

Education Bureau Circular Memorandum No. 227/2024

From : Permanent Secretary for Education To : Heads of Government, Aided
(including Special Schools),
Caput and Direct Subsidy
Scheme (DSS) Secondary
Schools

Ref : 1125-2015-8075-9030-00009

Date : 25 October 2024

“AI for Science Education” Funding Programme: Pilot Project on Taking Forward AI-assisted Teaching in Junior Secondary Science

Summary

The purpose of this circular memorandum is to inform all publicly-funded secondary schools¹ of the details of the “AI for Science Education” Funding Programme (Funding Programme) and invite schools to send representatives to attend the related briefing session.

Background

2. To tie in with the Chief Executive’s proposal in the 2024 Policy Address for continuously promoting STEAM education in primary and secondary schools, including supporting teachers in the use of artificial intelligence (AI) in teaching, the Education Bureau (EDB) continues to enhance information technology education and promote the close integration of innovation and technology (including AI) with education. We are now launching a pilot programme in junior secondary Science to support schools in integrating AI into learning and teaching, thereby strengthening AI education.

Details

3. The “AI for Science Education” Funding Programme is supported by the Quality Education Fund (QEF). This programme aims to enhance science teachers’ capacity in AI-assisted teaching, encourage schools to arrange for teachers to participate in professional development programmes and conduct trial lessons, thereby promoting pedagogical innovations and enhancing students’ learning effectiveness.

4. Publicly-funded secondary schools are eligible to apply for the said funding

¹ Publicly-funded secondary schools include government secondary schools, aided secondary schools (including special schools providing local junior secondary curriculum), caput secondary schools, and secondary schools under the Direct Subsidy Scheme (DSS).

programme. Successful school applicants will receive a one-off funding of \$100,000. Schools may use the funding to enrol science teachers in relevant short courses (including seminars and workshops) to address their subject development and teachers' training needs. Additionally, schools may collaborate with tertiary institutions or related professional bodies to implement support programme(s) related to AI-assisted teaching, develop relevant learning and teaching resources and promote innovative pedagogical approaches.

5. Schools participating in the Funding Programme must commit to fulfilling the following requirements:

- develop at least two teaching examples or sets of teaching resources with the application of AI in Science (S1-3);
- conduct at least one open class or classroom demonstration with the use of AI-assisted teaching in Science (S1-3) (within or outside the school); and
- conduct at least one experience sharing session (within or outside the school).

EDB will organise teacher network activities to collect exemplary practices in AI application in junior secondary Science, summarise schools' practices, and further promote the application of AI in teaching to the school sector through sharing sessions and workshops.

Funding Application and Disbursement Arrangements

6. Schools intending to participate in the Funding Programme are requested to complete the attached Application Form and Undertaking (**Annex 1**) and return it to the Science Education Section by mail or fax **on or before 28 February 2025**. Schools applying for the Funding Programme will generally be notified of the results **on or before 31 March 2025**.

Address	: Science Education Section, Curriculum Support Division, EDB Room E232, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Fax No.	: 2194 0670

7. Successful school applicants will generally receive the funding **on or before 30 June 2025**. Specific arrangements for fund disbursement will be communicated to schools separately.

8. Schools can use the funding until the end of the 2026/27 school year. When deploying the funding, schools should make reference to the Guidelines on the Use of the Funding on AI for Science Education (the Guidelines) (**Annex 2**). Applications submitted

under the Funding Programme will be processed separately from other QEF funding projects. This means that participation in this Funding Programme will not affect the existing QEF application quota of each school.

Financial and Accounting Arrangements

9. Public-sector secondary schools and DSS secondary schools can use the funding across school years from the 2024/25 school year to the end of the 2026/27 school year, i.e. schools can carry forward the unspent balance of the funding for use in the subsequent school years / financial years until 31 August 2027. Transfer of the funding and/or its unspent balance to any other accounts is not allowed in all schools. Schools have to complete the “Interim Report on the Use of Funding on AI for Science Education” (**Annex 3**) on or before **30 September 2026** and the “Final Report on the Use of Funding on AI for Science Education” (**Annex 4**) on or before **30 September 2027**, and return to the Science Education Section of the Curriculum Support Division of EDB before the aforesaid dates. Based on the reports on the use of the funding submitted by the schools, EDB will claw back any unspent balance of the funding as at 31 August 2027 from aided secondary schools (including special schools providing local junior secondary curriculum), caput and DSS secondary schools. For government secondary schools, any unspent balance of the funding will lapse on 31 August 2027. While schools are not required to submit copies of invoices and receipts of the expenditure items, they should properly use the funding in accordance with the Guidelines and file related financial records and documents not less than 7 years for auditing and inspection when necessary.

Evaluation and Accountability

10. Participating schools are required to observe the relevant Guidelines issued by EDB when using the funding and are accountable for its use. In line with the principles of school-based management, schools are required to draw up an implementation plan on the use of the funding and incorporate it into the Annual School Plan for submission to their School Management Committees (SMCs) / Incorporated Management Committees (IMCs) for endorsement. Schools should also regularly evaluate the use of the funding and include the “Interim Report” and “Final Report” of the Funding Programme with details of the subsidised items / activities, relevant expenses and the evaluations in the Annual School Report for submission to their SMCs / IMCs for endorsement. Schools are required to upload the Annual School Plan and School Report (incorporating the implementation plan and report on the use of the Funding Programme respectively) endorsed by their SMCs / IMCs to the school webpage for transparency and in accordance with the established practices.

11. The Science Education Section of EDB will conduct school visits and focus group meetings with teachers on a regular basis to review the implementation of the Funding

Programme, and provide advice to schools when necessary.

Briefing Session

12. A briefing session will be held next month to introduce the details of the Funding Programme and share insights into the development and application of AI in education.

Details are as follows:

Date: 7 November 2024 (Thursday)
Time: 2:30 p.m. – 4:30 p.m.
Venue: Queen’s College
120 Causeway Road, Hong Kong



Application: Through the Training Calendar System of EDB (Course ID: CSD020250236)

Enquiries

13. For enquiries, please contact the Science Education Section, Curriculum Support Division, Education Bureau on 3698 3440.

Dr William LAM
for Permanent Secretary for Education

c.c. Heads of Sections – for information

“AI for Science Education” Funding Programme
Application Form and Undertaking
(Please return on or before 28 February 2025 by fax or mail)

To : Science Education Section, CSD, Education Bureau (Fax No. : 2194 0670)

Please fill in all information in block letters, put a ✓ in the appropriate box and delete any inapplicable items marked with *.

Part A: School Particulars

Name of School: _____

School Code:

School Type: Secondary Special School providing local junior secondary curriculum

Finance Type: Government Aided Caput Direct Subsidy Scheme

School Contact: Tel: _____ Fax: _____ Email: _____

Teacher In-charge: Name (English): _____

Name (Chinese): _____ Post Title: _____

Contact Tel: _____ Email: _____

Part B: Information of the short courses to be taken

Are the courses that your school intends to arrange for teachers organised by the course providers listed in the “Information of the training courses” section of Annex 2 in EDBCM No. 227/2024? [Link: <https://www.edb.gov.hk/aiforsci>]

Yes No (Please specify the reason.) _____

Part C: Undertaking

My school will implement the Funding Programme in accordance with EDBCM No. 227/2024, and commit to the following requirements:

- develop at least two teaching examples or sets of teaching resources with the application of AI in Science (S1-3);
- conduct at least one open class or classroom demonstration with the use of AI-assisted teaching in Science (S1-3) (within or outside the school); and
- conduct at least one experience sharing session (within or outside the school).

Signature of Principal : _____

Name of Principal (Chinese) : _____

Name of Principal (English) : _____

Date : _____

School Chop

Guidelines on the Use of Funding on “AI for Science Education” Funding Programme

1. Principles

- Based on their own school development needs and the learning needs of their students, schools should formulate appropriate objectives of the funding and strategies for using it, and review and evaluate whether the resources are effectively used based on the objectives set.
- Adhering to the principles of fiscal prudence and avoiding extravagance, schools should ensure that all the expenditures concerned are incurred to serve the purposes of the funding, and keep in view of cost-effectiveness.
- Schools should strictly observe the relevant circulars and guidelines issued by EDB on the use of public funds as well as the relevant guidelines from QEF, and deploy the funding in a fair and transparent manner in accordance with established principles and requirements.
- Schools should not allocate the funding to a single item / area. Prior approval from the School Management Committees (SMCs) / Incorporated Management Committees (IMCs) must be obtained for procuring individual items that incur higher costs.
- When procuring relevant services, schools are reminded to refer to the Points to Note in the Purchase of Goods / Services in EDB Circular No. 14/2003 “Acceptance of Advantages and Donations by Schools and their Staff”, and follow the procurement procedures listed therein. When conducting procurement, aided schools are required to follow the procedures and guidelines stated in EDB Circular No. 4/2013 “Procurement Procedures in Aided Schools” and its appended “Guidelines on Procurement Procedures in Aided Schools” , as well as the relevant guidelines from QEF and Section 6.4 of the School Administration Guide. Government schools should follow the procurement and supplies procedures as stipulated in the existing EDB internal circulars. DSS schools should also observe the guidelines on procurement procedures for aided schools, or follow their own procurement policies and procedures approved by their SMCs / IMCs.

2. Information of the training courses

- When arranging professional training for teachers, schools should select short courses (including seminars and workshops) related to AI-assisted teaching organised by tertiary institutions or reputable professional organisations. Teachers may refer to the following link for more information on the training courses :

<https://www.edb.gov.hk/aiforsci>



3. Ambit

The funding of the “AI for Science Education” Funding Programme can be deployed to:

- arrange science teachers to enrol short courses (including seminars and workshops) related to AI-assisted teaching organised by tertiary institutions or related professional organisations; and
- collaborate with tertiary institutions or related professional bodies to take forward support programme related to AI-assisted teaching (Remark: the amount for this item shall not exceed \$50,000).

4. Examples of proper use of the funding

- Arrange science teachers to attend seminars or workshops related to “Building Predictive Model with the use of AI” and “Machine Learning”
- Participate in support programme related to AI-assisted teaching organised by tertiary institutions

5. Examples of improper use of the funding

- Procuring relevant learning and teaching resources (e.g. Science teaching aids, AI software, AI-related APPs)
- Procuring mobile device, electronic apparatus or computer software
- Carrying out minor renovations to optimise existing laboratories/ computer room facilities
- Subsidise parents or students to study AI-related short courses/ seminars/ workshops
- Meeting banquet or courtesy-related expenses
- Meeting the expenses on promotional and publicity activities (e.g. sharing session)
- Meeting the expenses on food and beverages

6. Points to note

- The examples above are by no means exhaustive. SMCs / IMCs should prudently deploy the funding and properly allocate the resources, and should not use the funding in a single item / area. SMCs / IMCs should also ensure that the resources are utilised in a cost-effective manner and that each item of expenditure incurred is used appropriately and in line with the principles and ambit of the funding.

To: Permanent Secretary for Education
(Attn: Science Education Section, Curriculum Support Division)

Address: Science Education Section, Curriculum Support Division, EDB
Room E232, East Block, Education Bureau Kowloon Tong Education Services
Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2194 0670

[Please complete and return this report to the Science Education Section,
Curriculum Support Division, EDB on or before 30 September 2026.]

“AI for Science Education” Funding Programme
Interim Report
on the Use of Funding
(2024/25 to 2025/26 s.y.)

1. As at 31 August 2026, our school has used the funding on the following items:

Expenditure Items (as at 31 August 2026)	Expenditures (\$) <small>(Please list the total expenditures for items (i) and (ii) separately.)</small>
<p><u>Item (i)</u></p> <p>➤ Arranging for science teachers to enrol in short courses (including seminars and workshops) related to AI-assisted teaching</p> <ul style="list-style-type: none"> • The number of teachers who enrolled in training course(s) is () • The number of training courses in which teacher(s) was/were enrolled is () <p>➤ Information of the short courses taken</p> <ul style="list-style-type: none"> • Are the courses arranged for teachers organised by the course providers listed in the “Information of the training courses” section of Annex 2 in EDBCM No. 227/2024? [Link: https://www.edb.gov.hk/aiforsci] <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify the reason.) _____</p>	
<p><u>Item (ii)</u></p> <p><u>Collaboration with tertiary institutions or related professional bodies to take forward support programmes related to AI-assisted teaching</u></p> <ul style="list-style-type: none"> • The number of support programmes launched is () <p>(Remark: The funding amount for the support programme shall not exceed \$50,000.)</p>	
Total:	

2. As at 31 August 2026, the “AI for Science Education” funding

- has been fully spent.
- has an unspent balance of \$ _____ .
- (Please put a “✓” in the appropriate box.)

3. As at 31 August 2026, the progress of the items that our school is required to complete is as follows:

Items to be completed by school	Progress (as at 31 August 2026) (Please put a “√” in the appropriate box)	
	Develop at least two teaching examples or sets of resources with the application of AI in Science (S1-3)	<input type="checkbox"/> Completed
Conduct at least one open class or classroom demonstration with the use of AI-assisted teaching in Science (S1-3) (within or outside the school)	<input type="checkbox"/> Completed	<input type="checkbox"/> In preparation
Conduct at least one experience sharing session (within or outside the school)	<input type="checkbox"/> Completed	<input type="checkbox"/> In preparation

4. Declaration

This is to certify that:

- our school has observed the principles and ambit set out in EDBCM No. 227/2024, as well as the requirements of relevant guidelines, circulars and letters issued by EDB from time to time when using the relevant funding. All of the expenditure is in line with the principles and purposes of using the relevant funding, and in compliance with the financial management guidelines as well as circulars and guidelines on procurement procedures applicable to our school type;
- our school has kept a separate ledger account to properly record all the income and expenditure of the “AI for Science Education” Funding Programme. All expenditure items are supported with documentary proof. All the financial records and receipts have been handled in accordance with the accounting procedures and properly filed for auditing and inspection purposes by EDB;
- our school will submit the annual audited accounts (if applicable) to EDB within the prescribed period after the end of each school year, in which the total income and expenditure of the funding will be recorded. In case of any discrepancy between the actual unspent balance as stated in the annual audited accounts and the aforesaid balance, we will notify EDB as soon as possible for follow-up actions; and
- the information provided in this Report is true and accurate. We understand that EDB reserves the right to request documentary proof of the expenditure from schools for auditing and inspection purposes. We also understand our school is required to return any disbursed amounts that are not associated with the subsidised items of the “AI for Science Education” Funding Programme to EDB.

School Name : _____
 Signature of Principal : _____
 Name of Principal (Chinese) : _____
 Name of Principal (English) : _____
 Date : _____

School Chop

To: Permanent Secretary for Education
(Attn: Science Education Section, Curriculum Support Division)

Address: Science Education Section, Curriculum Support Division, EDB
Room E232, East Block, Education Bureau Kowloon Tong Education Services
Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2194 0670

[Please complete and return this report to the Science Education Section,
Curriculum Support Division, EDB on or before 30 September 2027.]

“AI for Science Education” Funding Programme
Final Report
on the Use of Funding

1. As at 31 August 2027, our school has spent the funding on the following items:

Expenditure Items (as at 31 August 2027)	Expenditures (\$) (Please list the total expenditures for items (i) and (ii) separately.)
<p><u>Item (i)</u></p> <p>➤ Arranging for science teachers to enrol in short courses (including seminars and workshops) related to AI-assisted teaching</p> <ul style="list-style-type: none"> • The number of teachers who enrolled in training course(s) is () • The number of training courses in which teachers(s) was/were enrolled is () <p>➤ Information of the short courses taken</p> <ul style="list-style-type: none"> • Are the courses arranged for teachers organised by the course providers listed in the “Information of the training courses” section of Annex 2 in EDBCM No. 227/2024? [Link: https://www.edb.gov.hk/aiforsci] <p><input type="checkbox"/> Yes <input type="checkbox"/> No (Please specify the reason.) _____</p>	
<p><u>Item (ii)</u></p> <p><u>Collaboration with tertiary institutions or related professional bodies to take forward support programmes related to AI-assisted teaching</u></p> <ul style="list-style-type: none"> • The number of support programmes launched is () <p>(Remark: The funding amount for the support programme shall not exceed \$50,000.)</p>	
Total:	

2. As at 31 August 2027, the “AI for Science Education” funding

- has been fully spent.
- has an unspent balance of \$_____ which will be returned to EDB.
[Applicable to aided secondary schools, special schools and DSS secondary schools]
- has an unspent balance of \$_____ which will lapse.
[Applicable to government secondary schools]

(Please put a “✓” in the appropriate box.)

3. As at 31 August 2027, the items that our school are required to complete are reported as follows:

Items to be completed by school	Items completed by school (as at 31 August 2027) (Please put a “✓” in the appropriate box)	
Develop at least two teaching examples or sets of resources with the application of AI in Science (S1-3)	<input type="checkbox"/> Completed	Developed _____ teaching examples or sets of resources with the application of AI in Science (S1-3)
Conduct at least one open class or classroom demonstration with the use of AI-assisted teaching in Science (S1-3) (within or outside the school)	<input type="checkbox"/> Completed	Conducted _____ open class or classroom demonstration with the use of AI-assisted teaching in Science (S1-3) (within or outside the school)
Conduct at least one experience sharing session (within or outside the school)	<input type="checkbox"/> Completed	Conduct _____ experience sharing session (within or outside the school)

4. Declaration

This is to certify that:

- our school has observed the principles and ambit set out in EDBCM No. 227/2024, as well as the requirements of relevant guidelines, circulars and letters issued by EDB from time to time when using the relevant funding. All of the expenditure is in line with the principles and purposes of using the relevant funding, and in compliance with the financial management guidelines as well as circulars and guidelines on procurement procedures applicable to our school type;
- our school has kept a separate ledger account to properly record all the income and expenditure of the “AI for Science Education” Funding Programme. All expenditure items are supported with documentary proof. All the financial records and receipts have been handled in accordance with the accounting procedures and properly filed for auditing and inspection purposes by EDB;
- our school will submit the annual audited accounts (if applicable) to EDB within the prescribed period after the end of each school year, in which the total income and expenditure of the funding will be recorded. In case of any discrepancy between the actual unspent balance as stated in the annual audited accounts and the aforesaid balance, we will notify EDB as soon as possible for follow-up actions; and
- the information provided in this Report is true and accurate. We understand that EDB reserves the right to request documentary proof of the expenditure from schools for auditing and inspection purposes. We also understand our school is required to return any disbursed amounts that are not associated with the subsidised items of the “AI for Science Education” Funding Programme to EDB.

School Name : _____
 Signature of Principal : _____
 Name of Principal (Chinese) : _____
 Name of Principal (English) : _____
 Date : _____

School Chop
