

Scholarship for Teachers (Pursuit of Master’s Degree Programmes)

Note for e-Form Submission

1. Read the information on the EDB website (https://www.edb.gov.hk/scholarship_teacher) carefully before completing the application form through the on-line application system.
2. Provision of all the personal data requested in the application form is obligatory, except those items clearly marked as optional. Application will not be considered if applicants fail to provide all information as requested.
3. An application number will be generated after applicants have completed the application form. Please quote this number in all future correspondence.
4. Applicants are advised to keep a copy of the entire application form which is downloadable upon submission in Step (10) “Confirmation” for reference.
5. Applicants are required to upload the relevant supporting information online and submit the hard copy of the relevant document by post or in person.

Uploading of Supporting Information online

During the application, applicants are required to upload the following pieces of information. Please prepare the files in electronic copies¹ before completing the application form and retain the original copies for verification at a later stage.

- **Supporting Information (a) - Contribution outside the School²**

Provide details on your contribution relating to school education outside the school(s) in the past three years (at most one item per year) in a separate sheet as tabulated below.

School Year	Name of Items	Details

- **Supporting Information (b) - Contribution to the school³**

Provide details on your contribution to the school(s) in the past three years (at most three items per year) in a separate sheet as tabulated below. This part must be read and signed by the Principal(s) of your serving school.

School Year	Name of Items	Details

¹ Accepted document file types: .pdf, .png, .jpg

² & ³ Assessment is based on the contribution made by the applicant and the role of the applicant in the respective items.

● **Personal statement⁴ [Questions (i), (ii) and (iii)]**

Write a personal statement in either English or Chinese on the following. Use a separate sheet for each question.

- (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 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). This part must be read and signed by the Principal(s) of your serving school.

- The Hong Kong Identity Card of the applicant
- Certificate for Registration as a Teacher of the applicant
- Offer letter for the master's degree programme from the institution (The copy of the offer letter submitted by applicants within two weeks after the application deadline is also accepted if the applicants do not receive the offer letter by the application deadline.)

Submission of Hard Copy

Send the following document by post or in person to the Language Teacher Qualifications Team, EDB (Office Address: Room 1107, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong). Please mark "Application for the Scholarship for Teachers (Pursuit of Master's Degree Programmes)" on the envelope.

- Duly completed Recommendation Form with the signature of the Principal and School Chop
[The Recommendation Form is available on the EDB website: http://www.edb.gov.hk/scholarship_teacher]

⁴ Content beyond the word limit will not be assessed. Punctuation marks are excluded in the word count.

Screenshots of the e-Form are as follows:

Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

Step 1
Important Notes

**Step 2
Personal Particulars**

Step 3
Serving School

Step 4
Teaching Experience

Step 5
Education

Step 6
Supporting Information

Step 7
Other Supporting Documents

Step 8
Hard Copy Submission Required

Step 9
Declaration

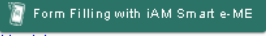
Step 10
Confirmation

Step 2 Personal Particulars

* mandatory fields

iAM Smart

You may click on the following button to fill in the form by your e-ME information.

 [More Info >](#)

I. Personal Particulars

Name in English (Surname):* _____ Name in English (Other Names):* _____

Name in Chinese: _____

Date of Birth:*

Sex:*
 Male Female

Are you a permanent resident of the Hong Kong Special Administrative Region? *
 Yes No

Hong Kong Identity Card No. *
 x000000 (X)

Teacher Registration No. *

Correspondence Address: *

Daytime Contact Telephone No. *

Residential Telephone No:
(optional)

Email Address: *

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Step 10
Confirmation

Step 3 Serving School

* mandatory fields

I. Serving School

School Name in English: *

School Name in Chinese: *

School Telephone No. *

School Address: *

School Fax No. *

Name of Principal: *

Applicant's Rank (e.g. GM) and Post (e.g. Career Master) *
 Rank _____ Post _____

Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

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Documents

Step 8
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Required

Step 9
Declaration

Step 10
Confirmation

Step 4 Teaching Experience

*: mandatory fields

I. Teaching experience information (in chronological order)

Name of School:*

Applicant's Rank (e.g. GM) and Post (e.g. Career Master):*

Rank

Post

Job Duties:*

Start Date (Month/Year):*

MM/YYYY

End Date (Month/Year):*

MM/YYYY

ADD

BACK

SAVE

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Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

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Important Notes

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Step 6
Supporting
Information

Step 7
Other Supporting
Documents

Step 8
Hard Copy
Submission
Required

Step 9
Declaration

Step 10
Confirmation

Step 5 Education

*: mandatory fields

I. Study programmes attended

Name of Institution:*

Programme Title and Qualification Obtained:*

Start Date (Month/Year):*

MM/YYYY

End Date (Month/Year):*

MM/YYYY

ADD

II. Study programme to be pursued in the 2023/24 school year (Only applicants who will pursue year one study in the relevant study programmes starting from the 2023/24 school year are eligible to apply for the Scholarship.)

Name of Institution:*

Programme Title:*

Specialisation:*

Start Date (Month/Year):*

MM/YYYY

BACK

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Step 1
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Particulars

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Serving School

Step 4
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Education

**Step 6
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Information**

Step 7
Other Supporting
Documents

Step 8
Hard Copy
Submission
Required

Step 9
Declaration

Step 10
Confirmation

Step 6 Supporting Information


*: mandatory fields

(I) Upload Contribution outside the School

Provide details on your contribution relating to school education outside the school(s) in the past three years (at most one item per year) in a separate sheet as tabulated below, and upload the sheet here.

School Year	Name of Items	Details

(Assessment is based on the contribution made by the applicant and the role of the applicant in the respective items.)

Choose File 


File only accepted : .pdf, .png, .jpg

(II) Upload Contribution to the School with the Signature of the Principal(s)

Provide details on your contribution to the school(s) in the past three years (at most three items per year) in a separate sheet as tabulated below, and upload the sheet here. This part must be read and signed by the Principal(s) of your serving school.

School Year	Name of Items	Details

(Assessment is based on the contribution made by the applicant and the role of the applicant in the respective items.)

Choose File 

File only accepted : .pdf, .png, .jpg

(III) Upload Personal Statement [Question (i), (ii) and (iii) –action plan with the signature of the Principal(s)]

Write a personal statement in either English or Chinese on the following. Use a separate sheet for each question and upload the sheets here.

- (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# 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.
(Content beyond the word limit will not be assessed. Punctuation marks are excluded in the word count.)

Choose File 

File only accepted : .pdf, .png, .jpg

BACK SAVE NEXT

Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

<p>Step 1 Important Notes</p> <p>Step 2 Personal Particulars</p> <p>Step 3 Serving School</p> <p>Step 4 Teaching Experience</p> <p>Step 5 Education</p> <p>Step 6 Supporting Information</p> <p>Step 7 Other Supporting Documents</p> <p>Step 8 Hard Copy Submission Required</p>	<p>Step 7 ▶ Other Supporting Documents</p> <p>*: mandatory fields</p> <p>Upload The Hong Kong Identity Card of the Applicant</p> <p>Choose File </p> <p>File only accepted : .pdf, .png, .jpg</p> <hr/> <p>Upload Certificate for Registration as a Teacher of the Applicant</p> <p>Choose File </p> <p>File only accepted : .pdf, .png, .jpg</p> <hr/> <p>Upload Offer Letter for the Master's Degree Programme from the Institution</p> <p>Choose File </p> <p>File only accepted : .pdf, .png, .jpg</p> <p>If the applicant does not receive the offer letter on or before the deadline, the applicant can submit the copy of the offer letter by email (ltq@edb.gov.hk), by post or in person to the Language Teacher Qualifications Team of the EDB, within two weeks after the application deadline.</p> <p style="text-align: right;"> <input type="button" value="BACK"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> </p>
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Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

<p>Step 1 Important Notes</p> <p>Step 2 Personal Particulars</p> <p>Step 3 Serving School</p> <p>Step 4 Teaching Experience</p> <p>Step 5 Education</p>	<p>Step 8 ▶ Hard Copy Submission Required</p> <p>*: mandatory fields</p> <p>Hard Copy Submission Required (*The document should be returned by the Principal)</p> <ul style="list-style-type: none"> Send the following document by post or in person to the Language Teacher Qualifications Team, EDB (Office Address: Room 1107, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong) <p>Duly completed Recommendation Form with the signature of the Principal and School Chop</p> <ul style="list-style-type: none"> The Recommendation Form is available on the EDB website (https://www.edb.gov.hk/scholarship_teacher). Mark "Application for the Scholarship for Teachers (Pursuit of Master's Degree Programmes)" clearly on the envelope. <p><input type="checkbox"/> Arrangement will be made for the completion and submission of Recommendation Form to the Education Bureau by the deadline.</p> <p style="text-align: right;"> <input type="button" value="BACK"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> </p>
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Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2023/24) Application Form

<p>Step 1 Important Notes</p> <p>Step 2 Personal Particulars</p> <p>Step 3 Serving School</p> <p>Step 4 Teaching Experience</p> <p>Step 5 Education</p> <p>Step 6 Supporting Information</p> <p>Step 7 Other Supporting Documents</p>	<p>Step 9 ▶ Declaration</p> <p>*: mandatory fields</p> <p>Declaration</p> <p>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) (2023/24). 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.</p> <p>Besides, I declare that:</p> <p>(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 Step 5(I);</p> <p>(b) I have not been awarded the Scholarship for Teachers (Pursuit of Master's Degree Programmes) before; and</p> <p>(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.</p> <p>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.</p> <p><input checked="" type="checkbox"/> I have read and agree to these terms and conditions.</p> <p style="text-align: right;"> <input type="button" value="BACK"/> <input type="button" value="SAVE"/> <input type="button" value="NEXT"/> </p>
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