

Guidance Notes

(Applicable to PGDEP1/PGDEP2/PGDEP3 applicants)

Note 1 :

Below only includes part of the entry requirements of the programmes. For more details, please scan the QR code to access more information at HKMU website.

Entry requirements for PGDEP1/PGDEP2/PGDEP3 :

- (a) Have a recognized bachelor's degree (or its equivalent); and
 - (b) * Be currently employed or be about to be employed
 - (i) as a full-time primary school teacher in Hong Kong in the relevant school teaching subjects; or
 - (ii) be currently employed on a full-time basis by a primary school in Hong Kong as a teaching assistant with classroom teaching duties for at least four periods per week in the relevant school teaching subjects.
- * Applicants are required to teach at least two of the following subjects :
- English Language, Chinese Language, Putonghua, Mathematics and General Studies

Postgraduate Diploma in Education
(Primary)



Applicants should be teaching for at least four periods per week in any subject in order to be considered as teaching the subject.

Applicants should have the consent of the principals of their schools for classroom visits by University staff.

Note 2 :

Teaching subject in primary schools (for teaching practice supervision in the courses EDU E841C and EDU E872C)	The following courses should be either completed before, or taken together with, the teaching practicum courses EDU E841C and EDU E872C	
Chinese Language	EDU E331C	Primary School Teaching: Chinese
English Language	EDU E332	Primary School Teaching: English
Mathematics	EDU E333C	Primary School Teaching: Mathematics
General Studies	EDU E334C	Primary School Teaching: General Studies
Putonghua	EDU E339C	Primary School Teaching: Putonghua

^ PGDEP1/PGDEP2/PGDEP3 students should complete EDU E841C before enrolling in EDU E872C.

- ▲ 1. Students taking teaching practicum courses must teach the respective subjects **independently** throughout the **entire academic year**, with at least **four periods** per week on a **regular basis**. Classroom teaching supervision will usually be conducted in both first and second term.
- 2. Students taking teaching practicum courses **should inform the University in writing as soon as possible for any update of the information previously submitted in their applications**. The Applicant must also ensure that the information (s)he provides in the application is true and correct. In case the applicant leaves the teaching profession during the courses, (s)he will normally be required to defer his/her studies of the courses.
- 3. Students should strictly follow regulations of teachers' professional conduct and behaviour requirements, and pay attention to protection of personal data. Information being collected during the course period should be used for study purposes only.
- E.g. 2023/2024 refers to the academic year commencing in September 2023; 2024/2025 refers to the academic year commencing in September 2024.

Study Plan and Principal's Consent Letter

(Applicable to PGDEP1/PGDEP2/PGDEP3 applicants)

Part I Study Plan (to be completed by the applicant) (see Note 1)

1. Programme and pathway of study: # (Choose ONE only)

Postgraduate Diploma in Education (Primary) Pathway 1: PGDEP1	<input type="checkbox"/>	→	Applicant: To complete Part I
Postgraduate Diploma in Education (Primary) Pathway 2: PGDEP2	<input type="checkbox"/>		School: To complete Part II
Postgraduate Diploma in Education (Primary) Pathway 3: PGDEP3	<input type="checkbox"/>		

2. Course combination: # (see Note 2) **Subject 1 and Subject 2 must be different**

(i)	Subject 1 (Select one)	Pedagogy	Practicum [▲]	Year of study [■] (Select one)
	<input type="checkbox"/> Chinese Language	EDU E331C	+ EDU E841C	<input type="checkbox"/> 2023/24 (1 st year)
	<input type="checkbox"/> English Language	EDU E332		<input type="checkbox"/> Other arrangements (please specify)
	<input type="checkbox"/> Mathematics	EDU E333C		E.g. if the course(s) listed in the left columns will be enrolled in different academic years, please state the course(s) and the respective years of enrolment.
	<input type="checkbox"/> General Studies	EDU E334C		
	<input type="checkbox"/> Putonghua	EDU E339C		
	Subject 2 (Select one)	Pedagogy	Practicum [▲]	Year of study [■] (Select one)
	<input type="checkbox"/> Chinese Language	EDU E331C	+ EDU E872C [^]	<input type="checkbox"/> 2024/25 (2 nd year)
	<input type="checkbox"/> English Language	EDU E332		<input type="checkbox"/> Other arrangements (please specify)
	<input type="checkbox"/> Mathematics	EDU E333C		E.g. if the course(s) listed in the left columns will be enrolled in different academic years, please state the course(s) and the respective years of enrolment.
	<input type="checkbox"/> General Studies	EDU E334C		
	<input type="checkbox"/> Putonghua	EDU E339C		
(ii)	Professional Studies	Year of study [■] (Select one)		
	EDU E854C	<input type="checkbox"/> 2023/24 (1 st year) <input type="checkbox"/> 2024/25 (2 nd year) <input type="checkbox"/> Other academic year (Please specify) _____		

3. Declaration:

- (i) I understand that this study plan is for the University's reference only. ☐
- (ii) I understand that if I am admitted to the programme, the University will consider the study plan for course registration arrangement but the University reserves the rights for final decision. ☆ ☐
- (iii) I have read the guidance notes, and clearly understand that:
- Students taking teaching practicum courses are required to teach at least four periods per week of the regular class of the respective teaching subjects independently **throughout the entire academic year**. ☐
 - Students taking teaching practicum courses **should inform the University in writing as soon as possible for any update of the information previously submitted in their applications**. The Applicant must also ensure that the information (s)he provides in the application is true and correct. In case the applicant leaves the teaching profession during the courses, (s)he will normally be required to defer his/her studies of the courses. ☐
 - Students should strictly follow regulations of teachers' professional conduct and behaviour requirements, and pay attention to protection of personal data. Information being collected during the course period should be used for study purposes only. ☐
- (iv) I have never been prosecuted or convicted of sexual offences listed on the sexual conviction record. ☐

☆ All courses of this Programme commence in Autumn Term. The registration period for Autumn Term normally starts in mid-June.

Name of Applicant : _____

HKID No : _____

Contact No : _____

Email : _____

Signature of Applicant : _____

Date : _____

Please tick the appropriate box

4. Additional information

[Please write not more than **300 words** for each item in the boxes provided. Do not attach separate sheet.]

- (i) ☐ I have read through the webpage shown on the right.
☐ I understand that this Programme is a distance learning programme. To prepare myself to study at my own pace and to study whenever and wherever in order to meet the course requirements on learning and assessment, I have made the following effort:



- (ii) Below is my understanding on teacher professionalism.

Name of Applicant : _____

HKID No : _____

Contact No : _____

Email : _____

Signature of Applicant : _____

Date : _____

- (iii) When I submit my application form, I have provided the following documents:
- Copy of graduate certificate of a recognized Bachelor's Degree (or equivalent), and
 - Copy(ies) of transcript, and
 - Copy of HKCEE and HKALE, or HKDSE certificate(s) issued by the Hong Kong Examinations and Assessment Authority (if applicable)

I have attended the following public examination(s). ☐ Yes ☐ No

I confirm that the information below is true and correct. My public examination results are:

(a) Best Results in Chinese Language Subject

(Please specify the grading, e.g. 5, 4, 3, or A, B, C etc. in the box(es).)

(I) Hong Kong Diploma of Secondary Education Examination

(II) Hong Kong Advanced Level Examination (A-level/AS-level)

(III) Hong Kong Certificate of Education Examination

Year 2006 or before Year 2007 or after

(b) Best Results in English Language Subject

(Please specify the grading, e.g. 5, 4, 3, or A, B, C etc. in the box(es).)

(I) Hong Kong Diploma of Secondary Education Examination

(II) Hong Kong Advanced Level Examination (A-level/AS-level)

(III) Hong Kong Certificate of Education Examination

Year 2006 or before: Syllabus A Syllabus B

Year 2007 or after

(c) Best Results in Mathematics Subject

(Please specify the grading, e.g. 5, 4, 3, or A, B, C etc. in the box(es).)

(I) Hong Kong Diploma of Secondary Education Examination (Compulsory Part)

(II) Hong Kong Advanced Level Examination (A-level/AS-level)

(III) Hong Kong Certificate of Education Examination

Year 2006 or before Year 2007 or after

If you have not attended any of the above examination(s), please leave the box(es) blank.

Name of Applicant : _____

Contact No : _____

Signature of Applicant : _____

HKID No : _____

Email : _____

Date : _____

Please tick the appropriate box

Part II Principal's Consent Letter (to be completed by school)

1. I understand that _____ (HKID No. : _____) is applying for admission
(Name of Applicant)
to the Postgraduate Diploma in Education programme of Hong Kong Metropolitan University.

2. I, on behalf of the school, certify that the above-mentioned applicant is: #

☐ currently employed / ☐ about to be employed in September for 2023/24 academic year
as our school's ☐ full-time teacher / ☐ full-time teaching assistant ,

and responsible for ****teaching** respective subjects independently throughout the **entire academic year**.

** [Teaching refers to having at least four periods per week in the relevant school teaching subjects.]

3. I, on behalf of the school, certify that during the years of study as mentioned in Part I-2, the above applicant #

(i) Will teach the respective subjects independently for the **entire academic year**. Yes ☐ No ☐

(ii) As mentioned above, will be responsible for teaching a **regular class** of respective subjects.

▪ Will teach a class of respective subjects with no less than 16 students .	[Select One]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
▪ [Applicable for applicants from special schools] Will teach a class of respective subjects with no less than 8 students .		Yes <input type="checkbox"/>	No <input type="checkbox"/>

+ If not, please specify the number of students: _____

(iii) As mentioned above, will teach at least **four periods** of lesson per week. Yes ☐ No ☐

(Note: providing assistance to subject teachers or taking up part of the teaching will not be counted)

(iv) As mentioned above, will be fully responsible for teaching the **entire period of lesson**. Yes ☐ No ☐

4. Our school understands that Hong Kong Metropolitan University will send teaching staff to supervise teaching practicum and hereby consent to their conduction of lesson observations. ☐

5. Our school understands that students will collect data (including video recording of teaching) for study purposes to fulfil assessment requirements. We will support and make necessary arrangements. ☐

6. Our school will appoint a member of our staff as mentor to support the applicant during the teaching practicum. ☐

7. School Name : _____

School Address : _____

Principal's Signature : _____ School Chop : _____

Principal's Name : _____ Date : _____