

Department of Asian Studies
Mateja Petrovčič, Deputy Chair
Aškerčeva 2, SI-1000 Ljubljana

Date: 22. 2. 2024

Education Division
Taipei Economic and Cultural Office
Wagramer Str. 19/11 OG,
1220 Vienna, Austria

Application letter for a new Mandarin Chinese teacher for the academic years 2024/25 and preferably also 2025/26

On behalf of the Department of Asian studies, University of Ljubljana, we would like to express our sincere gratitude for your kind support for Chinese studies, by sending us brilliant teachers of language and culture. Direct contact with highly educated lecturers is very crucial and important in the educational process, as well as for the further development of our studies. Therefore, we would like to continue this program and apply for the new teacher in the academic year 2024/25 and preferably in 2025/26, if possible.

Requirements for the position and other items remain unchanged, as specified below:

Requirements for the position:

- Certificate of Proficiency in Teaching Chinese as a Second/Foreign Language issued by Ministry of Education, or any other comparable international certificates;
- Previous working experience with foreign students, preferably at the tertiary level (target students aged 18-24 years);
- Expertise in any aspect of Chinese culture and society is preferred; priority is given to master's (or higher degree) holders;
- The candidate should also demonstrate a willingness to work in a culturally diverse environment and to adapt to a local educational system.

Rights of the teacher (equal to the rights of the local teachers):

- To work in an academic environment that encourages teaching and one's research;
- Access to Office 365 suite for efficient management of work, communication with students and colleagues, and creation of educational materials;
- Full access to all library resources available within the Faculty of Arts, including digital archives, scholarly journals, reference materials, and research databases;
- A shared office equipped with a computer and internet access;

- Free selection about lectures and seminars within one's area of expertise, fostering academic discourse, critical thinking, and knowledge dissemination among students and peers.
- Participation in any academic or scholarly activities organized by the department, including conferences, workshops, research projects, and collaborative initiatives aimed at advancing knowledge and professional development.

Duties of the teacher:

- Teaching classes 8–10 hours per week, excluding the necessary preparation work.
Further specification:
 - *Listening comprehension and proper pronunciation* (1st year of BA program; 2 x 2 hours per week; groups A and B)
 - *Comprehensive language exercises 1* (1st year of BA program; 2 hours per week)
 - *Standard Chinese 3* (3rd year of BA program; 4 hours per week)
- Organization of online meetings between students from Slovenia and Taiwan (primarily with the established partner universities, however, teacher's own initiative is also highly appreciated).

Subsidy:

The University of Ljubljana will provide the following subsidies:

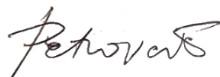
- Accommodation (private apartment with kitchen and own bathroom);
- Health insurance;
- Material expenses;
- Residence permit expenses;
- Habilitation procedures at the University of Ljubljana
- Monthly allowance including local traffic expenses in the amount of 337 EUR.

Duration of the position:

First one academic year (1 October 2024 – 30 September 2025); if the teacher agrees to extend their stay at the University of Ljubljana, also for the following year (1 October 2025 – 30 September 2026).

Our department is very grateful for all the support we are receiving, and we sincerely hope that the Ministry of Education in Taipei will renew this program for the following year.

Yours sincerely,



Prof. dr. Mateja Petrovčič