

**THE UNIVERSITY OF HONG KONG**

**To: MPhil/PhD Students Registering on September 1, 2011 and thereafter**

**Notification on Mandatory Training on Teaching Skills for Research Postgraduate Students**

All new research postgraduate (RPg) students who register in September 2011 and thereafter and who are required by Faculties/Departments/other units to undertake teaching and/or assessment duties are mandatory required to complete a 24-hour training course “Certificate of Teaching and Learning in Higher Education: Stage 1” offered by the Centre for the Enhancement of Teaching and Learning (CETL) before Faculties/Departments/other units assign such duties to them. The policy was approved by the Teaching and Learning Quality Committee and the Policy Board of Postgraduate Education in 2010-11 to ensure that RPg students engaging in teaching related duties possess the level of competence and skills required.

2. Details of the CETL Certificate Course to be offered in 2011-12 will be made available in early July 2011 at CETL website: <http://www.cetl.hku.hk/certificate-courses>. Course schedule and registration period for Semesters 1 and 2 will normally be updated in July and December respectively. Please visit the above CETL website for the updates. To enroll in the Certificate Course, RPg students should register online at the above CETL website.
3. RPg students who are able to provide documentary evidence of having obtained equivalent teaching skills training may apply directly, on the recommendation of their supervisors, to the Executive Director of CETL for exemption.
4. For enquiries about the Certificate Course, please contact Miss Eva Poon, Event Co-ordinator of CETL, at 2859 8996 or email: [evapoon@hku.hk](mailto:evapoon@hku.hk).

Graduate School  
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