

申請特殊教育教師訓練課程(TCSEN)正式畢業證書程序/須知
(只適用於未獲取正式畢業證書之TCSEN畢業生)

Procedures/Important Notes for Application for Full Certificate of Teachers of Children with Special Educational Needs (TCSEN) Programme (Only applicable to TCSEN Graduates without Full Certificate)

填寫於表格內之資料將存放於本校之學生紀錄內。本校將確保學生紀錄獲適當保密。

The information provided on this form will be kept as Student Records in the University. The University will ensure that the Student Records will be kept confidential by appropriate safeguards.

- 此表格供於畢業時未有完成教育局認可之職前教育教師訓練課程之「特殊教育教師訓練課程」同學申請正式畢業證書。
- 「特殊教育教師訓練課程」是指以下課程：

課程編號	課程名稱	畢業年份
A1C012	二年部分時間在職特殊教育教師訓練課程	1995年或以前
	一年全日制特殊教育教師訓練課程	1995年
	特殊教育教師訓練課程(一年全日制及一年在職教學實習)	1996或1997年
	特殊教育教師訓練課程	1997年以後

- 請填妥本表格之第一至三及五#部分，並連同下列文件一併交回諮詢中心之學生紀錄服務站（新界大埔露屏路十號香港教育大學曹貴子基金會大樓 A-G/F-11室）：
 - 特殊教育教師訓練課程臨時證書之副本；及
 - 職前教育教師訓練課程之學歷證明#（例如證書、成績報告表或就學證明書之正本或核證副本）

#如同學於1995年或以後於本校修畢職前教育教師訓練課程，則無需遞交該學歷證明和填寫第五部分的授權書。
- 教務處收到同學的申請表及有關文件，並向教育局核實有關學歷資格後，會寄予同學一份「完成學業證明書」。而畢業證書則於每年根據該年度畢業典禮的日期印發。同學必須將申請表及有關證明文件於畢業典禮日期**三星期前**交往教務處。凡未能於指定日期前遞交申請之同學，其證書只能於下年度印發。教務處將發信通知同學有關領取證書之安排。

- This application form is applicable to those, who have not completed an initial teacher training course (as recognised by the Education Bureau) upon graduation from the TCSEN, to apply for the full certificate of the TCSEN.
- "TCSEN" refers to the following programmes:

Programme Code	Programme Title	Graduation Year
A1C012	Two-year Part-time In-service Course of Training for Teachers of Children with Special Educational Needs	In or before 1995
	One-year Full-time Course of Training for Teachers of Children with Special Educational Needs	In 1995
	Course for Teachers of Children with Special Educational Needs (One-year Full-time and One-year In-service Teaching Practice)	In 1996 and 1997
	Course for Teachers of Children with Special Educational Needs	After 1997

- Please complete Section I to III & V# of the attached form and return it to the Student Records Service Desk of Information Centre (The Education University of Hong Kong, Room A-G/F-11, CKCF Building, 10 Lo Ping Road, Tai Po, New Territories) together with the following documents:
 - A copy of the provisional certificate of the TCSEN; and
 - Document# that provides sufficient evidence on the completion of an initial teacher training course (e.g. original copy/certified true copy of certificate, transcript or testimonial)

#Those who completed the initial teacher training course at the EdUHK (formerly known as The Hong Kong Institute of Education or HKIEd) in or after 1995 are not required to submit any proof of their qualifications and complete Section V.

- Upon receipt of this application form (together with relevant documents) and the verification of your qualifications by the Education Bureau, the Registry would issue the "Completion of Studies" to the applicant. Certificates are issued once a year by the University according to the date of the graduation ceremony to be held at the end of the year. Your application form together with the supporting documents should reach the Registry at least **3 weeks before** the scheduled date of the ceremony. Should any applicants fail to submit their applications on schedule, they will have their certificates issued in the following year. The Registry will notify the applicant of the arrangement for collection of the Full Certificate by post.



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(只適用於未獲取正式畢業證書之TCSEN畢業生)

**Application for FULL CERTIFICATE of Teachers of Children with Special Educational Needs
(TCSEN) Programme (Only applicable to TCSEN Graduates without Full Certificate)**

填寫本表格前，請先參閱附頁的程序/須知。

Please read the procedures/important notes attached before completing this form.

申請人請以正楷填寫本申請表

(The application form should be completed by the applicant in BLOCK LETTERS)

第一部分 個人資料

SECTION I PERSONAL PARTICULARS

學生姓名(英文) Student Name (English):	(中文) (Chinese):
學生編號 Student No.:	香港身分證號碼 HK ID Card No.:
日間聯絡電話 Day-time Contact Tel No.:	電郵 Email:
通訊地址(請用英文正楷填寫) Correspondence Address (Please complete in English):	

第二部分 申請詳情

SECTION II APPLICATION DETAILS

本人欲申請以下特殊教育教師訓練課程之正式畢業證書：

I would like to apply for the Full Certificate of the following TCSEN programme:

入學年份 Year of Admission:	畢業年份 Year of Graduation:
修業模式* 全日制 / 部分時間制 Study Mode*: Full-time / Part-time	就讀特殊教育教師訓練課程之學生編號 Student Number of the TCSEN programme:
主修專門科目 Area of Specialization:	

* 請刪去不適用者。 Please delete whichever is inappropriate.

第三部分 有關職前教育教師訓練課程資料
SECTION III INFORMATION ON THE INITIAL TEACHER TRAINING COURSE

院校名稱
Name of Institution : _____

課程類別 *學位文憑 / 證書 / 學士學位 / 文憑 / 證書 / 其他 _____
Programme Type *Postgraduate Diploma/Certificate / Bachelor Degree / Diploma/Certificate /
: Others _____

課程名稱
Programme Title : _____

入學年份 畢業年份
Year of Admission : _____ Year of Graduation : _____

* 請刪去不適用者。Please delete whichever is inappropriate.

如同學於本校修畢上列之職前教育教師訓練課程, 請填寫學生編號:

Please write down your student number if you have completed the above said initial teacher training course at the EdUHK:

學生編號

Student No. :

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申請人簽署
Signature of Applicant

日期
Date

第四部分 授權代核實有關學歷資格
SECTION V AUTHORIZATION FOR THE VERIFICATION OF QUALIFICATIONS

To: The Registry
The Education University of Hong Kong

I, _____ (HKID no. _____) would like to authorize The Education Univeristy of Hong Kong to forward my application and copies of my supporting documents to the Education Bureau for verification of my qualifications.

致: 教務處
香港教育大學

本人 _____ (香港身分證號碼 _____) 欲委托香港教育大學代轉寄有關本人的申請及資料至教育局以核實有關本人學歷資格。

申請人簽名

Applicant's Signature : _____

申請人姓名

Applicant's Name : _____

香港身分證號碼

HKID Card No. : _____

日期

Date : _____

第五部分 教務處專用
SECTION VI FOR REGISTRY USE

Date of receipt of the application: _____

Copies of the following documents are enclosed :

- (a) Provisional certificate of the TCSEN Yes No
- (b) Original/certified true copy certificate of the Initial Teacher Training Course; or
Original testimonial/statement of results of the Initial Teacher Training Course. Yes No NA#
- #Documents stated in (b) are not required if the student has completed the Initial Teacher Training Course at the EdUHK in or after 1995.*
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Application is successful / unsuccessful with qualifications confirmed (if necessary) on _____

Completion of Studies issued on _____ Full Certificate issued on _____

收集個人資料聲明:

1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一個學校後將全部銷毀。
2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。
3. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
4. 如在遞交此表格後要查閱或更正個人資料，請聯絡學則及學籍管理組（電郵: exam@eduhk.hk）。
5. 本校的「私隱政策聲明」可見於 <https://www.eduhk.hk/main/privacy-policy/>。

Personal Information Collection Statement:

1. The personal data provided by you on this form will be used for the purpose of processing your application and to be destroyed after one academic year.
2. Failure to provide complete and accurate information in this form may result in the University being unable to process the application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.
5. The University's Privacy Policy Statement (PPS) can be accessed at <https://www.eduhk.hk/main/privacy-policy/>.