

(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) (2025/26)

Recommendation Form

教師獎學金（進修碩士學位課程）（2025/26）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 **12 June 2025** 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) (2025/26)" 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 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 **2025 年 6 月 12 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）（2025/26）」。
- (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 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

Applicant's Personal Particular 申請人的個人資料	
Name in English 英文姓名	
Name in Chinese (if applicable) 中文姓名（如適用）	
Hong Kong Identity Card No. 香港身份證號碼	
Daytime Contact Telephone No. 日間聯絡電話	

Section B To be Completed by the Principal

乙部 須由校長填寫

(i) Applicant's Performance in Learning and Teaching 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。	Score: 評分 lowest 1 2 3 4 5 highest 最低 ○ ○ ○ ○ ○ 最高
Details and supporting information 詳情及相關資料:	

(ii) Applicant's Performance in Student Development 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。	Score: 評分 lowest 1 2 3 4 5 highest 最低 ○ ○ ○ ○ ○ 最高
Details and supporting information 詳情及相關資料:	

(iii) Applicant's Performance in School Development 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。	Score: 評分 lowest 1 2 3 4 5 highest 最低 ○ ○ ○ ○ ○ 最高
Details and supporting information 詳情及相關資料:	

(iv) Applicant's Performance in Professional Relationships and Services 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。	Score: 評分 lowest 1 2 3 4 5 highest 最低 ○ ○ ○ ○ ○ 最高
Details and supporting information 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:

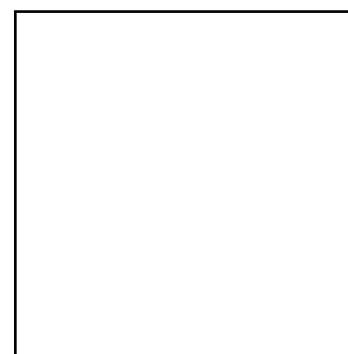
Name of Principal 校長姓名:

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