

OCAC 2023 Taiwan Center for Mandarin Learning Establishment Program (Simplified Version)

I. Origin

The number of people learning Mandarin in Europe and the U.S. has been on the increase over recent years. In order to enhance language exchanges, the U.S. announced the National Security Language Initiative-Youth (NSLI-Y) in October of 2020, launched the Taiwan-US Education Initiative in December of 2020, and signed the Memorandum of Understanding (MOU) on International Education Cooperation with Taiwan. To take full advantage of the opportunity to expand the overseas Mandarin-speaking market, the Overseas Community Affairs Council (hereinafter referred to as “the OCAC”) has adopted the following three major strategies: 1. Assisting existing overseas compatriot schools in the establishment of Taiwan Centers for Mandarin Learning (hereinafter referred to as “the TCML”); 2. Strengthening contacts with current middle and elementary teachers who are of Taiwanese descent in Europe and the U.S., encouraging teachers of compatriot schools to earn education degrees, acquiring certificates to become qualified middle or elementary school teachers, and maintaining exchange and cooperation with all mandarin teachers in local schools; 3. Increasing cooperation with Mandarin teaching institutions and smart education industries in Taiwan.

In terms of the progress for establishing the centers for Mandarin learning, they have been officially named the “Taiwan Center for Mandarin Learning (TCML)(臺灣華語文學習中心)”. The OCAC began the “TCML Establishment Program” in 2021, which assisted and guided compatriot schools in the U.S., U.K., Germany, and France to establish 18 TCMLs that year, and then another 27 new TCMLs were established in 2022, adding up to a total of 45 TCMLs to this day. It is hoped that through such establishments, traditional Mandarin teaching education with Taiwanese characteristics can be effectively promoted to the society in Europe and the U.S.. The establishments so far have generated

great results; therefore, the OCAC continues to push forth the “2023 TCML Establishment Program” (hereinafter referred to as “the Program”), through which compatriot schools and groups with outstanding teaching performance and which are willing to comply with the Program can be chosen to continue to operate the TCML or to be the new TCML in 2023.

II. Implementation Area: Europe and the U.S..

III. Period: June 1st, 2022 – December 31st, 2023.

IV. Guiding Units: Taipei Economic and Cultural Representative Offices (TECRO) and Taipei Economic and Cultural Offices (TECO) in Europe and the U.S., and OCAC Culture Centers under the TECO (hereinafter referred to as the “Culture Centers”).

V. Eligible Participants of the Program:

Compatriot schools in Europe and the U.S. that have already filed a case with the OCAC or have submitted an application to the OCAC in accordance with the Directions for Contacting and Assisting with Overseas Compatriot Schools; or compatriot groups that have registered with the OCAC in accordance with Directions of Overseas Compatriot Groups Registration.

VI. Implementation steps

1. The OCAC requests overseas representative offices in Europe and the U.S. to recommend and guide suitable compatriot schools and groups to apply for new (renewed) establishments.
2. The recommended compatriot schools and groups submits application forms as required by the Program to overseas offices which then transfers applications back to the OCAC.
3. The OCAC sets up a selection committee to review and select the new/renewal TCMLs.
4. The compatriot schools and groups selected to establish new/renewal TCML sign cooperative agreements with the OCAC and handle affairs

related to the opening and operations of the TCMLs.

5. The OCAC provides assistance, such as funding, materials, teaching resources, personnel training, promotion, and marketing.
6. The OCAC carries out performance assessments for the TCMLs.

VII. Application requirements and procedures:

1. Compatriot schools and groups applying to establish the TCMLs must meet following requirements:
 - A. They must be willing to follow the OCAC overseas compatriot education policy, assist with the promotion of traditional Mandarin language and Taiwanese diverse cultures, and maintain regular contact with the OCAC.
 - B. They must be well-organized, able to provide comprehensive teaching venues, equipment, and teachers.
 - C. They must be capable of recruiting people in local society and launching Mandarin courses.
2. Before August 31st of 2022, compatriot schools and groups must submit the TCML Application Form (Attachment 1), TCML New Establishment and Operation Plan (Attachment 2) or TCML Renewed Establishment and Operation Form (Attachment 3) to overseas representative offices which then transfer all applications to the OCAC for 2023 TCML Establishment Program related review procedures.

VIII. Signing a cooperative agreement:

Once approved to establish the new/renewal TCMLs, compatriot schools or groups shall sign an OCAC Taiwan Center for Mandarin Learning (TCML) Establishment Cooperative Agreement (Attachment 4) and handle all relevant establishment and operation affairs in accordance to the approved TCML New/Renewal Establishment and Operation Plan. If the TCMLs are found to act in any way against OCAC compatriot education policies or considered to have made major violations and failed to comply with the set date for correction after being notified of violations, the OCAC shall hold the right to terminate cooperative agreements. The agreement shall be signed annually and valid for

one year period.

IX. TCML should adhere to the following:

1. Launching Mandarin courses: launching Mandarin courses that teach traditional characters; two course sessions meeting the following requirements should be held every year:
 - A. Teaching materials: the TCML shall use teaching materials developed and provided by the OCAC. If the TCML would like to purchase other Mandarin teaching materials other than that provided by the OCAC, the OCAC shall allow the use in principle under circumstances that the materials have been approved by the OCAC and are printed in traditional characters.
 - B. Teaching method: classes shall be held mainly in actual classrooms but may be supported by online teaching.
 - C. Students: people of local society aged 18 and above.
 - D. Number of students per class: no restrictions set for number of students per class; please refer to p.7 of the “Mandarin Teachers’ Hourly Pay” for teachers’ hourly fees.
 - E. Class time: In principle, each course session shall be three months long, with at least three hours of class per week. The OCAC may adjust class time for special circumstances.
2. Teachers: Teachers must be familiar with traditional characters and Taiwanese culture and shall be hired only after discussing and agreeing between the OCAC and compatriot schools/groups.
3. Holding TCML student recruitment and promotion events: Two recruitment events shall be held per year, to which local compatriots and non-compatriots are both invited to attend, the goal of which would be to promote traditional Mandarin teaching and attract non-compatriots to enroll the Mandarin courses.
4. TCML shall use and promote Mandarin teaching materials provided by the OCAC.
5. TCML shall create student database for the OCAC to review and check, and

provide statistics regarding the TCMLs' operation results and student performance overview to the OCAC.

6. The overseas TCML person-in-charge and in-service staff may participate in OCAC-organized visits to Taiwan and seminars in Taiwan; teachers are also encouraged to attend in OCAC-organized teacher cultivation and certification training programs.
7. TCML shall assist and guide TCML students to participate in Taiwan's Test of Chinese as a Foreign Language (TOCFL).
8. TCML shall assist and guide TCML students to participate in the OCAC's Mandarin language competitions, take part in youth activities in Taiwan, attend cultural events held by overseas Culture Centers, or serve as volunteers at English Teaching Volunteer Service Program.
9. TCML shall set up social media fan pages in English for the TCML (such as Facebook, Twitter, or Instagram) to announce recruitment events and other activity information.
10. TCML shall contact students that have graduated, form online alumni associations, and provide them with incentives and information on grants to study in Taiwan.
11. Overseas compatriot school/group shall submit a Taiwan Center for Mandarin Learning (TCML) Implementation Results Report (Attachment 5) for the first half of 2023 before July 20th, 2023 to the OCAC for reference. Another full year 2023 Taiwan Center for Mandarin Learning Implementation Results Report (Attachment 5) shall be submitted by November 1st, 2023 to the OCAC for performance assessment. Assessment results shall be used as reference for whether the TCML is approved for operations in the following year or not.

X. OCAC assistance and guidance measures

1. Provision of teaching materials: The OCAC's principles for provision of teaching materials to the TCMLs established by compatriot schools/groups are as follows:
 - A. Teaching materials provided to the TCMLs shall mainly be materials

published by the OCAC. The OCAC provides beginner conversation textbooks for adult learners “Speak Mandarin in 500 Words”, “Speak Mandarin in 1000 Words”, and the newly published second language textbook for adult learners, “Let’s Learn Mandarin”. For the contents of teaching materials compiled by the OCAC, please visit e-book area on HuayuWorld website.

- B. In principle, one textbook shall be provided to each student per session. Other materials required by teachers may be provided in an amount deemed appropriate by the OCAC.

2. Subsidies:

A. Principles for providing subsidies:

- a. Funding for the establishment of the TCMLs by compatriot schools/groups should in principle be self-raised; however subsidies can be applied for when needed; the OCAC may provide subsidies depending on its annual budget.
- b. The OCAC shall take into account the following when considering a subsidy application: whether the applicant meets the TCML regulations and programs, the scope of operation, and whether the planned budgets are reasonable or not. The OCAC may approve subsidy applications based on the principle of retrenchment.
- c. The OCAC subsidies may not be used on any item unrelated to the TCML operations.

B. Subsidies may be provided to the following items and the amount provided:

- a. Expenses for the TCML establishment: For the first year of new establishments, the TCML may receive a subsidy up to USD 20,000 or EUR 16,800. Establishment expenses include the following: maintenance and repair of the TCML venue, venue rental, hourly fees of administrative staff, hourly fees of teaching assistants, insurance, website establishment and maintenance, promotion, procurement of teaching equipment and materials, and all other necessary expenses for

the TCML establishment. However, establishment expenses do not include teachers' hourly pay.

b. Operating expenses: For the second and third year after new establishments, the TCML may receive a subsidy up to USD 10,000 or EUR 8,400. Operating expenses include the following: maintenance and repair of the TCML venue, venue rental, hourly fees of administrative staff, hourly fees of teaching assistants, insurance, website maintenance, promotion, procurement of teaching equipment and materials, and all other necessary expenses for the TCML operations. However, operating expenses do not include teachers' hourly pay.

c. Mandarin Teachers' Hourly Pay:

- Under circumstances that the TCMLs launch Mandarin courses that meet requirements of this Program, and that there are over (and including) 10 students per class, then for every 10 students the OCAC will subsidize 1 teacher's hourly pay. The number of teachers subsidized does not exceed the number of classes actually launched. For example, if 3 classes are launched with a total of 50 students, 3 teachers' hourly pay may be subsidized; if 2 classes are launched with a total of 50 students, only 2 teachers' hourly pay may be subsidized; and if 5 classes are launched with only a total of 15 students, only 1 teacher's hourly pay may be subsidized.
- The abovementioned hourly pay is set at a maximum of USD 50 or EUR 42 per hour for every teacher.

d. Expenses for recruitment or cultural events: Subsidies may be provided for the TCML recruitment promotion, Mandarin language promotion, and cultural activities. The OCAC shall take into account the following in approving subsidies that may range from USD 300 to USD 3,000: the OCAC annual budgets, contents of the event, scale of the event, number and composition of participants attending the event, and

reference to past subsidies awarded and local price levels.

3. Training for persons-in-charge and administrative staffs on operations and management: The OCAC shall invite TCML persons-in-charge and administrative staffs to Taiwan to attend administrative management training programs and summits. The OCAC shall provide transportation and accommodation in Taiwan throughout training, in hope of enhancing the training efficiency and the TCML management effectiveness.
4. Provision of teacher training: The OCAC shall assist with the training of the TCMLs teachers through teacher training workshops and the TCMLs teachers' certification training programs. The OCAC shall provide transportation and accommodation in Taiwan throughout training.
5. Assisting with promotions:
 - A. The OCAC shall make standard TCML signs and provide the TCMLs with promotion poster, LOGO e-files, and videos. The TCMLs are also encouraged to create their own promotion posters and videos of local features.
 - B. Promotion and marketing channels for the TCMLs include the OCAC official website, the OCAC huayuworld.org website, and the English TCML webpage.
6. Providing the students of the TCMLs with the opportunity to participate in Mandarin language related competitions and youth activities (such as English Teaching Volunteer Service Program).
7. Assisting the students of the TCMLs in taking the Test of Chinese as Foreign Language (TOCFL) while providing the following subsidies:
 - A. OCAC subsidizes compatriot schools/groups if they assist and guide the students of the TCMLs register for the TOCFL. Subsidies are awarded to the TCMLs with amount of USD 10 or EUR 8.4 per student who register for the TOCFL.
 - B. OCAC subsidizes the students of the TCMLs who have passed TOCFL with a maximum subsidy of USD 40 or EUR 33.6. The subsidy awarded may not exceed the TOCFL registration fee.

8. The TCMLs annual performance assessment:

A. The OCAC shall set up an Assessment Committee responsible for conducting the TCMLs annual performance assessments according to Implementation Results Report (Attachment 5) proposed by the overseas compatriot schools/groups and the performance achievements listed in the Reports.

B. Assessment items and percentage:

- a. Mandarin education and promotion: It accounts for 40% of assessment. Main focuses of assessment include TCML operating hours, number of Mandarin classes launched, course sessions, total hour of courses, teaching modes, teaching methods, and total number of students.
- b. Professionalism of teaching faculty: It accounts for 20%. Main focuses of assessment include the number of teachers who have acquired government approved Mandarin teaching related licenses, the number of teachers who have attended the OCAC-organized teacher training programs, and the number of persons-in-charge and administrative staffs that have attended the OCAC-organized training activities.
- c. Recruitment promotion: It accounts for 10%. Main focuses of assessment include promotional events for TCML recruitment, website design and social media management, the number of promotional events, creativeness of promotional events, the number of recruitment promotion events held, and the number of people attending recruitment promotion events.
- d. Assisting and guiding students in attending the OCAC events: It accounts for 10%. Main focuses of assessment include assisting students attend the OCAC-organized Mandarin related competitions and youth activities (English Teaching Volunteer Service Program, for example), the number of times students attended the said activities, the tests and activities that students attended, and the actual number of students that attended.
- e. Promotion of Mandarin teaching materials: It accounts for 10%. Main

focuses of assessment include using and promoting OCAC published teaching materials and results of using such materials.

- f. Assisting students in attending TOCFL: It accounts for 10%. Main focuses of assessment include assisting students to take TOCFL, the number of times of assisting students in taking TOCFL, the number of students that registered for such tests, and the number of students that actually passed the tests.
- C. The Best performing TCML decided by the abovementioned performance assessment shall receive a subsidy of USD 5,000 or EUR 4,200. Other Excellent performing TCMLs shall receive subsidies of USD 3,000 or EUR 2,520. The TCMLs decided to be underperforming shall be denied to operate in the following year, unless justified reasons or special circumstances can be explained, and such underperforming TCMLs must return unused teaching materials and standard TCML signs provided by the OCAC back.

Taiwan Center for Mandarin Learning (TCML) Establishment Application Form

Name of applying overseas compatriot school/group				
Name of the TCML (renewed applications only)				
Compatriot School/group	Name of person-in-charge and title		Contact information	Tel: E-mail :
	Name of contact person and title		Contact information	Tel: E-mail :
TCML	Contact Numbers		Fax	
	Name of person-in-charge and title		Contact information	Tel: E-mail :
	Name of contact person and title		Contact information	Tel: E-mail :
	Administrative manpower	person(s)	Mandarin teachers	person(s)
	Source of Mandarin teachers	Taiwan __ person(s), local __ person(s), other (please explain _____) __ person(s)		
	Location	<input type="checkbox"/> Same location as overseas compatriot school/group, <input type="checkbox"/> Other location (please explain: _____)		
<input type="checkbox"/> Self-owned, <input type="checkbox"/> Leased, <input type="checkbox"/> Unit lending free of charge (Unit: _____ -) <input type="checkbox"/> Other (please explain: _____)				
Taiwan Center for Mandarin Learning Establishment and Operation Plan attached		<input type="checkbox"/> One New Establishment and Operation Plan submitted (New Application) <input type="checkbox"/> One Renewed Establishment and Operation Form submitted (Renewed Application)		
Signature of person-in - charge at overseas compatriot school/group		(Signature)		
Opinion of overseas offices after assessment and signature		(Signature)		

Taiwan Center for Mandarin Learning (TCML)
New Establishment and Operation Plan
(For New Establishment Applications)

- I. Introduction of the compatriot school/group applicant (including founding date, location, faculty and staff, whether it has registered with local government or not, whether it has launched Mandarin and culture courses for adults or not, the number of Mandarin teachers, the number of culture teachers, relationship with the local society, etc.)
- II. Objectives and expectations for the establishment of the TCML.
- III. Plans for the Establishment of the TCML:
 1. Establishment location and surroundings (transportation, self-owned or long-term lease on school building)
 2. Layout of the venue
 3. Operating hours (full day operation or only for specific hours)
 4. Operation manpower, administrative staffs (the number of full-time and part-time staffs), teaching faculty (cooperating organizations should also be listed into the application)
 5. Plans for Mandarin courses
 - A. Teaching mode
 - B. Course sessions and schedules
 - C. Venue
 - D. Time
 - E. List of faculty and resume (including names, education, experiences, origin, nationality, and whether they have experience teaching Mandarin to adult learners or not)
 - F. Recruitment plan (including student sources, the expected number of recruitments, etc.)
 6. Funding required and source (including tuition fees)
 7. Items that require the OCAC support (including estimated funding required)

**Taiwan Center for Mandarin Learning (TCML)
Renewed Establishment and Operation Form
(For Renewed Establishment Applications)**

Items	Content	
Establishment location		
Operating hours (full day operation or only for specific hours)		
Plans for Mandarin courses	Teaching mode	
	Sessions and schedules	
	Venue	
	Time	
	List of faculty and resume (including names, education, experiences, origin, nationality, and whether they have experience teaching Mandarin to adult learners or not)	
	Recruitment plan (including student sources, the expected number of recruitments, etc.)	
Funding required and source (including tuition fees)		
Items that require the OCAC support (including estimated funding required)		

OCAC Taiwan Center for Mandarin Learning (TCML) Establishment Cooperative Agreement

The Overseas Community Affairs Council (OCAC) (hereafter Party A)

Agreement signatory _____ (hereafter Party B)

Party A hereby agrees to assist Party B establish a Taiwan Center for Mandarin Learning (hereafter TCML) and drafts this Agreement for the purpose of strengthening the promotion of traditional Mandarin learning with Taiwanese characteristics.

Article 1: Functions of the TCML

- (1) Mandarin learning: Party B will teach Mandarin in actual classrooms in the TCML venues. Most classes shall take place in actual classrooms, and may be supported by online classes.
- (2) Promotion of Mandarin learning: Party B shall work in concert with competent government authorities of the Republic of China (Taiwan) and comply with administrative plans of Party A in establishing the TCML as overseas promotion centers for Mandarin education with Taiwanese characteristics.
- (3) Promotion of teaching materials: Party B shall use printed or digital teaching materials provided by Party A and assist with the promotion of such materials.

Article 2: Assistance provided by Party A

- (1) Party A shall partially subsidize Party B with necessary funding and teaching materials required for the establishment of the TCML and launching Mandarin courses.
- (2) Party A may invite persons-in-charge and administrative staffs of Party B TCML to Taiwan for visits or to attend summits every year to enhance the TCML management efficiency.
- (3) Party A shall assist Party B in cultivating the TCML teachers and acquiring teaching certificates every year through mechanisms such as overseas Training Programs for Mandarin Teachers, inviting teachers to attend training courses in Taiwan, and online learning training programs.
- (4) Party A shall allow students of Party B TCML to attend Party A-organized Mandarin related competitions and youth activities (language programs, English Teaching Volunteer Service Program, etc.) and provide subsidies for students in their registration for the TOCFL. This is a way to motivate students to embrace Mandarin learning, increase the number of students and promote Mandarin learning with Taiwanese characteristics while also enhancing the connections among students, Party A and Party B.
- (5) Party A shall assist with the promotion and marketing of Party B TCML through channels such as the OCAC official websites, official social media fan pages, “HuayuWorld.org” website, and the OCAC News, etc.

Article 3: Matters that Party B shall comply with

- (1) Party B shall submit a TCML Establishment and Operation Plan to Party A, and may only proceed with establishment and operations upon Party A approval.
- (2) Party B TCML shall comply with Party A's TCML related programs (hereafter Party A programs) in launching Mandarin courses every year for adults aged 18 and above; courses must be in accordance with Party A programs.
- (3) Party B TCML shall comply with Party A programs in holding annual student recruitment promotion events, inviting compatriots and local people to participate in related events, promoting Mandarin learning of traditional characters, and attracting local people to attend Mandarin courses at the TCML.
- (4) Party B TCML shall use Mandarin teaching materials provided by Party A. If the supplementary materials are used, they must not be the materials published in simplified Chinese characters.
- (5) Party B TCML shall encourage, assist, and guide students register for TOCFL; Party A may provide subsidies if necessary.
- (6) Party B TCML shall comply with Party A programs, create a TCML student database for verification. Party B TCML shall also provide Party A with statistical information concerning the TCML's operation results and students' overall learning performance.
- (7) Party B TCML's persons-in-charge and administrative staffs shall actively comply with Party A's invitation to attend Party A-organized visits to Taiwan and summits and shall also encourage TCML teachers to participate in Party A-organized teacher training events.
- (8) Party B TCML shall encourage, assist, and guide students to take part in activities such as the OCAC-organized Mandarin related competitions, youth programs in Taiwan, and English Teaching Volunteer Service Program.
- (9) Party B TCML shall set up TCML Facebook Fan Pages in English (or Twitter, Instagram) to use as a platform to announce information on recruitment and other events, and to further expand the scope of potential students. Party B TCML shall also contact students who have graduated and establish an online alumni association, through which Party B TCML may stay in contact with graduates and continue to provide them with information on incentive measures and scholarships concerning study in Taiwan.
- (10) Party B shall provide Party A, before July 20th of every year, with an Implementation Results Report for the first half of every year for reference. Party B shall again provide Party A, before November 1st of every year, with an Implementation Results Report of the full year for Party A to conduct performance assessment, whereby the results of the assessment shall be used as reference deciding whether Party B TCML may be approved for renewed establishment in the following year. Well-performing TCMLs may be approved to receive subsidies, while underperforming TCMLs, if not approved for renewed establishment, shall proceed with provisions stipulated in Article 5 of this Agreement.
- (11) Teachers employed by Party B TCML must be familiar with traditional characters and

Taiwanese culture education, and shall be employed after Party A and Party B have discussed and mutually agree upon their employment.

Article 4: Both parties agree that any matters not covered by provisions of this Agreement shall be separately agreed on by a further exchange of documents, which then shall be considered also an integral part of this Agreement.

Article 5: This Agreement is valid for ___year(s) and _____ month(s), from the date the Agreement is signed, until _____, _____. In the event that Party B is unable to undertake any of the items listed in Article 3, or Party B TCML violate the overseas education policy of OCAC, if after providing a fixed period of time for improvements to be made, Party B fails to meet the stipulated conditions, Party A holds the right to terminate the Agreement any time. In the event Party B has to terminate the Agreement for reasons of force majeure or non-attributable reasons, it must detail the reasoning in writing to Party A three months before the termination. For the duration of this Agreement, when Party A declines to approve renewed operation of Party B “Taiwan Center for Mandarin Learning,” Party B should return unused teaching materials and the TCML standard sign provided by Party A, the same also applies to termination.

Article 6: In the event of any disagreement over the contents of this Agreement, both parties agree that the matter shall be resolved in accordance with the laws of the Republic of China, and with the court of instance being the local court where Party A is located.

Article 7: This Agreement is made in two original copies. Upon signatures of Party A and Party B, this Agreement shall come into force and effect, and a copy shall be kept by Party A and Party B, respectively.

Agreement Signatories:

Party A: Overseas Community Affairs Council (OCAC)

Representative : (signature or seal)

Position:

Address: :

Tel:

Party B: (signature or seal)

Representative :

Position:

Address: :

Tel:

Date:

Taiwan Center for Mandarin Learning (TCML) Implementation Results Report

Date: YY MM DD

Name of TCML:		Taiwan Center for Mandarin Learning-_____		
Implementation period:		From YY MM DD to YY MM DD		
Introduction of TCML current situation				
	Mandarin education and promotion (40%)	TCML operating hours		
		Number of classes launched		
		Course sessions and total hours		
		Teaching mode		
		Teaching methods		
		Total number of students		
	Professionalism of teaching faculty (20%)	Number of teachers who have acquired government approved Mandarin teaching related licenses (please list the title of licenses acquired in detail, and the number of teachers who have acquired them)		
		Number of teachers who have attended the OCAC-organized teacher training programs, and the number of teachers who have been certificated		
		Number of persons-in-charge and administrative staffs that have attended the OCAC-organized training activities		
	Recruitment promotion (10%)	Promotional events for TCML recruitment		
		Website design and social media management		
		Number of promotional events and creativeness of promotional events		

	Number of recruitment promotion events held and the number of people attending recruitment promotion events	
Assisting and guiding students in attending the OCAC events (10%)	Assisting students to attend the OCAC-organized Mandarin related competitions and youth activities (English Teaching Volunteer Service Program etc.) and the number of times students attend the said activities	
	Types of tests and activities students attend and the actual number of students that attend	
Promotion of Mandarin teaching materials (10%)	Using and promoting OCAC published teaching materials and the results of using such materials	
Assisting students in attending TOCFL (10%)	Assisting students to take TOCFL, the number of times of assisting students in taking TOCFL	
	Number of students that registered for TOCFL, and the number of students that actually passed the tests	