

**The University of Hong Kong  
Teaching and Learning Innovation Centre**

**APPLICATION FORM**

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

**Please read the following notes and “Guidelines for granting exemptions, PCTLHE” 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**

Title:	Prof. / Dr. / Mr. / Mrs. / Miss / Ms. *		
Surname:			
First name(s) (in full):			
University Number:			
Faculty:			
Department/Centre:			
Email address:		Contact no.:	

\*Please delete where inappropriate.

**Section B. Relevant Experiences**

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

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

**Section C. Teaching Training (if any)**

Certification Authority	Name of Certificate	Date of Award (month/year)



Applicants should also include the following in their application.

1. Curriculum Vitae
2. Evidence of learning about (e.g., slides, documents, course outlines) or implementing Outcomes-Based Approach to Student Learning (OBASL) in your teaching.
3. Any other documents that might be useful in assessing eligibility for exemption (see *Guidelines for granting exemption* below).

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 Programme Leader (PCTLHE) of TALIC			
Signature:		Date:	

Director of TALIC:			
Comments:			
Signature:		Date:	

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

New staff may apply to the Programme Leader of the Professional Certificate for Teaching and Learning in Higher Education for exemption. After an application is reviewed, successful cases will be passed to the Director of TALIC for consideration. An exemption will be granted only in exceptional circumstances. For an exemption to be awarded, the staff member 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 of teaching,
- (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) taught for at least one semester at HKU, or another institution implementing Outcomes-Based Approach to Student Learning (OBASL)
- (e) successful (demonstrated by student evaluation results and / or reference), 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.