

Global Engagement Management System

Student User Manual

Version 1.0

International Teacher Training Programme



香港教育大學
The Education University
of Hong Kong

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Application

Account Creation

 You will receive an account creation email from GEMS to the student email account of your home institution. (Please check all the folders in your email box if you cannot find it, including the spam folder)

Dear

Your account in GEMS is created. GEMS is the system to complete your student exchange application. Please access the following link to set your user password.
https://uappl04.eduhk.hk/gems/user/changePassword.xhtml?token=eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJpc3MiOiJFZFVlSyIsImV4cCI6I0MTY1MzZMMDIwMSwiaWF0IjoxNjQ4MTc2MjAxLjI1bWFpbi1mdnZ0bnZy5nZy9.048928h4w0KIKkX5M_sWUCCvOnGdilmCnwLMvDEYJs

The login ID is your student email account from your home institution. Please follow the instructions in the Student Manual (https://www.eduhk.hk/gao/en/page_content.php?level=3&id=87) when you filling in the application form.

Should you have any queries, please contact us at +852 2948 7654/ inbound@eduhk.hk. Thank you.

Best regards,
Global Affairs Office
The Education University of Hong Kong

 **1** Copy the link provided to your web browser if necessary.

Browser Requirement for GEMS

- ✓ Support: Google Chrome, Firefox, Safari
- ✗ Not Support: Internet Explorer, Microsoft Edge

 GEMS adopts the **Responsive Web Design**, so you can access GEMS on your mobile/ tablet

Application

 Account Creation

Global Engagement Management System

Set User Password

A password must be at least 8 characters long, and contains at least one alphabetic letter (a-z, A-Z) and one numeric digit (0-9)

You will be redirected to login page after changing your password.

Set

2 Set your password according to the requirement.

Application

Account Creation



Global Engagement Management System

i After you successfully set the password, you will be redirected to login page.

External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

3 Input your Login ID which is the student email account of your home institution.



Global Engagement Management System

External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

4 Input the password you just set.

i If you forgot your password, please press here. A reset password email will be sent to the student email account of your home institution. Please follow the instruction in the email

Application

Access to GEMS

 You can access GEMS via the link: gems.eduhk.hk

Global Engagement Management System

External User Login

This login console is for external users only. If you have EdUHK network account, please login from [here](#).

Next

Application

 **Begin Your Application**

i This is the homepage of GEMS and it provides you an overview of your application.



Student Exchange

1 Click here to start your application.

International Teacher Training Programmes



- Apply for new International Teacher Training Programmes
- View your submitted application

Student User Manual (Inbound)



- Student User Manual for Inbound Exchange Programme Application

Application

Begin Your Application

Teacher Training Programmes

International Teacher Training Programme 2022/23	
Exchange Period	Semester 1
Application Status	Not Submitted
Application Deadline	01 四月 2022 00:00

[▶ Read Statement and Start Application](#)

Click here to read statement and start application.

2

I acknowledge that I have read and understood the above Statements.

Start

3 Confirm acknowledgment and click "Start".

Application

 **Begin Your Application**

i A green tick will appear after that section is completed.

Personal Particulars	Information of Home Institution	Language Proficiency	Training Information	Emergency Contact
Interest/Hobbies/Talents	Health Declaration	Criminal/Sexual Offence	Document Upload	

Given Names (as shown on Passport)	<input type="text"/>
Middle Name (as shown on Passport)	<input type="text"/>
Surname (as shown on Passport)	<input type="text"/>
Gender	<input type="radio"/> Male <input type="radio"/> Female
Date of Birth	<input type="text"/>
Nationality	<input type="text"/>
Passport No.	<input type="text"/>
Passport Expiry Date	<input type="text"/>

4 Complete all sections.

i Form will be saved automatically **when** you click other section

▶ Complete and Submit

5 Please don't click submit if you have not completed all the sections.

Application

Personal Particulars

Passport Region Mainland Macau, Taiwan Others

Given Names (as shown on
Passport)

Middle Name (as shown on
Passport)

Surname (as shown on Passport)

Gender

Male Female

Date of Birth

Nationality

Passport No.

Passport Expiry Date

Home/Correspondence Address

Home Phone (Country Code +
Area Code + Number)

Mobile Phone (Country Code +
Mobile Number)

Primary Email Address

Secondary Email Address

Fill in your personal details.

i The travel document must be valid for at least 6 months beyond your intended stay in Hong Kong.

i Make sure you provide a secondary email address which is **different from** the primary one.

Application

Information of Home Institution

Country/Region of Home Institution	Taiwan
Home Institution	Fo Guang University
Current Year of Study	Select ▼
Expected Degree (E.g. Bachelor of Education)	<input type="text"/>
Major Subject (E.g. Early Childhood Education)	<input type="text"/>
Grading System	<input checked="" type="radio"/> Scores/Grade Points <input type="radio"/> Letter Grade
Cumulative Grade Point Average (GPA)	<input type="text"/>
Point Scale of GPA (E.g. 0-5)	0- <input type="text"/>

Fill in your academic information.

Application

Language Proficiency

Native Language

English

Other, please specify

If you are not native English speaker, English language proficiency of The Education University of Hong Kong is required:

- a TOEFL score of 550 (paper-based test) or 80 (internet-based test) ; or
- IELTS 6.0 ; or
- English Proficiency Endorsement Form ;

Please provide details of English examination results, for example TOEFL, IELTS.

Proof of English Language Proficiency

Language Proficiency Endorsement Form

IELTS

TOEFL



If your native language is not English, remember to fill in your native language here.



You just need to fulfill **ONE** of the requirements



The form is provided by your institution if you don't have the proof of IELTS or TOEFL



If you selected IELTS or TOEFL as the proof, you are required to input the score here.

IELTS

Date of Test

Overall Score

Listening
(Sub-Score)

Speaking
(Sub-Score)

Reading
(Sub-Score)

Writing
(Sub-Score)

Application

Emergency Contact

Emergency Contact (for the whole period of your study at EdUHK)

Name	Relationship	Home Phone (Country Code + Area Code + Number)	Mobile Phone (Country Code + Mobile Number)	Email Address
 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				

Fill in at least one emergency contact.

Interest/Hobbies/Talents

Many programmes/activities (i.e. Student Buddy Programme, Orientation, Excursion, etc) would be organized for you throughout your staying term. At the same time, you will also be invited to share your culture and talents to the EdUHK community. Therefore, it is important that we know more about you!

Extracurricular Activities and Awards

Characters remaining: 1000

Interests/Hobbies/Talents

Characters remaining: 1000

Feel free to fill in as many activities, awards or hobbies as you can.

Application

Training Information

i Please select your preferred school.

Host School Preferred

Kindergarten Primary School

Proposed Training Period

From

To

It MUST be the same as the dates written on the Nomination & Recommendation Form.
(This is the training period at the host school and early departure would NOT be allowed.)

Tentative Arrival Date

Participants are expected to arrive at EdUHK few days before the training period.

Scopes of Training (you may select more than 1 options)

- Class Observation
- Classroom Teaching and Management
- Plan and Organise Extra-curricular Activities
- School Management/Day-to-day Operations
- Curriculum Planning
- Event Management
- Other, please specify (E.g. Special Project/Research)

i Only for students who prefers primary school.

Participants are expected to teach the subject of English Language mainly. IF YOU HAVE INDICATED "PRIMARY SCHOOL" AS YOUR HOST SCHOOL PREFERRED ABOVE, would you be interested in participating in the classes / learning activities of other subjects if circumstances allowed?

Select One

Note: As the medium of instruction in local kindergarten and primary schools would usually be Cantonese or Putonghua except for English classes or other specific subjects, class observation & teaching would normally be arranged for these classes only.

Teaching/Teaching Related Experience

Period From

To

Level(s) and Subject(s) Taught

Application

Criminal/Sexual Offence

Have you previously been convicted of a criminal and / or sexual offence# in your home country or elsewhere?

Yes No

Please declare your
status

#To enhance protection of children and mentally incapacitated persons from sexual abuse, the Hong Kong Police Force under the Government of the Hong Kong Special Administrative Region has launched the Sexual Conviction Record Check (SCRC) scheme with effect from 1 December 2011. Schools are strongly advised to adopt the scheme and request their prospective employees seeking child-related work or work relating to mentally incapacitated persons to undergo SCRC. As the SCRC scheme does not cover overseas sexual conviction record, given the importance of protecting our students, you are highly recommended to provide certificate of no sexual conviction record or other lawful documentary proof issued by the place of residence as additional information for selection purpose. Details of the SCRC scheme are available at the Hong Kong Police Force website at <http://www.police.gov.hk/scrc>.

Application

Health Declaration

Before we are able to consider making an offer of admission, we need to have a better understanding of the support and accommodation that each student requires in light of the medical / health condition and assess our ability to provide them. **Please list below any medical/health conditions (e.g. allergies, chronic illnesses, psychological conditions, etc) which you have now/in the past, and/or any special concern or need.**

Upon receiving your application, Global Affairs Office reserves the right to request for more information based on the medical/health conditions. The information and material that you provide will be used by the University to assess your application, including your ability to comply with programme requirements, our ability to provide the support and accommodation required (if any) and, upon admission, to provide them to you. The University may disclose such information relating to you to and/or make inquiries with our staff members, medical / healthcare personnel, your current academic institution and your insurer to the extent necessary for such purposes, but will otherwise keep such information confidential.

Please understand that without true and complete information regarding your medical / health condition, the University will not be able to process your application or, if you are admitted, the University will not be able to provide the support and accommodation required by you. In those circumstances, the University may have to withdraw your admission or terminate the exchange.

Nature of the medical/health condition

The effect that the condition may have on you

Medication required

Fill in
medical/health
conditions (if any).

Application


Document Upload

Supporting Documents

- A copy of TOEFL/IELTS scoresheet or English Proficiency Endorsement Form if you are not native English speaker
- Official Transcript
Please upload your official transcript below.
If an overall grade is not given on a transcript, a letter from your home institution certifying your academic standing would also be accepted.
- Certificate of No Criminal Conviction (CNCC)
You are required to provide documentary evidence, e.g. Certificate of No Criminal Conviction (CNCC) or any lawful documentary proof, issued by the countries/cities where you have resided.
- Personal Statement
The Personal Statement should include your self-introduction, reasons for applying for teacher training in Hong Kong, and/or any further information if you see fit.

Important points to note regarding uploading the documents:

1. The maximum number of upload file is 8.
2. The file size should not be larger than 4096 KB.
3. The file type must be pdf, txt, doc, docx, ppt, pptx, bmp, gif, jpg, jpeg, png, psd, tif, tiff.

2 Upload English Proficiency Endorsement Form/ IELTS/ TOEFL certificates (if any) declared in Language Proficiency section.

1 You are required to upload:

- The transcript from your institution
- Certificate of No Criminal Conviction
- A personal statement

5 Select the correct file tag for your upload. If the tags are not applicable, please choose "other documents".

	File Name	File Tag	File Size (KB)	Creation Date	
	IETLS.pdf	Language - IELTS	4	19 Feb 2021 16:04:58	
	Transcript.pdf	Institution - Official Transcript	7	19 Feb 2021 16:07:21	



File + Choose

Upload

3 Choose the file to upload from your computer.

4 If you confirm the file is correct, click upload.

Application

Submit Your Application

i A green tick appears after that section is completed.

Personal Particulars ✓	Information of Home Institution ✓	Language Proficiency ✓	Emergency Contact ✓
Interest/Hobbies/Talents ✓	Study Plan ✓	Health Declaration ✓	Document Upload ✓

Complete and Submit

1 After you completed all the sections, click "Complete and Submit".

Declaration

1. I declare that the information provided in this application is accurate and complete. It is my responsibility to inform Global Affairs Office (GAO) of the updates (if any) and any misrepresentation will result in a delay of the processing of my application or disqualification of my application for admission to The Education University of Hong Kong (EdUHK) as an exchange student.
2. I understand and agree that:
 - a. The information provided in this application will be used in the admission process and other purposes in support of my exchange study in EdUHK;
 - b. If I am accepted for the programme, I must abide by all the terms and regulations of EdUHK, and follow the instructions provided by GAO; and
 - c. It is my responsibility to meet the course requirements (if any) before I enroll for any courses at EdUHK; and
 - d. GAO will have the final decision on the selection and acceptance.
3. Should I fail to do any of the above, I am liable for any consequences that may arise.
4. I give my consent for EdUHK to release my official transcript to my home institution upon completion of exchange.

I read and agree

2 Confirm the declaration and click "Submit".

Submit

Please note that you would not be allowed to edit the application after submission.

3 Once you submitted the application, all information you provided **CANNOT** be edited

Application

➤ Completed Application

Teacher Training Programmes

 You have submitted the application.

 A green alert box appears for submitted application.

International Teacher Training Programme 2022/23

1st round.

Application Status Submitted

 Application status changed from to "Submitted".

Application Deadline 28 Feb 2021 00:00

[View](#)

 You can view your application here



An email will be sent to your mail box to acknowledge your submission.

 **Contacts**



Global
Affairs
Office

環球事務處



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