

下设孔子课堂申办报告要点

一、 陈述申办意向

- 1.孔子学院设立孔子课堂并使用孔子课堂商标的申请函。
- 2.拟设孔子课堂的外方申请机构（以下简称“外方申请机构”）希望与孔子学院共同设立孔子课堂的意向函。
- 3.孔子学院理事会同意申请设立孔子课堂的材料。

二、 介绍申办机构基本情况

- 1.外方申请机构的基本情况，包括但不限于机构性质、发展历程、机构规模、机构特色、所在地及所在机构安全情况等。
- 2.孔子学院的基本情况，包括但不限于孔子学院的运行情况、学员数量、现有师资团队等。
- 3.孔子学院与外方申请机构的合作情况，包括但不限于中文教学开展情况、文化活动开展情况、本土中文师资队伍情况、往返孔子学院所需的交通工具和时长等。

三、 拟设孔子课堂运行计划书

- 1.外方申请机构对拟设课堂的支持，包括但不限于场地、设施、设备等软硬件投入等。
- 2.孔子学院对拟设课堂的支持，包括但不限于经费筹措与投入、师资保障来源等。
- 3.拟开设的主要课程、活动、项目等。
- 4.孔子学院对拟设课堂发展规模、办学质量控制、统筹管理等方面的综合考虑。
- 5.其他方面的支撑或优势条件，包括但不限于孔子学院中外方合作机构、所在机构主管部门、教育文化机构、社会组织、企业的态度或能够提供的便利与支持。

四、 联系方式

孔子学院联系人及联系方式。

Key Points to Address in the Application for Establishing a Confucius Classroom Affiliated to the Confucius Institute

I. Statement of the Intention

a. Letter of application for establishing a Confucius Classroom and using the Confucius Classroom trademark submitted by the Confucius Institute.

b. Letter of intent on the joint establishment of a Confucius Classroom with the Confucius Institute by the local institution (hereinafter referred to as the Institution).

c. Approval materials of the Board of Directors of the Confucius Institute on the application for establishing a Confucius Classroom.

II. Overview of the Institution and Confucius Institute

a. Basic information on the Institution, including but not limited to the nature, history, scale, characteristics of the Institution, security condition of the region and the Institution, etc.

b. Basic information on the Confucius Institute, including but not limited to its operation status, number of students, current teaching team, etc.

c. The cooperation between the Confucius Institute and the Institution, including but not limited to the cooperation on Chinese language teaching and cultural activities, the team of local Chinese language teachers, and the transportation and time required to travel to and from the Confucius Institute.

III. Operation Plan of the Confucius Classroom

a. The support from the Institution, including but not limited to hardware and software inputs such as venues, facilities, equipment, etc.

b. The support from the Confucius Institute, including but not limited to raising and providing funds, securing the source of required teachers, etc.

c. Proposed courses, activities, projects, etc.

d. Comprehensive plan for the scale, control of teaching quality and general management of the Confucius Classroom.

e. Other support or advantage, including but not limited to the general attitude of or convenience and support that can be provided by the Chinese

and local hosts of the Confucius Institute, the competent authorities, educational and cultural institutions, social organizations and enterprises.

IV. Contact Information

Contact person of the Confucius Institute and his/her contact information.