



Communications Note for China-UK Mandarin Teachers
Scheme(Tier 5 Government Authorised Exchange
Programme)
(Version Jan 2022)

I. Background of the scheme

In recognition of the importance of learning foreign languages in the UK and sharing from best practice, the UK Home Office created a 24 months category for overseas government sponsored language programmes under the Tier 5 Government Authorised Exchange scheme in April 2014. The first scheme under this category is the then Confucius Institute Headquarters/Hanban (currently the Centre for Language Education and Cooperation of the Chinese Ministry of Education)'s partnership agreements for teaching Mandarin through Confucius Institutes, Classrooms and other educational institutions in the UK. The Hanban sponsored Mandarin Teachers Scheme came into effect from 6th April 2014 and is open to all UK universities with Confucius Institutes, Classrooms and other UK educational institutions who have set up partnership agreements with the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) to use. This scheme will accommodate three types of secondment from the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) to the UK—Co-Directors, Qualified Mandarin Teachers and Volunteer Mandarin Teachers and will allow entry for up to 24 months at a time.

The Centre for Language Education and Cooperation, UK, the regional office of the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) in the UK, has been invited to administer a single scheme for all institutions and is responsible for issuing Certificate of Sponsorship for all applicants and monitoring placements to ensure they meet all the requirements of the scheme.

II. Details of the scheme

- **Name of the Scheme:**
China-UK Mandarin Teachers Scheme
- **Scheme Summary:**
The scheme is part of the Centre for Language Education and Cooperation's global exchange programme through which it sponsors volunteer and professional Mandarin teachers to undertake placements at Confucius institutes and classrooms in the UK, and at institutions in the UK which are covered by China-UK's teaching exchange programme. It is also used to sponsor co-directors to manage the programme in the UK and undertake some language teaching if needed. These roles are not filling vacancies. The scheme aims to build and/or enhance foreign language skills and foster good cultural relations between the UK and China.
- **Overarching body:**
The Centre for Language Education and Cooperation, UK



- **Type of Scheme:**
Overseas Government Language Programme under Tier 5 (Temporary Worker-Government Authorised Exchange)
- **Area of UK Covered**
All UK
- **Contact Details:**
Tel: 020 7388 8818
Email: sponsorship@clecuk.org
Address: 124 Euston Road, London NW1 2AL

III. Overview of the Role of three categories of the Mandarin Teachers:

Co-Directors

The co-directors of the Confucius Institutes are responsible for supporting the UK counterpart directors in the administration of the Confucius Institutes. The main job responsibilities include:

- 1) Cooperate with the UK directors to formulate development plans, annual work plans, budgets and final accounts of the Confucius Institutes;
- 2) Assist the UK directors in conducting research on the demand of Mandarin teaching, curriculum design, teaching organisation and teacher training. The co-directors will undertake partial language teaching if needed;
- 3) Take charge of the management of Qualified Mandarin teachers and Volunteer Mandarin teachers; allocate teaching tasks, job obligations and help to solve difficulties in their work and life, evaluate and assess their performances;
- 4) Assist to organise the Confucius Institutes regular board meetings;
- 5) Assist the UK directors in formulating rules and regulations of the Confucius Institutes;
- 6) Assist the UK directors in planning, organising and conducting cultural events;
- 7) Assist the UK directors in strengthening communication and cooperation with local governments, schools, enterprises, communities and media.

The posting for the Co-Directors is maximum 4 years (up to 24 months at a time).

Qualified Mandarin Teacher & Volunteer Mandarin Teacher

The Qualified Mandarin teachers & Volunteer Mandarin teachers are dispatched by the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) according to the requests and demands of the Confucius Institutes, Confucius Classrooms and other UK educational institutions. The Qualified Mandarin teachers are professional teachers in universities or schools in China who are educated to Masters or PhD levels. The Volunteer Mandarin teachers are primarily recruited and selected from graduates of the current year with a bachelor's degree or above, as well as postgraduate students and professional teachers in Chinese universities. Both the



Qualified Mandarin teachers and Volunteer teachers receive trainings by the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) prior to departure from China and receive local trainings by the host institutions on arrival in the UK to ensure quality provision.

The posting for the Qualified Mandarin teachers is maximum 4 years (up to 24 months at a time).

The posting for the Volunteer Mandarin teachers is maximum 2 years (up to 24 months at a time).

The three categories of the Mandarin teachers will be undertaking professional placements in the UK which are above NVQ level 3 and are supernumerary. The Qualified Mandarin Teachers and the Volunteer Mandarin Teachers are sponsored and funded by the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) and the Co-Directors are sponsored and funded by the Chinese partner universities. All three categories of the Mandarin teachers' salaries and allowances are above the UK national minimum wage.

For the renewed visa applications of the three categories of the Mandarin teachers beyond the first terms of services under the scheme, the individuals will need to return to China to make the renewed visa applications from within China. When the overall terms of services complete (for Co-Directors and Qualified Mandarin Teachers maximum 4 years and for Volunteer Mandarin Teachers maximum 2 years), the individuals must return to China and will not be able to use the scheme to apply entry to the UK anymore.

IV. Implementation of the scheme:

Before Applicants' arrival in the UK

1. Issue of the Certificate of Sponsorship (CoS)

The Certificate of Sponsorship is not an actual certificate or paper document but is a virtual document similar to a database record. Each Certificate of Sponsorship has a unique reference number and contains information about the job for which the Certificate of Sponsorship is being issued and the personal details.

The procedure of acquiring the CoS is as follows:

- 1) Submit request of the personnel by the Confucius Institutes to the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) and the Chinese partner universities**



Upon interview and evaluation, the Chinese partner universities will issue the official dispatch notices to the successful candidates of the Co-directors and the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) will issue the official dispatch notices to the successful candidates of the Qualified Mandarin Teachers and the Volunteer Mandarin Teachers.

Contents to be included in the official dispatch notices are:

- a) Full name;
- b) Gender;
- c) Passport Number;
- d) Date of birth;
- e) Job Position in China;
- f) Job Position in the UK;
- g) Term of Service (maximum 24 months at a time);
- h) Sponsored fund amount and items covered;
- i) Confirmation that the person will return to China upon completion of the work placement in the UK;
- j) Signed and dated by the President of the Chinese partner universities with the official seals of the Chinese partner universities for the Co-directors and signed and dated by the Chief Executive of the Centre for Language Education and Cooperation of the Chinese Ministry of Education with the official seal of the Centre for Language Education and Cooperation of the Chinese Ministry of Education for the Qualified Mandarin Teachers and the Volunteer Mandarin Teachers.

3) Submit the complete set of documents, personal particulars and fees charged by the UK Home Office to the Centre for Language Education and Cooperation, UK for issuing the Certificate of Sponsorship

In order to issue the Certificate of Sponsorship for each person coming for work placement at the Confucius Institutes in the UK, the following documents, personal particulars and corresponding fees charged by the UK Home Office need to be submitted to the Centre for Language Education and Cooperation, UK by the Confucius Institutes.

- A. Copy of the original dispatch notice issued by the Chinese partner university for the Co-director or by the Centre for Language Education and Cooperation of the Chinese Ministry of Education for the Qualified Mandarin Teacher and the Volunteer Mandarin Teacher;
- B. Copy of the invitation letter issued by the Confucius Institute or the UK partner university to the person, including details of his or her job title, job description and the length of work placement. For Co-Director, the invitation letter needs to be signed by the Vice-Chancellor or the Pro Vice-Chancellor of the UK partner university in charge of the Confucius Institute or the university's international exchange and cooperation;
- C. Copy of the person's current passport pages showing all personal identity details, signature and previous UK visas (if applicable);



- D. Copy of the migrant care letter signed, dated by the person and witnessed which outlines the duties of the person in compliance of the scheme for the work placement in the UK. The original of the migrant care letter will need to be posted to the Centre for Language Education and Cooperation, UK upon person's arrival in the UK;
- E. Personal particulars and work placement details by completing the template excel form in attachment 1--UK Confucius Institutes Personnel - personal information template (Version Jan 2022)--for New Application (One form for each applicant) ;
- F. £21 charged by the UK Home Office through the Centre for Language Education and Cooperation, UK via the Sponsorship Management System.

4) Renewed Application

For renewed applications, although the GAE Programme for China-UK Mandarin teachers scheme is for 24 months (since this is the maximum amount of time for any scheme under Tier 5 GAE), the UK Home Office has agreed that Co-Directors and Qualified Mandarin Teachers who need to stay for longer (because of their work commitments with the Confucius Institutes in the UK), will be able to make a renewed application for a further 24 months. However they will need to make the renewed application from within China and the overall accumulated stay of any person under the scheme cannot be more than 48 months.

Apart from following the procedures of 1), 2) and 3) as above, the Confucius Institutes will need to submit the following further documents for the renewed applications:

- G. Personal particulars and work placement details by completing the template excel form in attachment 2--UK Confucius Institutes Personnel - personal information template (Version Jan 2022)--for Renewed Application (One form for each applicant) ;
- H. Copy of the applicants' all previous UK visas and BRP cards.

5) The issuing and allocation of the Certificate of Sponsorship

Upon receiving the complete set of documents of each applicant, their personal particulars and the corresponding fees, the Certificate of Sponsorship will be issued by the Centre for Language Education and Cooperation, UK within 10 working days if all the documents conform to the requirements.

It is the responsibility of each Confucius Institute, the Chinese partner university and the UK partner university to ensure the truthfulness and accuracy of the applicants' information submitted to the Centre for Language Education and Cooperation, UK and displayed on the Certificate of Sponsorship. Any error information submitted will lead to the delay of issuing the Certificate of Sponsorship and the reduction of the allocation of the Certificates of Sponsorship for the individual Confucius Institute.



6) The life span of the Certificate of Sponsorship

Please be aware that the applicant cannot apply for Tier 5 leave to entry more than three months in advance of the start date stated on the Certificate of Sponsorship. Meanwhile the Certificate of Sponsorship will expire if it is not used for a leave application within three months of it being assigned.

2. Visa Application in China

7) Documents needed for the visa application

Documents the applicant must provide for the visa application include:

- o a valid Certificate of Sponsorship reference number
- o a current passport or other valid travel identification with at least one blank page
- o a passport-sized colour photograph
- o Bank statement showing the applicant has had at least £1,270 in savings in his/her bank account for 28 days in a row and Day 28 must be within 31 days of applying for this visa
- o The applicant's tuberculosis test results

The applicant must submit the originals plus a photocopy of every document he or she provides and also provide a certified translation of any documents that aren't in English or Welsh. The applicant may need to provide additional documents depending on the individual circumstances.

8) Online Application

For application made in China, the applicant must apply online at

https://www.vfsglobal.co.uk/cn/en#latest-updates_o=Article%20Date_Descending

- o register for an account
- o fill in the application form in English
- o pay for the visa fee online at £244/person
- o print out the form
- o book and attend an appointment at a visa application centre in China
- o The applicant will need to have his or her fingerprints and photograph (known as 'biometric information') taken at a visa application centre as part of the application.

9) Dependant

The applicant's partner and children can apply to join the applicant or to stay in the UK as the applicant's 'dependants' if they're eligible. If their application is successful, their visa will end on the same date as the applicant. For details of their visa application, please refer to Attachment 3— Visa Application for the Dependant of Tier 5 Government Authorised Exchange China-UK Mandarin Teachers Scheme.



3. Upon successful visa application in China

10) Pre-job training for the migrants in China by the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) and the Chinese partner universities

The sponsored migrants will receive pre-job training conducted by the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban) and the Chinese partner universities prior to their entry into the UK, during which the compliance requirement of the Hanban Sponsored Mandarin Teachers Scheme will also be briefed to the migrants.

After Sponsored Migrants' arrival in the UK

11) Documents to be submitted to the Centre for Language Education and Cooperation, UK as the sponsor of the migrant

After successful visa application in China and arrival in the UK, the sponsored migrant via his or her Confucius Institute needs to submit the following documents to the Centre for Language Education and Cooperation, UK as the sponsor of the migrant.

- I. Copy of migrant's stamped UK visa vignette in their passport and the BRP card.
- J. The original signed, dated and witnessed migrant care letter of the migrant.

4. Joint management of the migrants by the parties involved

After sponsored migrants' arrival in the UK, it is the joint efforts of the Centre for Language Education and Cooperation, UK, the Confucius Institutes, the Chinese partner universities and the UK partner universities in the management of the migrants to fulfil the duties of the Centre for Language Education and Cooperation, UK as the sponsor of the migrants.

12) On-job training for the migrants by the Confucius Institutes and the UK partner universities

Upon arrival in the UK, training will be provided to the migrants by the Confucius Institutes and the UK partner universities to help the migrants to settle down and embark with their work placement in the UK. Rules and regulations of the Confucius Institutes and the UK partner universities will be briefed to the migrants, together with the compliance requirement of the China-UK Mandarin Teachers scheme.

13) Day to Day Management of the migrants

Confucius Institutes and the UK partner universities will carry out the day to day management of the migrants in terms of their work placement commitments and their stay in the UK, as the Confucius Institutes at the UK universities are where the migrants are contracted to work at. Any abnormal activities or discrepancy in



the behaviours of the migrants in the compliance of the scheme need to be submitted to the Centre for Language Education and Cooperation, UK as the sponsor of the migrants.

14) Record Keeping Duties:

Individual files will be set up for each migrant to keep record of their application of the Certificate of Sponsorship, their work attendance and contact details in the UK and be kept at the Centre for Language Education and Cooperation, UK in both paper format and electronically as requested by the UK Home Office as part of the duties of being the sponsor of the migrant.

Apart from the documents listed in 11), the Confucius Institutes and the UK partner universities need to submit the following further documents of the migrants to the Centre for Language Education and Cooperation, UK during their work placement in the UK for record keeping:

- K. Migrant's UK contact details including work address, residential address, landline telephone number, mobile telephone number and email address. Any subsequent changes to these contact details must also be provided within 5 working days of them taking effect.
- L. The monthly hours of work, schedule of classes, the places of work, the attendance and absence records duly signed by the UK Directors and Co-directors of the Confucius Institutes.

15) Reporting Duties:

As requested by the UK Home Office, in order to assist the Centre for Language Education and Cooperation, UK to fulfil its duties as the sponsor of the migrants, the Confucius Institutes and the UK partner universities must report the following situation to the Centre for Language Education and Cooperation, UK within 5 working days of occurring if the migrant:

- o does not turn up for the first day of work. The report must include any reason given by the migrant for his or her non-attendance (for example a missed flight).
- o work start date delayed from the work start date shown on the Certificate of Sponsorship. The report must include the reason of the delay and the confirmed new work start date.
- o is absent from work for more than 10 consecutive working days, without acquiring reasonably granted permission.
- o period of the work placement (including where the migrant resigns or is dismissed) is terminated earlier than shown on their Certificate of Sponsorship. (The migrant's further stay in the UK upon early termination of the work placement is illegal as it breaches the immigration rules of the scheme.)
- o does not leave the UK before his/her visa expires.
- o is not sponsored by the Centre for Language Education and Cooperation, UK for any other reason (for example, the migrant moves into an immigration route that does not require a sponsor).



- has any significant changes in the migrant's circumstances, for example,
 - a promotion or change in job title, or core duties, other than those which need a change of employment application
 - a change of salary from the level stated on the Certificate of Sponsorship, other than changes due to annual increments or bonuses
 - a change of salary from that stated on the Certificate of Sponsorship due to maternity, paternity or adoption leave, or a period of long-term sick leave lasting one month or longer
 - the location the migrant employed at changes
 - the duration of the migrant's contract of or for employment or services, is shortened
- if the Confucius Institutes and the UK partner universities have information which suggests that the migrant may be breaching the conditions of his or her leave;
- if the Confucius Institutes and the UK partner universities have information which suggests that the migrant may be engaging in terrorism or other criminal activity. (This needs to be reported immediately upon knowing)

If the Confucius Institutes and the UK partner universities fail to fulfill the training, management, record keeping and reporting duties in 12), 13), 14) and 15), the Centre for Language Education and Cooperation, UK as the sponsor of the scheme, reserves the rights to withhold the issuing of the Certificate of Sponsorship for the three categories of the Mandarin teachers of the Confucius Institutes until measures have been taken by the Confucius Institutes and the UK partner universities to rectify the situation and resume their duties.

16) The migrant further understands and confirms that he or she

- cannot claim any state benefits in the UK.
- cannot establish themselves in business in the UK.
- 10 working days before his or her work placement ends, he or she must supply the Centre for Language Education and Cooperation, UK with the copy of his or her outbound flight ticket from the UK to China.
- upon his or her arrival back in China, he or she must provide the Centre for Language Education and Cooperation, UK the copy of his or her entry stamp on the passport when entering China within 5 working days of landing.

17) The Centre for Language Education and Cooperation, UK's reporting to the Home Office

The Centre for Language Education and Cooperation, UK will report any abnormalities to the UK Home Office within 5 working days upon receiving the reports from the Confucius Institutes and the UK partner universities via the Sponsorship Management System. The migrant's suspected engagement in terrorism and other criminal activities will be reported to the police immediately.



18) Site Visits to the Confucius Institutes

As part of the sponsor duties as requested by the UK Home Office, prearranged or unannounced site visits will be conducted by the Centre for Language Education and Cooperation, UK to the Confucius Institutes to check on the sponsored migrants. Interviews with the sponsored migrants might be carried out during the visit. Any abnormal activities or discrepancy in the migrants' behaviours in the compliance of the scheme will be communicated to the UK Home Office via the Sponsorship Management System.

V. Commitments and contributions from the parties involved:

Together with the Centre for Language Education and Cooperation, UK, the China-UK Mandarin Teachers Scheme also involves the commitments and contributions from all parties including

- the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban)
- UK Confucius Institutes
- UK partner universities
- Chinese partner universities

Please find enclosed in the attachments 4, 5, 6 and 7, the Letter of Commitment of each party outlining the commitments and supports of the scheme.

Upon agreeing and signing the Letter of Commitment and with the joint efforts of all parties involved, the compliance of the China-UK Mandarin Teachers Scheme will be managed and monitored effectively and efficiently.

The Centre for Language Education and Cooperation, UK

January 2022

Sponsor licence number: 8P4M0NQN7

Attachment:

1. UK Confucius Institutes Personnel - personal information template--for New Application (Version Jan 2022)
2. UK Confucius Institutes Personnel - personal information template--for Renewed Application (Version Jan 2022)
3. Visa Application for the Dependant of Tier 5 Government Authorised Exchange China-UK Mandarin Teachers Scheme (Version Jan 2022)
4. Letter of Commitment of the Centre for Language Education and Cooperation of the Chinese Ministry of Education (formerly Confucius Institute Headquarters/Hanban)
5. Letter of Commitment of the UK Confucius Institute
6. Letter of Commitment of the UK partner university
7. Letter of Commitment of the Chinese partner university



Remarks:

The above communications note are to the best knowledge of the Centre for Language Education and Cooperation, UK at the time of preparation. Updated version of the note will be released based on the actual running of the scheme and per the changes and updates of the immigration rules published by the UK Visas and Immigration at Gov.UK's website:

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>