Terms of Employment Yantai brochure, version 30 January 2017

Work with us in Yantai

You have indicated that you would like to spend some time working in Yantai. You will of course need to prepare for your stay in China. Not only in terms of your actual work, lots of other aspects should also be considered. To help you with this we have drawn up a brief overview of aspects that you might overlook but which are important to arrange in advance. The information primarily concerns stays with a duration of less than a year.

Visas

A visa is required to be permitted to work in China. There are four types of stays in China, depending on how long you stay:

1. Short stay – less than 30 days (for example to teach guest lectures)
2. Short-term stay – up to 90 days with the possibility of extension (for example to teach for a semester)
3. Long-term stay – up to one year
4. Residency – more than one year

This distinction is related to the type of visa that the Chinese government will issue. Depending on the duration of your stay you may also need certain permits, including a work permit and a residence permit, before you can get to work in China. The application procedure for these permits includes a medical test. The University of Groningen will cover the costs of visa and permit applications. If the costs of the medical test are not reimbursed by your health insurance company, then the UG will pay these costs as well.

Legal position

A stay in China that lasts less than one year will not have any consequences for your terms of employment at the University of Groningen. These will remain unchanged. If your employment contract is still in force after you return from China, you will have a return guarantee for the same position that you had before leaving for China.

All agreements that are made with you in the context of your stay in China will be confirmed in writing and saved in your personnel file.

Allowance

If you spend more than 30 days in China, you may be eligible for a monthly personal allowance of 15%, with a minimum of scale 11, max. The allowance is taxed at the special (high) rate.

However, alternative agreements may also be made, for example an allowance for an extra conference visit instead of this gross allowance. The advantage of such a conference allowance is that it can be paid net.

Social insurance premiums, pension and payroll tax

Travel does not affect social insurance premiums. If you travel abroad, you will continue to be insured against incapacity for work and unemployment. You will also continue to accrue ABP pension, retirement pension (AOW) and surviving dependants' benefit (ANW).
Other rules may apply, however, if you reside abroad for more than a year, depending on your main residence. If you primarily live in China (i.e. you no longer have a house or household in the Netherlands and your family no longer resides in the Netherlands), you will no longer have these insurance policies in the Netherlands.

The rules differ for each individual situation. A special helpdesk will be set up, to which you will have to report to discuss your specific situation well in advance of your departure: crossborderlabour@rug.nl. The helpdesk will also need to know whether your partner and/or children will be travelling with you. The helpdesk can assist you, for example, by checking the consequences for the AOW and ANW accrual of your accompanying partner.

Social security contributions and taxes will be paid in China for each day that you work in China. The University in Yantai will arrange this for you. Staff members who are staying in China for a longer period of time and need help completing their tax returns in the Netherlands can consult the Helpdesk. The Helpdesk staff can refer you to expert support if necessary.

**Health and travel insurance**

If you travel to China for less than a year, you will probably be able to keep your Dutch health insurance. Please check this with your own insurance company in good time. With regard to medical costs, you must first claim from your own health insurance and only then can you claim from the UG's collective travel insurance. The UG collective travel insurance offers coverage for medical care abroad, accidents, repatriation, evacuation, luggage, cancellation and an alarm service for all travel up to one year. An accompanying partner and/or children will also be covered by the UG travel insurance, on condition that you report them in advance and approval is granted by the UG.

If you are going to take holiday leave after your stay, either in China or somewhere else, you must arrange your own travel insurance for this. It will not be covered by the UG travel insurance.

**Travelling expenses**

Travel expenses to Yantai and back will be reimbursed based on the costs actually incurred. The costs of a return ticket will be reimbursed if a return ticket is demonstrably cheaper than a single ticket. You must book your trip via ATPI.


**Trips to the Netherlands during short-term stay, long-term stay and residency**

If you will be working in China for a longer period of time, you will be able to make occasional trips to the Netherlands to visit family or have your partner come over to China.

Depending on the duration of your stay, you may qualify for reimbursement of an extra trip to the Netherlands in addition to your journey to China and back. This reimbursement will not be converted into an additional financial allowance if you do not use this offer. The following reimbursement schemes are available:

- Less than 6 weeks: no reimbursement for an extra trip to the Netherlands
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- 6 weeks to 3 months: reimbursement for one extra trip to the Netherlands
- 3 to 6 months: reimbursement for two extra trips to the Netherlands
- 6 to 12 months: reimbursement for three extra trips to the Netherlands

If you are accompanied to China by your partner for a longer period of time, the costs of two trips to the Netherlands per year will be reimbursed for you and your partner. If your children will also be coming to China with you and your partner, please report this in good time so that agreements can be made.

**Accommodation allowance and school costs**

Your stay will be made possible or an accommodation allowance will be arranged on the basis of the market rate for accommodation close to the Yantai campus. The allowance has been set at €500 per month on a reimbursement basis (invoice). This will be increased by €100 per person if your partner or children come with you. If your partner or children do come with you, the maximum allowance is set at €800 per month on a reimbursement basis. If you want a more expensive flat or house, you must cover the additional costs yourself. The University in Yantai has agreed to offer assistance in finding accommodation.

Please let us know in good time if you are planning to take your children with you to Yantai. Depending on your wishes, we can then discuss any facilities that can be offered and whether it would be a good idea to request professional schooling advice in advance, for example from Edufax.

**Registering with the embassy in China**

Embassies recommend that residents register with their embassy abroad so that they can receive assistance in the event of an emergency.

Example: If you are a UG staff member with German nationality, you should report to the German embassy in China.

**If you are from outside the EU but have a Dutch residence permit, please report to the University of Groningen International Service Desk.**

Reporting is important with an eye to your Dutch residence permit. The University of Groningen International Service Desk can be contacted by e-mail (isd@rug.nl) or telephone (050-3638181).

**More information**

For more information, please contact the Service Desk at crossborderlabour@rug.nl or tel. 050-3639191.