# FACTSHEET
FOR INTERNATIONAL TEACHER TRAINING PROGRAMME

## GENERAL INFORMATION

<table>
<thead>
<tr>
<th>The Hong Kong Institute of Education (HKIEd)</th>
<th>Our Campus:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image" alt="HKIEd Campus" /></td>
</tr>
</tbody>
</table>

### Unit Responsible for the programme

| International Office (IO) A-G/F-10, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong Tel: (852) 2948-7654 Fax: (852) 2948-8198 / 2948-8684 Email: io@ied.edu.hk |
|---------------------------------------------|-------------|

### Website

<table>
<thead>
<tr>
<th>Institute:</th>
<th><a href="http://www.ied.edu.hk">www.ied.edu.hk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>International Office:</td>
<td><a href="http://www.ied.edu.hk/io">www.ied.edu.hk/io</a></td>
</tr>
</tbody>
</table>

### Main Contact for Exchanges

<table>
<thead>
<tr>
<th><strong>Head</strong></th>
<th><strong>Enquiries:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ms Fiona Wong</strong>&lt;br&gt;Tel: (852) 2948-7717&lt;br&gt;Email: <a href="mailto:fiona@ied.edu.hk">fiona@ied.edu.hk</a></td>
<td><strong>Ms Malina Siu</strong>&lt;br&gt;Tel: (852) 2948 7296&lt;br&gt;Email: <a href="mailto:mmssiu@ied.edu.hk">mmssiu@ied.edu.hk</a></td>
</tr>
<tr>
<td><strong>Miss Clarissa Wu</strong>&lt;br&gt;Tel: (852) 2948-8640&lt;br&gt;Email: <a href="mailto:cscwu@ied.edu.hk">cscwu@ied.edu.hk</a></td>
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</table>

### General Information

Established in 1994, the Hong Kong Institute of Education (HKIEd) is a self-accrediting, publicly funded institution primarily offering degree and postgraduate level programmes in Education. Created through a merger of five Colleges of Education, HKIEd has inherited a rich legacy, providing a strong foundation for teacher education in Hong Kong. In addition to its traditional strength in the education field, the Institute is now expanding its scope by developing undergraduate programmes in complementary Social Sciences and Humanities disciplines, and Creative Arts and Culture. It also provides a notable platform for research. HKIEd’s vision is to “aim to be a leading university in the Asia Pacific region, focusing on education and complementary disciplines and recognized for our excellence in nurturing competent and caring professionals and the impact of our scholarship”.

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Location and Campus Map
The Institute comprises two campuses and a sports centre. The main Tai Po campus is where local students reside and most teaching and learning activities are held. The two schools where students receive training are also located on the Tai Po campus. For location and campus maps, see https://www.ied.edu.hk/web/hkid/get_to_our_campus.php.

Student Enrolment
(as at 30 Sept 2014)
<table>
<thead>
<tr>
<th>Level</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor degree</td>
<td>5,288</td>
</tr>
<tr>
<td>Postgraduate degree</td>
<td>948</td>
</tr>
<tr>
<td>Professional Development Programmes</td>
<td>2,855</td>
</tr>
<tr>
<td>Higher Diploma/Certificate Programmes</td>
<td>589</td>
</tr>
</tbody>
</table>

Staff Strength
(as at 30 Jun 2014)
<table>
<thead>
<tr>
<th>Staff Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total academic/teaching staff</td>
<td>442</td>
</tr>
<tr>
<td>Total academic support &amp; administrative staff</td>
<td>707</td>
</tr>
</tbody>
</table>

INFORMATION

Programme
For overseas partners who focus on nurturing future teachers, the HKIEd International Office offers teaching opportunities for their student-teachers at HKIEd, through attachment to one of our affiliated schools as assistant-teachers.

Student-teachers who participate in this programme would be regarded as inbound exchange students at HKIEd which means they would enjoy our on-campus accommodation as well as the facilities of the Institute same as other exchange students who come to HKIEd for studies.

Training Period
As HKIEd operates on a two-semester academic year, applicants should indicate their preferred training period according to HKIEd’s academic calendar:

1st (Fall) semester/ Full year: September to December/ September to June
2nd (Spring) Semester: January to June

Training Duration
Minimum 4 weeks to up to 12 months

Host Schools
Successful applicants will receive training at one of the affiliated schools on campus:

The HKIEd Jockey Club Primary School: http://www.iedjcp.edu.hk/
The HKIEd HSBC Early Childhood Learning Center:
http://www.ied.edu.hk/sece/eclc/e/eng/core_value.html

Scopes of Training
Included but not limited to the following:
- Class Observation
- Classroom Teaching and Management
- Plan and Organize Extra-curricular Activities
- School Management/Day-today Operations
- Curriculum Planning
- Curriculum and Material Design
- Event Management
- Others to be specified by applicants/ home institutes (e.g. Special Project/Research)

Support from Host Schools
During the training period, the Host School/supervisory teacher(s) would ensure that the student-teachers are given proper instruction/training according to the supervision/assessment requirement set by their Home Institutes.

Exchange Numbers
In general, 1 student-teacher coming to HKIEd for teacher training would equivalent to 1 exchange student coming to HKIEd for a regular semester exchange unless prior mutual agreement between HKIEd and partner institutions has been reached.
## APPLICATION

### Entry Requirements
1. Only applications nominated by partner institutions will be considered.
2. Subject to the requirement of each individual school, short-listed applicant(s) may be invited for a phone/online interview. Result will be announced via email within 4 weeks of application deadline.

### English Proficiency
Students whose native language is not English are required to provide Official TOEFL/IELTS Score Report OR letter issued by the International Office/Study Abroad Office of home institution certifying their English proficiency.

### Certificate of No Criminal Conviction (CNCC) and Sexual Offence
Along with the application, applicants are required to provide documentary evidence - Certificate of No Criminal Conviction (CNCC) or any lawful documentary proof, issued by the counties/cities where they have resided. In addition, according to the “Sexual Conviction Record Check” scheme by the Hong Kong Police Force, applicants are highly recommended to provide certificate of no sexual conviction or other lawful documentary proof issued by the place of residence for selection purpose.

### Application Deadline
1st (Fall) Semester/ Full year: 31 March
2nd (Spring) Semester: 30 September

### Application Procedures
You can access to the online application system at [www.ied.edu.hk/io](http://www.ied.edu.hk/io) (click onto “Programmes” > “International Teacher Training Programme”)

1. Complete the online application form and visa application form.
2. Upload a scanned copy (.pdf format) of your completed visa form and supporting documents via the online application system.
3. An acknowledge email from the online application system will be sent to your personal email account from which your submission will be retrieved.
4. After checking your submission, IO will contact you shortly. If there is any missing information or correction on the visa application form is needed, IO will inform you via email as well.
5. Upon receiving the confirmation from IO, please send the original copy of your Nomination/Recommendation Form from your home institution, original copy of your completed training visa application and all supporting documents to IO by registered mail/international courier before the application deadline.

### Visa Application
In accordance with the immigration laws of Hong Kong, all international student-teachers are required to apply for a training visa prior to their arrival in Hong Kong; and it is mandatory that student-teachers apply for their training visa through HKIEd International Office.


Visa processing time is normally four to six weeks. Once your visa has been granted, original visa labels will be sent to your correspondence address or your home institution (according to your preference) by courier.

### Visa Application and Courier Fee
All student-teachers are responsible for a non-refundable fee for their training visa application (HK$190), administration fee and courier charge (HK$300). All payment should be settled by credit card once the application is accepted. Details will be provided in due course.
## ACCOMMODATION & FACILITIES

### On-campus Accommodation

All student-teachers are STRONGLY ADVISED to live on campus. There are four residential hostels on campus: Northcote Hall, Grantham Hall, Robert Black Hall and the Jockey Club Student Quarters.

<table>
<thead>
<tr>
<th>Hostel</th>
<th>Room Type</th>
<th>Facilities</th>
<th>Inside the study-bedroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northcote Hall</td>
<td>Twin/Triple Bedroom</td>
<td>Activity rooms, laundry rooms, bathroom/toilets, pantries with refrigerators, stoves and microwaves, etc</td>
<td>Computer ports, wardrobe, and desk</td>
</tr>
<tr>
<td>Grantham Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Black Hall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Jockey Club Student Quarters</td>
<td>9-person or 12-person flat</td>
<td>Single/double/triple bedrooms inside each flat with sitting/dining areas, terrace, kitchen, laundry room, bathrooms and individual computer ports</td>
<td></td>
</tr>
</tbody>
</table>

Hall fees are approximately HK$4,760-6,540 (US$595-817)/semester, plus there is a Hall Life Education (HLE) fee of approximately HK$200 (US $26)/one-off payment (as of 2015/16 academic year).

Air conditioning and utilities (i.e. laundry) in Northcote Hall, Grantham Hall or Robert Black Hall is charged by use and is controlled with student/resident card. Residents of Jockey Club Student Quarters share the flat’s utility charges.

For more information, visit [www.ied.edu.hk/sao](http://www.ied.edu.hk/sao) (click “Campus Life” under “Hall Life Education” section).

### Application Form and Procedures

The completed form should be returned to HKIEd International Office on or before the designated deadline. Student-teachers will be required to settle the Hall and HLE fees upon arrival.

### On Campus Facilities

Even though student-teachers are not students of HKIEd, they could still enjoy most facilities on campus (e.g. Library, Sport Center, and Shuttle Bus Service) by using a campus user card/smart card. More details would be given during the Orientation upon arrival.

## MISCELLANEOUS

### ESTIMATED Monthly Living Expenses (for reference only)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation (on-campus)</td>
<td>HK$4,760-6,540 (US$595-817)/semester</td>
</tr>
<tr>
<td>Hall Life Education:</td>
<td>HK$200 (US $26)/one-off payment</td>
</tr>
<tr>
<td>Meals</td>
<td>HK$3,000-4,000 (US $380-510)</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>HK$2,000-2,500 (US $250-320)</td>
</tr>
</tbody>
</table>

### Insurance

It is mandatory for student-teachers to make their own arrangements for travel and health insurance to cover the entire period of training in Hong Kong. Insurance coverage should include (but not be limited to) travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation. Student-teachers are required to provide proof of coverage prior to arrival.

### Orientation

Student-teachers are strongly advised to participate in the orientation programme, which is tailor-made for international student-teachers shortly before the commencement of the training period. Details will be announced in due course.

### Campus Life

To help student-teachers get to know other students and enhance their HKIEd experience, they are welcome to join a variety of activities/excursions organized by the International Office throughout the academic year.

### About Hong Kong

[www.discoverhongkong.com](http://www.discoverhongkong.com)

(Last updated 4/8/2015)