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7th Annual Students' Study Visit in China IOE Confucius Institute for Schools/Hanban 2013 China Summer Study Camps Application Information and Guidelines

I. Background and introduction

For the last seven years, IOE Confucius Institute for Schools (formerly known as SSAT Confucius Institute) has worked with the Office of Chinese Language Council International (Hanban) to organise study visits to China for secondary school students and teachers in England. To date over 2,000 British students and teachers from 82 individual schools across the country have benefitted from this excellent opportunity to learn Chinese language and about Chinese culture.

Managed by IOE Confucius Institute, this annual study visit is generously funded by Hanban for all costs in China, including language and cultural lessons, food, accommodation, travel and transportation, as well as some tourism.

The students' Summer Study Camps, known as 'Chinese Bridge – Hanyu Qiao' in China, is designed to encourage more British students to learn Chinese and to increase their personal experience and understanding about aspects of Chinese culture through the two-week-long study visit. It is expected that the participating students and teachers will spread their enthusiasm for learning the language and about China across their schools through newsletters, presentations at the schools' assembly, or via other channels at the end of the visit.

The two-week-long study programme in China focuses on teaching Mandarin Chinese with a minimum of 20 hours of language teaching delivered by host schools or institutions in China. Educational experts at the IOE Confucius Institute will provide advice to the host schools in China on engaging and interactive language teaching activities and accompanying teachers from the England may wish to collaborate with the teachers in China where there are opportunities for sharing best teaching practice.

Headteachers are encouraged to consider carefully how the study visit can become a starting point to introduce Chinese into their school's curriculum and timetable if they have not yet done so. For schools which have already had Chinese on the curriculum, headteachers are encouraged to continue their support to develop the subject further.

For the 2013 Study Camps, a new development is that the Confucius Institute for Scotland's Schools and the Confucius Institute at University of Ulster in Northern Ireland will also send their school students to join the China visit at the same time. It is likely that an opening or



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closing ceremony will be held in Beijing where students and teachers from England, Northern Ireland and Scotland will join in to create a gala of performances.

Research about how the educational visits impact on the development of Chinese within the participating schools will be conducted at a later stage.

II. Programmes

The Summer Study Camps in 2013 will take place **over two weeks between 14 - 31 July 2013**. All participants will spend around 16 days in China, splitting their time between Beijing and one other province/city. Students and teachers will depart from and return to **London or Manchester airports**.

During the two-week visit, participants will spend approximately three days visiting places of historical and cultural interest in Beijing. They will spend the majority of their time in host institutions/schools in one of four provinces/cities. Host schools are currently being agreed and will be announced later in May. In previous years they have included Zhejiang, Shaanxi, Shandong, Sichuan, Shanghai, Jiangsu, Hunan, Heilongjiang, Fujian, and Chongqing.

Study camps have a focus on teaching Mandarin Chinese to the British students while also offering exciting cultural lessons and activities throughout the two-week programme.

During their time in the provinces/cities, participants will take part in:

- **roughly 20 hours of Chinese learning**
- traditional Chinese cultural activities such as Tai Ji and paper cutting
- visits to local historical and cultural places of interest
- activities with local Chinese students
- home visits organised by host schools, where possible

Sample programmes from the 2012 China study camps can be viewed on our website:
<https://ci.ioe.ac.uk/>

III. Eligibility

The IOE Confucius Institute/Hanban Summer Study camps is open to schools which currently teach Chinese on or off the curriculum, but also to schools looking to introduce it. Priority will be given to schools in this situation that can demonstrate how participation will positively impact on their school's engagement with teaching Chinese language and about



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China across other areas of the curriculum. All state and private secondary schools in England, as well as sixth-form colleges are eligible to apply.

School groups are expected to send one teacher for every eight students (1 teacher: 8 students) up to a **maximum of 16 students and two teachers per school**. Where a group includes both male and female students, we ask that a male and a female member of staff participate. From our experience in running the study visits, **we strongly recommend that two teachers per school lead the students' trip, even if the students' numbers are low**, since two experienced adults would be better placed to supervise and deal with any unexpected events, for example, if one teacher falls ill during the trip.

While a school can request up to 16 student and two teacher places at the application stage, it should be noted that the **IOE Confucius Institute reserves the right to reduce students' places proportionately across all successful applicant schools in the event of oversubscription**, i.e. should the demand exceed the overall number of places available, we will divide the places available among successful schools and inform you of the final number of places available to your school this year.

In the meantime, we ask schools to keep a reserve list of students who wish to take part and who are eligible to join the visit. In the event of unexpected student withdrawal at a later stage after places have been allocated, students from the reserve list can fill the vacant places. This will help to prevent cancellation fees.

Terms and conditions and a cancellation policy will apply.

Due to the limited number places available and the nature of the international trip, we ask that teachers carefully select students to take part and strictly apply the criteria listed below. Hanban stipulates that students will be eligible for the subsidised study visit only if all the criteria below are met:

For students:

1. Students should be between 14 to 18 years of age at the time of the visit.
2. The target audience for the Summer Study Camps is students who are non-native Chinese language speakers.
3. The course is designed as an introduction to China and Chinese culture; therefore it is ideally suited to students who have no family background in Chinese (i.e. where parents are native Mandarin or Cantonese Chinese speakers).
4. Students who have previously attended more than one IOE Confucius Institute (formerly SSAT Confucius Institute) China visit will not be allocated a place.
5. Students should be healthy and able to travel internationally.
6. Students should be mature enough to cope with spending two weeks away from home, and should be well-behaved, flexible and open-minded about a different culture.



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For accompanying teachers:

1. Accompanying teachers should be aware that there will be cultural differences, such as different styles of communication and language, so a flexible attitude and respectful approach to difference is essential.
2. The lead teachers understand Chinese language and cultures to an extent that they can treat the differences between British and Chinese cultures with a positive attitude. They will be expected to play an important role in bridging the gaps in any misunderstandings on a daily basis.
3. Ideally at least one of the accompanying teachers per school should have experience in leading student visits to non-English speaking countries outside of Europe.
4. Accompanying teachers should be staff members of the participating school, who have some experiences in leading students' overseas visits and who are capable of providing pastoral care for their students during the whole trip.
5. If a school has to employ a member of staff from outside their own school to lead the visit, the headteacher must sign a formal letter of agreement for such arrangement. This must be communicated to IOE CI and Hanban as early as possible.
6. The accompanying teachers should maintain a professional relationship with all others on the trip at all times. Teachers should be aware that their conduct is representative of the study visit as a whole. Teachers should be professional, positive and culturally sensitive throughout the visit. If a teacher has any questions about this they should raise them with an IOE CI representative.
7. One of the accompanying teachers should ideally be a teacher of Chinese so students can be sufficiently supervised at their language classes, and the Chinese speaking teacher can act as interpreter of the language and culture when necessary.
8. Teachers should be healthy and able to travel internationally.
9. Although this is a student-focused study visit, accompanying teachers are encouraged to take part in as many language and cultural lessons as possible alongside their students. Accompanying teachers can choose to sit a Hanban designed language test and work towards a certificate for their language learning.

IV. Costs (and payment schedule)

£950 per participant (both teachers and students) includes international flights and a camp administration fee(staff at IOE Confucius Institute organise logistics of the study camps)



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including liaising with Hanban and host schools (our partners in China), devising the China programmes, conducting risk assessments, delivering pre-departure teacher briefing event, providing visa support letters as well as arranging international airfares).

Unfortunately, we are not in a position to offer any bursaries for the 2013 Study Camps. It is the responsibility of schools to raise funds for students that need financial support.

In addition to the £950 fee, participants will need to cover the cost of the following, which IOE Confucius Institute asks schools to arrange independently. The successfully tendered travel agency/organisation can offer advice on issues related to passports and visas.

- Domestic travel within the UK
- Insurance (medical insurance is required for a Chinese visa)
- Visas
- Pocket money for souvenirs and extra tourism should that arise

All costs incurred in China (accommodation, internal flights and transportation, food, language classes and cultural activities) are generously funded and covered by Hanban. Schools which are successful in their application for places will be asked to sign a copy of Terms and Conditions and return it to the IOE CI no later than **Friday 10 May**. The signing to the Terms and Conditions represents a commitment to paying the full amount and taking part in the visit. Schools will receive an invoice from the IOE finance team in mid May to settle a one-off fee of £950 per participant by **Friday 14 June**.

V. Province/city allocation

IOE Confucius Institute will allocate schools to host provinces/cities on the basis of their Chinese language ability. It will not be possible to switch the allocated host provinces/cities at the request of participating schools. Beginners, intermediate and advanced learners will be grouped together so that the IOE Confucius Institute, Hanban and host schools will be able to try their best to ensure that the language lessons are pitched at the correct level.

Schools are asked to select their students' level by indicating beginner, intermediate or advanced on the application form. **The definitions below are based on two lessons per week.**

Beginner: students who have been learning Chinese for up to six months

Intermediate: students who have been learning Chinese for more than six months but less than two years

Advanced: students who have been learning Chinese for more than 2 years



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Please note: Schools will be allocated to **one** province even if the language level of their participants varies. For the purposes of province allocation, teachers should tick the appropriate box for the majority of the participating students. For example, if 9 out of 12 participating students are beginners while 3 students are intermediate learners, teachers should tick the box for beginners. Host schools, though specialising in teaching Chinese classes at a certain level, will also organise classes to a higher or lower level by catering to the needs of those students who are in the minority.

VI. Special educational needs

The IOE Confucius Institute is keen for all students to benefit from this opportunity. It should be noted, however, that the approach of people in China to special needs are very different from our own. Students with special needs should be made aware that they may experience some unwanted attention and may have problems with accessibility. Whilst this should not affect the students' application, we would ask that the accompanying teachers explain this to the applicants and, if necessary, ensure that any accompanying staff and the student agree to work closely together during the trip.

It should be noted that the accompanying teachers must take full responsibility for providing the main support to the students during the trip and must communicate the special needs as fully as possible to IOE CI at the application stage. **IOE CI will ask headteachers to sign a form with regard to the special needs the student(s) to confirm the action/support that the accompanying teacher(s) will provide during the trip.**

VII. Risk assessments

A comprehensive risk assessment of the trip to Beijing and the provincial host institutions will be carried out by consultants in China engaged by IOE Confucius Institute.

Schools accepted onto the programme will be sent the risk assessment documents for their host locations. As schools know, risk assessments are an ongoing process and IOE Confucius Institute consultants in China, as well as Hanban colleagues will be in close contact with the host institutions in the run up to the trip to ensure they are up to date. A standard risk assessment form will be sent to participating teachers in May. We appreciate your patience while waiting for the risk assessments, as they will not be available until this date.

VIII. Accreditation – Chinese Language Learning

At the end of participants' study at the host school, all students will sit the Youth Chinese Test (YCT), a Chinese language test devised by Hanban. Students and their accompanying teachers are able to choose one of the four levels of YCT tests as appropriate to their level of



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learning. All participants will receive a certificate for their YCT exam result signed by the Director of Hanban.

IX. Pre-departure toolkits

The IOE Confucius Institute will produce a set of Chinese learning materials for participating schools to use with their students prior to departing for China. These materials will be designed by experienced teachers of Chinese in this country and we recommend schools use them.

Guidance notes and important forms for the visit will also be included in the USB toolkit.

X. Teachers' briefing events

One full day event will be hosted in London in June to give teachers comprehensive information and advice about the students' visit to China.

XI. Closing deadline

Please complete both on-line application forms (Part 1 and Part 2) by **Friday 12 April**. If you encounter any problem using this form, please send an email to Naomi Li at chinesenetworks@ioe.ac.uk.

Please note, we request that both Parts 1 and Part 2 of the application form should be completed to make it a valid application. Part 1 is an online questionnaire and Part 2 is the students and teachers' passport details in a excel spreadsheetformat.

All schools will be informed whether their applications are successful and of the final number of places allocated by **Friday 26 April**.

XII. Key Dates for Students Study Camps (March – July 2013)

W/C 11 March:	Application opens
Before 12 April:	Part 1 and Part 2 of the application forms to be completed and submitted by interested schools
12 April:	Application closes
26 April:	Places confirmed for successful applicants
10 May:	Terms and conditions signed by Headteacher and returned to IOE CI
W/C 20 May:	Schools to receive invoices for one-off payment



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- Early June: Schools to receive visa invitation letter from Hanban and apply for China visas
- W/C 10 June: Deadline for payment by schools
- Mid-June: Schools to receive teaching and learning toolkit
- W/C 17 June: Pre-departure teachers briefing event held at IOE CI in London
- Late June: Risk assessments forms sent out to schools
- Early July: Schools to receive Beijing and host schools' itineraries and programmes
- 14th or 15th July: Depart for Beijing from Manchester or London
- 14th – 31st July: Students and teachers to take part in the immersive study programmes in Beijing and various host schools
- 30th or 31st July: Arrive at Manchester or London airports from Beijing

XIII. Contacts

For further information on the 2013 Study Camps, please check on the website for updates or contact Naomi Li by e-mail at chinesenetworks@ioe.ac.uk.

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