

## Education Bureau Circular Memorandum No. 21/2022

From: Secretary for Education  
Ref.: (6) in EDB/LTQ/PRO/51  
Date: 17 February 2022

To: Supervisors / Heads / Teachers  
of Primary, Secondary and  
Special schools

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### **Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2022/23) under T-excel@hk Project**

#### **Summary**

The purpose of this circular memorandum is to invite applications for the Scholarship for Teachers (Pursuit of Master's Degree Programmes) ("the Scholarship for Teachers") (2022/23).

#### **Details**

2. Since its inception in June 2013, the Committee on Professional Development of Teachers and Principals (COTAP) has been working towards building shared vision, mission and objectives for enhancing the professional development of teachers and school leaders in Hong Kong. To achieve these goals, COTAP has launched T-excel@hk, an overarching project which comprises eight areas of focus<sup>1</sup>.

3. The Scholarship for Teachers is a scheme under T-applause, which is one of the focus areas under T-excel@hk. This scholarship aims to recognise achievements of high-performing teachers and to encourage teachers' pursuit of higher qualifications as well as to enhance their professionalism.

4. For the Scholarship for Teachers (2022/23), application is open to full-time regular teachers who -

- (a) have been teaching in local primary or secondary day schools (including special schools) offering a formal curriculum for at least five years (as at 31 August 2021); and
- (b) will start, in the 2022/23 school year, a local part-time master's degree programme specialising in one of the following ten areas:
  - (i) Catering for Learner Diversity (including Special Educational Needs, Gifted Education and Inclusive Education)
  - (ii) Chinese Culture
  - (iii) Chinese History and History
  - (iv) Educational Leadership
  - (v) Guidance and Counselling (including Career Guidance, Counselling and Life Education)

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<sup>1</sup> The eight areas of focus are T-standard<sup>+</sup>, T-dataset<sup>PD</sup>, T-train<sup>B</sup>, T-surf<sup>24/7</sup>, T-craft<sup>3</sup>, T-share, T-applause and T-bridge.

- (vi) Information Technology in Education
- (vii) Language Education (Chinese or English)
- (viii) Parent Education and Home-school Co-operation
- (ix) STEM<sup>2</sup> Education
- (x) Values Education

5. Applicants have to be enrolled in a relevant master's degree programme offered by a local higher education institution in the 2022/23 school year. The list of relevant study programmes is available on the website of the Education Bureau ([http://www.edb.gov.hk/scholarship\\_teacher](http://www.edb.gov.hk/scholarship_teacher)) for applicants' reference. Latest updates of the relevant study programmes could be found on the websites of the respective institutions.

6. Awardees have to undertake to serve for one year as full-time regular teachers in local day schools upon completion of the study programme.

7. The Scholarship for Teachers (2022/23) is open for applications from 16 May to 13 June 2022. Teachers who are interested may submit an application together with the supporting documents, including a copy of the offer letter from the institution concerned, to the Education Bureau on or before the deadline (13 June 2022). Applications should be supported by the Recommendation Form to be completed by the Principal of the applicant's serving school and submitted separately on or before the deadline. For more details of the Scholarship for Teachers (2022/23), please refer to the Information Sheet at **Annex I**. The Application Form and the Recommendation Form can be found at **Annex II** and **Annex III** respectively.

### **Enquiries**

8. For enquiries about the Scholarship for Teachers, please contact Ms Constance CHOW (Tel. 2892 5786) of the Professional Development and Training Division, Education Bureau.

Ms W P LEE  
for Secretary for Education

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

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<sup>2</sup> STEM stands for Science, Technology, Engineering and Mathematics.

## **Scholarship for Teachers (Pursuit of Master’s Degree Programmes) (2022/23) Information Sheet**

### Background

1. Since its inception in June 2013, the Committee on Professional Development of Teachers and Principals (COTAP) has been working towards building shared vision, mission and objectives for enhancing the professional development of teachers and school leaders in Hong Kong. To achieve these goals, COTAP has launched T-excel@hk, an overarching project which comprises eight areas of focus<sup>1</sup>.
2. The Scholarship for Teachers (Pursuit of Master’s Degree Programmes) (“the Scholarship for Teachers”) is a scheme under T-applause, which is one of the focus areas under T-excel@hk.

### Aim

3. The Scholarship for Teachers aims to recognise achievements of high-performing teachers and to encourage teachers’ pursuit of higher qualifications as well as to enhance their professionalism.

### Eligibility for Application

4. Application is open to full-time serving teachers who -
  - (a) are permanent residents of Hong Kong;
  - (b) are regular teachers<sup>2</sup> in local primary or secondary day schools (including special schools) offering a formal curriculum at the time of application;
  - (c) have no less than five years (as at 31 August 2021) of full-time teaching experience<sup>3</sup> in local primary or secondary day schools (including special schools) offering a formal curriculum;
  - (d) adhere to the standards of professional conduct of teachers and have no records of professional misconduct and punishment imposed by EDB and/ or schools;
  - (e) have not been awarded this Scholarship before; and
  - (f) have enrolled to start, in the 2022/23 school year, a local part-time master’s degree programme offered by a local higher education institution<sup>4</sup> specialising in one of the

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<sup>1</sup> The eight areas of focus are T-standard<sup>+</sup>, T-dataset<sup>PD</sup>, T-train<sup>B</sup>, T-surf<sup>24/7</sup>, T-craft<sup>3</sup>, T-share, T-applause and T-bridge.

<sup>2</sup> In the context of Direct Subsidy Scheme schools and private schools, “regular teachers” refers to regular members of the teaching staff in school. Teachers employed under the Native-speaking English Teacher Scheme in public sector are not included.

<sup>3</sup> Applicants’ experience of secondment to Education Bureau is also counted.

<sup>4</sup> The higher education institutions accepted for this scholarship are: (i) City University of Hong Kong, (ii) Hong Kong Baptist University, (iii) Lingnan University, (iv) The Chinese University of Hong Kong, (v) The Education University of Hong Kong, (vi) The Hong Kong Polytechnic University, (vii) The Hong Kong University of Science and Technology, (viii) Hong Kong Metropolitan University, and (ix) The University of Hong Kong.

following ten areas:

- (i) Catering for Learner Diversity (including Special Educational Needs, Gifted Education and Inclusive Education)
- (ii) Chinese Culture
- (iii) Chinese History and History
- (iv) Educational Leadership
- (v) Guidance and Counselling (including Career Guidance, Counselling and Life Education)
- (vi) Information Technology in Education
- (vii) Language Education (Chinese or English)
- (viii) Parent Education and Home-school Co-operation
- (ix) STEM<sup>5</sup> Education
- (x) Values Education

5. The list of relevant study programmes is available on the website of the Education Bureau ([http://www.edb.gov.hk/scholarship\\_teacher](http://www.edb.gov.hk/scholarship_teacher)) for applicants' reference. Latest update of the relevant study programmes could be found on the websites of the respective institutions. For study programmes not on the list, their relevance to the areas mentioned above will be considered on the basis of the programme contents, objectives and target participants.

#### Quota and Scholarship Amount

6. The quota for the Scholarship for Teachers (2022/23) is 20. A total amount of HK\$80,000 will be awarded to each awardee.

#### Application and Selection

7. The Scholarship for Teachers (2022/23) is open for applications from 16 May to 13 June 2022.
8. Teachers who are interested may submit an application together with the supporting documents, including a copy of the offer letter<sup>6</sup> from the institution concerned, to the Education Bureau on or before the deadline (13 June 2022). Applications should be supported by the Recommendation Form to be completed by the Principal of the applicant's serving school and submitted separately on or before the deadline. The Application Form and the Recommendation Form can be found at Annex II and Annex III respectively.
9. The scholarship will be awarded on the basis of merit. Selection will be based on the

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<sup>5</sup> STEM stands for Science, Technology, Engineering and Mathematics.

<sup>6</sup> The copy of the offer letter submitted by applicants within two weeks after the application deadline (i.e. 14-27 June 2022) is also accepted if the applicants do not receive the offer letter on or before 13 June 2022.

attributes that applicants demonstrate as teachers, performance in school as well as contribution to their serving school and to the education community outside the school.

10. Applicants will be informed of the selection results in August 2022. The decision of the Education Bureau on the awardees shall be final and appeals are not accepted.

#### Teaching Obligation and Undertaking

11. Awardees have to undertake to fulfill the teaching obligation by continuing to serve for one year as full-time regular teachers in local secondary or primary day schools (including special schools) offering a formal curriculum upon completion of the relevant study programme.
12. 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) complete the specified programme in not more than four years;
  - (b) continue serving in a local day school during the study of the programme; and
  - (c) fulfill the one-year teaching obligation immediately after completion of the programme.
13. At any point of time, if a breach of the undertaking occurs, awardees will be required to repay to the Government the scholarship amounts received on an interest-free basis. However, the circumstance will be considered on a case-by-case basis for reasons of breaching the undertaking not within the awardees' control such as accidents, ill health, etc.

#### Enquiries

14. Details about the relevant study programmes could be found on the websites of the respective institutions. For enquiries about the Scholarship for Teachers, please send an email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or contact Ms Constance CHOW (Tel. 2892 5786) of the Professional Development and Training Division, Education Bureau.

Education Bureau  
February 2022

(Office use only) Application No.:  
(辦事處專用) 申請編號

## Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2022/23) Application Form

### 教師獎學金（進修碩士學位課程）（2022/23）申請書

Applicants are advised to:

- (a) Read the Information Sheet (Annex I) carefully before completing this Form.
- (b) 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.
- (c) 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. Personal data on an unsuccessful applicant will normally be destroyed 12 months after the announcement of selection results. Any misrepresentation or concealment of fact will lead to disqualification of application.
- (d) **The application period is from 16 May to 13 June 2022.** 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**

- (e) Mark clearly on the envelope **“Application for the Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2022/23)”**.
- (f) Late applications will not be accepted. For application submitted by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application.
- (g) An acknowledgement email will be sent to the applicant upon receipt of the Application Form.
- (h) The Recommendation Form (Annex III) should be completed by the Principal of the applicant's serving school. The Principal should return the Form to the Education Bureau by the deadline. Otherwise, the application may not be processed. Apart from recommendation by the Principal of the applicant's serving school, if necessary, applicants could also attach a recommendation letter by a former Principal as supplementary information.
- (i) For enquiries, please send an email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or contact Ms Constance CHOW (Tel. 2892 5786) of the Professional Development and Training Division, Education Bureau.

申請人應注意：

- (a) 在填寫申請書之前，請先詳閱申請須知（附錄一）。
- (b) 申請人須填妥申請書各部份，並提供正確資料。如空位不敷填寫，可另紙書寫，並隨申請書附上。建議申請人自行備存一份完整的申請書影印本。
- (c) 申請人須填報申請書內要求的所有個人資料（但註明可選擇是否填報的資料則屬例外）。申請人如未能提供所需的所有資料，申請將不獲受理。申請人如未獲頒發獎學金，其個人資料一般會在結果公佈後 12 個月銷毀。如有虛報或隱瞞事實，申請資格將被取消。
- (d) **申請日期由 2022 年 5 月 16 日至 6 月 13 日。**請將填妥的申請書連同相關的證明文件郵寄或親身遞交至以下地址：  
**香港灣仔皇后大道東 213 號  
胡忠大廈 11 樓 1107 室  
教育局專業發展及培訓分部  
語文教師資歷小組**
- (e) 信封面請註明「**申請教師獎學金（進修碩士學位課程）（2022/23）**」。
- (f) 逾期申請將不獲受理。如以郵寄遞交申請，請確保已為郵件支付足夠郵資，以避免申請未能成功遞交。
- (g) 教育局收到申請書後，會以電郵向申請人發出覆函確認。
- (h) 推薦書（附錄三）須由申請人現職學校的校長填寫。校長須於申請日期結束前交回教育局，否則申請將不獲受理。除了現職學校校長的推薦外，如有需要，申請人亦可夾附由前任校長所提供的推薦信，作為補充資料。
- (i) 如有查詢，請電郵至 [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) 或與教育局專業發展及培訓分部周秀靜女士（電話：2892 5786）聯絡。

**Section A Personal Particulars**

## 甲部 個人資料

<b>Name in English</b> 英文姓名	(Surname) 姓氏	(Other Names) 名字	
<b>Name in Chinese (if applicable)</b> 中文姓名 (如適用)			
<b>Date of Birth</b> 出生日期	___ / ___ / _____ (dd 日 / mm 月 / yyyy 年)	<b>Sex<sup>#</sup></b> 性別 <sup>#</sup>	<input type="checkbox"/> Male 男 <input type="checkbox"/> Female 女
<b>Are you a permanent resident of the Hong Kong Special Administrative Region? #</b> 你是否香港特別行政區永久性居民? #		<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否	
<b>Hong Kong Identity Card No.</b> 香港身分證號碼			
<b>Teacher Registration No.</b> 教員註冊證號碼			
<b>Correspondence Address</b> 通訊地址			
<b>Daytime Contact Telephone No.</b> 日間聯絡電話號碼		<b>Residential Telephone No.</b> 住所電話號碼 (optional) (可選填)	
<b>Email Address</b> 電郵地址			

#: Please insert a "✓" in the appropriate box.  
請在適當的方格內加上✓。

**Section B Serving School**

## 乙部 任職學校

<b>School Name in English</b> 學校英文名稱			
<b>School Name in Chinese</b> 學校中文名稱			
<b>School Telephone No.</b> 學校電話號碼		<b>School Fax No.</b> 學校傳真號碼	
<b>School Address</b> 學校地址			
<b>Name of Principal</b> 校長姓名			
<b>Applicant's Rank and Post</b> 申請人的職級和職位			

**Section C Teaching Experience** (in chronological order)

## 丙部 教學經驗 (按日期順序列出)

Name of School 學校名稱	Rank (e.g. Graduate Master/Mistress) & Post (e.g. Career Master/Mistress) 職級 (如：學位教 師) 和職位 (如：升 學就業輔導主任)	Job Duties 職務	Date (Month/Year) 日期 (月/年)	
			From 由	To 至

**Section D Education** (in chronological order)

## 丁部 就學詳情 (按日期順序列出)

**(I) Study programmes attended**

## 曾經就讀的課程

Name of Institution 院校名稱	Programme Title and Qualification Obtained 課程名稱和所獲得的資格	Date (Month/Year) 日期 (月/年)	
		From 由	To 至



**(II) Study programme to be pursued in the 2022/23 school year**

將於 2022/23 學年就讀的課程

Name of Institution 院校名稱	Programme Title 課程名稱	Specialisation 範疇
		<p>Please insert a “✓” in the appropriate box(es). 請在適當的方格內加上✓。</p> <p><input type="checkbox"/> (i) Catering for Learner Diversity 照顧學習多樣性</p> <p><input type="checkbox"/> Special Educational Needs 特殊教育需要</p> <p><input type="checkbox"/> Gifted Education 資優教育</p> <p><input type="checkbox"/> Inclusive Education 融合教育</p> <p><input type="checkbox"/> (ii) Chinese Culture 中國文化</p> <p><input type="checkbox"/> (iii) Chinese History and History 中國歷史及世界歷史</p> <p><input type="checkbox"/> (iv) Educational Leadership 教育領導</p> <p><input type="checkbox"/> (v) Guidance and Counselling 訓導及輔導</p> <p><input type="checkbox"/> Career Guidance 升學就業輔導</p> <p><input type="checkbox"/> Counselling 心理輔導</p> <p><input type="checkbox"/> Life Education 生命教育</p> <p><input type="checkbox"/> (vi) Information Technology in Education 資訊科技教育</p> <p><input type="checkbox"/> (vii) Language Education 語文教育</p> <p><input type="checkbox"/> Chinese Language Education 中國語文教育</p> <p><input type="checkbox"/> English Language Education 英國語文教育</p> <p><input type="checkbox"/> (viii) Parent Education and Home-school Co-operation 家長教育及家校合作</p> <p><input type="checkbox"/> (ix) STEM Education STEM 教育</p> <p><input type="checkbox"/> (x) Values Education 價值觀教育</p>

***Please submit a copy of the offer letter issued by the institution.***

***請附上院校的取錄通知書副本。***

**Section E Supporting Information**

## 戊部 輔助資料

**(I) Contribution to the school**  
對學校所作的貢獻

Provide details about your contribution to the school(s) in the past three years (at most three items per year). **This part must be read and signed by the Principal of your serving school.**

提供過去三年你對學校所作的貢獻（每年最多三個項目）。此部分須交現職學校的校長參閱及簽署確認。

School Year 學年	Name of Items 項目名稱	Details 詳情

(Assessment is based on the contribution made by the applicant and the role of the applicant in the respective items. 評審乃根據申請人所作的貢獻，以及其在各個項目中所擔任的角色而定。)

*Principal's signature* 校長簽署: \_\_\_\_\_

*Date* 日期: \_\_\_\_\_

**(II) Contribution outside the school**  
**在校外所作的貢獻**

Provide details about your contribution relating to school education outside the school(s) in the past three years (at most one item per year).

提供過去三年你在校外就學校教育範疇所作的貢獻（每年最多一個項目）。

School Year 學年	Name of Items 項目名稱	Details 詳情

(Assessment is based on the contribution made by the applicant and the role of the applicant in the respective items. 評審乃根據申請人所作的貢獻，以及其在各個項目中所擔任的角色而定。)

**(III) Personal statement**  
**個人陳述**

Write a personal statement in either English or Chinese on the following. Use a separate sheet for each question and attach the sheets to the Application Form.

- (i) State the reasons for pursuing the master's degree programme specialising in the specified area of study; (maximum 300 words)
- (ii) State the attributes that you possess as a good teacher, supported by examples of how these attributes are manifested; (maximum 400 words) and
- (iii) Propose an action plan<sup>#</sup> to enhance the learning and teaching of your serving school. Explain how the pursuit of the master's degree programme could facilitate the implementation of your proposed plan. (maximum 500 words)  
*# Please ensure that the Principal of your serving school has read and signed the action plan.*

就以下題目作個人陳述（中文或英文均可）。每項題目以新頁書寫，並連同申請表交回。

- (i) 說明選擇修讀該專業範疇碩士學位課程的原因；（上限 300 字）
- (ii) 說明你具備優秀老師的哪些特質，並以例子加以闡釋；（上限 400 字）及
- (iii) 建議一項行動計劃<sup>#</sup>，以優化你現職學校的學與教效能，並闡述修讀這項碩士學位課程如何配合所述計劃的推行。（上限 500 字）

*# 行動計劃須交現職學校的校長參閱及簽署確認。*

(Content beyond the word limit will not be assessed. Punctuation marks are excluded in the word count. 超出字數以外的內容不會獲評審。標點符號不計字數。)

**(IV) Recommendation Form**  
**推薦書**

The Recommendation Form (Annex III) should be completed by the Principal of the applicant's serving school. The Principal should return the completed Form to the Education Bureau separately by the deadline of application.

推薦書（附錄三）必須由申請人現職學校的校長填寫。校長須於申請日期結束前將填妥的推薦書交回教育局。

**Section F Declaration**

**己部 聲明**

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 Teachers (Pursuit of Master's Degree Programmes) (2022/23). If the Scholarship for Teachers has already been awarded to me, 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.

Besides, I declare that:

- (a) I am not concurrently receiving and will not receive any other scholarship awarded by the HKSAR Government for the said programme(s) mentioned in Section D(II);
- (b) I have not been awarded the Scholarship for Teachers (Pursuit of Master's Degree Programmes) before; and
- (c) I have not received any reprimand letters, warning letters or advisory letters issued by the Education Bureau and/ or schools, and have not been convicted of a criminal offence in Hong Kong or elsewhere previously.

I consent to the HKSAR Government making any necessary enquiries as required in matters relating to the Scholarship for Teachers and for the verification of the information given in my application.

本人聲明在本申請表內所填報的所有資料均屬正確和真實。本人明白倘若故意在填寫本申請書時虛報資料或隱瞞重要事實，或未有在申請書內所提供資料已作更改後通知相關部門，可令本人喪失獲「教師獎學金（進修碩士學位課程）」（2022/23）的資格。倘若本人已獲發「教師獎學金」，亦可被要求歸還已獲發之獎學金。本人明白本人必須連同相關證明文件提交申請，否則本人的申請將不獲處理。

此外，本人聲明：

- (a) 就丁部（II）中提及之課程，本人現時並沒有、將來亦不會領取由香港特區政府發出之獎學金；
- (b) 本人過去未曾獲頒「教師獎學金（進修碩士學位課程）」；及
- (c) 本人未曾接獲教育局及／或學校發出的譴責信、警告信或勸喻信，以及未曾在香港或其他地方被裁定干犯刑事罪行。

本人同意香港特區政府為辦理本人的「教師獎學金」申請及核實提交的資料而進行任何所需的查詢。

Signature of Applicant: \_\_\_\_\_  
申請人簽署

Date: \_\_\_\_\_  
日期

**Section G Checklist****庚部 文件核對表**

Please check if: (put a tick in the appropriate boxes) 請檢查你是否：(在適當的空格內加上剔號)	<b>Office use only</b> <b>辦事處專用</b>
<input type="checkbox"/> the Application Form is completed and signed 已填妥及簽署申請表	<input type="checkbox"/>
<input type="checkbox"/> the completed personal statement is attached 已附上撰寫完成的個人陳述	<input type="checkbox"/>
<input type="checkbox"/> the Principal of the serving school has signed against the following two items: (a) Contribution to the school (Section E(I)); and (b) Personal statement (iii) - action plan (Section E(III)) 已獲現職學校校長簽署確認以下兩項資料： (a) 在學校所作的貢獻（戊部（I））；及 (b) 個人陳述第(iii)題 — 行動計劃（戊部（III））	<input type="checkbox"/>
<input type="checkbox"/> a copy of your Hong Kong Identity Card is attached 已附上香港身分證的副本	<input type="checkbox"/>
<input type="checkbox"/> a copy of the Certificate for Registration as a Teacher is attached 已附上教師註冊證的副本	<input type="checkbox"/>
<input type="checkbox"/> a copy of the offer letter for the master's degree programme from the institution is attached 已附上碩士學位課程的院校取錄通知書的副本	<input type="checkbox"/>
<input type="checkbox"/> arrangements have been made for the completion and submission of Recommendation Form to the Education Bureau by the deadline 已安排在截止日期前把推薦書填妥及送交教育局	<input type="checkbox"/>
<input type="checkbox"/> separate sheets are attached (if applicable) 已附上另加的紙張（如適用）	<input type="checkbox"/>

<b>(Office use only)</b> <b>辦事處專用</b>	
Requirements fulfilled: 符合要求	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Shortlisted: 入選	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否
Remarks: 備註	
Date: 日期	

(Office use only) Application No.:

(辦事處專用) 申請編號

**Restricted**

**限閱文件**

**Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2022/23)**

**Recommendation Form**

**教師獎學金（進修碩士學位課程）（2022/23）推薦書**

Applicants are advised to:

- (a) The Recommendation Form should be completed by the Principal of the applicant's serving school.
- (b) The Principal should submit the completed Form to the Education Bureau on or before **13 June 2022** 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 Teachers (Pursuit of Master's Degree Programmes) (2022/23)".
- (d) An acknowledgement email will be sent to the Principal upon receipt of the Recommendation Form.
- (e) For enquiries, please send an email to [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) or contact Ms Constance CHOW (Tel. 2892 5786) of the Professional Development and Training Division, Education Bureau.

申請人應注意：

- (a) 推薦書須由申請人現職學校的校長填寫。
- (b) 校長須於 **2022 年 6 月 13 日** 或之前，將填妥的推薦書郵寄或親身遞交至教育局。收件地址如下：

**香港灣仔皇后大道東 213 號  
胡忠大廈 11 樓 1107 室  
教育局專業發展及培訓分部  
語文教師資歷小組**

- (c) 信封面請註明「申請教師獎學金（進修碩士學位課程）（2022/23）」。
- (d) 教育局收到推薦書後，會以電郵向校長發出覆函確認。
- (e) 如有查詢，請電郵至 [ltq@edb.gov.hk](mailto:ltq@edb.gov.hk) 或與教育局專業發展及培訓分部周秀靜女士（電話：2892 5786）聯絡。

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

甲部 須由申請人填寫

<b>Applicant's Personal Particular</b> 申請人的個人資料	
<b>Name in English</b> 英文姓名	
<b>Name in Chinese (if applicable)</b> 中文姓名（如適用）	
<b>Hong Kong Identity Card No.</b> 香港身份證號碼	
<b>Daytime Contact Telephone No.</b> 日間聯絡電話	

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

乙部 須由校長填寫

(i) Applicant's Performance in Learning and Teaching 申請人於學與教範疇的表現																													
Please assess the applicant's performance in learning and teaching. 請評核申請人於學與教範疇的表現。	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><b>Score:</b></td> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>3</b></td> <td style="text-align: center;"><b>4</b></td> <td style="text-align: center;"><b>5</b></td> <td></td> </tr> <tr> <td style="text-align: right;">評分</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: right;">highest</td> </tr> <tr> <td style="text-align: right;">lowest</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">highest</td> </tr> <tr> <td style="text-align: right;">最低</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">最高</td> </tr> </table>	<b>Score:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		評分	○	○	○	○	○	highest	lowest						highest	最低						最高
<b>Score:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>																								
評分	○	○	○	○	○	highest																							
lowest						highest																							
最低						最高																							
<b>Details and supporting information 詳情及相關資料：</b>																													

(ii) Applicant's Performance in Student Development 申請人於學生發展範疇的表現																													
Please assess the applicant's performance in student development. 請評核申請人於學生發展範疇的表現。	<table style="width: 100%; border: none;"> <tr> <td style="text-align: right;"><b>Score:</b></td> <td style="text-align: center;"><b>1</b></td> <td style="text-align: center;"><b>2</b></td> <td style="text-align: center;"><b>3</b></td> <td style="text-align: center;"><b>4</b></td> <td style="text-align: center;"><b>5</b></td> <td></td> </tr> <tr> <td style="text-align: right;">評分</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: center;">○</td> <td style="text-align: right;">highest</td> </tr> <tr> <td style="text-align: right;">lowest</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">highest</td> </tr> <tr> <td style="text-align: right;">最低</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">最高</td> </tr> </table>	<b>Score:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		評分	○	○	○	○	○	highest	lowest						highest	最低						最高
<b>Score:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>																								
評分	○	○	○	○	○	highest																							
lowest						highest																							
最低						最高																							
<b>Details and supporting information 詳情及相關資料：</b>																													

<b>(iii) Applicant's Performance in School Development</b> <b>申請人於學校發展範疇的表現</b>	
Please assess the applicant's performance in school development. 請評核申請人於學校發展範疇的表現。	<b>Score:</b> <b>評分</b> lowest <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> highest 最低      ○      ○      ○      ○      ○      最高
<b>Details and supporting information</b> 詳情及相關資料:	

<b>(iv) Applicant's Performance in Professional Relationships and Services</b> <b>申請人於專業群體關係及服務範疇的表現</b>	
Please assess the applicant's performance in professional relationships and services 請評核申請人於專業群體關係及服務範疇的表現。	<b>Score:</b> <b>評分</b> lowest <b>1</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b> highest 最低      ○      ○      ○      ○      ○      最高
<b>Details and supporting information</b> 詳情及相關資料:	



**(v) Overall comments on the applicant's suitability for the award of the Scholarship for Teachers**  
**對申請人是否適合獲頒發「教師獎學金」的概括評價**  
(Use a separate sheet and attach it to the Recommendation Form if necessary.)  
(如有需要，可另頁書寫，隨推薦書附上。)

Please insert a "✓" in the appropriate box.

請在適當的方格內加上✓。

I highly recommend this applicant.

本人極力推薦申請人。

I recommend this applicant.

本人推薦申請人。

I recommend this applicant with some reservations.

本人對申請人的推薦有所保留。

(Reasons, if any 如有原因，請註明：\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ )

**(vi) Contribution to the school and proposed action plan submitted by the applicant**  
**申請人提交對學校所作的貢獻及行動計劃**

Please insert a “✓” in the appropriate box.  
請在適當的方格內加上✓。

- I have read and signed the following two items to be submitted by the applicant:
- (a) Contribution to the school (Section E(I) in Application Form); and
  - (b) Personal statement (iii) - action plan (Section E(III) in Application Form).

本人已參閱及簽署確認以下兩項由申請人所提交的資料：

- (a) 在學校所作的貢獻（申請書的戊部（I））；及
- (b) 個人陳述第(iii)題 — 行動計劃（申請書的戊部（III））。

**(vii) Professional conduct of the applicant**  
**申請人的專業操守**

Please insert a “✓” in the appropriate box.  
請在適當的方格內加上✓。

- I confirm that this applicant does not have any records of professional misconduct.

本人證明申請人沒有任何有違專業操守的紀錄。

Signature 簽署:

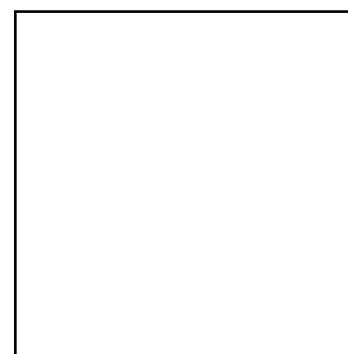
Name of Principal 校長姓名:

Name of School 學校名稱:

Email Address 電郵地址:

Telephone No. 聯絡電話:

Date 日期:



School Chop 校印