

Scholarship for Teachers (Pursuit of Master's Degree Programmes) (2024/25)

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 consecutive years starting from the 2020/21 to 2022/23 school years (at most one item per year) in a separate sheet as tabulated below.

School Year	Name of Items	Details
2022/23		
2021/22		
2020/21		

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

Provide details on your contribution to the school(s) in the past three consecutive years starting from the 2020/21 to 2022/23 school 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
2022/23		
2021/22		
2020/21		

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 of the 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:
https://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) (2024/25) 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 1
Important Notes

Important Notes

*(mandatory fields

Important Notes

(a) Read the information on the EDB website (https://www.edb.gov.hk/scholarship_teacher) and the relevant Circular Memorandum (EDBCM No. 9/2024) carefully before completing this Form.

(b) During the application, applicants are required to upload the following pieces of information. Applicants are advised to prepare the files in electronic copies before completing this Form. Please retain the original copies for verification at a later stage.

- Contribution outside the School
- Contribution to the school with the signature of the Principal(s)
- Personal statement [Questions (i), (ii) and (iii) –action plan with the signature of the Principal(s)]
- 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

(c) The Recommendation Form should be completed by the Principal of the applicant's serving school. The Principal should return the completed Form by post or in person to the EDB separately by the deadline of application.

(d) Complete all relevant parts in the Form accurately.

(e) Provision of all the personal data requested in this Form is obligatory (except those items clearly marked as optional). Application may not be processed if applicants 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.

(f) The application period is from 16 May 2024 to 13 June 2024. Please submit the Application Form, together with all supporting documents before the deadline via electronic submission. Late applications will not be accepted.

(g) An on-line application number will be generated and an acknowledgement email will be sent to the applicant upon receipt of the Application Form. Please quote this number in all future correspondence.

(h) For enquiries, please send an email to ltq@edb.gov.hk or contact Ms Constance CHOW (Tel. 2892 5786) of the Professional Development and Training Division, Education Bureau.

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this Form will be used by the EDB for one or more of the following purposes:

- (a) Activities relating to the processing, authentication and counter-checking of the application for the Scholarship for Teachers (Pursuit of Master's Degree Programmes);
- (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
- (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
- (d) Activities relating to training and development including invitation of participation in programmes / activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
- (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
- (f) Activities relating to compilation of statistics, research and Government publications; and
- (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant / Subsidised Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this Form and during the processing of this Form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

- (a) other Government bureaux and departments for the purposes mentioned in paragraph 1 above;
- (b) the school in which the Form relates for the purposes mentioned in paragraph 1 above;
- (c) where you have given your prescribed consent to such disclosure; and
- (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Language Teacher Qualifications Team at Room 1107, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to ltq@edb.gov.hk.

☐ I have read, understand and agree to the above terms and conditions

NEXT

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:*

DD/MM/YYYY

Sex:*

☐ Male ☐ Female

Are you a permanent resident of the Hong Kong Special Administrative Region?:*

☐ Yes ☐ No

Hong Kong Identity Card No:*

X999999 (X)

Teacher Registration No:*

Correspondence Address:*

Daytime Contact Telephone No:*

Residential Telephone No:

(optional)

Email Address:*

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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

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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

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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 2024/25 school year (Only applicants who will pursue year one study in the relevant study programmes starting from the 2024/25 school year are eligible to apply for the Scholarship.)

Name of Institution:*

Programme Title:*

Specialisation:*



Start Date (Month/Year):*

MM/YYYY

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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
2022 / 23		
2021 / 22		
2020 / 21		

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

[Choose File](#)[? Upload Rules](#)

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
2022 / 23		
2021 / 22		
2020 / 21		

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

[Choose File](#)[? Upload Rules](#)

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.

- State the reasons for pursuing the master's degree programme specialising in the specified area of study; (maximum 300 words)
- State the attributes that you possess as a good teacher, supported by examples of how these attributes are manifested; (maximum 400 words) and
- 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](#)[? Upload Rules](#)

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

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Step 7 Other Supporting Documents

*: mandatory fields

Upload The Hong Kong Identity Card of the Applicant*

Choose File

Upload Rules

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

Upload Certificate for Registration as a Teacher of the Applicant*

Choose File

Upload Rules

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

Upload Offer Letter for the Master's Degree Programme from the Institution

Choose File

Upload Rules

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

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.

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Step 8 Hard Copy Submission Required

*: mandatory fields

Hard Copy Submission Required (*The document should be returned by the Principal)

- 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)

Duly completed Recommendation Form with the signature of the Principal and School Chop

- 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.

☐ Arrangement will be made for the completion and submission of Recommendation Form to the Education Bureau by the deadline.

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Step 9 Declaration

*: mandatory fields

Declaration

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) (2024/25). 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 Step 5(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.

☐ I have read and agree to these terms and conditions.

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Step 10 Confirmation

*: mandatory fields

Personal Particulars

Name in English (Surname):

Name in English (Other Names):

Name in Chinese:

Date of Birth:

Sex:

Are you a permanent resident of the Hong Kong Special Administrative Region?:

Hong Kong Identity Card No:

Teacher Registration No:

Correspondence Address:

Daytime Contact Telephone No:

Residential Telephone No:

Email Address:

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)

Teaching Experience

Name of School:

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

Job Duties:

Start Date (Month/Year):

End Date (Month/Year):

Education

I.Study programmes attended

Name of Institution:

Programme Title and Qualification Obtained:

Start Date (Month/Year):

End Date (Month/Year):

II.Study programme to be pursued in the 2024/25 school year (Only applicants who will pursue year one study in the relevant study programmes starting from the 2024/25 school year are eligible to apply for the Scholarship.)

Name of Institution:

Programme Title:

Specialisation:

Start Date (Month/Year):

Supporting Information

(I) Upload Contribution outside the School:

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

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

Other Supporting Documents

Upload The Hong Kong Identity Card of the Applicant:

Upload Certificate for Registration as a Teacher of the Applicant:

Upload Offer Letter for the Master's Degree Programme from the Institution:

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SUBMIT