmation e-mail, please log in again and check your application. You might have to click the "Submit" button again.

*Q: I have been nominated. How does the application process differ and am I automatically selected for participation?*

A: If you have been nominated, you do not need to hand in a letter of reference or letter of recommendation specific to the "Zukunftsbrücke – German-Chinese Young Professional Campus". Please note that, for technical reasons, the application platform requires you to nevertheless upload a document under "Letters of reference and recommendation of your choice". Please upload a document with a short reference to your nomination. Apart from that, the application process is the

same as for not-nominated candidates. In order to ensure a fair competition among all applicants, nominated candidates are not automatically selected for the program or invited to an interview.

*Q: I would like to follow up with my application, is that possible?*

A: All applicants will receive a response via e-mail. We cannot provide any information before this point.

*Q: Are there any quota in the selection process?*

A: There is no fixed quota in the selection process but there are only 15 slots for Germans in the final selection. We also try to keep a balance between male and female participants as well as between the various sectors (public, private, media, academia, and civil society) to ensure a mix of backgrounds and perspectives within the group of participants.

#### 4.) Interview

*Q: When do you inform me if I am invited for an interview?*

A: We will inform you as soon as possible after the closing date for applications.

*Q: When does the interview take place?*

A: The interviews will take place 11 and 12 July 2019. We will inform all shortlisted candidates at least two weeks in advance of the interview.

*Q: I am invited for an interview but cannot come personally. Is it possible to reschedule the interview or conduct a video or phone interview?*

A: If you cannot be in Berlin/Essen on the scheduled day and time, please let us know as soon as possible. We will try our best to reschedule the interview and offer you another time/date. If you live or stay abroad we offer to conduct a video or phone interview.

*Q: I am shortlisted and invited for a personal interview. How can I prepare myself for the interview?*

A: You won't need to prepare anything for the interview. The purpose of the interview is to get to know you better and to get a deeper understanding of your motivation to apply for the Campus.

*Q: Do I get reimbursed for my expenses related to the interview?*

A: We reimburse expenses directly related to the interview. This includes travel costs for a second-class train ride from your city of residence within Germany to the interview place as well as public transportation within Berlin. If you need to take a flight to Berlin we can only reimburse the costs equivalent to train transportation for the same route. Expenses for overnight accommodation can be reimbursed after notice to and with consent of the program organizers. After the interview we will ask you to fill in a reimbursement form and send us all original receipts and invoices to prove your expenses. We will transfer the money to your bank account afterwards.

#### 5.) Logistics and Participation

*Q: If accepted as participant, do I need to attend all seven days of the program from 11 to 17 October 2019?*

A: Yes, we expect our participants to attend all days of the program.

*Q: I live in Berlin or Paretz. Do I need to stay in the hotel during the days of the program which take place in my city?*

A: Yes, the core of the Zukunftsbrücke is an intensive group experience. We therefore ask you to stay with the group and in the hotel during the whole time of the program.

*Q: If I am successfully chosen to participate in the Zukunftsbrücke – Chinese-German Young Professional Campus, can I bring my partner along with me?*

A: In principle yes, although the program is not tailored toward this. Please note that the program follows a tight schedule and does not cover any of the costs incurred by partners of selected participants – participants' partners will need to take care of flight costs, accommodation and board expenses for themselves.

*Q: Does the Zukunftsbrücke – Chinese-German Young Professional Campus provide child care service?*

A: We are willing and open to discuss options regarding local child care services for parenting participants. If this is the case, we advise successful candidates to notify us at the earliest date possible to discuss and make the appropriate arrangement.

*Q: What will happen after the Zukunftsbrücke – Chinese-German Young Professional Campus?*

A: Participants will be given the opportunity to continue to remain actively connected through a networking and communication platform. Beyond the project duration, Zukunftsbrücke alumni remain involved in an active and growing alumni network and will get the opportunity to build connections with the following program generations.

## 6.) Expenses and Reimbursement

*Q: What types of expenses are covered during my participation in the Zukunftsbrücke – Chinese-German Young Professional Campus?*

A: All project related expenses will be covered for participants of the program. These include travel expenses to the campus location (economy/coach class)\*, public transportation (excluding taxis) to and from the airport to the hotel, accommodation\*\*, meals during the conference, and other project related expenses. The Campus does not cover any travel or additional costs incurred through participants' personal expenses.

\*We will provide you with information on the respective caps closer to the start of the program.

\*\*Accommodation expenses cover the nights from 11 to 17 October 2019.

*Q: When and how do I get reimbursed for my expenses?*

A: After the end of the program we will ask you to fill in and send us a reimbursement form together with all original receipts and/or invoices to prove your expenses. We will transfer the money to your bank account afterwards. In case you need an earlier reimbursement of your expenses please let us know.

## 7.) Insurance

*Q: Does the Zukunftsbrücke – Chinese-German Young Professional Campus insure me against the loss, theft or damage of my personal belongings during the program?*

A: All participants bear full responsibility for their own personal belongings and valuables. The Zukunftsbrücke – Chinese-German Young Professional Campus and associated partners do not compensate for the loss, damage or theft of participants' belongings during the entire course of the program and thereafter.

*Q: Will I need to get health insurance before travelling to the Zukunftsbrücke – Chinese-German Young Professional Campus?*

A: Yes. The Zukunftsbrücke – Chinese-German Young Professional Campus does not provide health insurance nor is the program and its associated partners liable for any costs incurred by participants through illness or accident. Participants are therefore responsible for obtaining health insurance before travelling to the Zukunftsbrücke – Chinese-German Young Professional Campus.

In case you have any additional questions please contact the Zukunftsbrücke Project Team [zukunftsbruecke@stiftung-mercator.de](mailto:zukunftsbruecke@stiftung-mercator.de).