香港教育研究所 Hong Kong Institute of Educational Research

Assignment Cover Sheet 功課封頁

請把功課郵寄至香港教育研究所（地址：新界沙田香港中文大學何添樓 2 樓 204 室）或可把功課投入何添樓正門外的「公文收集箱」。

Kindly send your assignment to our office (Address: Hong Kong Institute of Educational Research, The Chinese University of Hong Kong, Room 204, Ho Tim Building, Shatin, N.T.) by mail or put your assignment into the "Collection Box" located outside the main entrance of Ho Tim Building.

若 閣下選擇郵寄功課，請於信封面貼上足夠郵票（按香港郵政所示，未有足夠郵資的郵件將無法派遞，請按郵件樣式和重量支付足夠郵資，詳情可參閱香港郵政網頁 http://www.hongkongpost.hk/tc/sending_mail/local/ordinary/index.html）。

If you send your assignment by post, please affix sufficient stamps on the envelope. (According to Hongkong Post, mails with insufficient postage may not be delivered. Please make sure that your envelope bears sufficient postage by weight and mail format. For details, please visit the website of Hongkong Post: http://www.hongkongpost.hk/en/sending_mail/local/ordinary/index.html.)

Title 題目	:	
Student Name 學生姓名	:	
Name of Marker 評分講師姓名	:	
Programme Title 課程名稱	:	Certificate Course on Student Guidance and Discipline for Teachers of Secondary Schools 中學教師學生訓育及輔導證書課程 **(2026 - 2027)**
Module 單元	:	☐ Assignment A ☐ Assignment B ☐ Module 1 ☐ Module 2 ☐ Module 4 (Issue Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ Ⓕ) ☐ Module 5
Date 日期	:	

Marker of Module 1 單元一評分講師：
Cheng Siu Ping, Emily

Marker of Module 2 單元二評分講師：
Chan Tze Kwan, Isa

Marker of Module 5 單元五評分講師：
Cheng Kai Chi, Wallace

Markers in Module 4 單元四的評分講師：

Issue	Ⓐ	Ng Wing Yan, Winnie
Issues	Ⓑ, Ⓒ, Ⓔ	Chan Tze Kwan, Isa
Issue	Ⓓ	Cheng Kai Chi, Wallace
Issue	Ⓕ	Cheng Siu Ping, Emily

Submit your every assignment **with a self-addressed, A4-size envelope affixed with sufficient postage**. Otherwise, the assignment will NOT be returned but will be disposed of with care after marking.

繳交每份功課時**必須**附上貼有**足夠郵票之回郵信封（A4 size）**。否則已批改之功課不予寄回，並會妥善棄丟。**郵資詳情可參閱香港郵政網頁** http://www.hongkongpost.hk/tc/sending_mail/local/ordinary/index.html

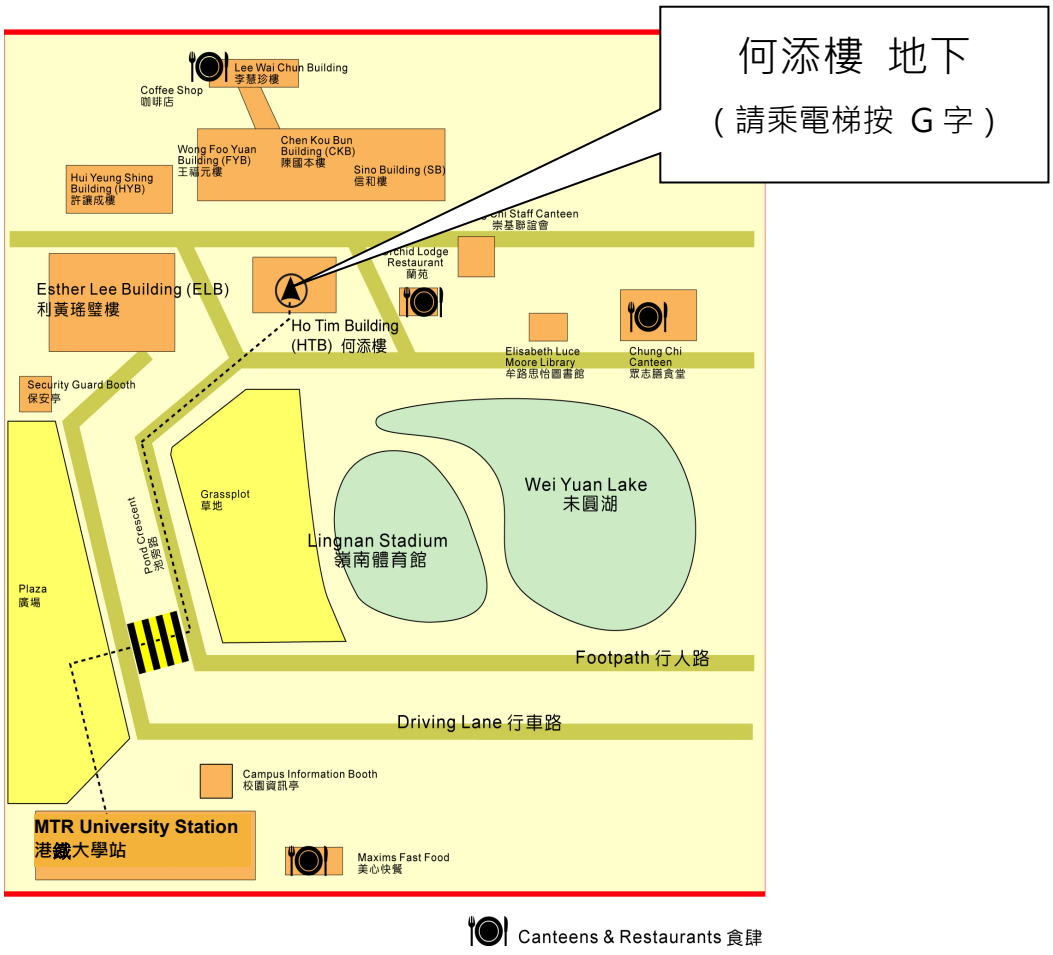
Student **MUST** sign on this **declaration statement** and submit it together with the assignment:

I declare that: (i) the assignment here submitted is original except for source material explicitly acknowledged; and (ii) the piece of work, or a part of the piece of work has not been submitted for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration. I also acknowledge that I am aware of University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the website http://www.cuhk.edu.hk/policy/academichonesty/.

本人聲明：(i) 除明確註明來源的資料外，現提交的作業是本人的原創；及 (ii) 本人並沒有將此作業或作業的一部份用於超過一個用途（例如：同時符合兩科的要求）而沒有作出聲明。本人並確認知道在網址 http://www.cuhk.edu.hk/policy/academichonesty/ 所載的大學有關學術著作誠信的政策及規則，及適用於犯規事例的紀律指引及程序。

Signature(s) 簽名	Date 日期
Name(s) 姓名	**SGDSA/SGDSB*** Course Title 課程名稱

香港中文大學崇基學院何添樓



何添樓地下大堂平面圖



何添樓正門外的「公文收集箱」
24 小時開放

何添樓正門入口

何添樓開放時間：

星期一至五	8:00 a.m. – 9:40 p.m.
星期六	8:00 a.m. – 5:40 p.m.