

## Education Bureau Circular Memorandum No. 19/2023

From: Secretary for Education  
Ref.: (7) in EDB/LTQ/PRO/51  
Date: 20 February 2023

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

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### **Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) 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") (2023/24).

#### **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 (2023/24), 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 2022); and
- (b) will start, in the 2023/24 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 Life Planning Education, 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) STEAM<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 and start the first year of study in the 2023/24 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 (2023/24) is open for applications from 16 May to 13 June 2023. 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 2023). 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 (2023/24), please refer to the Information Sheet at **Annex I** and the Recommendation Form at **Annex II**.

### **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> STEAM stands for Science, Technology, Engineering, Arts and Mathematics.

## **Scholarship for Teachers (Pursuit of Master’s Degree Programmes) (2023/24) 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 2022) 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 been enrolled to start, in the 2023/24 school year, the first year of study in a local part-time master’s degree programme offered by a local higher education institution<sup>4</sup> specialising in one of the following ten areas:

<sup>1</sup> The eight areas of focus are T-standard<sup>+</sup>, T-dataset<sup>PD</sup>, T-train<sup>8</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

- (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 Life Planning Education, Counselling and Life Education)
  - (vi) Information Technology in Education
  - (vii) Language Education (Chinese or English)
  - (viii) Parent Education and Home-school Co-operation
  - (ix) STEAM<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 (2023/24) is 20. A total amount of HK\$80,000 will be awarded to each awardee.

#### Application and Selection

7. The Scholarship for Teachers (2023/24) is open for applications from 16 May to 13 June 2023.
8. Teachers who are interested may submit an application together with the supporting documents through the on-line application system, 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 2023). Applications should be supported by the Recommendation Form (Annex II) to be completed by the Principal of the applicant's serving school and submitted separately on or before the deadline. For details of application, please visit the EDB website at [http://www.edb.gov.hk/scholarship\\_teacher](http://www.edb.gov.hk/scholarship_teacher).

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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.

<sup>5</sup> STEAM stands for Science, Technology, Engineering, Arts 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 2023) is also accepted if the applicants do not receive the offer letter on or before 13 June 2023.

9. The scholarship will be awarded on the basis of merit. Selection will be based on the 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 September 2023. 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 2023

(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) (2023/24)**  
**Recommendation Form**

**教師獎學金（進修碩士學位課程）（2023/24）推薦書**

**Applicants are advised to:**

- (a) The Recommendation Form should be completed 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.
- (b) The Principal should submit the completed Form to the Education Bureau on or before **13 June 2023** 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 "Application for the Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24)" on the envelope.
- (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。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。
- (b) 校長須於 **2023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）（2023/24）」。
- (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

<b>(i) Applicant's Performance in Learning and Teaching</b> 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。	<b>Score:</b> 評分      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>(ii) Applicant's Performance in Student Development</b> 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。	<b>Score:</b> 評分      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>(iii) Applicant's Performance in School Development</b> 申請人於學校發展範疇的表現	
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> 申請人於專業群體關係及服務範疇的表現	
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) Supporting Information - Contribution to the school; and
  - (b) Personal statement (iii) - action plan.

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) 輔助資料 — 在學校所作的貢獻；及
- (b) 個人陳述第(iii)題 — 行動計劃。

**(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:

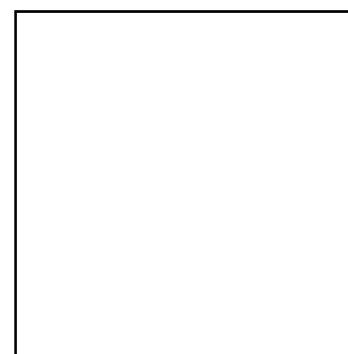
Name of Principal 校長姓名:

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