

## Education Bureau Circular Memorandum No. 214/2024

From: Secretary for Education  
Ref.: 1083-2155-8050-9005-00007  
Date: 22 October 2024

To: Supervisors / Heads / Teachers  
of all Government Schools, Aided  
Schools (including Special Schools),  
Caput Schools, Schools under the Direct  
Subsidy Scheme, and Kindergartens  
joining the Kindergarten Education  
Scheme

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

#### Summary

The purpose of this circular memorandum is to invite applications for the Pilot Project on “i-Journey” Scholarship (2024/25).

#### Details

2. To recognise the achievements and contributions of accomplished principals and teachers and to enhance their professionalism through supporting their overseas professional development, the Pilot Project on “i-Journey” Scholarship (“the Scholarship”) will be implemented from the 2024/25 to 2026/27 school years.
3. Principals and full-time teachers serving in publicly-funded primary and secondary schools, including government, aided (including special schools), caput schools and schools under the Direct Subsidy Scheme, and kindergartens joining the Kindergarten Education Scheme, with not less than five years of services before normal retirement, are eligible to apply for the Scholarship (2024/2025).
4. Each Scholarship awardee will receive an amount of HK\$50,000 for supporting his/her overseas professional development, including attending overseas face-to-face training courses and participating in overseas professional development activities. Priority will be given to the applicants who plan to attend the overseas training related to the themes on (i) STEM/STEAM Education; (ii) Information Technology in Education; (iii) Assessment Literacy; (iv) Life-wide Learning; (v) Positive Values; (vi) Students’ Balanced Development; and (vii) Effective Leadership and School Management. The accumulated duration of the face-to-face overseas training courses and professional development activities should not exceed three weeks. Scholarship awardees shall complete all training within two years upon result announcement. To create space for the Scholarship awardees to participate in overseas training, each of them will be granted a maximum of 15 days of full-pay study leave during which funding for employment of

daily-rated supply teachers will be provided for their serving schools on a reimbursement basis. Upon completion of the overseas training, each Scholarship awardee will be required to submit a written report and give a presentation to share the insights gained to the education community. For further details of the Scholarship (2024/25), please refer to the Information Sheet at **Annex 1**.

5. The Scholarship (2024/25) is open for applications from **22 October 2024 to 14 February 2025**. Principals and teachers who are interested in applying for the Scholarship should complete and submit the Application Form at **Annex 2**. For principal applicants, the Recommendation Form at **Annex 3** should be completed and submitted by their school supervisors. For teacher applicants, the Recommendation Form at **Annex 4** should be completed and submitted by their school principals. Completed Application Forms and Recommendation Forms should be submitted to the Education Bureau by post or in person **on or before 14 February 2025**. The Application Forms and Recommendation Forms at **Annexes 2 to 4** can be downloaded from the website of EDB (<https://www.edb.gov.hk/i-journey-scholarship>) or via the QR code on the right.



### **Enquiries**

6. For enquiries about the Scholarship (2024/25), please contact Ms Venus TSANG (Tel.: 3509 7526) or Mr Ron TAM (Tel.: 3509 8532) of the School Leadership and Professional Development Section.

Ms W P LEE  
for Secretary for Education

c.c. Heads of Sections --- for information



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

### Information Sheet

#### Background

1. The Pilot Project on “i-Journey” Scholarship (“the Scholarship”) is set up by the Education Bureau (EDB) to recognise the achievements and contributions of accomplished principals and teachers in Hong Kong and to enhance their professionalism through supporting their overseas professional development.

#### Eligibility for Application

2. Principals and full-time teachers serving in publicly-funded primary and secondary schools, including government, aided (including special schools), caput schools and schools under Direct Subsidy Scheme, and kindergartens joining the Kindergarten Education Scheme<sup>1</sup>, with not less than five years of services before normal retirement<sup>2</sup>, are eligible to apply for the Scholarship (2024/25).

#### Quota

3. A maximum of 30 recipients will be awarded the Scholarship in the 2024/25 school year.

#### Amount of the Scholarship

4. An amount of **HKS\$50,000** will be awarded to each Scholarship awardee.

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<sup>1</sup> The Scholarship is targeted at full-time teachers in government schools, aided schools (including special schools), caput schools, schools under Direct Subsidy Scheme, and kindergartens joining the Kindergarten Education Scheme, including regular teachers and contract teachers, but excluding monthly-paid temporary teachers, daily-rated supply teachers and teachers employed under the Native-speaking English Teacher Scheme. Teachers who are on civil service terms serving in government schools and have not passed the probation period should observe relevant guidelines for participating in overseas government-sponsored training.

<sup>2</sup> The age of retirement may vary, dependent on the finance type of the school an applicant serves at.

### Granting of Scholarship

5. The selection results will be announced by the end of May 2025. Each Scholarship awardee is required to submit a proposal to provide the details of the overseas training they will join at least two months before commencement of the training course(s) and professional development activity(ies), for approval by EDB. Scholarship awardees will also propose a budget for their training. This proposal shall include at least one overseas face-to-face training course. Upon the approval by EDB, the Scholarship of HK\$50,000 will be granted to each awardee. If there are any changes of their proposals, they should inform the School Leadership and Professional Development Section of EDB and seek EDB's prior approval in writing.

### Training to be Completed

6. Scholarship awardees will be required to use the Scholarship to cover expenses for participation in at least one face-to-face training course held overseas organised by an overseas institution / organisation. Scholarship awardees are also required to use the remaining amounts of the Scholarship, if any, to cover expenses of other online / face-to-face training organised by overseas institutions / organisations, such as online / face-to-face international education conferences and online / face-to-face short programmes. The accumulated duration of the face-to-face overseas training courses and professional development activities **should not exceed three weeks**. All training undertaken must be related to the Scholarship awardees' work in the education sector, and can facilitate the development of students and/or schools, which **must be completed within two years** upon result announcement in May 2025.

### Themes of Overseas Training to be Given Priority Consideration

7. To tie in with the policy initiatives of EDB, as well as the development trend and direction of education, Scholarship awardees are encouraged to attend overseas training on the following themes:
  - (i) STEM/STEAM Education
  - (ii) Information Technology in Education
  - (iii) Assessment Literacy
  - (iv) Life-wide Learning
  - (v) Positive Values
  - (vi) Students' Balanced Development
  - (vii) Effective Leadership and School Management

8. Priority will be given to applicants who indicate on their application forms that at least one of the overseas face-to-face training they planned to attend is on the above theme(s).

#### Study Leave and Funding Support for Employment of Supply Teachers

9. To create space for the Scholarship awardees to participate in overseas training, each Scholarship awardee will be granted **a maximum of 15 days of full-pay study leave** during which funding for employment of daily-rated supply teachers will be provided for their serving schools on a reimbursement basis.

#### Application and Selection

10. The Scholarship (2024/25) is open for applications from **22 October 2024 to 14 February 2025**.
11. Principals and teachers who are interested in applying for the Scholarship should submit the Application Form at **Annex 2** with details of the applicants' achievements and contributions to the education sector. Applicants are also required to propose how to use the Scholarship, if awarded, to cover expenses of **at least one overseas face-to-face training course**. For principal applicants, the Recommendation Form at **Annex 3** should be completed and submitted by their school supervisors. For teacher applicants, the Recommendation Form at **Annex 4** should be completed and submitted by their school principals. Completed Application Forms and Recommendation Forms should be submitted to 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)

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

13. To ensure fairness, a selection committee will be set up to evaluate the professional competence of the applicants. The Scholarship will be awarded based on the initial plans provided in the Application Forms submitted by applicants, as well as their achievements and contributions to the education sector, such as the education-related awards they have received, their contributions to teachers' professional development, and their services in committees or professional education bodies.
14. Shortlisted applicants will be invited to attend **an interview** in which they will be required to deliver a **15-minute presentation in English** on their plans for overseas professional development, followed by a **10-minute question and answer session in English and Chinese**. The interviews are scheduled for **March or April 2025**. Applicants who do not show up for the interviews will not be considered.
15. Applicants and the school supervisors or principals of their serving schools will be informed of the selection results by email by the **end of May 2025**. The selection results are final and appeals will not be entertained.

#### Dissemination of Learning

16. Upon completion of the overseas training, Scholarship awardees will be provided with the opportunities to share their learning and insights gained to the education community through submitting a written report and giving a presentation in a dissemination event.

#### Obligations and Undertaking

17. Scholarship awardees will be 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 the Scholarship awardees to:
  - (a) spend the Scholarship monies on attending training organised by overseas institution(s) and organisation(s)<sup>3</sup>, which has to be approved by EDB in advance;
  - (b) complete **at least one overseas face-to-face training course** by **May 2027**;
  - (c) submit a **written report within three months** after their overseas learning to depict and reflect on their overseas learning experience and explain how it can be applied to enhance the learning of students and/or the development

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<sup>3</sup> The Scholarship monies can be spent on course or programme fee, application fee, cost of passage and transportation, accommodation, payment for visa and other necessary and related cost.

of schools; and  
(d) present their learning at a dissemination event.

18. At any point of time, if a breach of the undertaking occurs, the Scholarship awardees will be required to make full / partial repayment of the Scholarship to the Government on an interest-free basis. However, the circumstance will be considered on a case-by-case basis for reasons of breaching the undertaking not within the awardees' control such as accidents and ill health.

#### Enquiries

19. For enquiries about the Scholarship (2024/25), please contact Ms Venus TSANG (Tel.: 3509 7526) or Mr Ron TAM (Tel.: 3509 8532) of the School Leadership and Professional Development Section.

Education Bureau  
22 October 2024

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.

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



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

**Recommendation Form**

Principal Applicant

**Notes on Completion of this Recommendation Form:**

1. Applicants who are serving school principals should ask their school supervisors to complete and submit this Recommendation Form.
2. This Recommendation 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 ***Recommendation Form (Principal) – Pilot Project on “i-Journey” Scholarship (2024/25)*** on the envelope. Recommendation Forms submitted in person must reach the above address **on or before 5:00 p.m. on 14 February 2025**. For Recommendation Forms submitted by post, the date of postmark must not be later than **14 February 2025**.





c) Please insert a “✓” in the appropriate box.

I confirm that this applicant is the principal of my school in the 2024/25 school year.

I confirm that this applicant has no records of professional misconduct and punishment imposed by EDB and/or my school.

Signature of School Supervisor: \_\_\_\_\_

Name of School Supervisor: Mr / Mrs / Ms / Dr\*

School Name: \_\_\_\_\_

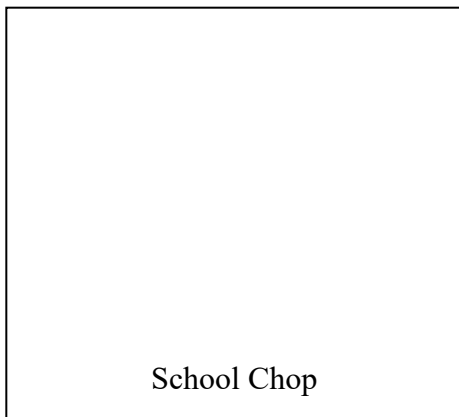
Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(This email address will be used for notification of the application result.)*

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

\* Please delete as appropriate.



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



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

**Recommendation Form**

Teacher Applicant

**Notes on Completion of this Recommendation Form:**

1. Applicants who are serving teachers should ask their school principals to complete and submit this Recommendation Form.
2. This Recommendation 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 ***Recommendation Form (Teacher) – Pilot Project on “i-Journey” Scholarship (2024/25)*** on the envelope. Recommendation Forms submitted in person must reach the above address **on or before 5:00 p.m. on 14 February 2025**. For Recommendation Forms submitted by post, the date of postmark must not be later than **14 February 2025**.



c) Please insert a “✓” in the appropriate box.

I confirm that this applicant is a full-time regular / contract teacher\* of my school in the 2024/25 school year.

I confirm that this applicant has no records of professional misconduct and punishment imposed by EDB and/or my school.

\* Please delete as appropriate.

Signature of School Principal: \_\_\_\_\_

Name of School Principal: Mr / Mrs / Ms / Dr\*

School Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(This email address will be used for notification of the application result.)*

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

\* Please delete as appropriate.

School Chop
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