

教育局通函第 117/2019 號

分發名單：各中學校長

副本送：各組主管－備考

準英語教師獎學金（2019/20）

摘要

本通函旨在邀請同學申請「準英語教師獎學金」（2019/20）。我們曾於 2018 年 11 月 30 日發出教育局通函第 189/2018 號簡介該獎學金，請各中學校長將有關資料轉告升學及就業輔導教師，及擬於 2019/20 學年升讀本地大學的學生。

詳情

2. 「準英語教師獎學金」（下稱「獎學金」）是政府為提升本港英語教師專業素養而推行的多項措施之一，旨在吸引英文程度良好的人士，修讀相關的本地學士學位及／或師資培訓課程，以取得所需的資歷，於畢業後投身英語教師行列。成功的申請者在擬修讀課程的正常修業期內可獲頒「獎學金」，而他們須承諾於畢業後在香港的中／小學（提供正規課程的日校）擔任全職英語教師。獲頒「獎學金」並修讀學士學位課程的學生，須擔任為期三年的教學工作。

3. 「獎學金」（2019/20）將於 2019 年 8 月 5 至 14 日期間接受申請。只有於 2019/20 學年開始修讀相關課程的一年級學生，才符合申請「獎學金」的資格。因此，我們謹請學校向有意申請「獎學金」的學生提供有關「獎學金」詳情，並提醒同學在香港中學文憑考試放榜後，或須相應地更改「大學聯合招生辦法」內的課程選擇優先次序。相關課程名單已上載教育局網頁（<http://www.edb.gov.hk/scholarship>）。

4. 請學校向將於 2019 年畢業的中學生提供有關「獎學金」的資料，並向他們派發隨本通函發出之信件（附件一）、申請須知（附件二）、申請表格（附件三）及推薦書（附件四），以便他們獲知有關資料。

查詢

5. 有關「獎學金」的查詢事宜，請與教育局專業發展及培訓分部區錦芸女士（電話：2892 5786）或關凱政先生（電話：2892 5492）聯絡。

教育局局長

（容寶樹 代行）

二零一九年六月二十四日

各位同學：

準英語教師獎學金（2019/20）

本局曾於 2018 年 11 月 30 日發出函件，通知各位有關準英語教師獎學金（2019/20）之事宜，現再致函誠邀各同學提交申請。

「準英語教師獎學金」（下稱「獎學金」）是政府為提升本港英語教師專業素養而推行的多項措施之一，旨在吸引英文程度良好的人士，修讀相關的本地學士學位及／或師資培訓課程，以取得所需的資歷，於畢業後投身英語教師行列。

成功申請者可以在擬修讀課程的正常修業期內獲頒「獎學金」，而須承諾於畢業後在香港的中／小學（提供正規課程的日校）擔任全職英語教師。獲頒「獎學金」並修讀學士學位課程的學生，須擔任為期三年的教學工作。

由於申請人必須將於 2019/20 學年開始**第一年**修讀相關課程，若你有意提出申請，務請留意這項要求，並須檢視已選擇報讀的課程是否合乎這項要求。你或須在香港中學文憑考試放榜後，相應地更改「大學聯合招生辦法」內的課程選擇優先次序。相關課程的列表已上載教育局網頁（<http://www.edb.gov.hk/scholarship>）。

「獎學金」（2019/20）將於 2019 年 8 月 5 至 14 日期間接受申請。如你有意申請「獎學金」，請詳細參閱申請須知（附件二）。遞交申請時，須把填妥之申請表格（附件三），連同證明文件副本，於截止日期（2019 年 8 月 14 日）或之前寄交或親身遞交教育局專業發展及培訓分部。你亦須作出適當安排，邀請你曾就讀之中學的校長或教師填寫一份推薦書（附件四），並請他們於截止日期或之前將推薦書寄交或親身遞交教育局。

如有查詢，請與教育局專業發展及培訓分部區錦芸女士（電話：2892 5786）或關凱政先生（電話：2892 5492）聯絡。

教育局局長

（容寶樹 代行）

二零一九年六月二十四日

準英語教師獎學金（2019/20）
申請須知
（屬本地學生身份的中學畢業生適用）

背景

1. 「準英語教師獎學金」（下稱「獎學金」）是香港特別行政區（香港特區）政府教育局為提升本港英語教師專業素養而推行的多項措施之一。
2. 本獎學金旨在吸引英文程度良好的人士，修讀相關的本地學士學位課程及／或師資培訓課程，以取得所需的資歷，於畢業後投身英語教師行列。

申請資格

3. 本地學生及非本地學生¹均可申請「準英語教師獎學金」（2019/20）。以下資料適用於有意申請五年期「獎學金」的本地學生，非本地學生請參閱「申請須知（屬非本地學生身份的中學畢業生及大學本科生／畢業生適用）」。²此須知已上載教育局網頁（<http://www.edb.gov.hk/scholarship>）。
4. 有意申請「獎學金」的中學畢業生
 - (a) 須在香港中學文憑考試英國語文科取得 5 級或以上成績，或在其他考試考獲同等成績²；以及
 - (b) 將於 2019/20 學年在本地大學就讀相關學位課程一年級。相關課程的列表已上載教育局網頁（<http://www.edb.gov.hk/scholarship>）。

¹ 任何人士若需持有香港特區政府入境事務處處長所簽發的學生簽證／入境許可證方可來港就學的學生，不論國籍，均屬「非本地學生」。

² 考獲以下成績者亦可視為符合申請「獎學金」的資格：

- 香港高級程度會考（Hong Kong Advanced Level Examinations, HKALE）－ 英語運用考獲 B 級或以上
- 國際英語水平測試（International English Language Testing System, IELTS）－ 學術類測試整體成績為 7 級或以上
- 英國普通教育文憑考試（General Certificate of Education (GCE) Examinations）－ 高級補充程度英文科（AS Level English）考獲 B 級或以上
- 國際文憑課程（International Baccalaureate (IB) Diploma Programme）－ 高級水平英國語文科（Higher Level English Language）（A1 或 A2 課程）考獲 5 級或以上
- 托福考試（Test of English as a Foreign Language, TOEFL）－ 不少於 600 分（紙筆考試）或 250 分（電腦考試）或 100 分（網上考試）
- 全國普通高等學校統一考試（又稱高考）－ 英語考獲 130 分或以上

5. 概括而言，申請人須修讀以下由本地大學所提供的課程：
- (a) 主修英文的全日制教育學士學位課程；或
 - (b) 主修英文的全日制文學士及教育學士雙學位課程；或
 - (c) 主修英文或相關科目（例如以英文為研習語文的語言學課程）的全日制文學士學位課程，以及緊接的全日制／部分時間制主修英文的學位教師教育文憑課程。

獎學金款額

6. 「獎學金」會在課程正常修業期內頒發。獎學金款額詳列如下：

修讀課程	每位本地學生獲頒的獎學金款額
教育學士學位	每年五萬港元
文學士及教育學士雙學位	每年五萬港元
文學士學位及全日制／部分時間制學位教師教育文憑	每年五萬港元（修讀文學士學位課程）；以及五萬港元（整個學位教師教育文憑課程）

7. 獲頒「獎學金」的學生須在操行及學業成績方面均表現良好，並遵從接受「獎學金」時簽署之承諾書所列條款，方可每年繼續獲發放獎學金。

申請手續及遴選

8. 「獎學金」將於 2019 年 8 月 5 至 14 日期間接受申請。
9. 本局將按公開考試成績篩選申請人參加 2019 年 8 月底舉行的面試，獲邀請參加面試的申請人必須出席。
10. 「獎學金」將頒予在各方面表現最佳的申請人，而在各項考慮因素相同的情況下，有意任教小學並修讀相關課程者可獲優先考慮。遴選結果會於 2019 年 11 月底之前通知各申請人。

教學工作的承諾

11. 獲頒「獎學金」的學生須承諾於畢業後隨即在香港的中／小學（提供正規課程的日校）擔任全職英語教師，連續任教三個學年。
12. 修讀文學士學位課程的學生，若在取得文學士學位後選擇修讀兩

年部分時間制學位教師教育文憑課程，並同時在上述學校擔任全職英語教師，只要能如期修畢課程，則在修讀期間擔任教師的時間亦會算為履行承諾的年期。

承諾書及彌償契據

13. 獲頒「獎學金」的學生須簽署承諾書，並受承諾書內所列條款約束。有關條款包括（但不限於）：
 - (a) 在操行及學業成績方面均須表現良好，以達到大學所訂定修畢課程的要求；
 - (b) （修讀文學士學位課程的學生）須在取得學位後，立即修讀主修英文的學位教師教育文憑課程；以及
 - (c) 於畢業後按承諾完成為期三年的教學工作。
14. 在任何時候，獲頒「獎學金」的學生若違反承諾書內的條款，則
 - (a) 在餘下的修業期內，將不會繼續獲發放獎學金；以及
 - (b) 須以免息及按比例（如適用）的計算方法，向香港特區政府退回已取得的獎學金。有關違反承諾的情況，將會根據個別案例跟進。若情況出於非學生本人所能控制，如意外、死亡或疾病等，則可獲酌情處理。
15. 每位獲頒「獎學金」的學生須提名一位合適人士作為其彌償人。彌償人年齡須為二十一歲或以上，有固定職業及收入，經濟狀況良好，並能提供公司／辦公地址。彌償人的資格已於承諾書及彌償契據中列明。彌償人簽署彌償契據後，即表示假如學生未能遵行承諾書內的條款，而又未能退回已取得的獎學金，彌償人同意代該學生歸還有關款項予香港特區政府。

查詢

16. 相關課程的詳細內容，可瀏覽本地各大學之網頁。有關「獎學金」的查詢，請以電郵（電郵地址：ltq@edb.gov.hk）或致電與教育局專業發展及培訓分部區錦芸女士（電話：2892 5786）或關凱政先生（電話：2892 5492）聯絡。

香港特別行政區政府教育局
二零一九年六月

24 June 2019

Dear Students,

Scholarship for Prospective English Teachers (2019/20)

I refer to the letter dated 30 November 2018 on the Scholarship for Prospective English Teachers (2019/20) and would like to invite you to apply for the Scholarship.

The Scholarship for Prospective English Teachers (“the Scholarship”) is one of a series of measures to enhance the professionalism of English teachers in Hong Kong. It aims to attract persons who are proficient in English to pursue relevant local bachelor degree programmes and/or teacher training programmes which will qualify them to become English teachers on graduation.

The Scholarship is tenable for the normal duration of the intended study programmes. Upon graduation, awardees will have to undertake to teach English full-time in primary or secondary schools in Hong Kong (day schools offering a formal curriculum). For awardees on undergraduate degree programmes, the duration of teaching obligation is three years.

Only applicants who will pursue **year one** study in relevant study programmes starting from the 2019/20 school year are eligible to apply for the Scholarship. Hence, if you are interested in the Scholarship, it is important that you take note of this requirement and check whether your intended study programme is covered by the Scholarship. You may need to reprioritise your JUPAS programme choices accordingly after the release of results for the Hong Kong Diploma of Secondary Education (HKDSE) Examination. The list of relevant study programmes can be found on the website of the Education Bureau (<http://www.edb.gov.hk/scholarship>).

Application for the Scholarship (2019/20) will be accepted from 5 to 14 August 2019. If you wish to apply for the Scholarship, please refer to the Information Sheet (Annex 2) for details. To apply, the duly completed Application Form (Annex 3), together with copies of supporting documents, should be sent by post or in person to the Professional Development and Training Division, Education Bureau on or before the deadline (14 August 2019). You will also need to make arrangements for the Recommendation Form (Annex 4) to be completed and sent by post or in person to the Education Bureau on or before the deadline by the Principal or a teacher of the secondary school you attended.

If you need more information on the Scholarship, please contact Ms Ida AU (Tel. 2892 5786) or Mr Eddie KWAN (Tel. 2892 5492) of the Professional Development and Training Division, Education Bureau.

Benjamin YUNG
for Secretary for Education

Scholarship for Prospective English Teachers (2019/20)
Information Sheet
for Secondary School Graduates of Local Student Status

Background

1. The Scholarship for Prospective English Teachers (“the Scholarship”) is set up by the Education Bureau (EDB), the Government of the Hong Kong Special Administrative Region (HKSAR) as one of a series of measures to enhance the professionalism of English teachers in Hong Kong.
2. The aim of the Scholarship is to attract persons proficient in English to pursue relevant local bachelor degree programmes and/or teacher training programmes, which will qualify them to become English teachers on graduation.

Eligibility for Application

3. Both local and non-local students¹ may apply for the Scholarship for Prospective English Teachers (2019/20). Information for local students interested in applying for a 5-year Scholarship is provided in the following paragraphs. Non-local students should refer to the “Information Sheet for Secondary School Graduates and Undergraduates / Graduates of Universities of Non-local Student Status” posted on the EDB website (<http://www.edb.gov.hk/scholarship>).
4. Application is open to secondary school graduates who
 - (a) have attained Level 5 or above in English Language in the Hong Kong Diploma of Secondary Education (HKDSE) Examination, or equivalent²; and
 - (b) will start pursuing **year one** study in relevant degree programmes in local universities in the 2019/20 school year. A list of such programmes can be found on the EDB website (<http://www.edb.gov.hk/scholarship>).

¹ “Non-local students” are persons, regardless of their nationalities, who require a student visa / entry permit issued by the Director of Immigration for the purpose of receiving education in Hong Kong.

² The following results are accepted for applying for the Scholarship:

- Hong Kong Advanced Level Examinations (HKALE) – Grade B or above in Use of English (UE)
- International English Language Testing System (IELTS) – An overall score of Band 7 or above in the Academic Module
- General Certificate of Education (GCE) Examinations – Grade B or above in AS Level English
- International Baccalaureate (IB) Diploma Programme – Grade 5 or better in Higher Level English Language (A1 or A2)
- Test of English as a Foreign Language (TOEFL) – A minimum score of 600 (Paper-based) or 250 (Computer-based) or 100 (Internet-based)
- National Joint College Entrance Examination (NJCEE) (全國普通高等學校統一考試, also known as Gaokao 高考) – A score of 130 or above in English

5. Broadly speaking, applicants should pursue one of the following programmes in a local university:
- (a) a full-time Bachelor of Education (BEd) degree programme majoring in English; or
 - (b) a full-time Bachelor of Arts and Bachelor of Education (BA & BEd) double degree programme majoring in English; or
 - (c) a full-time Bachelor of Arts (BA) degree programme majoring in English or a relevant subject (such as Linguistics, with English as the main language of study) followed immediately by a full-time/part-time Postgraduate Diploma in Education (PGDE) programme also majoring in English.

Scholarship Amounts

6. The Scholarship is tenable for the normal duration of the study programmes. The scholarship amounts are detailed in the following table:

Study programme	Scholarship amounts for each awardee of local student status
BEd degree	HK\$50,000 per year
BA & BEd double degree	HK\$50,000 per year
BA degree followed by full-time/part-time PGDE	HK\$50,000 per year (for BA degree programme); and HK\$50,000 (for the whole PGDE programme)

7. A renewal exercise is conducted every year. To have the scholarship renewed, awardees are obliged to put forward good conduct and academic performance while complying with the terms and conditions of the Undertaking which they sign when they accept the award of scholarship.

Application and Selection

8. Application for the Scholarship will be accepted from 5 to 14 August 2019.
9. Applicants will be shortlisted for an interview on the basis of public examination results attained. The interviews are scheduled for late August 2019. Attendance is mandatory.
10. The Scholarship will be awarded to applicants whose performance is the best in all aspects. When all factors being considered are equal, priority will be given to applicants who intend to teach in primary schools, as indicated by the choice of

their study programmes. Applicants will be informed of the selection results by the end of November 2019.

Teaching Obligation

11. Awardees should undertake to fulfil a teaching obligation by teaching English full-time in primary or secondary schools in Hong Kong (day schools offering a formal curriculum) immediately after graduation. The duration of the teaching obligation is three consecutive school years.
12. In the case of a BA degree programme awardee who has chosen to pursue a recognised 2-year part-time PGDE programme upon completion of the BA degree programme, his/her full-time engagement as an English teacher in a school mentioned above while studying shall be counted towards the fulfilment of the teaching obligation, on condition that he/she completes the PGDE programme as required.

Undertaking and Deed of Indemnity

13. Awardees are required to sign an undertaking which delineates the terms and conditions that they should comply with. These include, but are not limited to, the requirements for awardees to:
 - (a) attain good conduct and academic standards required by the university concerned to complete the relevant study programmes;
 - (b) (for BA degree programme awardees) pursue a PGDE programme majoring in English immediately upon graduation from the degree programme; and
 - (c) fulfil the three-year teaching obligation after graduation.
14. At any point of time, when a breach of the Undertaking occurs,
 - (a) the scholarship will cease to be paid for the remainder of a study programme; and
 - (b) awardees will be required to repay to the HKSAR Government the scholarship amounts received on an interest-free and, if applicable, pro rata basis.

However, these circumstances will be considered on a case-by-case basis and flexibility will be exercised for reasons of breaching the Undertaking not within the awardees' control such as accidents, deaths, ill health, etc.
15. Each awardee has to nominate a person as his/her indemnifier. An indemnifier should be a person at or over 21 years of age who is gainfully employed, financially sound and able to provide a business/office address. Details of the qualifications of an indemnifier can be found in the Undertaking and the Deed of Indemnity. By

signing the Deed of Indemnity, the indemnifier agrees to repay to the HKSAR Government the scholarship amount received by an awardee if the awardee fails to comply with the terms and conditions included in the Undertaking and is unable to repay the scholarship amount received.

Enquiries

16. For details about the relevant study programmes, please visit the websites of the local universities. Enquiries about the Scholarship can be sent to ltq@edb.gov.hk or directed to Ms Ida AU (Tel. 2892 5786) or Mr Eddie KWAN (Tel. 2892 5492) of the Professional Development and Training Division, Education Bureau.

Education Bureau

The Government of the Hong Kong Special Administrative Region

June 2019

(Office Use Only) Application No.:

Scholarship for Prospective English Teachers (2019/20)

Application Form

- (a) Read the Information Sheet (Annex 2) carefully before completing this form.
- (b) Complete the form in BLOCK letters and in black ink.
- (c) Complete all relevant parts in the form accurately. If there is insufficient space, use a separate sheet and attach it to the application form. You are advised to keep a photocopy of the completed application form for your own reference.
- (d) Your provision of all the personal data requested in this form is obligatory, except those items clearly marked as optional. Your application may not be processed if you fail to provide all information as required.
- (e) **The application period is from 5 to 14 August 2019.** The completed form, together with all supporting documents, should be submitted 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

- (f) Mark clearly on the envelope “**Application for the Scholarship for Prospective English Teachers (2019/20)**”. An acknowledgement email will be sent to the applicant upon receipt of application.
- (g) Applicants should also make arrangements for the Recommendation Form to be completed and sent to the Education Bureau at the address in (e) above by the deadline. Otherwise, the applications may not be processed and the applicants concerned will not be shortlisted for the selection interviews even if they have met the shortlisting criteria.
- (h) Late application will not be accepted. For application submitted by post, please ensure that sufficient postage is paid to avoid unsuccessful delivery of application.
- (i) For enquiries about the Scholarship for Prospective English Teachers (2019/20), please send an email to ltq@edb.gov.hk or contact Ms Ida AU (Tel. 852-2892 5786) or Mr Eddie KWAN (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

Section A Personal Particulars

Name in English	(Surname)	(Other Names)	
Name in Chinese (if applicable)		Chinese Name in Chinese Commercial Code (if applicable)	
Date of Birth	__/__/____ (dd/mm/yyyy)	Place of Birth	
Sex[#]	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	
Hong Kong Identity Card No. (Please submit a copy of your Hong Kong Identity Card)			
Do you need a student visa / an entry permit for the purpose of study in Hong Kong?[#] <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information related to your Passport / Travel Document and submit a copy of your Passport / Travel Document.			
Passport / Travel Document No.		Issuing Authority for Passport / Travel Document	
Date of Issue	__/__/____ (dd/mm/yyyy)	Date of Expiry	__/__/____ (dd/mm/yyyy)

[#] Please tick as appropriate.

Section A Personal Particulars (Cont'd)

Permanent Address <i>(a residential address in home country or normal place of residence)</i>			
Correspondence Address in Hong Kong <i>(if different from the address given above)</i>			
Contact Telephone No.®		Residential Telephone No.® (optional)	
Email Address®			

® Applicants who are currently residing in Hong Kong should enter their telephone nos. in Hong Kong. Non-local applicants who are currently residing outside Hong Kong should provide the telephone nos. in their home country / normal place of residence. A direct contact telephone no. in Hong Kong should be provided if they have one. Applicants should also ensure that they can be reached via email, after the application has been submitted.

Section B Academic Attainment and Record of Participation in Activities and/or Services**I. Public examination results obtained (in chronological order)**

Public Examination	Issuing Authority	Date Issued (Month/Year)	All Subjects Passed and Grade/Level Attained

(Please submit copies of result slips or certificates.)

II. Results of IELTS and TOEFL

Examination/Test	Date Issued (dd/mm/yyyy)	Result(s) Attained

(Please submit a copy of the Test Report Form / Score Report.)

III. Record of participation in activities/services in Senior Secondary School and/or Higher Education Institution

School Year	Name of Activities/Services	Award/Achievement/Post	Name of Organisation

Section C Education

I. Study programmes attended

School(s), College(s), Higher Education Institution(s), etc. Attended	Class Attended	Qualification Obtained	Date (month/year)	
			From	To

(Please submit a copy (copies) of graduation certificate(s).)

II. Study programme to pursue in the 2019/20 school year

Name of Higher Education Institution	Title of Programme	Major Subject	Year of Study	Specialisation [#]
			<input type="checkbox"/> Year 1*	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Not Specified

* Only applicants who will pursue year one study are eligible to apply for the Scholarship.

[#] Please tick as appropriate.

- Please submit a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.
- For applicants who will start pursuing PGDE programmes, please submit a copy (copies) of transcript(s) / certificate(s) of their Bachelor degree(s).

III. Full employment record in school(s) to date (for PGDE applicants only)

Name of School(s)	Position Held	Nature of Work	Date (Month/Year)	
			From	To

Section D Supporting Information**I. Personal Statement**

Give a brief account of your aspirations for a career as a teacher of English.

II. Recommendation Form

You will need to make arrangements for the Recommendation Form to be completed and returned to the Education Bureau. The Recommendation Form should be completed by the Principal or a teacher of the secondary school you attended or by a member of the academic staff of the higher education institution you attended, who should then return the completed form to the Education Bureau on or before **14 August 2019**. Otherwise, the application may not be processed and you will not be shortlisted for the selection interviews even if you have met the shortlisting criteria.

Section E 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 Prospective English Teachers (2019/20). If the Scholarship has already been awarded to me, it may be terminated and 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.

I consent to the HKSAR Government making any necessary enquiries as required in matters relating to the Scholarship and for the verification of the information given in my application. I understand that the personal data provided in the application form will be provided to the Student Finance Office, Working Family and Student Financial Assistance Agency for purposes relating to the award of the Scholarship for Prospective English Teachers (2019/20) if my application is successful.

Signature of Applicant: _____

Date: _____

Name of Applicant: _____

Section F Checklist

Check that you have: <i>(Put a tick in the appropriate boxes.)</i>	Office use only
<input type="checkbox"/> completed and signed the application form.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of your Hong Kong Identity (HKID) Card or Passport / Travel Document.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of public examination(s) result slip(s) / certificate(s).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of the IELTS Test Report Form(s) / TOEFL Score Report(s) (if applicable).	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of graduation certificate(s) issued by the secondary school(s) you attended.	<input type="checkbox"/>
<input type="checkbox"/> attached a copy (copies) of transcripts/testimonial(s) issued by the higher education institution attended <i>(as appropriate)</i> .	<input type="checkbox"/>
<input type="checkbox"/> attached a copy of offer letter / supporting document to prove that you have been admitted by the higher education institution.	<input type="checkbox"/>
<input type="checkbox"/> made arrangements for the Recommendation Form to be completed and returned to the Education Bureau by the deadline.	<input type="checkbox"/>
<input type="checkbox"/> attached separate sheets <i>(if applicable)</i> .	<input type="checkbox"/>

Office use only	
Requirements fulfilled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
Shortlisted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

(Office Use Only) Application No.:

Restricted

Scholarship for Prospective English Teachers (2019/20)
Recommendation Form

- (a) The Recommendation Form should be completed by the Principal or a teacher of the secondary school the applicant attended or a member of the academic staff of the higher education institution the applicant attended.
- (b) The referee should submit the completed form to the Education Bureau **on or before 14 August 2019** 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 clearly on the envelope **“Application for the Scholarship for Prospective English Teachers (2019/20)”**. An acknowledgement email will be sent to the referee upon receipt of recommendation.
- (d) For enquiry, please send an email to ltq@edb.gov.hk or contact Ms Ida AU (Tel. 852-2892 5786) or Mr Eddie KWAN (Tel. 852-2892 5492) of the Professional Development and Training Division, Education Bureau.

Section A To be Completed by the Applicant

Applicant's Personal Particulars	
Name in English	
Name in Chinese (<i>if applicable</i>)	
Hong Kong Identity Card or Travel Document / Passport No.	
Contact Telephone No.	

Section B To be Completed by the Referee

1. How long you have known the applicant and in what capacity you are writing this recommendation

2. Non-academic achievements of the applicant

3. Overall comments on the applicant's suitability for becoming a teacher

(Use a separate sheet and attach it to the Recommendation Form if needed.)

Signature:

Name of Referee:

Telephone No.:

Email Address:

Post:

Name of School / Higher

Education Institution:

Date:

Chop of School or Department/Faculty
of Higher Education Institution