



## Confucius Institute at Troy University

特洛伊大学孔子学院



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### **The guideline for Confucius Institute to apply for Confucius Classroom**

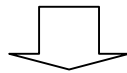
1. On the principle of proximity and convenience for administering, The Confucius Institute headquarters authorize Confucius Institutes to establish Confucius Classrooms in the local schools and in charge of the day-to-day running.
2. The foreign schools should be an licensed educational institution authorized by the government;
3. The Confucius Institute must consult <the template of the agreement for Confucius institute to apply for a Confucius classroom> and signs an agreement on the Joint Establishment of a Confucius Classroom with the foreign institute. The agreement should be submitted to the Confucius Institute headquarters for the record.
4. The Confucius Classroom will be administered by Confucius Institute as a special program. On behalf of Confucius Institute headquarters, Confucius Institute take charge of making the Confucius classroom's annual operational plans and project budgets and submit to the Confucius Institute headquarters for assessing and approving; applying for the volunteers and Chinese language teachers, as well as

teaching materials; supervising the personnel from China and Confucius Classroom's day-to-day teaching.

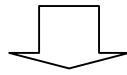
## Process for Confucius Institute to apply for Confucius Classroom

According to the requirements, Confucius Institute selects the foreign schools which want to establish Confucius Classroom.

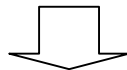
1. The School should be a licensed educational institution authorized by the government;
2. The school is located in the area of Confucius Institute
3. The school has already had or is ready to have Chinese program.
4. The capital for the establishment is in place, the source of funds for operation is stable and that the necessary staffs are available.



Confucius Institute submit the application materials to Confucius Institute headquarters, including an introduction of the applicant institute; scheduled Chinese teaching and cultural promotion program and project budgets.



After the Confucius Institute headquarters approve the application, Confucius Institute sign the agreement with foreign institute, well-define duties and responsibilities and report to Confucius Institute headquarters for the record.



The two sides make operational plans, project budgets, dispatch volunteers and Chinese language teachers, as well as supervise and assist in the unveiling and opening ceremony.

### Contact

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