



## Notes for Applications for Secondary One Discretionary Places 2022–23

1. **Application Form for Secondary 1 Discretionary Places** will be distributed at the school main entrance from 7:30 a.m. on 6 December 2021 onwards. It will also be available on the school website [www.imsc.edu.hk](http://www.imsc.edu.hk).
2. Period of application: 3 January 2022 – 17 January 2022 (Late applications will not be entertained.)  
Time of collection: Monday to Friday 7:30 a.m. - 6:00 p.m.  
Saturday 8:30 a.m. - 12:00 noon

3. Application documents

- (i) Completed Application Form for Secondary One Discretionary Places provided by the school;
- (ii) Completed Application Form for Secondary One Discretionary Places provided by the Education Bureau;
- (iii) Copies of the Applicant's Primary 5 and Primary 6 Report Cards;
- (iv) Copies of Awards and Certificates or other relevant documents (the maximum number of copies being 8) ;
- (v) A self-addressed envelope.

Points to note:

- For items (iii) and (iv), copies should be in A4 size. For item (iii), please be stapled together in chronological order. For item (iv), please be stapled together in order of significance.
- Item (v) will be used for sending notification letter to successful applicants. Please clearly state the applicant's name and address. No stamp is required.
- According to the Education Bureau, nomination letters from schools are not necessary.

4. Submission of Application

During the application period, parents can submit the application documents through the following means:

- (a) In person or by an authorised representative

Please bring along the applicant's **original Identity Card** and the application documents to the school main entrance for application.

- (b) By post (**Registered mail is required.**)

Send the application documents and the following two **additional** items:

- **a copy of the applicants' identity card;**
- **a self-addressed envelope** (with stamp(s) of HK\$2, stating the applicant's name and address)

by registered mail to the school, specifying "Application for S1 Discretionary Places" on the envelope. The school will acknowledge receipt of the application by returning the Parent's Copy bearing the Application Number to parents by post for retention.

Parents have to bear the risk of unsuccessful delivery by post and are reminded to reserve sufficient time for mailing. **Late or incomplete applications will not be processed.** (The postmark date will be regarded as the submission date).

5. Selection Criteria and Weighting

Selection Criteria	Weighting (Percentage)
Academic Performance	50
Extra-Curricular Activities	10
Services	5
Talents and Skills	5
Interview	30

Only applicants with Grade B or above in Conduct in both Primary 5 and Primary 6 will be considered.

6. Applicants will be selected for interviews according to the Rank Order List provided by the Education Bureau and their conduct. The participation in extra-curricular activities, services, talents and skills of the applicants concerned will also be considered in marginal cases. The tentative date for interview is **19 March 2022 (Saturday)**. Selected applicants will be informed of the interview arrangements a week in advance by phone. In view of the COVID-19 epidemic, the school may have alternative arrangement on the interview. Please refer to the school website for the latest notice.

7. According to the Education Bureau, the school is required to notify parents of successful applicants by letter and phone on 31 March 2022. These notification arrangements are not applicable to reserve and unsuccessful applicants. Should there be any changes in correspondence address and/or phone number, please notify the school in writing.
8. In case of enquiries, please provide the Application Number printed on the Parent's Copy of the Application Form to ensure the privacy of applicants.

Munsang College (Hong Kong Island)

Notes:

- (1) According to the Education Bureau, students are only allowed to apply for not more than two schools that have participated in the Secondary School Places Allocation. Otherwise, the chance of acquiring a discretionary place will be forfeited. Once an application is submitted, it cannot be retrieved or cancelled.
- (2) All information provided in the Application Form for Secondary One Discretionary Places will be kept confidential and only be used for the purpose of this application.
- (3) The quota for Secondary One Discretionary Places offered by our school in the year 2022-23 is 50.



2022-23 學年  
中一自行分配學位申請辦法及須知

1. 申請表將於 2021 年 12 月 6 日 7:30 a.m. 起在本校正門派發。家長亦可於本校網頁 [www.imsc.edu.hk](http://www.imsc.edu.hk) 下載申請表。
2. 報名日期：2022 年 1 月 3 日至 2022 年 1 月 17 日（逾期申請恕不受理）  
時間： 星期一至星期五 7:30 a.m. – 6:00 p.m.  
          星期六 8:30 a.m. – 12:00 noon
3. 申請所須文件：
  - (i) 已填妥本校的「中一自行分配學位申請表」；
  - (ii) 已填妥教育局提供的「中一自行分配學位申請表」；
  - (iii) 小五及小六（如適用）成績表影印本；
  - (iv) 獎狀及證書或其他文件影印本（以八張作上限）；
  - (v) 回郵信封一個。

注意事項：

- \* 項目(iii) 及 (iv) 的文件須縮印成 A4 大小。項目(iii)按時間順序排列，項目(iv)按其重要性排列。
- \* 項目(v)用作通知正取學生，須清楚填寫申請學生姓名及地址，無需貼上郵票。
- \* 按教育局規定，申請人毋須提交學校推薦信。

4. 家長可於報名期內，透過以下途徑遞交申請文件：
  - (a) 親身或授權代表遞交到本校  
於本校正門遞交申請所須文件及出示申請學生的身份證正本，以辦理手續。
  - (b) 郵遞（必須以掛號形式郵寄）  
把申請所須文件及以下兩項額外文件：
    - 申請學生身分證明文件影印本；
    - 回郵信封一個（已貼上港幣\$2 郵票及填寫申請學生姓名及地址）以掛號形式郵寄。信封上請註明「中一自行分配學位申請」。本校會把已蓋上申請編號的「家長存根」寄回給家長，以作存照。  
家長須注意及承擔郵遞失誤之風險及後果，以及預留郵遞所需的時間。若遞交的申請文件不齊備或逾期申請，恕不受理（以郵戳日期為準）。

5. 收生準則及比重：

收生準則	比重（百分比）
學業成績	50
課外活動	10
服務	5
專長	5
面試表現	30

申請學生小五及小六操行須達 B 等或以上。

6. 本校將參考教育局提供的「成績次第名單」及操行評級，甄選學生參加面試。在處理邊緣個案時，本校會考慮學生在課外活動、服務和專長的表現。面試日期暫定為 2022 年 3 月 19 日（星期六），本校將於面試前一星期以電話通知獲選參加面試學生。因應疫情發展，面試安排或有修訂，請留意本校網站的最新公布。

7. 按教育局規定，本校須於 2022 年 3 月 31 日透過書面及電話通知正取學生，有關安排不包括備取及落選學生。申請學生的通訊地址及／或聯絡電話如有更改，請儘快以書面通知本校。
8. 如有查詢，查詢時必須提供申請表上編號，否則本校不予回覆，以保障申請學生私隱。

港島民生書院

備註：

- (1) 按教育局規定，學生只可向不多於兩所參加中學學位分配辦法的中學申請自行分配學位，否則會被取消資格。申請表一經遞交，便不可撤回或取消。
- (2) 中一自行分配學位申請表所填之任何資料，校方將予保密，並祇用於處理有關申請事宜。
- (3) 2022-23 學年本校中一自行分配學位學額 50 名。