

The Education University of Hong Kong

Asia Pacific Centre for Leadership and Change  
& Department of Education Policy and Leadership

Application for Admission to

Aspiring Principals Programme 2024-2025

Authorised by the Education Bureau, HKSAR

Submission of Application

All applications should be submitted by email to **pfp@eduhk.hk**

Please mark “***Aspiring Principals Programme 2024-2025***”on the email subject.

Please attach the following with your application:

1. **The Application Form**2. **A copy of your HKID card (or passport if you do not have an HKID)**3. **A copy of the certificates of your first degree, most recent degree, and PGDE qualification.**

Deadlines

Phase 1: 12 August -31 August 2024

Phase 2: 2 September- 28 September 2024

Phase 3: 2 October - 19 October 2024

[Application may close at Phase 2 or 3 once the quota is met]

Enquiries

If you have any enquiries, please contact us:

Telephone  
2948 8311

Email  
pfp@eduhk.hk

Payment

Fees should be paid in one instalment before the designated deadline when admission is accepted.

Withdrawal and Refund

The application for withdrawal and refund must be submitted at least two weeks before activity commencement.

A 5% administration fee will be deducted when the refund is approved. There will be no refund for withdrawal within two weeks before the activity or during the period of the activity except in exceptional circumstances.



**Personal Information Collection Statement**

1. Data collected during the admission process will be used for the following purposes:
   1. As a basis for the selection of applicants;
   2. For verifying information about your academic records in relevant institutions in Hong Kong and elsewhere;
   3. For identifying multiple applications and records of previous studies at the University;
   4. Academic administration in accordance with the University’s regulations and procedures, including registration, administering programmes of study, recording progress, organising examinations, transcripts and award certificates, managing access to the University’s facilities, application for exchange/immersion programmes (if applicable), teaching practice/internship arrangement (if applicable), provision of University’s services, production of student card, etc.
   5. Upon graduation, your personal data will be converted into alumni data which is used for the administration of the University’s fundraising and alumni activities.
2. Application information will be destroyed within 6 months after the completion of the admission exercise if the application is unsuccessful.
3. Personal data will be kept confidential and handled by the University’s staff members. The University may transfer your personal data to the relevant office/unit/department at the University to undertake academic and administrative functions. The University will not disclose your personal data to parties outside the University except with your consent.
4. In accordance with the Personal Data (Privacy) Ordinance, you have the right to request access to and to correct the personal information contained in the application, and the right to request a copy of such data during the admission exercise. If you wish to access or correct your personal information, please contact us at (852) 2948 8311 or email: pfp@eduhk.hk.
5. For details on the University’s Privacy Policy Statement, please visit https://www.eduhk.hk/en/privacy-policy.

**Tentative Schedule of *Needs Analysis for Aspiring Principals (NA)***

**0830-0600, Saturday, December 7, 2024**

**Tentative Schedule of *Preparation for Principalship (PFP) Course***

**Saturdays 09:00 – 16:00**  
 **@** **Yew Chung International School (Secondary) - (Kowloon Tong)**

4/1/2025**\***; 11/1/2025; 18/1/2025; 25/1/2025; 8/2/2025; 22/2/2025; 1/3/2025; 15/3/2025; 22/3/2025; 5/4/2025; 12/4/2025; 3/5/2025AM# or 3/5/2025PM#; 10/5/2025, 24/5/2025\*.  
***\* First and last lecture days will end at 17:00.   
# Half (AM/PM) lecture day only for May 3, 2025.***

**Evenings: Wednesdays, Thursdays 18:30 – 21:30  
 @ PLK Laws Foundation College - (Tseung Kwan O)**

8/1/2025**^**; 9/1/2025; 15/1/2025; 16/1/2025; 22/1/2025; 23/1/2025; 12/2/2025; 13/2/2025; 19/2/2025; 20/2/2025; 26/2/2025; 27/2/2025; 5/3/2025; 6/3/2025; 12/3/2025; 13/3/2025;   
19/3/2025; 20/3/2025;26/3/2025; 27/3/2025; 9/4/2025; 10/4/2025; 16/4/2025; 17/4/2025;   
7/5/2025**#** OR 8/5/2025**#**; 14/5/2025; 15/5/2025**^**

***^ The first and last lecture days will start at 17:30.  
# One (May 7, 2025 or May 8, 2025) lecture day only***

*Note:*

* Please indicate your choice of arrangement in your application.

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| **OFFICE**  **USE** | **Application Number: AP24\_\_\_\_** | |
| **Date Received** | **/ / 2024** |
| **ID Copy** |  |
| **Certificate** |  |

Application for Admission to

Programme for Needs Analysis (NA) and

Preparation for Principalship (PFP) Course (2024-25 Academic Year)

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| Please put **✓** to indicate your choice:  🞏 **BOTH NA & PFP Course**  🞏 **Needs Analysis (NA) ONLY**   🞏 **Preparation for Principalship (PFP) Course ONLY**  🞏 **Retaking Preparation for Principalship (PFP) Course**  Please provide the date of issuance of PFP Course Certificate: \_\_\_\_\_\_\_\_Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_  Please indicate the school level of the Programme: 🞏 Primary 🞏 Secondary 🞏 Special School  For **PFP** Course, please indicate your preference for class arrangement (please refer to the previous page).  🞏 Saturdays ONLY  🞏 Evenings ONLY  🞏 1st Saturdays, 2nd Evenings  🞏 1st Evenings, 2nd Saturdays    **Medium of Instruction (MOI)** Please indicate your MOI preference for the NA and PFP.  🞏 Chinese Language 🞏 English Language 🞏 Either Chinese or English Language |

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| **1. PERSONAL INFORMATION** | | | | | | | | | | | | | | | | | | |
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| **Name in English** (Please fill in **BLOCK** letters, as printed on your HKID Card/Passport.) | | | | | | | | | | | | | | | | | | |
| Surname |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Given Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Name in Chinese** |  |  | HKID Card No. |  | ( ) |

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| Date of Birth | **Day** | | **Month** | | **Year** | | | |  | **Gender** |  |  | | **M = Male F=Female** | |
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| **Correspondence** |  |
| **Address** (in English) |  |

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| **Telephone Number** | (Mobile) | (Home) | (Office) |
| **Email Address** |  | | |

**2. ACADEMIC QUALIFICATIONS**   
Please list the information regarding the following:  
1. Your first degree

2. Your most recent degree

3. Your PGDE qualification / Equivalent teacher’s training qualification

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|  | **Name of Awarding Institution (state the country if outside of Hong Kong)** | **Year of Award** | **Name of Degree**  **(e.g. BSc, MA, PGDE)** | **Major Subject** |
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**3. PROFESSIONAL ACTIVITIES** (e.g. Middle Leadership Programme ...) **/   
 QUALIFICATIONS** (Please list in reverse chronological order, starting from the **most recent** one)

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| **Name of Awarding Institution (state country if outside Hong Kong)** | **Programme or Course Name /  Qualification / Title of Award Obtained** | **Date of Completion /Award**  **(mm/yyyy)** |
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**4. TEACHING EXPERIENCES**

1. **Current Full-Time Employment Status** (Please ‘✓’ as appropriate.)

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Current School /Organisation** | **School Type (Primary/ Secondary/ Special)** | **School Finance Type**  **(Govt/Aided/DSS)** | **Period** | | **Total** | |
| **From**  **(mm/yyyy)** | **To**  **(mm/yyyy)** | **Years** | **Months** |
|  |  |  |  |  |  |  |

**Present Rank 🞏 CM 🞏 AM 🞏 SAM 🞏 APSM 🞏 PSM 🞏 GM 🞏 SGM 🞏 PGM 🞏 Others (please specify): \_\_\_\_\_\_\_\_\_\_\_**

**Present Position 🞏 Principal 🞏 Vice-Principal 🞏 Assistant Principal 🞏 Senior Teacher (AM/SAM, PSM, SGM, PGM, EO, etc.)**

**🞏 Teacher (CM, GM, AEO, APSM, etc.) 🞏 Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Past Employment Experiences** (Please list in reverse chronological order, starting from the **most recent** one)

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| **Name of School /Organisation** | **Rank**  **(e.g. CM, GM, SGM, PGM…)** | **Period** | | **Total** | |
| **From**  **(mm/yyyy)** | **To**  **(mm/yyyy)** | **Years** | **Months** |
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1. **Your full-time teaching experience in school(s) up to 31 August 2024 is: \_\_\_\_\_\_\_\_ year(s).**

**5. OTHER RELEVANT EXPERIENCES**

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| **6. DECLARATION**  A. For All Applicants  **□** I declare that all information given in this application form is accurate and complete, and I understand that  any misrepresentation will result in the disqualification of my application for admission.  B. **(1) For those who apply for NA only** I declare that (Please ✓ as appropriate.) (\* delete as appropriate)   |  |  | | --- | --- | | **□** | I have already completed the PFP Course.  **Please indicate the date of issuance of PFP Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | I have applied for the PFP Course in 2024-25 at CUHK / HKBU / Others (please specify): \_\_\_\_\_\_\_\_\_\_\_ .\* |   **(2) For those who apply for PFP only** I declare that (Please ✓ as appropriate.) (\* delete as appropriate)   |  |  | | --- | --- | | **□** | I have already completed the Needs Analysis.  **Please indicate the date of issuance of NA Certificate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **□** | I have applied for the Need Analysis in 2024-25 at CUHK / HKBU / Others (please specify): \_\_\_\_\_\_\_\_\_ .\* |   Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |