

Application Number: \_\_\_\_\_ (*Official use only*)



## Pilot Project on “i-Journey” Scholarship (2024/25)

**Application Form**

### Notes on Completion of this Application Form:

1. This Application Form should be completed by the applicant.
2. This Application Form should be submitted to the Education Bureau (EDB) by post or in person to the following address **on or before 14 February 2025**.

School Leadership and Professional Development Section  
Education Bureau  
5/F, East Wing, Central Government Offices  
2 Tim Mei Avenue  
Tamar, Hong Kong  
(Attn: PO(SLPD)1)

Please mark *Application Form – Pilot Project on “i-Journey” Scholarship (2024/25)* on the envelope. Application Forms submitted in person must reach the above address **on or before 5:00 p.m. on 14 February 2025**. For Application Forms submitted by post, the date of postmark must not be later than **14 February 2025**.

## Section A Personal Particulars

Please provide details of your personal particulars in the table below.

Name in English <i>(same as that shown on your HKID Card)</i>	Surname	
	Other Names	
Name in Chinese <i>(if applicable)</i>		
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr	
Are you a registered teacher or permitted teacher?*	<input type="checkbox"/> registered teacher <input type="checkbox"/> permitted teacher	
Rank and Post Held at School in the 2024/25 School Year	Rank: _____ Post: _____	
Do you have not less than 5 years of services before normal retirement?*	<input type="checkbox"/> Yes My last serving school year would be _____ school year.	
Mobile Phone Number		
Email Address <i>(Applicants will be contacted and notified of the results through email.)</i>		

\* Please insert a “✓” in the appropriate box.

## Section B School Information

Please provide information of your serving school in the table below.

School Name	
Finance Type of School*	<input type="checkbox"/> Government <input type="checkbox"/> Aided ( <i>Ordinary School</i> ) <input type="checkbox"/> Aided ( <i>Special School</i> ) <input type="checkbox"/> Caput <input type="checkbox"/> DSS <input type="checkbox"/> Kindergartens joining the Kindergarten Education Scheme
School Address	
School Telephone Number	

\* Please insert a “✓” in the appropriate box.

### Section C Teaching Experience (for Teacher Applicants only)

Please provide details of subjects taught and levels, and major school duties in the most recent **THREE** school years. *(Please include full-time experience in local primary, secondary or special schools, or kindergartens joining the Kindergarten Education Scheme<sup>4</sup> only.)*

School Year	Subjects Taught (Levels) and Major School Duties
<i>Example: 2022/23</i>	<b><i>Subjects Taught and Levels:</i></b> Chinese History (S1-2); Chinese (S1) <b><i>Major School Duty:</i></b> Chinese Panel Chairperson
2022/23	
2023/24	
2024/25	

### Section D Education-related Awards

Please provide details of territory-wide or international education-related awards you have received, if any. Awards awarded to members of staff by schools need not be included. Please attach additional sheets, if necessary.

Name of Education-related Award	Awarding Organisation	Date of Award (MM/YYYY) <i>(in chronological order)</i>
<i>Example: Chief Executive’s Award for Teaching Excellence (CEATE) – Award of Teaching Excellence</i>	<i>Education Bureau</i>	<i>07/2024</i>

<sup>4</sup> “Local” schools include primary schools, secondary schools, special schools, kindergartens-cum-child care centres and schools with kindergarten classes (excluding schools under the English Schools Foundation and international schools).

## Section E Contributions to Teachers' Professional Development

Please provide details of contributions you have made to territory-wide or international teachers' professional development, if any. Contributions made to teachers' professional development in your own school need not be included. Please attach additional sheets, if necessary.

Name of Event (Event Location)	Name of Organiser	No. of Attendees at the Event	Your Role (e.g. trainer / presenter)	Date (MM/YYYY) (in chronological order)
<i>Example 1: Learning &amp; Teaching Expo 2023 (Hong Kong)</i>	<i>Hong Kong Education City</i>	<i>about 200</i>	<i>Speaker</i>	<i>10/2023</i>
<i>Example 2: Reimagining Teachers and Teacher Education for Our Futures Conference (Finland)</i>	<i>University of Helsinki</i>	<i>113</i>	<i>Presenter</i>	<i>06/2024</i>

## Section F Services in Committees / Professional Education Bodies

Please provide details of your services in committees / professional education bodies, if any. Services in internal committees of your serving school need not be included. Please attach additional sheets, if necessary.

Name of Committee / Professional Education Body	Position	Period (in chronological order)	
		From (DD/MM/YYYY)	To (DD/MM/YYYY)
<i>Example: Hong Kong Subsidized Secondary Schools Council</i>	<i>Executive Committee Member</i>	<i>01/07/2022</i>	<i>31/12/2023</i>

**Section G Initial Plan on Training**

Please provide details of how you plan to use the Scholarship, if awarded.

**1. Please provide an analysis of your professional development needs, taking into account the situation of your school, nature of your work and needs of your students.**

**2. Please state the area(s) of training you would like to focus on.**  
*(You do NOT need to provide full details of your proposed training course(s), such as the exact dates or name(s) of the course(s) at this stage. Applicants will be required to submit a proposal to provide detailed information if awarded.)*

**3. Please explain how your participation in your proposed training can benefit the learning of your students, development of your school and/or the education sector.**

## Section H Personal Information Collection Statement

### Purpose of Collection

1. The personal data provided by you will be used by EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for the Pilot Project on “i-Journey” Scholarship (2024/2025);
  - (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 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 selection 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 / Subsidized 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 the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong or email to [edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk).

## Section I Declaration

- I declare that all the information provided is, to my best knowledge, complete and accurate. If I wilfully give any false information or withhold any material information, or fail to notify the office concerned of any subsequent change of the information provided, it will render me liable to disqualification for selection or discontinuation of participation in the Scholarship, and I may be required to make full/ partial repayment of Scholarship to the Government on an interest-free basis. I understand that I will be required to provide relevant documents / evidence to support the information provided in Sections D, E and F of Annex 2 during the interview, if shortlisted. EDB may request the submission of additional documents / evidence. If I fail to provide them, my application may not be processed.
- I declare that I have not received any punishment imposed by schools, advisory letters, warning letters or reprimand letters issued by EDB, and have not been convicted of a criminal offence in Hong Kong or elsewhere previously<sup>5</sup>.
- I have carefully read and fully understood all the contents of the “Personal Information Collection Statement” at Section H above and agree that the personal data provided can be used by EDB for the stated purposes.
- I consent to EDB making any necessary enquiries as required in matters relating to the Scholarship and for the verification of the information given in my application.

*\* Please insert a “✓” in the appropriate box.*

**Name of Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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<sup>5</sup> Removal of an awardee’s status will be considered if he/she is found in breach of professional conduct.