

Certificate in Teaching and Learning in Higher Education (CTLHE) Guidelines for granting exemption, CTLHE

Exemption Policy

Research postgraduate students may apply to the Head of Academic Programmes at the Centre for the Enhancement of Teaching and Learning (CETL) for exemption. Exemptions will be granted only in exceptional circumstances. In order to qualify for exemption, a student must submit evidence of at least two years of successful classroom teaching in an English-speaking teaching and learning environment that meets the following criteria, or a teaching certificate certifying completion of a course of equivalent standard and duration.

Criteria for exemption

For an exemption to be awarded, a student must have a teaching certificate certifying completion of a course of equivalent standard and duration or have teaching experience that satisfy the following criteria:

- (a) at least 2 years,
- (b) in an English-speaking teaching and learning environment,
- (c) full-time (conducted while serving in a full-time capacity, carrying out at least 8 hours of teaching per week),
- (d) at an appropriate level (senior secondary or tertiary level),
- (e) successful (demonstrated by student evaluation results and / or reference by the supervisor/principal), and
- (f) recent (within two years of the date of application for exemption).

Applicants may be required to attend an interview in order for his/her eligibility for exemption to be assessed.

Procedure for handling and processing exemption applications

- (1) The student is required to complete an [application form for exemption from CTLHE](#). The completed application form should be sent form by e-mail (noranda@hku.hk) or post (Room CPD-1.73, Centennial Campus, The University of Hong Kong) to CETL for consideration, along with supporting documents which can be in the form of;
 - a. a copy of the relevant teaching certificate (with course content) if this forms the basis of the exemption application OR a letter from the previous institution certifying the course/s taught, years/months and hours per week of teaching carried out.
 - b. student evaluation results and / or reference by the supervisor/principal on teaching quality.
- (2) Once an application is received, the processing officer should check if all required documents are available and then forward the application documents to the Head of Academic Programmes for consideration and comments.
- (3) The application materials will be reviewed. The student will be invited to attend an interview if necessary.
- (4) A recommendation will be made to the Director of CETL for endorsement.
- (5) Upon endorsement by the Director of CETL, the student will receive notification of the result of application by email. In case exemption from CTLHE is granted, an exemption confirmation letter will be issued to the student. A copy of the letter will be sent to the supervisor of the student. The exemption record may be made available upon request by the Graduate School and the student's home Faculty/Department.