CUHK Jockey Club AI for the Future Project
中大賽馬會智為未來計劃

CUHK Jockey Club AI for the Future Project
Excellence in AI and Innovative Technology Education Teaching Award

Guidelines for Participating Teachers

A. Objectives

- To recognize accomplished teachers with outstanding performance in the fields of artificial intelligence (AI) and innovative technology education
- To promote the extensive application of AI and innovative teaching in the education sector, with a view to creating an innovative learning environment and improving outcomes in teaching and learning
- To share outstanding AI and innovative technology teaching cases as a source of reference and practical guidance for fellow colleagues in the education sector

B. Eligibility

- Registered teachers who are currently teaching in local primary or secondary schools in the following Key Learning Areas (KLA):
  - Chinese Language Education
  - English Language Education
  - Mathematics Education
  - Science Education
  - Technology Education
  - Personal, Social and Humanities Education
  - Arts Education
  - Physical Education

C. Entry Categories

- Chinese Language Education (Primary and secondary sections)
- English Language Education (Primary and secondary sections)
- Mathematics Education (Primary and secondary sections)
- Science Education (Secondary section only)
- Technology Education (Secondary section only)
- Personal, Social and Humanities Education (Secondary section only)
- General Studies (Primary section only)
- Arts Education (Primary and secondary sections)
- Physical Education (Primary and secondary sections)

D. Participating in the Award

- Each teacher can participate individually or in a group. Each participating group should consist of 2 to 5 teachers.
- All group members should come from the same school. Mixing teachers from different schools is not allowed.
- There is no limit on the number of participating groups from each school. However, each teacher can only join one group.
- Each teacher can participate individually and in a group respectively with two different lesson plans.
- Participants should enroll for the competition through the designated online registration form (https://forms.office.com/r/dT184B6AR2) **on or before 5:30 pm, Hong Kong time (GMT+8) on Monday, 30 June 2025**. Any late applications will not be accepted.
- Participating teachers will receive a confirmation email from the Organizer after submitting their cases for the competition.
- By submitting a case for the competition, the entrants understand and agree to the terms and conditions of the Excellence in AI and Innovative Technology Education Teaching Award.
- In case of dispute, the Organizer reserves the right to make the final decision.

E. Judging Panel

- The Judging Panel consists of members of the Advisory Committee of the CUHK Jockey Club AI for the Future Project (the Project), professors of CUHK, and professional representatives from the information technology sector and education sector.

F. Competition Format

- Theme: To ignite students' learning motivation with artificial intelligence teaching and innovative technology tools
- The case for the entry submitted should include the following materials:
  a) Sample lesson plans
  b) A video clip on teaching (about 10-15 minutes of highlights)
  c) Report on Reflection of Teaching Practices
  d) Participation acknowledgement form signed by the school principals of participating teachers
  e) "Authorization Form on Using Students' Portrait and Work" signed by the parents or guardians of the students involved in the video clips on teaching
  f) "Copyright Authorization Form" signed by the participating teachers to declare the originality of their entries and the source of third-party copyrighted materials in their entries, and authorise the Project to use their entries for non-commercial purposes
- Templates for the lesson plan and Report on Reflection of Teaching Practices, as well as the participation acknowledgement form, "Authorization Form on Using Students' Portrait and Work" and "Copyright Authorization Form" can be downloaded from the competition website: https://cuhkjc-aiforfuture.hk/index.php/ai-tea-2025/
- The language of the entry materials submitted (i.e. lesson plan, video clip on teaching and

Report on Reflection of Teaching Practices) for the category of English Language Education must be in English; while those submitted for the category of Chinese Language Education must be in Chinese. For the rest of the categories, the language of the materials submitted can be either Chinese or English.

- Participating teachers must upload all the materials for the entry case (items a to f mentioned above) onto a folder on cloud platforms (Google Drive, Microsoft OneDrive, DropBox, etc.), and provide a shareable link in the designated entry form to be submitted by 5:30 pm, Hong Kong time (GMT+8) on Monday, 30 June 2025. Please test whether the shareable link is workable before submitting the entry form.
- Any entry case materials submitted after the deadline will not be accepted (based on the time receiving the online entry form).
- Under no circumstances are participants allowed to make any alterations or substitutions to their entry case materials after submission.
- The Judging Panel will review the entry case materials based on the assessment criteria (See Appendix) and select the award recipients.
- All entries must be originally created by the entrants and must not infringe the rights of any third parties, including but not limited to intellectual property rights, copyrights, confidentiality, and privacy. In submitting any entries, the entrants must warrant that they do not infringe the rights of any third parties. Entry case materials that were previously awarded in any other competitions will not be accepted.

Sample lesson plans

- Participating teachers must download the template of the sample lesson plan from the competition website to complete the lesson plan.
- The sample lesson plan must be saved in the format of "docx", "doc" or "pdf". If the document submitted is saved as pdf format, the Project reserves the right to request for an editable file (such as "docx", "doc") from the participating teachers.

Video clip on teaching (about 10-15 minutes of highlights)

- The video clip submitted should show the implementation of class activity by the participating teachers in one of the lessons (about 10-15 minutes).
- The video clip must be saved in the format of avi", "wmv", "mpeg", "mpg" or "mp4".
- Before recording the video, consent must be obtained from the students or their parents/guardians. "Authorization Form on Using Students' Portrait and Work" signed by the parents or guardians should be submitted.
- The videos should not show the faces of students who do not agree to be filmed. If the students concerned inevitably appear in the video, their faces should be covered up through post-production.

Report on Reflection of Teaching Practices

- Participating teachers must download the template of the Report on Reflection of Teaching Practices from the competition website to complete the report (not exceeding 2,000 words).
- Participating teachers should briefly describe their teaching philosophy, and explain with concrete examples on how AI and innovative technology can be applied to their teaching practices, concepts or theories, as well as the methods of implementation of AI and the

corresponding results.

- The report must be saved in the format of "docx", "doc" or "pdf". If the document submitted is saved as pdf format, the Project reserves the right to request for an editable file (such as "docx", "doc") from the participating teachers.

G. Announcement of the Result

- The Organizer will announce the result in mid-August 2025 (To be confirmed). The result will also be uploaded onto the Project's website.
- The Organizer may invite the awarded teachers to showcase and introduce their teaching cases in media interview(s), other publicity event(s) or platform(s) of the Project.

H. Enquiries

- Please contact CUHK Jockey Club AI for the Future Project (email: aiforfuture@cuhk.edu.hk Tel: 3943 0844)

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Appendix

Assessment Criteria

Sample lesson plans & Teaching video	Content and teaching pedagogy of the lesson design, and the effectiveness of the lesson when complimented with AI tools	30%
	Methodology used in assessing learning effectiveness	30%
	Creativity of lesson design	20%
Report on Reflection of Teaching Practices	Content of the Reflection of Teaching Practices	20%

Award Criteria

Award for Teaching Excellence	Participants who have demonstrated excellence holistically in the four assessment criteria mentioned above will receive the Award for Teaching Excellence. Each awarded teacher/group will receive a trophy and a personal certificate.
Certificate of Merit	Participants who have demonstrated a standard very close to excellence the four assessment criteria mentioned above will receive the Certificate of Merit. Each awarded teacher/group will receive a personal certificate.
Certificate of Participation	All participants will receive a e-Certificate of Participation

There is no pre-set limit to the number of awards in each of the award categories to be given out. The Organizer reserves the right not to give out the award in any category.