



German-British
Chamber of Industry & Commerce
Deutsch-Britische
Industrie- und Handelskammer

Placements at the German-British Chamber

Application Criteria

In order to complete a placement at the German-British Chamber, you need to fulfil the following criteria:

- The placement is part of your course of studies (i.e. you will graduate after you have finished the placement)
- You have successfully completed the Bachelor-Vorprüfung (or equivalent level of study) before the start of your placement.
- The placement duration must be at least 6 months.

Application Process

If you fulfil all the application criteria, please complete the overview and forward your complete application to us.

We accept photocopies of all necessary documentation. Please do not send originals, as we are unable to return application documents.

We require the following items:

- Placement Application Overview
- Covering letter in English
- CV (English or German)
- Photograph
- Abiturzeugnis
- Bachelor-Vorprüfung or most recent exam results
- Qualifications (work experience)

You should send pdf-files only. If you want to send documents you have scanned in, please convert them into pdf-format so that they can be easily printed on A4 pages.

We do **not** accept files we have to convert or otherwise modify to make them printable. Please do **not** send zip-files and you should ensure the Word files you send are compatible with all Microsoft Word Editions (especially if you are using Windows Vista or Office 2007).

Please note that your application will be rejected if you do not include all items.



Trainee Activities within the Departments

Marketing Services / Members' Services (1 place)

- Research, preparation and distribution of address lists
- Support Market Entry projects for German clients
- Support companies wanting to expand their business activities through appointing a partner
- Research, preparation and distribution of economic information and statistics
- Research, maintenance and enlargement of the Chamber's databases
- Promote membership of the Chamber
- Help to organise events

Tax Services (4 places)

- Deal with various tax law enquiries from British and German companies regarding UK, German and European VAT tax law in both English and German
- Give advice and information regarding German and UK tax law in general
- Act as a VAT agent for German companies registered for VAT in the UK and for British companies registered for VAT in Germany
- Deal with VAT refund applications from both UK and German companies
- Research and information gathering regarding tax guides for internal use and the Chamber's website
- Support of marketing activities for the Tax Department

Legal Services

- We do not offer any placements for trainees; only Rechtsreferendare are accepted



Frequently Asked Questions

Why does the Chamber require students to have passed the Bachelor-Vorprüfung and to stay for at least 6 months?

Students are integrated in work projects which require a certain level of knowledge and a, considerable training period.

Does the Chamber offer placements for law students?

No, our Legal Department only accepts Rechtsreferendare.

I need to do a placement before I start my (university) course / I have already graduated and would like to do a placement before I start work. Can I apply at the Chamber?

No, we only offer placements that need to be completed during your studies, i.e. sandwich courses. Once you have finished your thesis and taken your final exams we consider you as having graduated, even if you are still registered as a full-time student.

I have not passed my Bachelor-Vorprüfung yet. Can I still apply?

No, you need to have passed your Bachelor-Vorprüfung before you start your placement with us. You can apply if you plan to take the exams before commencing your placement.

If you cannot supply a copy of your Vorprüfung at the time of your application, you should send a copy of your most recent exam results instead. It is **not** necessary to send lists of subjects completed so far. **Bachelor degree students** who do not take the Vorprüfung should have reached the equivalent level and should send their most recent results instead.

What sort of photograph should I send?

A passport-sized colour portrait.

What is meant by Software packages on the overview form?

Please state all software you are familiar with/proficient in (i.e. Microsoft Office).

Do documents have to be translated into English?

No, this is not necessary. All staff at the Chamber are bilingual.

Do I need to send originals or certified copies?

Please **do not** send originals, as we are unable to return application documents. We accept photocopies. To certify photocopies (Beglaubigung) is not necessary.

Do I need to indicate a preferred department?

No, but it helps the departments to consider your preferences. Please see the enclosed information sheet for particulars.

Can I tick more than one preferred department?

You should tick all the departments you are interested in. That way, your application can be considered by more than one department and increases your chances of being accepted.

I want to send my documents via e-mail, what files can I send?

You should send Word- or pdf-files. If you want to send documents you have scanned in, please convert them into pdf-format or insert your jpg/gif files in Word documents so that they can be easily printed on A4 pages.

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Are there any deadlines for applications?

No. The departments select candidates separately. This is usually done in autumn for placements starting in February/March and in spring for placements starting in August/September. As long as you supply your documents within this time-frame, your application will be considered.

How does the selection process work?

All complete applications are collected by Trainee Administration. The departments will select candidates separately and usually conduct telephone interviews. When a candidate has been chosen, s/he will be sent a contract and information about funding and accommodation. The selection process is usually done in autumn for placements starting in February/March and in spring for placements starting in August/September.

Can the Chamber help me find accommodation?

Yes. We have a list of rooms available, which we will send out with your contract.

How much money will I need?

Our trainees need about € 1,000 per month. The Chamber pays a transport costs reimbursement of € 230 per month. You will need to arrange extra funding for the remainder. Leonardo and similar funding is available and you should check with the appropriate organisation **before** you apply to the Chamber.

How much holiday is included in the placement?

Our trainees are entitled to two days holiday per month.