



Confucius Institute in  
Edmonton

爱德蒙顿孔子学院  
2011 Confucius Institute of the Year

13750 Woodcroft Avenue NW  
Edmonton, AB, Canada T5M 3M4  
(780) 970 5233

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## Application Process for a Confucius Classroom

The following documentation should be compiled and submitted to the nearest Confucius Institute: (Application items should be in English and Chinese (Mandarin))

1. A statement from your school jurisdiction affirming that your school is accredited by the provincial government.
2. Letter signed by the principal or superintendent indicating why the Classroom is being sought, what positive results are expected and how this will be of long term benefit to the students, parents and community members of the area.
3. Documentation addressing the following aspects of interest from your student or parent body or community for the teaching of Chinese language and culture:
  - a. Assessment of demand for Chinese language education
  - b. Assessment of demand for educational in areas of Chinese culture (arts, dance, music etc.)
  - c. Statement of interest or potential interest in students receiving YCT or HSK credentials.
4. Plans and capacity for providing for a Confucius Classroom operation in terms of:
  - a. Facility and working space to be available
  - b. Staff available to support the work of the Classroom
  - c. Administration time and support available to oversee the work of the Classroom
  - d. Financial support available such as:
    - i. Cost of space allocated to the Classroom
    - ii. Cost of maintenance of that space – including utilities
    - iii. Proportion of staff salary that is dedicated to supporting the Classroom, including teachers, secretarial and administration support
    - iv. Costs of computer equipment allocated, internet etc.
    - v. Day to day resources (paper, ink, and incidental materials)
5. Application Plan:
  - a. Full introduction to the applying institution. This may include:
    - i. General description
    - ii. Brochures



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- b. Current instructional program of the schools including:
  - i. Student population and breakdown by grade level
  - ii. Staff number
  - iii. Administrator number
  - iv. Support staff number
  - v. Educational program offered (general description and a timetable may be useful)
  - vi. Names and positions of leadership staff
  - vii. Plan for offering Chinese language and culture courses
    - 1. Student number expected over three years
    - 2. Plan for language courses (course outline – this may be the Alberta Program of Studies for Chinese language and Culture – 6 year?)
    - 3. Plan for cultural courses (as per courses in Calligraphy, Chinese painting, Chinese knots, Dough Art, Tai Chi, Paper Cutting, Chinese traditional dance, Chinese musical instruments as per courses taught at the Confucius Institute.
    - 4. Educational objectives (language objectives and cultural objectives)
    - 5. Plan for resources (e.g. Library support) – note existing infrastructure
  - viii. Plan for educational space including:
    - 1. Floor plan of Classroom related areas for language, culture, library or performances
- c. Description of the management structure that will apply to the Classroom, including plans to manage funding of project funds received by the Classroom, from Hanban through the Confucius Institute in Edmonton.
- d. A statement that in consultation with the Confucius Institute in Edmonton a Chinese partner school will be identified by the Shandong Department of Education, in partnership with the Confucius Institute in Edmonton. The Shandong Department of Education and the Confucius Institute in Edmonton will thus provide support to the Classroom, sharing visiting teachers, assisting with funding applications and providing advice and support in partnership visits on the part of the Classroom and the Shandong partner school.

Application is forwarded to The Confucius Institute in Edmonton, from where it will have a cover letter added and be submitted for approval to Hanban