

Selection and Management Measures for Chinese Directors of Confucius Institutes (Wuhan University)

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Chapter I General Provisions

Article 1 In order to serve the national demand for foreign exchanges in Humanities, give a full play to the role of comprehensive cultural exchange platform and ensure the sustainable development of the Confucius Institutes co-established by Wuhan University, this document was issued in accordance with both the actual circumstances of our university and the *Regulations for Confucius Institutes*, the *Duties of the Chinese Director of the Confucius Institute (for Trial Implementation)* (Hanban [2012] No. 4) and *Selection and Management Measures for Chinese Directors of Confucius Institutes* (Hanban [2012] No. 112) issued by the Confucius Institute Headquarters/Hanban (hereinafter referred to as: Hanban).

Article 2 The Leading Group of Confucius Institutes in Wuhan University (hereinafter referred to as the Leading Group) is the guiding and decision-making body for the selection and management of the Chinese Directors of the Confucius Institutes. The Office of the Leading Group is located in the Department of International Exchange which is responsible for the organization and implementation of these Measures.

Chapter II Requirements for selectees to be Chinese Directors

Article 3 The selectee should be a serving member of the teaching staff of Wuhan University, not older than 58 years of age and in good physical and mental health.

Article 4 The selectee should be loyal to their duties and possess good professional ethics.

Article 5 Selectees must have strong leadership, cross-cultural communication skills and executive ability. Full-time managers should be current middle-level cadres, or cadres who have served as Internal Heads or as Grade 7 staff for more than three years; teachers or professional and technical staff must hold professional and technical positions at associate level or above, and should generally have experience in management.

Article 6 Selectees should understand the work of teaching Chinese as a foreign language, speak standard Mandarin, have experience in studying, working or international exchange abroad , understand the conditions of host country, have the ability to use English or the language of host country proficiently, and have the ability to employ modern information technology proficiently when carrying out their work.

Article 7 Selectees must also meet other specific conditions required by the applied-for post in the Confucius Institute.

Chapter III Duties of the Chinese Director

Article 8 The Chinese Director shall abide by Chinese laws, abide by the Regulations for Confucius Institutes and obey the management of Hanban and Wuhan University.

Article 9 The Chinese Director shall abide by the laws of the host country, respect the customs and traditions of the host country, abide by the rules and regulations of the foreign workplace, treat the foreign party on an equal footing, cooperate amicably, actively carry out Chinese language teaching and Chinese culture promotion activities according to local needs, and proactively resist any speech or behaviour that brings harm to friendly collaboration between China and the foreign country.

Article 10 The Chinese Director shall work with the foreign Director in formulating the development plan, annual work plan, budget and final account of the Confucius Institute and submit them to the Hanban and Wuhan University in a timely manner after they have been approved by the Council of Confucius Institute.

Article 11 The Chinese Director shall take the initiative to coordinate with the faculties of both sides and convene the Council of Confucius Institute regularly, propose the agenda and prepare meeting materials before the meeting, and submit the minutes of the Council to Hanban and Wuhan University in a timely manner after the meeting.

Article 12 The Chinese Director shall work with the foreign Director to formulate the rules and regulations of the Confucius Institute, participate in personnel and financial management, and make suggestions on the management and use of Chinese funds.

Article 13 The Chinese Director shall work with the foreign Director in conducting research on the demand for Chinese language teaching, curriculum design, teaching organizations and teacher training etc., and take up part of the Chinese language teaching as needed.

Article 14 The Chinese Director shall assist the foreign Director in strengthening contacts and exchanges with local governments, schools, enterprises, associations and the media, and actively carry out activities to promote Chinese language and culture.

Article 15 The Chinese Director shall work together with the foreign Director to manage the Chinese teachers and volunteers, assign work tasks reasonably, help teachers and volunteers solve difficulties in work and life, assist Hanban and Wuhan University in the declaration, training, selection, assessment and evaluation of the Chinese teachers and volunteers, and work together to cultivate a team of local Chinese teachers.

Article 16 The Chinese Director shall assist the foreign Director in jointly formulating and implementing cultural activities, and shall be responsible for coordinating with the foreign side to ensure the smooth implementation of the key projects of the Hanban.

Article 17 The Chinese Director shall maintain a close communication with the Chinese Embassy or Consulates.

Article 18 One month before the departure of the Chinese Director, he/she shall complete the handover of work with the foreign Director and the successor in person at the Confucius Institute, and the handover period shall be two to four weeks.

Article 19 The Chinese Director shall take the initiative to consult with the foreign Director and actively declare the "Advanced Confucius Institutes" or "Advanced Individuals" to the Global Confucius Institute Conference every year, and actively promote the presentation of the Confucius Institutes or foreign universities at the Dean's Forum or the Chancellor's Forum.

Article 20 The Chinese Director shall take the initiative to negotiate with the foreign Director and organize the foreign staff of the Confucius Institute to participate in the work exchange among the Confucius Institutes hosted by Wuhan University and attend the joint meeting of the Confucius Institutes of Wuhan University.

Article 21 The Chinese Director shall use the Confucius Institute as a platform to assist Wuhan University in carrying out recruitment and publicity (such as the Confucius New Sinology Program, Scholarship for Confucius Institute Students), as well as activities such as teacher-student exchanges, scientific research cooperation, summer (winter) camps and university days between the two universities.

Chapter IV Selection procedure for Chinese Directors

Article 22 The Department of International Exchange summarizes the job requirements of each Confucius Institute, publishes information on the job requirements internally, and recruits Chinese Directors for the university.

Article 23 Member of staff who meet the requirements for the post shall apply only voluntarily, fill in and submit the "Recommendation Form for the Chinese Director of Confucius Institutes" and their work units shall provide paper recommendation materials, which shall be signed by the leadership and stamped with the official seal and sent to the Department of International Exchange.

Article 24 The Leading Group shall examine the applicants' qualifications with reference to the conditions of appointment and determine the list of candidates to be interviewed.

Article 25 The leadership team shall conduct a unified interview for those who have passed the qualification examination.

Article 26 The Ministry of International Exchange organizes a comprehensive investigation into candidates qualified for the interview in terms of morality, ability, diligence, performance and integrity.

Article 27 The Department of International Exchange will report the comprehensive review and inspection to the Leading Group. The Leading Group will initially determine the candidates in accordance with the ratio of at least 1:2 and make a public announcement.

Article 28 The Department of International Exchange organizes the materials according to Hanban's requirements and recommends them to Hanban.

Article 29 The Hanban unifies the selection examination for the Chinese Directors. Those who pass the examination must attend the pre-service training provided by Hanban before they can be sent out, and the training period is generally 1-3 months. In principle, the recommendation, examination and training of Chinese Directors shall be completed one year in advance.

Chapter V Management of the Chinese Directors

Article 30 Before taking up his or her post, the Chinese Director must sign the "Agreement on the Secondment of the Chinese Director of the Confucius Institute" with the Hanban and the school. During his or her term of office, the Chinese Director shall be under the joint management of Hanban and the university.

Article 31 During his or her term of office, the Chinese Director shall complete the tasks assigned by Hanban and the school, maintain close contact with, and report to in a timely manner on the operation of the Confucius Institute and major matters, including submitting written, photographic or video materials of important activities, submitting a quarterly summary of his or her work, and submitting a yearly work plan and year-end summary. When the Chinese Director applies to the Hanban for major projects, he/she must file them with the university in a timely manner.

Article 32 The term of office of the Chinese Director shall be determined by the actual date of arrival and departure, and shall normally be four years, with two years as one appointment period and one year as the probationary period. At the end of the probationary period, the Hanban and the university will conduct an appraisal of the Director and will decide whether or not to retain his or her appointment based on the appraisal and the opinions from the foreign institution. After two years of service, the appointment will be evaluated and the appointment will be renewed only if the applicant passes the evaluation. For those who fail to pass the assessment, the Hanban and the university have the right to terminate the appointment agreement and to order them to leave and return to their home country within a certain period of time. During the tenure of the Chinese Dean, his or her personnel relations within the university shall remain in the original work unit.

Article 33 After the faculty members return to their home country at the end of their terms of office, the full-time management cadres shall be arranged by the university for suitable positions, and the professional and technical staff shall return to their original work units.

Chapter 6 Benefits of Chinese Directors

Article 34 During the tenure of the Chinese Director, Hanban shall provide benefits and living arrangements in accordance with the *Regulations on Living Condition and Benefits for National Expatriated Teachers* ([2011] no.194) co-issued by the Ministry of Finance and the Ministry of Education.

Article 35 In addition to the benefits and living arrangements provided by the Hanban, the university shall retain the original rank and pay the basic salary, post allowance and school-level posting allowance on a monthly basis during the tenure of the Chinese Director. All necessary expenses shall be charged to the special fund of the university.

Article 36 The travel expenses and other related expenses for the candidate to attend the selection examination and training organized by Hanban shall be reimbursed by the Chinese management fund of the university for the construction of the Confucius Institute.

Article 37 If the Chinese Director reaches the statutory retirement age during his or her term of office, he or she shall undergo retirement procedures in accordance with the regulations, but shall still be paid his or her basic salary and post allowance at the same rate as his or her current post during the period of assignment. In general, after he or she has exceeded the statutory retirement age, his or her appointment shall not be renewed for the next term.

Chapter VII By-laws

Article 38 These Measures shall be interpreted by the Department of International Exchange of Wuhan University.

Article 39 These Measures shall come into effect on August 1, 2018.