

申請補發畢業證書程序/須知

Procedures/Important Notes for Application for Replacement of Certificate

只適用於高級/深造文憑 或 學士學位 或 研究式/修課式研究生課程
(除合辦課程如當代英語語言文學與教育學(榮譽)文學士及專業教師課程外)

Applicable to graduates of higher/postgraduate diploma or undergraduate or taught/research postgraduate programmes only (except joint degree programme such as BACEE and Professional Development Programmes)

注意事項

- ✧ 申請補發畢業證書只適用於高級/深造文憑或學士學位或研究式/修課式研究生課程 (除合辦課程如當代英語語言文學與教育學(榮譽)文學士及專業教師課程外)。
- ✧ 香港教育學院所發出之畢業證書只頒發一次，並無副本。
- ✧ 證書若損毀或遺失，畢業生可申請補發證書。申請補發畢業證書必須附上有關之證明文件正本 (如畢業生的已損毀之證書/警方報失紀錄/公證書/法定宣誓聲明)，此申請方獲處理。
- ✧ 每位畢業生只可同時擁有學院所頒發之學位/文憑畢業證書一張 (包括補發證書在內)。如該生隨後尋回遺失的證書，則必須歸還補發或原來的證書予學院注銷。
- ✧ 補發證書會依據現行之形式發出，由補發當時的學院主管人員簽署，並印有“**This certificate is reissued on DD/MM/YYYY**”及“**本證書於 YYYY 年 MM 月 DD 日補發**”以註明證書的補發日期。
- ✧ 補發證書只會於每年學院畢業典禮期間 (約每年11月中旬) 印發，截止申請日期為該年之十月三十一日，逾期申請之畢業生，其申請將於下年度之畢業典禮期間印發。

Important Notes

- ✧ Application for replacement of certificate is only applicable to graduates of higher/postgraduate diploma or undergraduate or taught/research postgraduate programmes (except joint degree programme such as BACEE and Professional Development Programmes).
- ✧ The award certificate issued by The Hong Kong Institute of Education is a unique document and no duplicate copy will be issued.
- ✧ A graduate may apply for a replacement certificate in case of loss or damage of an original certificate. Application will only be processed upon receiving the ORIGINAL supporting document(s) (i.e. damaged certificate / police report / notarized statement / declaration administered by Commissioner for Oaths) reported or made by the graduate.
- ✧ Please note that a graduate is only permitted to retain ONE valid award certificate, including the replacement certificate, for each academic qualification he/she was conferred by the institute. If a certificate, previously reported lost, was subsequently found, the graduate concerned is required to return any extra copy for destruction.
- ✧ A replacement certificate is printed in the current format of the graduate certificate including the signatures of the current institute officers, with additional statements “**This certificate is reissued on DD/MM/YYYY**” and “**本證書於 YYYY 年 MM 月 DD 日補發**” printed on the certificate.
- ✧ Replacement certificates will only be issued once a year at the time of the Congregation (i.e. around mid-November of the respective year). The application will close on 31 October of the respective year and the replacement certificate will be issued after the Congregation. Application submitted after the deadline will be processed in the following year.

附錄

1. 請填妥本表格之第一至第四部分，連同所需文件交回諮詢中心（香港新界大埔露屏路十號行政大樓 A-G/F-11）。
2. 申請表格各欄必須清楚填妥，並請繳交申請費用，此申請方獲處理。如申請人仍未繳清拖欠本校的各種費用，本校將不會發出任何學業證明文件，請無需申請。
3. 補發證書只會於每年學院畢業典禮期間（約每年11月中旬）印發，截止申請日期為該年之十月三十一日，逾期申請之畢業生，其申請將於下年度之畢業典禮期間印發。如欲查詢，可致電教務處(852) 2948 6710。
4. 付款方法
 - ◆ 於銀行以現金付款
申請人可到任何一間東亞銀行（戶口號碼：015-195-25-00002-0）索取繳費單繳交費用（繳費收條正本須連同申請表一併交回）。
 - ◆ 銀行自動櫃員機
申請人可於各東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行（戶口號碼：015-195-25-00002-0）（轉賬收條正本須連同申請表一併交回）。
 - ◆ 銀行本票付款（只適用於海外申請者）
海外申請人可以銀行本票付款，本票抬頭支付「香港教育學院」。
5. 補發證書必須由申請者本人或其授托人領取。如欲授權其他人士代為領取補發證書，授托人於諮詢中心領取文件時必須攜同由申請人簽署的授權書（內附樣本）、申請人之學生證或身分證副本及授托人之身分證/護照，以作核對及記錄之用。如授托人未能出示以上全部三項文件，教務處將拒絕把申請人之學業證明文件發給授托人。
6. 只限於現居海外/內地之申請者可選擇郵寄方式收取證書，請聲明並清楚填寫其海外/內地地址於第五部分之地址表上。如有郵遞失誤，教務處恕不負責。
7. 如申請人未能及早通知更改領取補發證書方法，如有文件遺失，教務處恕不負責。

Notes

1. Please complete Sections I to IV of the attached form and return the form together with the required documents to the **Information Centre (Room A-G/F-11, Administration Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong)**.
2. Application will be processed upon receipt of the completed application form and payment. If there are still outstanding payments unsettled with the Institute, the Institute will withhold the issue of academic document(s). Applicants of this category need not apply.
3. Replacement certificates will only be issued once a year at the time of the Congregation (i.e. around mid-November of the respective year). The application will close on 31 October of the respective year and the replacement certificate will be issued after the Congregation. Application submitted after the deadline will be processed in the following year. Applicants may contact the Registry at (852) 2948 6710 for further enquiries, if necessary.
4. Payment Methods:
 - ◆ Payment by cash at bank
Applicants can obtain a payment slip from any branch of **Bank of East Asia (A/C: 015-195-25-00002-0)** and make cash payment. (Please attach **original payment receipt** to the application form)
 - ◆ Payment by ATM
Applicants can pay through ATMs of **Bank of East Asia** by transferring the amount to **Bank of East Asia (A/C: 015-195-25-00002-0)**. (Please attach **original transferal receipt** to the application form)
 - ◆ Payment by bank draft (For overseas applicants only)
Overseas applicants may send a bank draft made payable to "The Hong Kong Institute of Education".
5. **Replacement certificate will only be collected in person.** If you wish to authorize another person to collect the certificate on your behalf, your representative is required to bring along the "Authorization for the Collection of Academic Document(s)" (A sample is attached) signed by you, A photocopy of your Student ID/HKID card and HKID card/passport of your representative for verification and record purpose. **The Registry will withhold the applicant's certificate if the authorized person cannot produce all the above required documents during collection.**
6. Only applicants who reside in overseas or Mainland China can choose mail dispatch of the certificate. They must indicate their overseas address/ address in Mainland China clearly in Section V 'Address Slip' of this form. The Registry bears no responsibility for any loss, damage or delay of the certificate during postal delivery.
7. The Registry bears no responsibility for any loss of certificate during collection if no prior notice for change of method of collection is received.

申請補發畢業證書 APPLICATION FOR REPLACEMENT OF 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.

所有部分均須由申請人以正楷填寫
(All parts to be completed by applicant in BLOCK LETTERS)

第一部分 申請人資料 SECTION I DETAILS OF APPLICANT

姓名(英文) Name (English):		(中文) (Chinese):
稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss	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:	

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

第二部分 申請詳情 SECTION II APPLICATION DETAILS

申請費用每份港幣四百元。有關付款方法，請參閱申請程序/須知之**附錄4**。
Application fee HK\$400 per copy. Please refer to **Note 4** of the “Procedures/Important Notes” on Payment Methods.

有關課程及年級資料：

Information on programme and year of study:

課程名稱及編號 Programme Title/Code:	
入學年份 Year of Admission:	畢業年份 Year of Graduation:
主修學科 ¹ Major Subject ¹	副修學科 ² (如適用) Minor Subject ² (if applicable)
申請補發原因(請在適當的空格內填上✓ 號) Reason for replacement (Please tick as appropriate): <input type="checkbox"/> 證書損毀(請提供已損毀之證書) Certificate damaged (Please provide the damaged certificate) <input type="checkbox"/> 證書遺失(請提供警方報失紀錄/公證書/法定宣誓聲明) Lost of certificate (Please provide the police report/notarized statement/declaration administered by Commissioner for Oaths) <input type="checkbox"/> 其他，請註明 Others, please specify: _____	

主修學科¹相當於：**專修範疇** [教育博士] / **重點範疇一** [教育碩士] / **主修學科** [學位教師教育文憑(中學)] / **教學學科研習一(TSS1)** [學位教師教育文憑(小學)]

Major Subject¹ denotes: **Specialized Area** [EdD] / **First Area of Focus** [MEd] / **Major Subject Study** [PGDE(S)] / **Teaching Subject Study 1 (TSS1)** [PGDE(P)]

副修學科²相當於：**重點範疇二** [教育碩士] / **教學學科研習二(TSS2)** [學位教師教育文憑(小學)] / **第二教學學科** [教育榮譽學士(小學)] / **專修學科** [教育榮譽學士(中學)]

Minor Subject² denotes: **Second Area of Focus** [MEd] / **Teaching Subject Study 2 (TSS2)** [PGDE(P)] / **Second Teaching Subject** [BEd(P)] / **Concentration of Studies** [BEd(S)]

第三部分 領取補發證書
SECTION III COLLECTION OF CERTIFICATE

領取方法 (請在適當的空格內填上✓ 號)

Method of Collection (Please tick as appropriate)

- ☐ 由本人親身前來領取
To be collected by myself in person
- ☐ 由授托人領取 (授托人必須攜同所有有關證明文件[詳列於申請程序/須知之附錄5]才獲准領取補發證書。)
To be collected by an authorized person (The authorized person must bring along all the required documents [indicated in Note 5 of the Procedures/Important Notes] before collection of certificate.)
- 請以雙掛號形式郵寄補發證書 (只限於現居海外/內地之申請者)
- ☐ Please send the certificate by double registered mail (only for applicants who reside in overseas or Mainland China)
(需繳付額外之郵政費用HK\$55, 並填寫下方之地址表)
(Additional postal charge HK\$55 is required, and please fill in the address slip provided below.)

第四部分 收集個人資料聲明
SECTION IV PERSONAL INFORMATION COLLECTION STATEMENT

- 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段時間後將全部銷毀。
The personal data provided by you on this form will be used by Assessments, Records & Systems Section for the purpose of processing your application and to be destroyed after a period of time.
- 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。
Information provided will be treated strictly confidential and may be transferred to other unit(s) within the Institute for necessary action, where applicable; and
- 如在遞交此表格後要查閱或改正個人資料, 請聯絡評核、學生紀錄及系統發展組 (電郵:exam@ied.edu.hk)。
Applications for access to and correction of personal data after submitting this form should be made by writing to Assessments, Records & Systems Section by email to exam@ied.edu.hk.

第五部分 地址表
SECTION V ADDRESS SLIP

地址表
Address Slip

(請填寫海外/內地地址 Please indicate your overseas address/ address in Mainland China.)

致To:

(收件人Name of Recipient)

(地址Address)

第六部分 聲明
SECTION VI DECLARATION

1. 隨表已附上 (請在適當的空格內填上✓ 號)

Enclosed please find the following: (Please tick as appropriate)

- ☐ 畢業證書正本 (只適用於證書損毀)
Original certificate (for certificate damaged)
- ☐ 警方報失紀錄/公證書/法定宣誓聲明 (只適用於證書遺失)
Police report/notarized statement/declaration administered by Commissioner for Oaths (for lost of certificate)
- ☐ 銀行繳費收條正本 / 銀行轉賬收條正本 / 銀行本票 (只適用於海外申請者)
Original payment receipt / Original transferral receipt / Bank Draft (for overseas applicants only)
- ☐ 地址表 (只限於現居於海外/內地之申請者)
Address slip (only for applicants who reside in overseas or Mainland China)

2. 本人明白 I understand that

(i) 包括補發證書在內，本人只可同時擁有由學院頒發予本人每項學歷的畢業證書各一張。
I can be in possession of only one copy, including the replacement copy, of the degree certificate for each academic qualification awarded by the institute.

(ii) 選擇郵寄方式收取證書只限於現居海外/內地之申請者 (申請者必須清楚填寫其海外/內地地址於第五部分之地址表上。)如有郵遞失誤，教務處恕不負責。

Only applicants who reside in overseas or Mainland China can choose mail dispatch of the certificate. They must indicate their overseas address/ address in Mainland China clearly in Section V 'Address Slip' of this form. The Registry bears no responsibility for any loss, damage or delay of the certificate during postal delivery.

(iii) 補發證書必須由申請者本人或其授托人領取。如欲授權其他人士代為領取文件，授托人於諮詢中心領取文件時，必須攜同由本人簽署的授權書、本人之學生證或身分證副本及授托人之身分證/護照，以作核對及記錄之用。如授托人未能出示以上全部三項文件，教務處將拒絕把本人之學業證明文件發給授托人。

Replacement certificate will only be collected in person. If I wish to authorize another person to collect the certificate on my behalf, my representative is required to bring along the "Authorization for the Collection of Academic Document(s)" signed by me, a photocopy of my student card/HKID card and HKID card/passport of my representative for verification and record purpose. The Registry will withhold my certificate if the authorized person cannot produce all the above required documents during collection.

(iv) 如本人未能及早通知更改領取方法，教務處恕不負責任何文件遺失。

The Registry bears no responsibility for any loss of certificate during collection if no prior notice for change of method of collection is received.

(v) 申請補發畢業證書必須提供有關之證明文件正本 (如本人的已損毀之證書/警方報失紀錄/公證書/法定宣誓聲明)，此申請方獲處理。

Application for replacement of certificate is will only be processed upon receiving the ORIGINAL supporting document(s) (i.e. damaged certificate / police report / notarized statement / declaration administered by Commissioner for Oaths) reported or made by me.

(vi) 補發證書只會於每年學院畢業典禮期間 (約每年 11 月中旬) 印發，截止申請日期為該年之十月三十一日，逾期申請之畢業生，其申請將於下年度之畢業典禮期間印發。

Replacement certificates will only be issued once a year at the time of the Congregation (i.e. around mid-November of the respective year). The application will close on 31 October of the respective year and the replacement certificate will be issued after the Congregation. Application submitted after the deadline will be processed in the following year.

申請人簽署 Signature of Applicant

日期 Date

第七部分 教務處專用
SECTION VII FOR REGISTRY USE

No Liabilities checked by: _____ on _____

Certificate prepared by: _____ on _____

Certificate checked by : _____ on _____, sent on _____

領取補發證書 COLLECTION OF CERTIFICATE

茲證明本人收到第二部分之補發證書

I acknowledgement receipt of the certificate as stated in Section II

領取人簽署 Signature of Recipient

日期 Date

授權領取學業證明文件
Authorization for the Collection of Academic Document(s)

本表格只需經由授托人於代領申請人之學業證明文件時提交，並無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is **NO NEED** to attach this to the application form.

致： 教務處
香港教育學院

由於本人未能親身前來領取學業證明文件，本人_____

(香港身分證號碼/學生證號碼* _____)欲委托_____先生/女士/小姐* (香港身分證/護照號碼* _____)代為領取有關本人的學業證明文件。

To: The Registry
The Hong Kong Institute of Education

Since I cannot collect the academic document(s) in person, I, _____

(HKID No./Student No.* _____) would like to authorize Mr/Ms/Miss* _____

(HKID No./Passport No.*: _____) to collect the academic document(s) on my behalf.

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

申請人簽名

Applicant's Signature : _____

申請人姓名

Applicant's Name : _____

香港身分證號碼/學生證號碼

HKID Card No./Student Card No.: _____

日期

Date: _____

重要事項

Important Notes:

當領取學業證明文件時，授托人必須出示及提交以下有關文件以作核對/記錄

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

- (i) 經申請人所填寫及簽署之“授權領取學業證明文件”表格
"Authorization for the Collection of Academic Document(s)" signed by the applicant;
- (ii) 申請人之香港身分證/學生證副本
A photocopy of applicant's Student ID/HKID card; and
- (iii) 授托人之香港身分證/護照
HKID card/passport of the authorized person

如授托人未能出示及提交以上所述之文件以作核對及記錄，教務處將拒絕把申請人之學業證明文件發給該授托人。

The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents for verification and record during collection.