



Certificate Course on Student Guidance and Discipline for Teachers of Secondary/Primary Schools (2025/26)  
中／小學教師學生訓育及輔導證書課程 (2025/26)

Notes for applicants 申請須知：

- All applications should be submitted online and a copy of the completed and signed “School Head’s Recommendations” should be uploaded at the following website. 申請人須於網上報名並同時上載已填寫及簽署的「校長推薦書」副本，網址如下：  
<https://hkier.cuhk.edu.hk/en/forms/sgd>
- Successful applicants will be issued with a “Conditional Offer” by email by 4 July 2025. To fulfil the Conditions of Admission, they **must** submit the **original** “School Head’s Recommendation” by mail on or before 11 July 2025 and attend an Orientation Session either on **21 August 2025 (Thursday, 6:30 to 7:30 p.m.)** or **26 August 2025 (Tuesday, 6:30 to 7:30 p.m.)**. 獲取錄者將最遲於 2025 年 7 月 4 日收到「暫取生」電郵通知。暫取生必須於 2025 年 7 月 11 日或以前寄交「校長推薦書」正本，兼且出席於 2025 年 8 月 21 日（星期四）或 8 月 26 日（星期二）下午 6:30 至 7:30 舉行之新生日，才符合入學條件。

SCHOOL HEAD’S RECOMMENDATIONS 校長推薦書

Name of Applicant 申請人姓名	in English 英文	Application No. 網上申請編號  <i>For office use only</i> 辦事處專用
	in Chinese 中文	

Please complete the following 請填妥以下資料：

**\*Please delete as appropriate 請刪去不適用者**

- I nominate the aforesaid applicant to apply for the Certificate Course on Student Guidance and Discipline for Teachers of **Secondary/Primary\*** Schools. 本人提名上述申請人報讀 **中／小學\*** 教師學生訓育及輔導證書課程。  
(Please tick the appropriate box. 請在合適方格加上✓號。)  
☐ For applicant’s professional development 以助申請人的專業發展  
☐ For school’s needs 以配合學校的需要  
☐ Other reasons 其他原因 (Must specify 必須註明 \_\_\_\_\_)
- The applicant **will be/will not be\*** the member of student guidance/discipline team in our school in 2025/26 school year. 在 2025/26 學年，申請人 **是／不是\*** 本校訓輔組的成員。
- I understand that this course is funded by the EDB. If our nominee is accepted, **we shall release him/her to complete this Course**. If our nominee is absent from the class(es) due to school duties, **we shall provide school letter(s) signed by the school head as proof**. 本人明白以上課程是由教育局撥款，若提名的教師獲取錄，**本校會安排他／她上課，以完成這課程。如獲取錄教師因學校事務缺席課堂，本校會提供由校長簽發的缺席證明。**

Class 班別	Secondary Class A 中學A班	Primary Class A 小學A班	Secondary & Primary Class B 中學及小學B班
Date 日期** (Tentative 暫定)	22 September 2025 – 22 June 2026 (34 sessions 課節) <u>Mainly on Mondays</u> 主要安排於星期一上課 except the followings 下列日期除外： Friday (星期五) : 10 Oct 2025 Thursday (星期四) : 28 May 2026	22 September 2025 – 22 June 2026 (34 sessions 課節) <u>Mainly on Mondays</u> 主要安排於星期一上課 except the followings 下列日期除外： Friday (星期五) : 10 Oct 2025 & 29 May 2026	24 September 2025 – 24 June 2026 (34 sessions 課節) <u>Mainly on Wednesdays</u> 主要安排於星期三上課 except the followings 下列日期除外： Friday (星期五) : 3 & 31 Oct 2025
Time 時間	下午 6:30 p.m.–9:30 p.m.		
Venue 地點	The Chinese University of Hong Kong, Shatin, N.T. 新界沙田香港中文大學 (Under special circumstances, the mode of teaching may be changed to on-line teaching. 於特殊情況下，課堂或須改以網上教學模式授課。)		

\*\*Exact dates will be announced in the Conditional Offers. 確實上課日期將於暫取通知書內公布。

- I understand that the applicant is accepted based on my recommendation in 2024/25 school year. If the applicant changes his/her serving school in the 2025/26 school year, his/her admission to the course may be cancelled. 本人明白本課程取錄條件之一為申請人必須獲得本人於 2024/25 學年推薦，如獲取錄的教師於 2025/26 學年轉教他校，其入學資格或會被取消。

School Head’s Name 校長姓名

Signature 簽署

School Code 學校編號  
(6 digits 六位數字)

School Chop 校印

Date 日期