Eligibility

1. Mandatory requirements for both Programmes A(4) & A(5):
   Application is open to full-time serving secondary school teachers who
   (a) are permanent residents of Hong Kong;
   (b) are registered teachers;
   (c) are regular teachers¹ in government, aided (including special schools), caput or DSS secondary schools at the time of application; and
   (d) have no less than five years (as at 26 November 2018) of full-time teaching experience in local secondary schools.

2. Preference will be given to applicants who:
   (a) possess relevant experience in
      i. whole-school/KLA-level curriculum planning, or as a subject panel chairperson; or
      ii. developing cross-curricula learning activities/project-learning (for Programme A(4)); developing school/KLA/subject assessment policy (for Programme A(5)), or
      iii. conducting education research/action research on L&T; or
   (b) have undergone relevant structured training/ professional development.

Financial Support for Teachers and Schools

3. Participants and their schools will be provided the following support during the Programme:

   For teachers –
   (a) Participants will be entitled to:
      i. Full-pay study leave, covering pre-trip preparation, overseas experience and post-trip consolidation
      ii. Transportation between Hong Kong and the location for overseas experience
      iii. Course fees, including tuition and course materials
      iv. Lunch and local transportation (during school attachment only)
   (b) Expenses to be borne by participants:
      i. Local accommodation during the overseas experience (5 weeks in Turku for Programme A(4) or 5 weeks in Southampton for Programme A(5))²
      ii. Meals and local transportation (except lunches and local transportation during school attachment)
      iii. Visa for entering Finland or the UK, if necessary
      iv. Medical/travel insurance
      v. Weekend activities and any other expenses apart from those listed in 3(a) above

¹ “Regular teachers” refers to teachers on the staff establishment of government, aided and caput schools (regular teachers with defined contract period are included), or a regular member of the teaching staff of DSS schools. Teachers employed under the Native-speaking English Teachers Scheme are excluded.

² Participants need to make their own arrangements and pay for their accommodation during the overseas experience. Information regarding accommodation near campus can be provided for participants’ reference and consideration if needed.
Appendix B

For schools – Participants’ schools will be entitled to funding for employment of supply teacher(s) during participants’ study leave (calculated based on the prevailing daily rate of Graduate Master rank)\(^3\). The claim form for reimbursement of the salaries of supply teachers can be downloaded from the Education Bureau website (http://www.edb.gov.hk/i-journey).

4. Participants who are on acting basis should cease their acting appointment for the whole full-pay study leave period.

Application and Selection

5. The Scheme is open for application until 26 November 2018. The completed Application Form (Appendix C), together with supporting documents, if any, should be submitted by email. Please refer to the submission procedures on p.1 of the Application Form. Applicants should also make arrangements for the Recommendation Form (Appendix D) to be completed by the principal and returned to the Education Bureau separately.

6. Applicants should apply for one Programme only. They should indicate their choice in the Application Form. An initial project proposal (Section E of the Application Form) should be filled out for the Programme they apply for.

7. Places will be allocated on the basis of merit. Vetting committee(s) will be formed to select successful applications. Selection will be based on applicants’ experience, relevance of their proposal to the programme applied for, and principal’s recommendation. Interviews may be arranged, if necessary.

8. Selection result will be released through email by early January 2019.

Teaching Obligation and Undertaking

9. Participants have to undertake to teach full-time in public sector secondary schools (including government, aided, special schools, caput and DSS schools) in Hong Kong for two years upon completion of the Programme.

10. Participants will be required to sign an undertaking, which delineates the terms and conditions that they should comply with, upon their acceptance of a place on the Programme. These include, but are not limited to, the following:

   (a) Completion of the entire Programme, including all sessions/activities arranged during pre-trip, overseas experience and post-trip;

   (b) Participation in pre-departure briefing and sharing session(s) for dissemination of exemplars of school-based initiative/research;

   (c) Submission of post-Programme learning journals/study reports;

   (d) Implementation of the school-based initiative/research by the 2019/20 school year based on their finalised proposal; and

   (e) Fulfilment of the two-year teaching obligation after completion of the Programme.

11. At any point of time, if a breach of the undertaking occurs, participants will be required to repay to the Government the full/ a pro-rata amount of training cost/expenses (including course fees, transportation costs and study grant, if applicable) on an interest-free basis. The circumstance will be considered on a case-by-case basis for reasons of breaching the undertaking not within the participants’ control such as accidents, ill health, etc.

Enquiries

Questions about the Scheme can be directed to Ms Venus TSANG by email at poslpd@edb.gov.hk or by phone on 3509 8742 or Mr Ivan LOE by email at aaslpd2@edb.gov.hk or by phone on 3509 8774 of the School Leadership & Professional Development Section, Education Bureau.

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\(^3\) In cases where the participant is a non-graduate teacher (such as Certificated Master), the supply teacher will be paid at the daily rate of a non-graduate teacher. Schools with surplus teachers arising from Voluntary Optimisation of Class Structure Scheme or Extended Retention Period for Surplus Teachers are also eligible for funding for employment of supply teachers.