



**APPLICATION FORM**

*for Exemption from Certificate in Teaching and Learning in Higher Education (CTLHE)*

Please read the following notes and “Guidelines for Exemptions, CTLHE” before completing the form.

1. Please send the completed form by e-mail ([tsmok@hku.hk](mailto:tsmok@hku.hk)) or post (Room CPD-1.73, Centennial Campus, The University of Hong Kong)
2. Please ensure the accuracy of the email address. The result of application will be sent to the email address provided.
3. The supporting documents should be sent with the application.

**Section A. Personal Particulars**

|                          |  |              |  |
|--------------------------|--|--------------|--|
| Surname:                 |  |              |  |
| First name(s) (in full): |  |              |  |
| University number:       |  |              |  |
| Faculty:                 |  |              |  |
| Department:              |  |              |  |
| Email address:           |  | Contact no.: |  |

**Contact information of Primary Supervisor at the University of Hong Kong:**

|                          |  |
|--------------------------|--|
| Title:                   | <u>Prof. / Dr. / Mr. / Mrs. / Miss / Ms. *</u> |
| Surname:                 |  |
| First name(s) (in full): |  |
| Email address:           |  |

\*Please delete where inappropriate.

**Section B. Relevant Experiences**

**Teaching Experience (in descending chronological order)**

| Dates<br>(month/year) |    | Name of Employer:<br>Institution/School | Position Held*<br><i>(if part-time please state clearly<br/>the teaching hours per week)</i> | Medium of<br>Instruction |
|-----------------------|----|---|--|--------------------------|
| From                  | To |   |  |                          |
|                       |    |   |  |                          |
|                       |    |   |  |                          |
|                       |    |   |  |                          |
|                       |    |   |  |                          |

\*Note: Please provide student evaluation results for the teaching experience listed. If student evaluation results are not available, please provide reference letter(s) by the supervisor(s) of the listed teaching duties.

**Teaching Training (if any)**

| Certification Authority | Name of Certificate | Date of Award<br>(month/year) |
|-------------------------|---------------------|-------------------------------|
|                         |                     |                               |
|                         |                     |                               |
|                         |                     |                               |

I declare that the information I have given in this application is to the best of my knowledge correct and complete. I attach ..... sheets of supplementary information.

Date: ..... Signature: .....

**For Office Use**

|  |  |                            |  |
|--|--|----------------------------|--|
| Date application received:                             |  | Received Date (Soft copy): |  |
| Recommendation by the Director of Academic Programmes: |  |                            |  |
| Signature:   |  | Date:                      |  |

|                   |                  |       |  |
|-------------------|------------------|-------|--|
| Director of CETL: | Dr Susan Bridges |       |  |
| Comments:         |                  |       |  |
| Signature:        |                  | Date: |  |

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**Guidelines for granting exemption** (Certificate in Teaching and Learning in Higher Education)

Research postgraduate students may apply to the Head of Academic Programmes at the Centre for the Enhancement of Teaching and Learning (CETL) for exemption. After an application is reviewed, successful case will be passed to the Director of CETL for endorsement. An exemption will be granted only in exceptional circumstance. For an exemption to be awarded, a student must have a teaching certificate certifying completion of a course of equivalent standard and duration or have teaching experience that satisfy the following criteria:

- (a) at least 2 years,
- (b) in an English-speaking teaching and learning environment,
- (c) full-time (conducted while serving in a full-time capacity, carrying out at least 8 hours of teaching per week),
- (d) at an appropriate level (senior secondary or tertiary level),
- (e) successful (demonstrated by student evaluation results and / or reference by the supervisor/principal), and
- (f) recent (within two years of the date of application for exemption).

Applicants may be required to attend an interview in order for his/her eligibility for exemption to be assessed.