

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.