

## **Education Bureau Circular Memorandum No. 88/2020**

From: Secretary for Education  
Ref.: (4) in EDB/LTQ/PRO/49 Pt.3  
Date: 17 July 2020

To: Heads of all secondary schools

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### **Scholarship for Prospective English Teachers (2020/21)**

#### **Summary**

The purpose of this circular memorandum is to invite applications for the Scholarship for Prospective English Teachers (2020/21), the details of which were announced in the Education Bureau Circular Memorandum No. 194/2019 issued on 21 November 2019. Heads of secondary schools are requested to forward the following information to the careers guidance teachers so as to inform all students, especially those who are applying for admission to local universities in the 2020/21 school year.

#### **Details**

2. The Scholarship for Prospective English Teachers (“the Scholarship”) is one of a series of measures to enhance the professionalism of English teachers in Hong Kong. It aims to attract persons proficient in English to pursue relevant local bachelor degree programmes and/or teacher training programmes which will qualify them to become English teachers on graduation. The Scholarship is tenable for the normal duration of the intended study programmes. Upon graduation, awardees have to undertake to teach English full-time in primary or secondary schools in Hong Kong (day schools offering a formal curriculum). For awardees on undergraduate degree programmes, the duration of teaching obligation is three years.
3. The Scholarship (2020/21) will be open for application from 13 to 24 August 2020. Only applicants who will pursue **year one** study in relevant study programmes starting from the 2020/21 school year are eligible to apply for the Scholarship. Hence, schools are requested to notify students who are interested in the Scholarship of its details so that students could be reminded to reprioritise their JUPAS programme choices, if necessary, after the release of results for the Hong Kong Diploma of Secondary Education (HKDSE) Examination. The list of relevant study programmes is available on the website of the Education Bureau (<http://www.edb.gov.hk/scholarship>).
4. In this connection, please draw the attention of your students who will graduate from secondary school in 2020 to the Scholarship and kindly distribute to them copies of the attached letter (Annex 1), the Information Sheet (Annex 2), the Application Form (Annex 3) and the Recommendation Form (Annex 4).

**Enquiries**

5. For enquiries about the Scholarship, please contact Ms Ida AU (Tel. 2892 5786) or Ms Janet WONG (Tel. 2892 5492) of the Professional Development and Training Division, Education Bureau.

Benjamin YUNG  
for Secretary for Education

c.c. Heads of Sections --- for information

17 July 2020

Dear Students,

### **Scholarship for Prospective English Teachers (2020/21)**

I refer to the letter dated 21 November 2019 on the Scholarship for Prospective English Teachers (2020/21) and would like to invite you to apply for the Scholarship.

The Scholarship for Prospective English Teachers (“the Scholarship”) is one of a series of measures to enhance the professionalism of English teachers in Hong Kong. It aims to attract persons who are proficient in English to pursue relevant local bachelor degree programmes and/or teacher training programmes which will qualify them to become English teachers on graduation.

The Scholarship is tenable for the normal duration of the intended study programmes. Upon graduation, awardees will have to undertake to teach English full-time in primary or secondary schools in Hong Kong (day schools offering a formal curriculum). For awardees on undergraduate degree programmes, the duration of teaching obligation is three years.

Only applicants who will pursue **year one** study in relevant study programmes starting from the 2020/21 school year are eligible to apply for the Scholarship. Hence, if you are interested in the Scholarship, it is important that you take note of this requirement and check whether your intended study programme is covered by the Scholarship. You may need to reprioritise your JUPAS programme choices accordingly after the release of results for the Hong Kong Diploma of Secondary Education (HKDSE) Examination. The list of relevant study programmes can be found on the website of the Education Bureau (<http://www.edb.gov.hk/scholarship>).

Application for the Scholarship (2020/21) will be accepted from 13 to 24 August 2020. If you wish to apply for the Scholarship, please refer to the Information Sheet (Annex 2) for details. To apply, the duly completed Application Form (Annex 3), together with copies of supporting documents, should be sent by post or in person to the Professional Development and Training Division, Education Bureau on or before the deadline (24 August 2020). You will also need to make arrangements for the Recommendation Form (Annex 4) to be completed and sent by post or in person to the Education Bureau on or before the deadline by the Principal or a teacher of the secondary school you attended.

If you need more information on the Scholarship, please contact Ms Ida AU (Tel. 2892 5786) or Ms Janet WONG (Tel. 2892 5492) of the Professional Development and Training Division, Education Bureau.

Benjamin YUNG  
for Secretary for Education

**Scholarship for Prospective English Teachers (2020/21)**  
**Information Sheet**  
**for Secondary School Graduates of Local Student Status**

Background

1. The Scholarship for Prospective English Teachers (“the Scholarship”) is set up by the Education Bureau (EDB), the Government of the Hong Kong Special Administrative Region (HKSAR) as one of a series of measures to enhance the professionalism of English teachers in Hong Kong.
2. The aim of the Scholarship is to attract persons proficient in English to pursue relevant local bachelor degree programmes and/or teacher training programmes, which will qualify them to become English teachers on graduation.

Eligibility for Application

3. Both local and non-local students<sup>1</sup> may apply for the Scholarship for Prospective English Teachers (2020/21). Information for local students interested in applying for a 5-year Scholarship is provided in the following paragraphs. Non-local students should refer to the “Information Sheet for Secondary School Graduates and Undergraduates / Graduates of Universities of Non-local Student Status” posted on the EDB website (<http://www.edb.gov.hk/scholarship>).
4. Application is open to secondary school graduates who
  - (a) have attained Level 5 or above in English Language in the Hong Kong Diploma of Secondary Education (HKDSE) Examination, or equivalent<sup>2</sup>; and
  - (b) will start pursuing **year one** study in relevant degree programmes in local universities in the 2020/21 school year. A list of such programmes can be found on the EDB website (<http://www.edb.gov.hk/scholarship>).

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<sup>1</sup> “Non-local students” are persons, regardless of their nationalities, who require a student visa / entry permit issued by the Director of Immigration for the purpose of receiving education in Hong Kong.

<sup>2</sup> The following results are accepted for applying for the Scholarship:

- Hong Kong Advanced Level Examinations (HKALE) – Grade B or above in Use of English (UE)
- International English Language Testing System (IELTS) – An overall score of Band 7 or above in the Academic Module
- General Certificate of Education (GCE) Examinations – Grade B or above in AS Level English
- International Baccalaureate (IB) Diploma Programme – Grade 5 or better in Higher Level English Language (A1 or A2)
- Test of English as a Foreign Language (TOEFL) – A minimum score of 600 (Paper-based) or 250 (Computer-based) or 100 (Internet-based)
- National Joint College Entrance Examination (NJCEE) (全國普通高等學校統一考試, also known as Gaokao 高考) – A score of 130 or above in English

5. Broadly speaking, applicants should pursue one of the following programmes in a local university:
- (a) a full-time Bachelor of Education (BEd) degree programme majoring in English; or
  - (b) a full-time Bachelor of Arts and Bachelor of Education (BA & BEd) double degree programme majoring in English; or
  - (c) a full-time Bachelor of Arts (BA) degree programme majoring in English or a relevant subject (such as Linguistics, with English as the main language of study) followed immediately by a full-time/part-time Postgraduate Diploma in Education (PGDE) programme also majoring in English.

#### Scholarship Amounts

6. The Scholarship is tenable for the normal duration of the study programmes. The scholarship amounts are detailed in the following table:

<b>Study programme</b>	<b>Scholarship amounts for each awardee of local student status</b>
BEd degree	HK\$50,000 per year
BA & BEd double degree	HK\$50,000 per year
BA degree followed by full-time/part-time PGDE	HK\$50,000 per year (for BA degree programme); and HK\$50,000 (for the whole PGDE programme)

7. A renewal exercise is conducted every year. To have the scholarship renewed, awardees are obliged to put forward good conduct and academic performance while complying with the terms and conditions of the Undertaking which they sign when they accept the award of scholarship.

#### Application and Selection

8. Application for the Scholarship will be accepted from 13 to 24 August 2020.
9. Applicants will be shortlisted for an interview on the basis of public examination results attained. The interviews are scheduled for early September 2020. Attendance is mandatory.
10. The Scholarship will be awarded to applicants whose performance is the best in all aspects. When all factors being considered are equal, priority will be given to applicants who intend to teach in primary schools, as indicated by the choice of

their study programmes. Applicants will be informed of the selection results by the end of November 2020.

### Teaching Obligation

11. Awardees should undertake to fulfil a teaching obligation by teaching English full-time in primary or secondary schools in Hong Kong (day schools offering a formal curriculum) immediately after graduation. The duration of the teaching obligation is three consecutive school years.
12. In the case of a BA degree programme awardee who has chosen to pursue a recognised 2-year part-time PGDE programme upon completion of the BA degree programme, his/her full-time engagement as an English teacher in a school mentioned above while studying shall be counted towards the fulfilment of the teaching obligation, on condition that he/she completes the PGDE programme as required.

### Undertaking and Deed of Indemnity

13. Awardees are required to sign an undertaking which delineates the terms and conditions that they should comply with. These include, but are not limited to, the requirements for awardees to:
  - (a) attain good conduct and academic standards required by the university concerned to complete the relevant study programmes;
  - (b) (for BA degree programme awardees) pursue a PGDE programme majoring in English immediately upon graduation from the degree programme; and
  - (c) fulfil the three-year teaching obligation after graduation.
14. At any point of time, when a breach of the Undertaking occurs,
  - (a) the scholarship will cease to be paid for the remainder of a study programme; and
  - (b) awardees will be required to repay to the HKSAR Government the scholarship amounts received on an interest-free and, if applicable, pro rata basis.

However, these circumstances will be considered on a case-by-case basis and flexibility will be exercised for reasons of breaching the Undertaking not within the awardees' control such as accidents, deaths, ill health, etc.
15. Each awardee has to nominate a person as his/her indemnifier. An indemnifier should be a person at or over 21 years of age who is gainfully employed, financially sound and able to provide a business/office address. Details of the qualifications of an indemnifier can be found in the Undertaking and the Deed of Indemnity. By

signing the Deed of Indemnity, the indemnifier agrees to repay to the HKSAR Government the scholarship amount received by an awardee if the awardee fails to comply with the terms and conditions included in the Undertaking and is unable to repay the scholarship amount received.

Enquiries

16. For details about the relevant study programmes, please visit the websites of the local universities. Enquiries about the Scholarship can be sent to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or directed to Ms Ida AU (Tel. 2892 5786) or Ms Janet WONG (Tel. 2892 5492) of the Professional Development and Training Division, Education Bureau.

Education Bureau

The Government of the Hong Kong Special Administrative Region

July 2020



(Office Use Only) Application No.:

## Scholarship for Prospective English Teachers (2020/21)

### Application Form

- (a) Read the Information Sheet (Annex 2) carefully before completing this form.
- (b) Complete the form in BLOCK letters and in black ink.
- (c) Complete all relevant parts in the form accurately. If there is insufficient space, use a separate sheet and attach it to the application form. You are advised to keep a photocopy of the completed application form for your own reference.
- (d) Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application may not be processed if you fail to provide all information as required.
- (e) **The application period is from 13 to 24 August 2020.** The completed form, together with all supporting documents, should be submitted by post or in person to:

**Language Teacher Qualifications Team**  
**Professional Development and Training Division, Education Bureau**  
**Room 1107, 11/F, Wu Chung House**  
**213 Queen's Road East, Wanchai, Hong Kong**

- (f) Mark clearly on the envelope “**Application for the Scholarship for Prospective English Teachers (2020/21)**”. An acknowledgement email will be sent to the applicant upon receipt of application.
- (g) Applicants should also make arrangements for the Recommendation Form to be completed and sent to the Education Bureau at the address in (e) above by the deadline. Otherwise, the applications may not be processed and the applicants concerned will not be shortlisted for the selection interviews even if they have met the shortlisting criteria.
- (h) Late application will not be accepted. For application submitted by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application.
- (i) For enquiries about the Scholarship for Prospective English Teachers (2020/21), please send an email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or contact Ms Ida AU (Tel. 852-2892 5786) or Ms Janet WONG (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

### Section A Personal Particulars

<b>Name in English</b>	(Surname)	(Other Names)	
<b>Name in Chinese</b> (if applicable)		<b>Chinese Name in Chinese Commercial Code</b> (if applicable)	
<b>Date of Birth</b>	__/__/____ (dd/mm/yyyy)	<b>Place of Birth</b>	
<b>Sex<sup>#</sup></b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Nationality</b>	
<b>Hong Kong Identity Card No.</b> (Please submit a copy of your Hong Kong Identity Card)			
<b>Do you need a student visa / an entry permit for the purpose of study in Hong Kong?<sup>#</sup></b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information related to your Passport / Travel Document and submit a copy of your Passport / Travel Document.			
<b>Passport / Travel Document No.</b>		<b>Issuing Authority for Passport / Travel Document</b>	
<b>Date of Issue</b>	__/__/____ (dd/mm/yyyy)	<b>Date of Expiry</b>	__/__/____ (dd/mm/yyyy)

<sup>#</sup> Please tick as appropriate.

**Section A Personal Particulars (Cont'd)**

<b>Permanent Address</b> (a residential address in home country or normal place of residence)			
<b>Correspondence Address in Hong Kong</b> (if different from the address given above)			
<b>Contact Telephone No. @</b>		<b>Residential Telephone No. @ (optional)</b>	
<b>Email Address @</b>			

@ Applicants who are currently residing in Hong Kong should enter their telephone nos. in Hong Kong. Non-local applicants who are currently residing outside Hong Kong should provide the telephone nos. in their home country / normal place of residence. A direct contact telephone no. in Hong Kong should be provided if they have one. Applicants should also ensure that they can be reached via email, after the application has been submitted.

**Section B Academic Attainment and Record of Participation in Activities and/or Services****I. Public examination results obtained (in chronological order)**

Public Examination	Issuing Authority	Date Issued (Month/Year)	All Subjects Passed and Grade/Level Attained

(Please submit copies of result slips or certificates.)

**II. Results of IELTS and TOEFL**

Examination/Test	Date Issued (dd/mm/yyyy)	Result(s) Attained

(Please submit a copy of the Test Report Form / Score Report.)

### III. Record of participation in activities/services in Senior Secondary School and/or Higher Education Institution

School Year	Name of Activities/Services	Award/Achievement/Post	Name of Organisation

## Section C Education

### I. Study programmes attended

School(s), College(s), Higher Education Institution(s), etc. Attended	Class Attended	Qualification Obtained	Date (month/year)	
			From	To

(Please submit a copy (copies) of graduation certificate(s).)

### II. Study programme to pursue in the 2020/21 school year

Name of Higher Education Institution	Title of Programme	Major Subject	Year of Study	Specialisation <sup>#</sup>
			<input type="checkbox"/> Year 1*	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Not Specified

\* Only applicants who will pursue **year one** study are eligible to apply for the Scholarship.

<sup>#</sup> Please tick as appropriate.

- Please submit a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.
- For applicants who will start pursuing PGDE programmes, please submit a copy (copies) of transcript(s) / certificate(s) of their Bachelor degree(s).

**III. Full employment record in school(s) to date (for PGDE applicants only)**

Name of School(s)	Position Held	Nature of Work	Date (Month/Year)	
			From	To

**Section D Supporting Information****I. Personal Statement**

Give a brief account of your aspirations for a career as a teacher of English.

**II. Recommendation Form**

**You will need to make arrangements for the Recommendation Form to be completed and returned to the Education Bureau.** The Recommendation Form should be completed by the Principal or a teacher of the secondary school you attended or by a member of the academic staff of the higher education institution you attended, who should then return the completed form to the Education Bureau on or before **24 August 2020**. Otherwise, the application may not be processed and you will not be shortlisted for the selection interviews even if you have met the shortlisting criteria.

**Section E Declaration**

I declare that all the information provided in this form is accurate and true. I understand that if I willfully give any false information or withhold any material information in this application form, or fail to notify the office concerned of any subsequent change of information provided, it will render me liable to disqualification for selection for the Scholarship for Prospective English Teachers (2020/21). If the Scholarship has already been awarded to me, it may be terminated and I may be required to reimburse the scholarship monies received. I understand that my application should be supported by relevant documents/evidence. If I fail to do so, my application may not be processed.

I consent to the HKSAR Government making any necessary enquiries as required in matters relating to the Scholarship and for the verification of the information given in my application. I understand that the personal data provided in the application form will be provided to the Student Finance Office, Working Family and Student Financial Assistance Agency for purposes relating to the award of the Scholarship for Prospective English Teachers (2020/21) if my application is successful.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**Section F Checklist**

Check that you have: <i>(Put a tick in the appropriate boxes.)</i>	Office use only
<input type="checkbox"/> completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of your Hong Kong Identity (HKID) Card or Passport / Travel Document.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of public examination(s) result slip(s) / certificate(s).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of the IELTS Test Report Form(s) / TOEFL Score Report(s) (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of graduation certificate(s) issued by the secondary school(s) you attended.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of transcripts/testimonial(s) issued by the higher education institution attended <i>(as appropriate)</i> .	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.	<input type="checkbox"/>
<input type="checkbox"/> made arrangements for the Recommendation Form to be completed and returned to the Education Bureau by the deadline.	<input type="checkbox"/>
<input type="checkbox"/> attached separate sheets <i>(if applicable)</i> .	<input type="checkbox"/>

Office use only	
Requirements fulfilled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Shortlisted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

(Office Use Only) Application No.:
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**Restricted**

## Scholarship for Prospective English Teachers (2020/21) Recommendation Form

- (a) The Recommendation Form should be completed by the Principal or a teacher of the secondary school the applicant attended or a member of the academic staff of the higher education institution the applicant attended.
- (b) The referee should submit the completed form to the Education Bureau **on or before 24 August 2020** by post or in person to:

**Language Teacher Qualifications Team  
Professional Development and Training Division, Education Bureau  
Room 1107, 11/F, Wu Chung House  
213 Queen's Road East, Wanchai, Hong Kong**

- (c) Mark clearly on the envelope “**Application for the Scholarship for Prospective English Teachers (2020/21)**”. An acknowledgement email will be sent to the referee upon receipt of recommendation.
- (d) For enquiry, please send an email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or contact Ms Ida AU (Tel. 852-2892 5786) or Ms Janet WONG (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

**Section A To be Completed by the Applicant**

Applicant's Personal Particulars	
<b>Name in English</b>	
<b>Name in Chinese</b> ( <i>if applicable</i> )	
<b>Hong Kong Identity Card or Travel Document / Passport No.</b>	
<b>Contact Telephone No.</b>	

**Section B To be Completed by the Referee**

1. How long you have known the applicant and in what capacity you are writing this recommendation

2. Non-academic achievements of the applicant

3. Overall comments on the applicant's suitability for becoming a teacher

*(Use a separate sheet and attach it to the Recommendation Form if needed.)*

Signature:

Name of Referee:

Telephone No.:

Email Address:

Post:

Name of School / Higher

Education Institution:

Date:

Chop of School or Department/Faculty  
of Higher Education Institution