

The University of Hong Kong Teaching and Learning Innovation Centre

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) 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:	Prof. / Dr. / Mr. / Mrs. / Miss / Ms. *
Surname:	
First name(s) (in full):	
Email address:	

*Please delete where inappropriate.

Section B. Relevant Experiences

Teaching Experience (in descending chronological order)

Dates (month/year)		Name of Employer: Institution/School	Position Held* <i>(if part-time please state clearly the teaching hours per week)</i>	Medium of 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 (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 Assistant Director of (Programmes) of TALIC:			
Signature:		Date:	

Director of TALIC:			
Comments:			
Signature:		Date:	

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

An exemption will be granted only in exceptional circumstance.

Students who have a teaching certificate certifying completion of a course of equivalent standard and duration, or have teaching experience that satisfy the following criteria may also be invited to attend an interview in order for his/her eligibility for exemption to be assessed:

- (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).

Please note that an invitation to the interview DOES NOT guarantee that an exemption will be granted.

TALIC reserves the right of final decision in case of any dispute.