

(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) (2024/25)**

**Recommendation Form**

**教師獎學金（進修碩士學位課程）（2024/25）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 2024** 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) (2024/25)**" 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 **2024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）（2024/25）**」。
- (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:

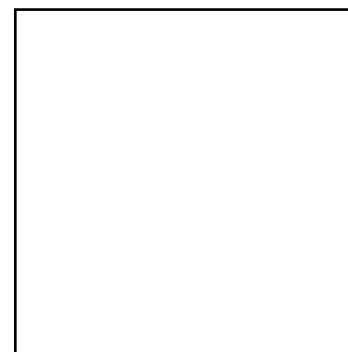
Name of Principal 校長姓名:

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