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GIA[®]

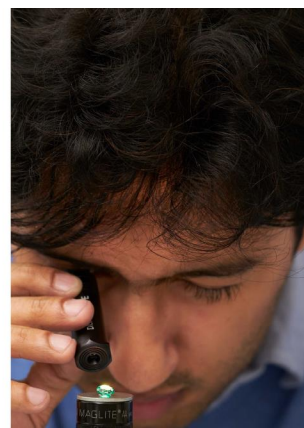
2021 Education Catalog

HONG KONG CAMPUS

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Welcome

As a GIA graduate, I can tell you firsthand how earning a Graduate Gemologist diploma changed the course of my life. After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

I share this so that you know a GIA education is a true investment in your future. It provides the knowledge you need to achieve your most cherished dreams. I also want you to know that my experience is not unique. Thousands of other GIA alumni can testify to how a GIA diploma empowered them to create the future of their imaginings. GIA is uniquely qualified to help you get ahead. You'll find a variety of programs at GIA to fuel your interest and passion.

From gemology to jewelry design, GIA offers courses that inspire and empower. Since 1931, more than 365,000 people have chosen GIA for their gem and jewelry education. Many of these alumni now hold influential positions all along the industry pipeline, and with a GIA diploma, you can take your place beside them. As a student and alumnus, you'll become a member of the GIA family – a global network of industry professionals who share your passion and commitment to excellence.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to embrace a whole new world of opportunities.

We look forward to helping you on your professional journey.

*Susan M. Jacques, GIA GG
President and CEO*



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Mission and History

Mission

GIA's mission is to ensure the public trust in gems and jewelry by upholding the highest standards of integrity, academics, science and professionalism through education, research, laboratory services and instrument development.

Educational Philosophy

GIA education ensures the public's trust by delivering the highest-quality gem and jewelry education in the world. At the heart of GIA education are the following guiding principles:

Research

We design our educational programs based on the latest research and leading technology.

Relevance

We teach the necessary balance of theoretical knowledge and practical skills.

Leadership

We empower our graduates to become industry leaders who act ethically and honestly, meeting the occupational demands of the global gem and jewelry industry.

Accessibility

Our curriculum meets the various needs of all students by offering programs and courses across several learning methodologies without compromising quality.

Sustainability

Through ongoing support, our graduates are encouraged to grow continuously as confident, skilled and successful professionals. They are GIA's partners in ensuring the public's trust in gems and jewelry.

History

On February 15, 1931, former retail jeweler Robert M. Shipley and his wife, Beatrice, cashed in their savings to establish their long-held dream – the Gemological Institute of America.

When most jewelers knew little about the gems they traded, Shipley wanted to professionalize the industry through education, research and gemological instrumentation.

The Institute, initially based out of their home, offered mimeographed mail-order courses and provided gem-testing services using borrowed microscopes and other equipment. From these modest beginnings, GIA has become an institution that has educated more than 365,000 professionals worldwide, a prestigious laboratory grading the world's most important diamonds, the leading gemological research center, and the creator of the 4Cs and the International Diamond Grading System™ – the worldwide standard for evaluating diamond quality.

To learn more about GIA history, visit [GIA.edu](https://www.gia.edu)

Accreditation and Licensing

The Graduate Gemologist program offered through GIA Hong Kong is registered with the Hong Kong Education Bureau (EDB) under Non-local Higher and Professional Education (Regulation) Ordinance (Cap. 493).

GIA's Distance Education programs are accredited by the Distance Education Accrediting Commission (DEAC).

Hong Kong Education Bureau (EDB)
15/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong
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edb.gov.hk



DEAC
1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
deac.org

Governance and Executive Management

Board of Governors

The GIA Board of Governors is the steward of the public interest. The board helps direct the strategy of the Institute to ensure that the mission and vision of GIA are followed in all decisions; that the reputation of GIA is preserved and continues to grow globally; and that the financial goals of the Institute are met. All governors offer a unique perspective, based on their professional experience in retail, research, education, finance, law, manufacturing and other areas; several have extensive international experience.

Chair

Dione D. Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

Kiko Harvey

Inspector General and Director of Oversight, United Nations World Food Programme in Rome, Italy

Thomas H. Insley

Senior Vice President and CFO, Dermata Therapeutics

Susan M. Jacques

President and CEO, GIA

Robert Andrew Johnson

CEO, Diamond Cellar Holdings, LLC

Stephen F. Kahler

Senior Vice President Global Sales Operations, Swarovski North America Limited

Lisa A. Locklear

Vice President and Chief Financial Officer, Avanir Pharmaceuticals

Lawrence Ma

Chief Executive, Lee Heng Diamond Group
Founding President of the Diamond Federation of Hong Kong

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer, GIA

Dr. Jeffrey E. Post, Ph.D.

Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

Samantha F. Ravich, Ph.D.

Chair of the Transformative Cyber Innovation Lab
Managing partner of A2 Partners, LLC

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Tammy Storino

An experienced global operations and finance leader

Elliot Tannenbaum

Senior Principal, Leo Schachter Diamond Group

John W. Valley, Ph.D.

Charles R. Van Hise Professor, Department of Geoscience University of Wisconsin

Executive Management

GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewelry industry. Responsible for carrying out the Institute's mission to protect and ensure the public trust globally, the executive team follows a strict code of ethics and seeks to infuse each initiative GIA undertakes with dedication and value-driven purpose. Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA.

Senior Executives

Susan M. Jacques

President and Chief Executive Officer

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer

Mark Buntz

Senior Vice President and Chief Marketing Officer

Lisa Garris

Vice President of Human Resources

Anna Martin

Senior Vice President of Global Development

Pritesh Patel

Senior Vice President and Chief Operating Officer

Duncan Pay

Senior Vice President and Chief Academic Officer

David J. Tearle

Senior Vice President and Chief Financial Officer

Jennifer Wilson

Senior Vice President and General Counsel

Elizabeth Keating

Vice President and Chief Ethics and Compliance Officer

Executives

Lisa Biggs

Vice President and Corporate Controller

Jared Giangiolio

Vice President of Global Real Estate, Security and Business Systems

John T. Hall

Vice President of Global IT Infrastructure Services

Matt Hall

Vice President of Laboratory Operations for Europe, Middle East and Africa

David Lin

Vice President and Chief Information Security Officer

Sriram Natarajan

Managing Director of GIA India

Sabra Norris

Vice President of Project Management and Business Systems

Wuyi Wang

Vice President of Research and Development

Lucy Xia

Vice President of Global Laboratory Planning

Kelly Yantzer

Vice President of Student Affairs

Phillip M. Yantzer

Vice President of U.S. Laboratory Operations

Education Management and Faculty

Education Management

Stella Lee

School Director, Hong Kong

Sam Kong

Senior Director, Global Instruction

Duncan Pay

Senior Vice President and Chief Academic Officer

For a complete listing of education management for GIA's world headquarters, see the GIA Education Catalog found at [GIA.edu](https://gia.edu)

Hong Kong Faculty

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve). See qualifications for instructors on [GIA.edu/gem-education/hong-kong#faculty](https://gia.edu/gem-education/hong-kong#faculty)

All information is correct as of December 2020.

Stiff Chan
Venus Chan
Di Guan
Jennifer Lam
Patsy Lam
Carmen Leung
Ting Pan

GIA Education Advisory Boards

The GIA Program Advisory Committee (PAC) and the Education Committee of the Governing Board are comprised of appropriately qualified representatives from the global gem and jewelry industry. The committee members provide valuable input, feedback, ideas, and multiple perspectives which are vital components to GIA's success, growth, and improvement as a career school. Committee members also review the established curricula, course materials, equipment and facilities and student achievement outcomes as a means to provide an external review of our programs. Their valuable input supports GIA's mission, helps to identify resources to address current occupational trends and practices, and further develops GIA's efforts to ensure its courses and programs keep pace with the global gem and jewelry industry.

GIA Education Committee of the Governing Board

Chair

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Dione D Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

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CEO, Diamond Cellar Holdings, LLC

Lawrence Ma

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Founding President of the Diamond Federation of Hong Kong

Dr. Jeffrey E. Post, Ph.D.

Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian
National Museum of Natural History

John W. Valley, Ph.D.

Charles R. Van Hise Professor, Department of Geoscience
University of Wisconsin

GIA Program Advisory Committee

Alan Bronstein

Owner, Aurora Gems, Inc.
New York, NY

Alexandra Hart

Owner, Alexandra Hart
San Diego, CA

Barbara Wasserstrom

Co-Owner, Stuart Benjamin and Co.
San Diego, CA

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Edward C. Petersen

Vice President Product Development & Production, Kwiat
New York, NY

Gail Brett Levine

Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

Jay Lowy

Chief Operations Officer, The Argent Corporation
San Diego, CA

Karen Sampieri

Senior Valuation Manager, The RealReal
New York, NY

Malcolm Koll

Owner, Charles Koll Jewelers
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
Seattle, WA

Robert C. Aretz

President, Gem Appraisers & Consultants
New York, NY

Shant Dakessian

Co-Owner, Simone and Son
Huntington Beach, CA

Thom Underwood

Owner, San Diego Gemological Laboratory
San Diego, CA

Hong Kong Campus

GIA's Hong Kong Campus is located at 3rd Floor, New World Tower II, 16-18 Queen's Road Central, Hong Kong. All On Campus and Lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement.

Facility

GIA's Hong Kong location occupies nearly 3,000 square feet including three classrooms, reception and administrative offices. Classrooms are equipped with the instruments and tools routinely used in each subject area.

The Hong Kong facility has been designed and constructed in compliance with any applicable laws and codes in effect at the time of design.

Classrooms and Equipment

Classrooms at the Hong Kong campus can accommodate up to 15 students. The student workroom, available by appointment, can accommodate up to 12 students.

Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment is detailed within each program description in this catalog.

Contact Information

Contact GIA in Hong Kong by phone or email or visit us at GIAhongkong.com

Phone: +852 3166 7001

Email: giahongkong@gia.edu

School Calendar and Hours of Operation

2021 Scheduled Hong Kong Campus Closures

Date	Holiday
Friday, 1 January	The first day of January
Friday, 12 February	Lunar New Year's Day
Saturday, 13 February	The second day of Lunar New Year
Sunday, 14 February	The third day of Lunar New Year
Monday, 15 February	The fourth day of Lunar New Year
Friday, 2 April	Good Friday
Saturday, 3 April	The day following Good Friday
Sunday, 4 April	Ching Ming Festival
Monday, 5 April	Easter Monday
Tuesday, 6 April	The day following Easter Monday
Saturday, 1 May	Labour Day
Wednesday, 19 May	Birthday of the Buddha
Monday, 14 June	Tuen Ng Festival
Thursday, 1 July	Hong Kong Special Administrative Region Establishment Day
Friday, 17 September to Thursday, 23 September	September Jewelry Show
Wednesday, 22 September	The day following the Chinese Mid-Autumn Festival
Friday, 1 October	National Day
Thursday, 14 October	Chung Yeung Festival
Saturday, 25 December	Christmas Day
Sunday, 26 December	The day following Christmas Day
Monday, 27 December	The first weekday after Christmas Day

Hours of Operation

The Hong Kong facility is open from 9:00 a.m. to 6:00 p.m., Monday through Friday.

The campus is closed on weekends and holidays, unless noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours.

Class Schedules and Classroom Hours

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

For full-time, On Campus programs, normal classroom hours are Monday through Friday from 9:30 a.m. to 4:30 p.m. Class hours will be extended to 5:30 p.m. to accommodate for holidays or special events. Orientation is scheduled prior to the class start from 9:30 a.m. to 12:00 p.m.

Blended / accelerated programs are scheduled from 9:30 a.m. to 12:30 p.m. or 6:45 p.m. to 9:45 p.m. (night classes).

Lab classes are scheduled from 9:30 a.m. to 5:30 p.m. (day classes) or 6:45 p.m. to 9:45 p.m. (night classes).

Students should expect to spend several hours each day outside of class on homework and other assigned projects. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion. Classrooms are secured and students are required to leave the classroom during these breaks, unless otherwise directed by the instructor.

On Campus and Distance Education

Just as GIA has set standards for grading and identification practices used around the world, GIA also set the standard for professional training in gems and jewelry. How we deliver your education is just as important as what we deliver.

On Campus Education

Study full-time at a GIA campus or location to gain the knowledge and practical skills to translate your love for gems and jewelry into a rewarding career. On Campus diploma programs and certificate courses are full-time, instructor-led programs and courses lasting seven weeks or longer.

Classrooms equipped with the latest tools and equipment, small classes conducive to personalized instruction, and caring and attentive staff dedicated to your success. Class sizes are small to maximize individual attention. from instructors. You'll learn by doing, working with expert instructors ready to provide guidance and answer questions, and you'll collaborate with fellow students who share your passion for gems and jewelry.

Distance Education

GIA Distance Education offers a more flexible option to earn your GIA credential through a combination of correspondence courses and short instructor-led Lab classes.

Correspondence courses are self-paced. You can study and increase your knowledge at your convenience.

Lab classes are where you gain hands-on experience by grading diamonds and identifying gemstones under the watchful eye of a GIA instructor. In the process, you will learn to use professional gemological equipment.

How it Works

- Your instructor is available by email or phone to answer questions and provide instruction and support.
- Submit your assignments to your instructor through email.
- Each correspondence course has a completion date which reflects the maximum allowed time to complete all course requirements and the final exam.
- Generous completion times allow you to study at a pace that fits your schedule.
- See it all come together with practical, hands-on Lab classes.

Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. This self-study room is also available if you are preparing for your 20-stone final exam, taking a supervised exam, or practicing on equipment and gemstones.

Student workroom is available on a first-come, first-served basis. Please contact us at +852 3166 7001 or giahongkong@gia.edu to determine availability and reserve a seat. Fees are 500 HKD half day or 1,000 HKD full day for the use of Student Workroom. No fees for exams.

Students who wish to cancel their reservation must notify GIA at least 24 hours in advance. Otherwise, students will be charged for the reservation.

Students attending the Student Workroom must arrive on time at the start of each session, morning and afternoon. Students who are repeatedly late may lose Student Workroom privileges. Reservations are not guaranteed for students who arrive late.

Blended / Accelerated Education

This program offers a blend of both correspondence courses and lab classes as accelerated, instructor-led courses taken at GIA's Hong Kong location. Programs are offered as 3-hour classes, day or night, over an extended period of time.

On Campus and Distance Education (cont.)

Distance Education Program Requirements

Below is a summary of requirements for GIA Distance Education diploma programs.

	Applied Jewelry Professional™	Graduate Gemologist®	Graduate Diamonds	Graduate Colored Stones	Graduate Pearls
Correspondence Courses					
GEM 110 – Jewelry Essentials	✓				
GEM 120 – Colored Stone Essentials	✓	✓		✓	
GEM 130 – Diamond Essentials	✓	✓	✓		
GEM 230 – Diamonds & Diamond Grading		✓	✓		
GEM 220 – Colored Stones		✓		✓	
GEM 240 – Gem Identification		✓		✓	
GEM 149 – Pearls					✓
Lab Classes					
GEM 230L – Diamond Grading Lab		✓	✓		
GEM 220L – Colored Stone Grading Lab		✓		✓	
GEM 240L – Gem Identification Lab		✓		✓	
GEM 149L – Pearl Grading Lab					✓



Graduate Gemologist®

Program Description

The GIA Graduate Gemologist® diploma program delivers a comprehensive gemology education on diamonds and colored stones. Using the latest gemological equipment, you will work with real diamonds and gemstones under the trained eyes of GIA instructors. Through extensive lab work, you will practice identifying and grading diamonds and colored stones in an efficient, accurate and consistent manner. Skills taught include evaluating a diamond's proportions; distinguishing natural, treated and laboratory-grown gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality.

What You Will Learn

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight)
- Grade diamonds in the D-to-Z color range
- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Identify gemstone characteristics, simulants and treatments, laboratory-grown gemstones and recognize when advanced testing is required
- Understand how gems are mined, fashioned and brought to the marketplace
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value

What You Earn

GIA Graduate Gemologist® Diploma
 GIA Graduate Diamonds Diploma
 GIA Graduate Colored Stones Diploma

Occupations May Include

Appraiser, Auction House Jewelry Specialist, Colored Stone Buyer, Diamond Buyer, Diamond Sorter/Grader, Estate Jewelry Dealer, Gemologist, Inventory Control Specialist, Jewelry Business Owner, Jewelry Buyer, Lab and Research Professional, Merchandiser, Pawnbroker, Retailer, Sales Associate and Wholesaler

The Graduate Gemologist program offered through GIA Hong Kong is registered with the Hong Kong Education Bureau (EDB) under Non-local Higher and Professional Education (Regulation) Ordinance (Cap. 493); registration No. 360472. It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

How to Earn your Diploma

Earn your diploma through On Campus Education, Distance Education, or Blended / Accelerated Education.

On Campus Education

Earn your diploma by studying full-time at the GIA Hong Kong campus.

Program Details

Program Number	GEM 2500
Program Title	Graduate Gemologist
Clock Hours / Instructional Weeks	780 clock hours / 26 instructional weeks
Program Length (Calendar Duration)	28+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	156,500 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a GIA DiamondDock™, GIAiD100®, a UV lamp with viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, a diffuser plate and utility lamp. As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

Graduate Gemologist® (cont.)

Distance Education

Earn your diploma via Distance Education by taking five correspondence courses and three Lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit GIA.edu

Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore, schedule your enrollments with this in mind.

Some courses have prerequisites. Prerequisite information is listed below. For those courses and lab classes that do not have prerequisites, you can take these courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives.

Recommended Sequence

GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Correspondence Courses			
Course No.	Course Title	Maximum Completion Time	Total Charges*
GEM 130	Diamond Essentials	3 months	3,000 HKD
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	15,000 HKD
GEM 120	Colored Stone Essentials	3 months	3,000 HKD
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	16,500 HKD
GEM 240	Gem Identification (Prerequisites: GEM 120, GEM 220, GEM 240L)	24 months	17,500 HKD

*Total charges include tuition and books. See [Tuition and Fees on page 28](#)

See [Correspondence Course Descriptions on page 23](#)

Lab Classes			
Class No.	Course Title	Duration	Total Charges*
GEM 230L	Diamond Grading Lab	5 days or 12 nights (35 clock hours)	14,000 HKD
GEM 220L	Colored Stone Grading Lab	3 days or 7 nights (21 clock hours)	9,500 HKD
GEM 240L	Gem Identification Lab	5 days or 12 nights (35 clock hours)	14,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

See [Lab Class Descriptions on page 22](#)

Blended / Accelerated Education

This program offers a blend of both correspondence courses and lab classes as accelerated, instructor-led courses taken at GIA's Hong Kong location. Programs are offered as 3-hour classes, day or night, over an extended period of time.

Program Number	Program Title	Course Duration	Total Charges*
GEM 2200B	Graduate Diamonds	72 Hours	46,500 HKD
GEM 2300B	Graduate Colored Stones	175 Hours	89,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.



Sapphire rough Courtesy: Bill Larson, Pala International



Graduate Diamonds

Program Description

The Graduate Diamonds diploma program examines the technical expertise needed to grade, buy, and sell diamonds with the insight of a seasoned professional. This diploma program explores the GIA diamond grading procedures to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment for the purposes of examining a diamond's quality characteristics to grade and identify diamonds. Coursework also includes creating plotting diagrams; determining fluorescence; and detecting treated diamonds, laboratory-grown diamonds and diamond simulants. Other topics covered include the effect of fluorescence on diamond body color, and the role cut plays in the marketplace and important sectors of the diamond industry, including dealers, cutters and manufacturers.

What You Will Learn

- Develop in-depth, hands-on experience with the GIA International Diamond Grading System™ and the 4Cs (color, clarity, cut and carat weight); appreciate how they affect diamond value
- Grade diamonds in the D-to-Z color range
- Detect diamonds treatments, simulants and laboratory-grown diamonds.
- Recognize when advanced testing is required

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

Auction House Jewelry Specialist Diamond Buyer, Diamond Sorter/Grader, Jewelry Business Owner, Retailer, Wholesaler

How to Earn your Diploma

Earn your diploma through On Campus Education, Distance Education, or Blended / Accelerated Education.

On Campus Education

Earn your diploma by studying full-time at the GIA Hong Kong campus.

Program Details

Program Number	GEM 2200
Program Title	Graduate Diamonds
Clock Hours / Instructional Weeks	210 clock hours / 7 instructional weeks
Program Length (Calendar Duration)	8+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	58,500 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a GIA DiamondDock™, GIA iD100®, a UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source. As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

Graduate Diamonds (cont.)

Distance Education

Earn your diploma via Distance Education by taking two correspondence courses and one Lab class. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit GIA.edu

Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore, schedule your enrollments with this in mind.

Some courses have prerequisites. Prerequisite information is listed below. For those courses and lab classes that do not have prerequisites, you can take these courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives.

Recommended Sequence

GEM 130, GEM 230, GEM 230L

Correspondence Courses			
Class No.	Course Title	Maximum Completion Time	Total Charges*
GEM 130	Diamond Essentials	3 months	3,000 HKD
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months	15,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

[See Correspondence Course Descriptions on page 23](#)

Lab Classes			
Class No.	Course Title	Duration	Total Charges*
GEM 230L	Diamond Grading Lab	5 days or 12 nights (35 clock hours)	14,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

[See Lab Class Descriptions on page 22](#)

Blended / Accelerated Education

This program offers a blend of both correspondence courses and lab classes as accelerated, instructor-led courses taken at GIA's Hong Kong location. Programs are offered as 3-hour classes, day or night, over an extended period of time.

Program Number	Program Title	Course Duration	Total Charges*
GEM 2200B	Graduate Diamonds	72 Hours	46,500 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Equipment and Materials

As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.



Rough and polished diamonds.



Graduate Colored Stones

Program Description

The Graduate Colored Stones diploma program explores the identification of common and unusual gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System and the correct usage of standard gemological equipment to distinguish natural, treated and laboratory-grown gemstones. The program also examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability. This program also includes the study of more than 60 species of gemstones, and how illumination techniques can facilitate the identification process.

What You Will Learn

- Build a knowledge base about colored stones and the colored stone market
- Use gemological equipment effectively to identify gemstones
- Use the GIA Colored Stone Grading System to evaluate gemstone quality
- Recognize how quality, rarity and color affect value
- Determine how market factors affect gem value
- Understand how gems are mined, fashioned and brought to the marketplace

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

Appraiser, Auction House Jewelry Specialist, Colored Stone Buyer, Estate Jewelry Dealer, Jewelry Business Owner, Jewelry Buyer, Pawnbroker, Retailer, Wholesaler

How to Earn your Diploma

Earn your diploma through On Campus Education, Distance Education, or Blended / Accelerated Education.

On Campus Education

Earn your diploma by studying full-time at the GIA Hong Kong campus.

Program Details

Program Number	GEM 2300
Program Title	Graduate Colored Stones
Clock Hours / Instructional Weeks	570 clock hours / 19 instructional weeks
Program Length (Calendar Duration)	20+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	98,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a UV lamp with viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, a diffuser plate and utility lamp. As part of your course materials, you will receive and keep a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

Graduate Colored Stones (cont.)

Distance Education

Earn your diploma via Distance Education by taking three correspondence courses and two Lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit GIA.edu

Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore, schedule your enrollments with this in mind.

Some courses have prerequisites. Prerequisite information is listed below. For those courses and lab classes that do not have prerequisites, you can take these courses and lab classes in any order. We recommend the sequence below to maximize your comprehension of key concepts and course objectives.

Recommended Sequence

GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Correspondence Courses			
Course No.	Course Title	Maximum Completion Time	Total Charges*
GEM 120	Colored Stone Essentials	3 months	3,000 HKD
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months	16,500 HKD
GEM 240	Gem Identification (Prerequisites: GEM 120, GEM 220, GEM 240L)	24 months	17,500 HKD

*Total charges include tuition and books. See [Tuition and Fees on page 28](#)

See [Correspondence Course Descriptions on page 23](#)

Lab Classes			
Class No.	Class Title	Duration	Total Charges*
GEM 220L	Colored Stone Grading Lab	3 days or 7 nights (21 clock hours)	9,500 HKD
GEM 240L	Gem Identification Lab	5 days or 12 nights (35 clock hours)	14,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

See [Lab Class Descriptions on page 22](#)

Blended / Accelerated Education

This program offers a blend of both correspondence courses and lab classes as accelerated, instructor-led courses taken at GIA's Hong Kong location. Programs are offered as 3-hour classes, day or night, over an extended period of time.

Program Number	Program Title	Course Duration	Total Charges*
GEM 2300B	Graduate Colored Stones	175 Hours	89,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

As part of your course materials, you will receive and keep a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.



Tanzanite crystal and polished gem. Courtesy: Isle of Gems Co.Ltd./Peter Pereira



Applied Jewelry Professional™

Program Description

The Applied Jewelry Professional™ (AJP®) diploma program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. The AJP® program also introduces basic information about diamonds, rubies, emeralds, sapphires and the GIA clarity grading system. Other subjects of study include how modern technology is changing the way diamonds are cut, the qualities of precious metals, major jewelry manufacturing methods and the important activities involved in the operation of a retail jewelry store. To enable effective product conversations, examples are provided on how to translate jewelry features into benefits and how to communicate the 4Cs of diamond value to customers. The AJP® program provides clear and concise information that can be immediately implemented on the job.

What You Will Learn

- Describe how the 4Cs (color, clarity, cut and carat weight) affect a diamond's value
- Recognize the relationship between size and weight of diamonds
- Explain the differences between treated, laboratory-grown and imitation stones to sell with full disclosure
- Understand the steps of the jewelry sales process
- Translate jewelry design, style and manufacturing features into benefits
- Convey the romance, lore and characteristics of the most popular colored gemstones

What You Earn

GIA Applied Jewelry Professional™ Diploma

Occupations May Include

Jewelry Assistant Manager, Jewelry Sales Professional, Television Shopping Host, Pawnbroker

Distance Education

Complete the Applied Jewelry Professional™ program by taking three correspondence courses. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit GIA.edu

Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore, schedule your enrollments with this in mind.

Correspondence Courses			
Course Number	Course Title	Max Completion Time	Total Charges*
GEM 110	Jewelry Essentials	3 months	3,000 HKD
GEM 120	Colored Stone Essentials	3 months	3,000 HKD
GEM 130	Diamond Essentials	3 months	3,000 HKD

*Total charges include tuition and books. See [Tuition and Fees on page 28](#)

[See Correspondence Course Descriptions on page 23](#)



Graduate Pearls

Program Description

The Graduate Pearls diploma program provides the product knowledge and grading skills to effectively buy inventory and build confidence when buying and selling akoya, South Sea, Tahitian and freshwater pearls. You will be taught GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching – the essential criteria for assessing the value and beauty of pearls. Topics covered include post-harvest treatments, imitation pearls and pearl testing.

What You Will Learn

- Explain the differences between natural and cultured pearls
- Evaluate and grade cultured pearls based on GIA's 7 Pearl Value Factors™
- Describe the components of the GIA Pearl Report(s)
- Describe cultured pearl types and their sources
- Identify "other" pearl types found in the marketplace
- Describe common pearl treatments
- Understand the relationship of beauty, value, and quality
- Learn the process of pearl culturing and marketing

What You Earn

GIA Graduate Pearls Diploma

Occupations May Include

Jewelry Business Owner, Pearl Buyer, Pearl Sorter/Grader, Retailer, Wholesaler

Distance Education

Earn your Graduate Pearls diploma via Distance Education by taking one correspondence course and one Lab class. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit GIA.edu

Distance Education students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. If you are considering enrolling in multiple courses, note that completion times run concurrently, with each course having an end date; therefore, schedule your enrollments with this in mind.

Recommended Sequence

GEM 149, GEM 149L

Correspondence Course			
Course No.	Course Title	Maximum Completion Time	Total Charges*
GEM 149	Pearls	6 months	6,000 HKD

*Total charges include tuition and books. See [Tuition and Fees on page 28](#)

See [Correspondence Course Descriptions on page 23](#)

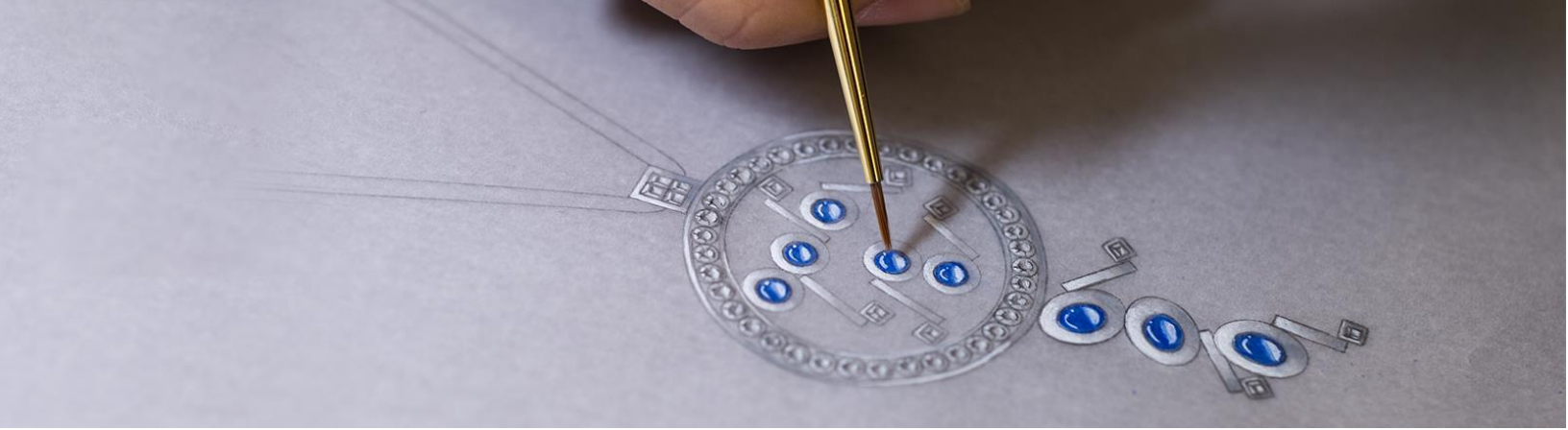
Lab Class			
Class No.	Course Title	Duration	Total Charges*
GEM 149L	Pearl Grading Lab	1 day or 2 nights (7 clock hours)	3,000 HKD

*Total charges include tuition, books and materials. See [Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

See [Lab Class Descriptions on page 22](#)



Jewelry Design

Program Description

In this intensive nine-week course, instructors teach creative and technical hand-rendering skills needed to begin a career as a custom jewelry designer. Jewelry design theory helps students acquire a working knowledge of jewelry artistry. Skills covered include: illustrating the shape, form and texture of metal; working with drafting tools; and rendering yellow and white metals as well as a range of faceted and cabochon gemstones and pearls. Instructors show how to illustrate rings in five different views and how to keep design ideas flowing. At the completion of this course, you will have a hand-developed portfolio of your work and a digital copy to show prospective employers and clients.

What You Will Learn

- Develop sources of inspiration
- Understand jewelry design theory and artistry
- Illustrate shape, form, and texture of metal
- Render faceted gems, pearls, colored metals, etc.
- Learn traditional drafting techniques
- Develop motifs to create sketches of jewelry objects
- Create a portfolio of class projects and custom designs that is ready for presentation to potential clients and employers

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

Custom Designer, Hand Renderer, Jewelry Business Owner Jewelry Designer, Sales Associate

On Campus Education

Earn your diploma by studying full-time at the GIA Hong Kong campus.

Program Details	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours / Instructions Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (program length may vary based on holidays or other scheduled breaks)
Total Charges*	38,500 HKD

*Total charges include tuition, books and materials. [See Tuition and Fees on page 28](#)

Schedules

Visit GIA.edu/gem-education/hong-kong/schedule for up-to-date schedules.

Equipment and Materials

Student workstations are equipped with a drafting board. As part of your course materials, you will receive and keep a design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, other art tools and printed course materials.

Lab Class Descriptions

GEM 230L Diamond Grading Lab

Required for: Graduate Gemologist®, Graduate Diamonds Diplomas

Through a unique combination of hands-on training, one-on-one coaching and multimedia, the Diamond Grading Lab class explores how to grade diamonds consistently and accurately using a modern gem microscope and a loupe. Students study GIA's International Diamond Grading System™, explore time-saving shortcuts to determine a variety of grading factors, and are introduced to methods for reading a GIA Diamond Grading Report. You will spend more than 16 hours practicing grading techniques on diamonds that were carefully selected and graded by GIA. In the process, you will study how to recognize the most common diamond features. Students must pass a two-stone practical exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with an overhead light source, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. As part of your course materials, you will receive and keep a lab manual, a pointer probe, a gem cloth, a plotting pen set, a table gauge, a crown angle card and a color grading card.

Class duration: 5 days or 12 nights (35 clock hours)

What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas

Through extensive hands-on practice using gemstones, you will explore grading the color, clarity and cut quality of a wide range of colored stones. Coursework includes the study of the GIA Colored Stone Grading System; how to describe color by hue, tone and saturation; and how to judge gem quality factors. Topics also include the relationship between light and color and developing color memory. Study of this content can improve the consistency and accuracy of colored stone grading skills. Students must pass a two-stone practical exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

Class duration: 3 days or 7 nights (21 clock hours)

What you earn: Letter of Completion

GEM 240L Gem Identification Lab

Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (See [Student Notification of Classroom Chemical Usage](#)) Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscope and tweezers. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

Class duration: 5 days or 12 nights (35 clock hours)

What you earn: Letter of Completion

GEM 149L Pearl Grading Lab

Required for: Graduate Pearls Diploma

Discover how the world's foremost experts determine the quality of akoya, freshwater, South Sea, and Tahitian pearls. Explore GIA's 7 Pearl Value Factors™. Key topics include how to evaluate cultured pearls in order to promote the relationship between beauty, value and quality in merchandise. Students must pass a two-stone assessment to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes either a binocular microscope or a daylight equivalent light source, and a pearl grading master set with an informational keycard. As part of your course materials, you will receive and keep a gem cloth and a lab manual.

Class duration: 1 day or 2 nights (7 clock hours)

What you earn: Letter of Completion

Correspondence Course Descriptions

GIA's Hong Kong campus offers correspondence courses in Chinese. For information on eLearning courses taught in English, visit [GIA.edu](https://www.gia.edu)

GEM 110 Jewelry Essentials

Required for: Applied Jewelry Professional™ Diploma

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation. The course also covers watches and giftware. The final exam is open book and does not require a proctor.

Self-paced; maximum completion time: 3 months
Number of assignments: 6
What you earn: Jewelry Essentials Certificate

GEM 120 Colored Stone Essentials

Required for: Applied Jewelry Professional™, Graduate Gemologist®, Graduate Colored Stones Diplomas

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. Reference material includes the GIA Essential Colored Stone Reference Guide, which contains important and interesting facts about today's most popular gemstones. The final exam is open book and does not require a proctor.

Self-paced; maximum completion time: 3 months
Number of assignments: 8
What you earn: Colored Stone Essentials Certificate

GEM 130 Diamond Essentials

Required for: Applied Jewelry Professional™, Graduate Gemologist®, Graduate Diamonds Diplomas

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. The final exam is open book and does not require a proctor.

Self-paced; maximum completion time: 3 months
Number of assignments: 7
What you earn: Diamond Essentials Certificate

GEM 220 Colored Stones

Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas
Prerequisite: GEM 120

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is closed book and proctored; see [Distance Education Exams on page 34](#) for details.

Self-paced; maximum completion time: 18 months
Number of assignments: 27
What you earn: Colored Stones Certificate

GEM 230 Diamonds & Diamond Grading

Required for: Graduate Gemologist®, Graduate Diamonds Diplomas
Prerequisite: GEM 130

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is closed book and proctored; see [Distance Education Exams on page 34](#) for details.

Self-paced; maximum completion time: 15 months
Number of assignments: 20
What you earn: Diamonds & Diamond Grading Certificate

Correspondence Course Descriptions (cont.)

GEM 240 Gem Identification

Required for: Graduate Gemologist®, Graduate Colored Stones Diplomas
Prerequisites: GEM 120, GEM 220, GEM 240L

Practice identifying more than 60 species of gemstones, distinguishing natural from laboratory-grown gems and detecting gem treatments. You will carry out testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, the course covers how – and when – to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. The final practical exam is closed book (except for the lab manual) and proctored; [see Distance Education Exams on page 34](#) for details.

Self-paced; maximum completion time: 24 months
Number of assignments: 44 (19 written and 25 practical)
What you earn: Gem Identification Certificate

Required Equipment

Prior to registering for Gem Identification course, students must contact their primary instructor in order to confirm their access to required equipment listed below and discuss course details. The equipment listed below is not included with the course, however required for successful progress and completion of the practical coursework.

- Gem tweezers (non-locking)
- Daylight-equivalent fluorescent light source (5500k - 6500k)
- Monochromatic light source
- Pinpoint incandescent light source
- Gemological binocular microscope minimum 10x and 30x (darkfield illumination)
- Gem cloth
- Refractometer with removable magnification piece, white light source, and polarizing filter
- Refractive index (RI) liquid 1.81
- Optic figure sphere
- Dichroscope (calcite preferred)
- Polariscopes
- Spectroscope
- Diffuser Lens (plastic or glass)

Students who do not have access to this equipment may purchase a GIA Gem Identification Student Package through [store.GIA.edu](https://store.gia.edu) for an estimated total retail price of 2,500 USD plus shipping, handling, and applicable tax. This package does not include a binocular microscope. Students may also purchase this equipment through GIA Hong Kong. Please contact us at +852 3166 7001 or giahongkong@gia.edu for more information.

As an alternative, students can complete assignments in a fully equipped GIA Student Workroom.

GEM 149 Pearls

Required for: Graduate Pearls Diploma

This course examines how to buy and sell akoya, South Sea, Tahitian and freshwater pearls with insight and skill; and GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching. You will be taught the difference between natural and cultured pearls, post-harvest treatments, imitation pearls and pearl testing. The final exam is open book, and does not require a proctor.

Self-paced; maximum completion time: 6 months
Number of assignments: 8
What you earn: Pearls Certificate



Rough and polished opal. Courtesy: Cenki Thomas

Admissions Policies and Procedures

Admissions Requirements

Applicants must be at least 18 years of age and have a high school diploma or equivalent to be admitted into GIA courses and programs.

An applicant wishing to enroll in an On Campus program taught in English must demonstrate English proficiency by meeting GIA's English language proficiency requirement.

Required Documentation

In addition to your completed application, the GIA campus in Hong Kong requires the following documents. For classes taught in English, all documents must be in English or accompanied by a certified copy of English-language translation. GIA accepts copies, but may request original documentation.

1. A copy of your valid Hong Kong ID or passport identifying your full name, birth date, citizenship, and country of birth.
2. Copy of high school, high school equivalency, or college/university diploma or an official transcript showing the graduation date
3. Documentation of your English language proficiency (On Campus English-language courses only; see [English-Language Proficiency Requirements on page 25](#))

If your legal name has changed, and your required documents reflect a previous name, you must submit a legal name change document, such as a marriage certificate.

English-Language Proficiency Requirements

An applicant wishing to enroll in an On Campus program taught in English must demonstrate English proficiency by meeting one of these requirements.

- Test of English as a Foreign Language (TOEFL®)*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. ets.org/toefl
- International English Language Testing System (IELTS™)* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. ielts.org
- International Test of English Proficiency (iTEP Academic-Plus)*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. itepexam.com
- Pearson Test of English Academic (PTE)*: Achieve a score of 50 or higher on the PTE Academic test. pearsonpte.com
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the B2 First, C1 Advanced or C2 Proficiency cambridgeenglish.org/exams-and-tests/
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. els.edu

- English as the medium of instruction:
 - If you graduated from a school in a country where English is the official language, submit a copy of your diploma or an official transcript. See [Required Documentation on page 25](#)
 - If you graduated from a school in a country where English is not the official language, submit an official letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
 - If you attended but did not graduate, you must have completed a minimum of three years at a school where English was the medium instruction. Submit supporting documentation on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

*TOEFL®, IELTS™, iTEP and PTE academic scores are valid for two years from the date of the examination.

How to Apply and Related Deadlines

GIA offers classes all year around. There are no application deadlines and students are enrolled on a first-come, first-served basis. Class sizes are limited, so apply early. We recommend you apply at least 2 to 3 months before the start date, especially international students who need to obtain a visa.

If a class reaches capacity, you will be placed on a waitlist and notified if a seat becomes available.

To apply, download the application form at GIAhongkong.com. Submit the application form, payment and all required documents to GIA in person, by mail, by fax or via email:

3rd Floor, New World Tower II 16-18 Queen's Road
Central Hong Kong
E: giahongkong@gia.edu

Your admission is not confirmed until GIA has received a completed application, any required documents, payment, and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission.

Students wishing to apply for admission at a GIA campus other than Hong Kong should contact the appropriate campus directly, or for additional information about admissions requirements and the application process visit the campus section on GIA.edu

To apply for Distance Education (eLearning) classes taught in English, visit GIA.edu for more information.

Admissions Policies and Procedures (cont.)

Payment Methods / Student Accounts

All payments must be in Hong Kong Dollar drawn on a licensed bank in Hong Kong.

Our staff members are available Monday through Friday from 9:00 a.m. to 6:00 p.m. to accept payments and to discuss your account. Contact us at +852 3166 7001 or giahongkong@gia.edu

Please note the following information regarding payment methods:

- Bank Transfer: Bank transfer shall be made to HSBC HK bank account of GIA Hong Kong Ltd.. Please contact us for details.
- Wire Transfer: Wire transfers are accepted with email or online enrollments. Please contact us for details. Students are responsible for any wire transfer fees.
- Check: Cashier order or personal check shall be made to payee only in favor of GIA Hong Kong Ltd. and drawn on a licensed bank in Hong Kong.
- Credit Card Payment: VISA or MasterCard or Union Pay is accepted for in person payment only at our campus.
- Cash or cash deposit is not accepted.

Students who owe GIA past due monies may not enroll in future courses or programs until they have settled the payment.

Third-Party Payer Information

If someone other than the student is paying any part of a student's tuition and fees, such persons will be required to provide their full name, country of residence at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or the employer will be required to provide the full company name and address or other identifying information at GIA's request.

Scholarships

GIA-administered scholarships are available for On Campus and Distance Education (Correspondence and Lab class) students. Applicants will be considered for all available scholarships for the program they indicate on their application.

Details on eligibility, how to apply, and required documents are available at GIA.edu/scholarships

Scholarship recipients are responsible for all non-course related expenses, including but not limited to visa application, travel, housing, food and other expenses.

Applicant Screening

All applicants are screened against global watch lists. Because GIA is a U.S.-based corporation, all GIA schools must comply with U.S. Office of Foreign Assets Control (OFAC) regulations and other applicable laws and regulations. Additional information may be requested.

Prior Criminal Offenses

GIA is committed to maintaining a safe and supportive learning community for all students. Certain prior criminal convictions may result in challenges for securing employment and ineligibility for certain forms of federal financial aid. All applicants are asked to provide general information regarding prior convictions. Any falsification or omission of data may result in denial of admission or disciplinary action, up to and including dismissal. An affirmative response to being convicted of a felony will not automatically prevent admission but will require that the applicant submit the following documents to be reviewed by the Admissions Committee:

- A detailed explanation of the circumstances surrounding the felony and how a GIA education will support the applicant's career goals
- A copy of court documents stating the judgment, sentence, disposition, and any terms of parole or probation
- At least one character reference letter from a non-relative, written on appropriate letterhead

In the process of reviewing the applicant's request for admission, multiple considerations are made. GIA reserves the right to deny an applicant's request for admission if, for example, a prior felony conviction may be a safety concern, or could prevent the applicant from successfully securing employment within the industry or completing the program. GIA will respond to the student within 10 business days upon receiving the application.

Visa Requirements for International Students

A valid student visa with GIA Hong Kong as the institute name is required for full-time On Campus programs including Graduate Gemologist, Graduate Diamonds and Graduate Colored Stones. Applicants who enter Hong Kong under another visa type, such as a visitor or work visa, cannot attend GIA's full-time On Campus programs. International students have the responsibility to check all the immigration criteria for the student visa application before applying for full-time On Campus programs. For details, please go to Hong Kong Immigration Department website: immd.gov.hk/eng

Local sponsorship as required in Form ID(E)-936B is necessary for student visa application under Hong Kong immigration rules and regulations. GIA Hong Kong does not sponsor students. Students have the responsibility for their own local sponsorship. Student visa application is not applicable to students from certain countries listed from Hong Kong Immigration Department website: immd.gov.hk/hkt/services/visas/study.html

Once GIA receives all of the required admissions documents, you will receive a Letter of Acceptance which you can use to apply for your visa. If your visa application is unsuccessful, payment received will be fully refunded. GIA Hong Kong is not responsible for any issues that might arise from the student visa application process.

Admissions Policies and Procedures (cont.)

Nondiscrimination Policy

It is GIA's policy not to engage in discrimination against, or harassment of any student enrolled in or seeking enrollment in GIA on the basis of race, color, national or ethnic origin, ancestry, religion, creed, gender, age, disability, medical condition, pregnancy or parental status, marital status, sex, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable federal and state nondiscrimination, equal opportunity laws, orders and regulations. This policy on non-discrimination applies to admissions, enrollment, scholarships, loan programs, employment, and access to participation in all GIA programs and activities.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at the Gemological Institute of America is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Gemological Institute of America to determine if your diploma or certificate will transfer.

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., school diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

GIA Transfer Credit Policy

GIA does not accept transfer credit from other institutions. GIA does not currently have an articulation or transfer agreement with any other institution. GIA does not accept transfer credit for experiential or equivalent learning, challenge examinations or achievement tests.

Credit for individual GIA Distance Education eLearning courses or Lab classes are not transferable into full-time On Campus programs. Students who have completed the Graduate Diamonds or Graduate Colored Stones program via Distance Education can earn the Graduate Gemologist diploma by completing the companion program on campus. For example, a student who completes the Graduate Diamonds program via Distance Education and completes the Graduate Colored Stones program on campus will earn the Graduate Gemologist diploma.

Credit for Lab classes successfully completed at any GIA location will be accepted toward applicable Distance Education programs. Credit for coursework successfully completed through an On Campus program will be accepted towards Distance Education courses or Lab classes as applicable. Students should contact the office of the dean of students for more information.

Tuition and Fees

Total charges are valid for programs, courses, and classes taking place in Hong Kong from January 1, 2021 through December 31, 2021, and are subject to change. Amounts shown are in Hong Kong Dollar.

On Campus Programs

Program	Tuition	Fees	Total Charges*
GEM 2500 Graduate Gemologist	135,000	9,500 (Books) 12,000 (Materials)	156,500
GEM 2200 Graduate Diamonds	54,500	3,000 (Books) 1,000 (Materials)	58,500
GEM 2300 Graduate Colored Stones	80,500	6,500 (Books) 11,000 (Materials)	98,000
JMA 370 Jewelry Design	35,200	1,300 (Books) 2,000 (Materials)	38,500

Blended / Accelerated Programs

Program	Tuition	Fees	Total Charges*
GEM 2200B Graduate Diamonds	42,500	3,000 (Books) 1,000 (Materials)	46,500
GEM 2300B Graduate Colored Stones	71,500	6,500 (Books) 11,000 (Materials)	89,000

Lab Classes

Class	Tuition	Fees	Total Charges*
GEM 230L Diamond Grading Lab	12,600	1,200 (Books) 200 (Materials)	14,000
GEM 220L Colored Stone Grading Lab	8,600	700 (Books) 200 (Materials)	9,500
GEM 240L Gem Identification Lab	12,800	1,000 (Books) 200 (Materials)	14,000
GEM 149L Pearl Grading Lab	2,600	300 (Books) 100 (Materials)	3,000

Correspondence Courses (Chinese)

Course	Tuition	Books	Total Charges*
GEM 110 Jewellery Essentials	2,500	500	3,000
GEM 120 Colored Stone Essentials	2,300	700	3,000
GEM 130 Diamond Essentials	2,500	500	3,000
GEM 230 Diamonds & Diamond Grading	13,500	1,500	15,000
GEM 220 Colored Stones	14,500	2,000	16,500
GEM 240 Gem Identification	15,500	2,000	17,500
GEM 149 Pearls	5,000	1,000	6,000

* Total charges due on or before the class start date include tuition, books and materials. Books and materials are required.

Tuition and Fees (cont.)

Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Required equipment for students enrolled in the Gem Identification eLearning course (see below)
- Fees for completing remedial work in a Student Workroom

Additional Fees May Include:

- 500 HKD half day or 1,000 HKD full day for the use of Student Workroom
- Fees for lost or damaged equipment, precious metals and stones
- Fees for replacement books, tools and materials
- Wire transfer fees
- Academic transcripts and replacement certificates/diplomas are purchased centrally from the Carlsbad campus and are charged in U.S. dollars:
 - 40 USD certificate replacement fee
 - 45 USD diploma replacement fee
 - 10 USD fee for each transcript

Distance Education: Gem Identification 240

To complete this course, students must have access to the required equipment which is not included with the course materials. [See Required Equipment on page 24](#)

Students who do not have access to this equipment may choose to purchase the GIA Gem Identification Student Package at [store.GIA.edu](https://store.gia.edu). This package does not include a binocular microscope. Students may also purchase this equipment through GIA Hong Kong. Please contact us at +852 3166 7001 or giahongkong@gia.edu for more information.

As an alternative, students can complete assignments in a fully equipped GIA Student Workroom.

Cancellation, Withdrawal and Refund Policies

GIA's cancellation, withdrawal and refund policies are explained in detail in this section and in your enrollment agreement. If you have questions, please contact GIA Hong Kong admissions at +852 3166 7001 or email giahongkong@gia.edu

Cancellation or Withdrawal of Enrollment

Students may cancel their enrollment at any time before their end date by notifying GIA admissions by mail or in person at 3rd Floor, New World Tower II, 16-18 Queen's Road Central, Hong Kong; by email at giahongkong@gia.edu; by phone at +852 3166 7001; or by fax at +852 2334 0567. Students who wish to withdraw after the class has started should notify the school director.

Students will be withdrawn from class if they fail to return from a leave of absence, do not maintain satisfactory academic progress or are otherwise dismissed due to lack of attendance or violation of GIA policy. In all cases where a student's enrollment is terminated (cancellation or withdrawal), refunds are calculated based on the Refund Policy below.

Refund Policy

All fees paid will be refunded if the course is withdrawn or not offered.

On premature cessation of the course, all fees and charges that have been collected in respect of any part of the course failing to be conducted on or after the date of the cessation will be refunded within one month of the premature cessation.

Unused books and materials, that are undamaged, are eligible for full refund upon inspection by GIA. Books and materials that are used or not returned in salable condition are not subject to refund. Optional books and materials, including applicable sales tax and shipping and handling expenses, are non-refundable.

Students are responsible for any wire fees that they incur.

If a student has obtained a loan to pay for an educational program the student has the responsibility to repay the full amount of the loan, plus interest. Students who have received a scholarship are subject to the refund policy described in their scholarship acceptance letter.

On Campus, Lab Class and Blended / Accelerated Refunds

Students will receive a full refund of all monies paid if the class is canceled by GIA. Students receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro rata refund of tuition is calculated based on the percentage of class hours completed by the student.

Percentage Completed by Student	GIA Retains	Refunded to Student
Up through 10% of the class hours	10% of tuition	90% of tuition
After 10% and up through 25% of the class hours	25% of tuition	75% of tuition
After 25% and up through 50% of the class hours	50% of tuition	50% of tuition
After 50% of the class hours	100% of tuition	No refund

Sample Lab Class Calculation

Total Tuition Paid by Student = 50,000 HKD
 Class Hours = 35; Class Hours Completed = 7
 Percentage Completed = 20% (7 / 35 Class Hours)
 Refund Percentage = 75% of Tuition
 Refund Amount = 37,500 HKD (50,000 HKD x .75)
 GIA Retains = 12,500 HKD (50,000 HKD x .25)

Distance Education (Correspondence in Chinese) Refunds

Students receive a full refund of tuition if they cancel before submitting the first assignment and prior to the end date of the course. Thereafter, a pro rata refund of tuition is calculated based on the percentage of the number of assignments submitted for grading prior to the end date of the course.

Percentage Completed by Student	GIA Retains	Refunded to Student
Up through 10% of the required assignments	10% of tuition	90% of tuition
After 10% and up through 25% of the required assignments	25% of tuition	75% of tuition
After 25% and up through 50% of the required assignments	50% of tuition	50% of tuition
After 50% the required assignments	100% of tuition	No refund

Sample Distance Education Calculation

Total Tuition Paid by Student = 50,000 HKD
 Number of required assignments = 20;
 Assignments submitted = 4 (20%)
 Refund Percentage = 75% of Tuition
 Refund Amount = 37,500 HKD (50,000 HKD x .75)
 GIA Retains = 12,500 HKD (50,000 HKD x .25)

Processing Refunds

If a refund is due, it will be processed back to the original remitter in the same manner payment was received. Refunds are processed within 30 calendar days after GIA receives the notice of cancellation. The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Student Services

Career Services

GIA Gem & Jewelry Career Center is a free, global service for those searching for a career and looking to recruit candidates. Employers from every sector of the gem and jewelry industry list positions with us, including wholesalers, department stores, jewelry designers, auction houses, gem laboratories and many others. As a job seeker, you will be able to create a dynamic portfolio, search for careers that will help you take the next step and find companies that match your interest. New and exciting careers are listed each week; search often as there are always updated postings to consider. Create your profile so you can begin your career search at GIA.edu/gem-job

Guest Speakers

GIA regularly organizes free on campus presentations by industry professionals on an array of subjects affecting the gem and jewelry industry, such as appraising information, mining practices and finds, diamond treatments, cutting-edge lab discoveries, and colored stone controversies. All students and graduates are invited to attend. Guest speakers offer valuable and fascinating insight to assist students and graduates in their career planning.

GIA Alumni Association

You qualify as a member of the GIA Alumni Association as soon as you successfully complete a GIA course or program. GIA will automatically recognize you as an alumnus, and your membership is free. However, it is up to you to manage your GIA Alumni Membership in order to receive all the alumni benefits offered.

Current alumni benefits include an array of tools to communicate your GIA alumni status to customers and colleagues, alumni-focused publications and global events. You can also request to list yourself in the GIA Alumni Online Directory, a public search tool on GIA.edu that instantly verifies your GIA diploma credentials and leads business prospects your way. By connecting to the GIA Alumni Association, which is more than 150,000 strong, across 43 chapters worldwide, you become part of an ever-growing global community of fellow GIA graduates who offer educational, networking, and mentorship opportunities that support you throughout your career. For more information contact us at alumni@gia.edu or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

You can also visit the alumni section of the GIA website at GIA.edu/gia-alumni to manage your alumni membership, request to receive your GIA Alumni Association Member logo for use digitally and in print, sign up for alumni communications, find GIA alumni, obtain a list of our alumni chapters around the world and catch up on alumni news and events.

For more information on the Hong Kong Alumni chapter, contact admin@giaaahk.com or call +852 3166 7044.

Library and Learning Resources

GIA's Hong Kong campus has a small library with books on gems and jewelry, trade magazines and journals. No books belonging to GIA are to be taken from the premises. Photocopying is not permitted. For more details of how to use the library, please ask at reception.

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at library@gia.edu, or +1 760 603 4000 ext 4046.

The library section of the GIA website, GIA.edu/library, also has resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis. There is also free access to a growing collection of digitized, out-of-copyright books via Internet Archive, available directly at archive.org/details/gialibrary. Through OverDrive, GIA.overdrive.com, the Library has a digital collection (eBooks and videos) of more contemporary content available to students and alumni.

Housing

Moving to a new city requires preparation and planning. Since it may take you a few weeks to find an apartment for rent, start your research six to eight weeks before your arrival at GIA in Hong Kong.

Most GIA students stay at a local hotel while they are searching for an apartment. If you plan to do so, please remember that there are times during the year when it is difficult to find a vacancy. Reserve a hotel room as far in advance as possible.

For more information or assistance, please contact us at +852 3166 7001 or giahongkong@gia.edu

Academic Policies and Procedures

These policies and requirements help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's certificates and diplomas. These policies and requirements apply to all courses and programs, unless otherwise noted. Policies are subject to change.

Grading System

Final Transcript Grade	Description
P (Pass)	75% and above and must meet the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
INC (Incomplete)	A grade of INC (Incomplete) is a temporary grade and will be converted according to the following standards. Students must successfully complete the agreed-upon remaining course requirements according to the written agreement between GIA and the student. Failure to complete the coursework as agreed will result in replacing the grade of INC with a grade of No Pass (NP).
SWD (Student Withdrawal)	Enrolled students withdrawing after the program, course or class start date receive a grade of Student Withdrawal (SWD) on their transcript. A grade of SWD will remain on a student's permanent record.

Grading Policy

Students may ask their instructor for their grades at any time. Grades and enrollment history are maintained and available indefinitely.

On Campus, Blended / Accelerated Programs and Lab Classes

Homework, quizzes, and exams are normally graded within 24 hours of receipt by GIA (excluding holidays and weekends) and in the order they are received.

Distance Education (Correspondence in Chinese)

For final exams, it is recommended that Distance Education students allow time for the maximum of three proctored examination attempts. The first exam attempt should be taken 21 days prior to the course completion date. (Each exam request may require up to three business days for processing, not including weekends or holidays.)

For practical exams, it is recommended that Distance Education students allow time for the maximum of ten proctored 20-stone examination attempts, and remedial work if applicable. The first exam attempt should be taken several months prior to the course end date. Each exam request may require up to three business days for processing, not including weekends or holidays.

On Campus Orientation

On Campus and Blended / Accelerated students must complete an in-person orientation prior to the first day of class. If you are unable to attend the scheduled in-person orientation, contact admissions as soon as possible to reschedule. You will not be allowed to attend class until you have fulfilled the orientation requirements.

Attendance Policy

Attendance and punctuality are two keys to success at GIA. The curriculum is intense, and students are strongly encouraged not to miss any lectures or lab time. Classes begin promptly at their scheduled starting times. A student may not leave the classroom without advising the class instructor, other than at regularly scheduled break times. Attendance is taken in the morning and at each break. Students who are not in the classroom at that time are marked absent or tardy.

- Absence is defined as being out of class for one hour or more during daily scheduled class hours, without the instructor's permission, except during scheduled breaks. Absences are recorded in half-day increments.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. The maximum allowable absences and tardies are listed in the table on [page 33](#).

On Campus Students

For the Graduate Gemologist program, a maximum of five tardies and three absences may be used in the first seven weeks of the program. Thereafter, the remaining tardies and absences may be used. Students who approach the maximum limit may be given a courtesy notice by their instructor. Students who accumulate one absence or tardy less than the maximum limit are placed on Attendance Probation and notified in writing. If a student exceeds the maximum allowable tardies, each additional tardy will count as a half-day absences. Students who accumulate more than the maximum number of absences are dismissed and receive a grade of SWD on their final transcript.

Lab Class Students

Lab students who miss any portion of the first day of class, or who otherwise exceed the maximum number of absences, are dismissed and receive a grade of SWD on their final transcript.

Academic Policies and Procedures (cont.)

Maximum Allowable Tardies and Absences

Attendance is applicable to the course or program to which you are enrolled.

Program, Course, or Class	Tardies	Absences
Graduate Diamonds	5	3
Graduate Colored Stones	15	5
Graduate Gemologist	20*	8*
Jewelry Design	5	3
Lab Class (1 day or 7 hours)	N/A	Cannot miss any hours
Lab Class (3 days or 21 hours)	N/A	Cannot miss any portion of the first seven hours. 2 hours maximum.
Lab Class (5 days or 35 hours)	N/A	Cannot miss any portion of the first seven hours. 3 hours maximum.

* Students may only use a maximum of five tardies and three absences in the first seven weeks of the program.

Clock Hours

Clock hours are the number of classroom hours scheduled for each course or program. One classroom clock hour equals a minimum of 50 instructional minutes within a 60-minute time period. The clock hours for each program, course and class are included in the class descriptions.

Classroom Policies

GIA is dedicated in its efforts to uphold academic integrity. As such, students are required to adhere to the following:

- All students must work individually unless an instructor directs otherwise.
- Non-GIA issued personal tools are not allowed in the classroom or student workroom. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If approved and allowed in the classroom, GIA is not responsible for loss of or damage to non-GIA issued personal tools.
- Photography or reproduction of quizzes, exams, keycards, worksheets, education gemstones and any other materials is strictly prohibited without instructor permission.
- Keycards are the property of GIA and cannot be taken from any classroom.
- Students cannot take blank or completed worksheets, quizzes or exams out of the classroom.
- Students cannot remove any projects or materials from the classroom without their instructor's permission.
- Cell phones and other mobile communication devices must be set on silent mode and must be out of sight; they may not be used for accessing social media and the Internet, texting or making phone calls during class hours. Use of such devices in the classroom is strictly prohibited unless otherwise approved by your instructor.
- Eating is not permitted in classrooms. However, beverages in closed containers are allowed.

Testing Policy

Quizzes and exams measure each student's comprehension of the curriculum and mastery of skills. They also keep students motivated and committed to their studies. The following requirements apply unless otherwise approved or directed by your instructor or proctor.

- All written and practical quizzes and exams are the property of GIA and shall not be removed from the classroom by anyone other than the instructor or other designated representatives.
- Quizzes, tests and exams not taken on scheduled dates and times receive a score of zero. A student may be approved to retake a missed quiz on the basis of mitigating circumstances such as death in the family, student's injury or illness or other special circumstances as determined by the institution.
- Unauthorized electronic devices cannot be used during the examination period.
- Quizzes and exams in progress may be declared null and void if a classroom has to be evacuated for any reason. The quiz or exam will be rescheduled, if necessary.
- All quiz, test and exam submissions are final.
- Reviews of specific exam questions are only given to On Campus, Accelerated and Distance Education Correspondence gemology students who did not pass.
- Reconstructing quiz and exam questions, and sharing or exchanging them in any manner with other students or obtaining such information from any source, is prohibited.
- Failure to report known or suspected cheating or academic dishonesty is a violation of the Student Code of Conduct.
- Copying, faxing, scanning, photographing and recording quiz or exam questions and materials by any electronic, digital or physical means, at any time, is prohibited.
- All written and practical quizzes and exams must be completed within the specified time limit. All written and practical quizzes and exams must be taken on a GIA campus or with a GIA-approved proctor, unless you are taking an unproctored exam.
- Exams sent to a proctor must remain in the proctor's custody and control at all times.
- All quizzes and exams are closed-book unless the instructor indicates otherwise. Non-native English speaking students can use a printed English translation dictionary during quizzes or exams, but only after it has been examined by the instructor.
- Electronic language dictionaries cannot be used at any time during quizzes and exams.
- Only standard, nonprogrammable calculators are allowed.
- Cameras and other visual or audio recording devices are not allowed at any time during exams.
- Cell phones and other mobile communication devices must be turned off and placed in a designated location. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor or proctor.
- GIA-provided electronic test-taking devices may be used in some classes; follow the directions of your instructor.

Academic Policies and Procedures (cont.)

Distance Education Exams

Many Distance Education exams must be taken in the presence of an approved proctor. For students enrolled through the Hong Kong campus, these exams must be taken in the Student Workroom. Please contact us at +852 3166 7001 or giahongkong@gia.edu to determine availability and schedule your exam. There is no fee to take an exam on campus.

Excluding Gem Identification, a maximum of three examination attempts will be permitted for correspondence courses.

For students who do not achieve a passing grade after three attempts, regardless of their course end date, a final grade of NP (No Pass) is entered on their official transcript. Students who wish to re-enroll into a course are required pay current full tuition and fees and complete all course assignments and exams with a passing score within the allowed completion time.

For the Gem Identification course, a maximum of ten 20-stone examination attempts are permitted. Distance Education students who fail the Gem Identification course 20-stone examination five times are required to complete remedial work prior to attempting the exam again.

Distance Education students who do not achieve a passing grade on the tenth examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. Students who wish to re-enroll into a course are required pay current full tuition and fees and complete all course assignments and exams with a passing score within the allowed completion time.

Academic Dishonesty

GIA regards cheating as a very serious matter. Students are expected to do their own work at all times and must adhere to the Testing Policy. Cheating is defined as any unauthorized assistance in meeting the requirements of a class, including but not necessarily limited to the following:

- Copying class work or homework from other students
- Reproducing or copying keycards
- Turning in work done by someone else
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on assignments, projects, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Being in unauthorized possession of practical assignments or projects
- Failure to report known or suspected cheating or academic dishonesty
- Photographing or reproducing quizzes, exams, worksheets, keycards, education gemstones and any other academically sensitive materials is strictly prohibited without instructor permission

Student Identity Verification

GIA has processes in place through which we establish that the student who registers in a course or program is the same student who participates in and completes the course or program and receives the academic credit. GIA verifies the identity of a student who participates in class or coursework by using at least one of the following options in all programs, courses, and classes in Hong Kong.

- A copy of a government-issued photo ID or passport identifying full name, birth date, citizenship, and country of birth
- Proctored examinations where a qualified proctor approved by GIA must verify the identity of the student taking the exam
- Class attendance recorded and monitored by instructor

Satisfactory Academic Progress (SAP) Policy

GIA monitors students' academic progress to ensure students are moving toward successful completion of their program or course. Students receive academic progress reports at scheduled benchmarks during the program or course. Students may request a conference with their instructor at any time to discuss their progress.

On Campus (Graduate Gemologist)

SAP is evaluated on both qualitative (grade-based) and quantitative (time-based) measures at the midpoint of the program, which corresponds to the end of the first federal financial aid payment period. SAP is evaluated on the following measures:

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.
- **Pace of progression:** Students must progress through the program at a pace that ensures they will complete their program within a maximum timeframe of 150% of the published program length. Pace is calculated by dividing the number of clock hours the student has completed by the number of clock hours the student has attempted. The student's completion ratio must be 67% or higher. Pace is calculated and reviewed in both hours and weeks.
- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length, measured in calendar time and clock hours. Additionally, federal regulations state that a student is ineligible for federal aid when it becomes mathematically impossible to complete their program within 150% of the published program length. Students who exceed the maximum timeframe of 150% will be dismissed.

Withdrawals (SWD) and Incomplete (INC) grades are considered in cumulative grading standards and as attempted hours in pace of progression and maximum timeframe measures.

Academic Policies and Procedures (cont.)

All students who fail to meet SAP requirements at the midpoint of the program, as articulated above, are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. Students who do not meet the terms of their Academic Improvement Plan are dismissed.

In addition to the SAP requirements above, students are held to institutional academic standards evaluated at benchmarks specified in the program or course syllabus. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

On Campus (Graduate Diamonds, Graduate Colored Stones, Jewelry Design)

Students are held to academic standards evaluated at benchmarks specified in the program or course syllabus. Each student's homework, projects, quizzes and tests are evaluated. Students who do not meet these academic standards are placed on Academic Advising, notified in writing and issued an Academic Improvement Plan. Students who do not meet the conditions of their Academic Improvement Plan are dismissed. Students must complete their program or course within a maximum timeframe not exceeding 150% of the published program length, measured in calendar time and clock hours.

Distance Education

Students must pass each course assignment with a score of 75% or higher. Students enrolled in GEM 240 Gem Identification course must also meet specific grading criteria for each practical assignment. Students who do not complete their course including assignments, practical work and the final exam within the allowed completion time will receive a final grade of No Pass (NP).

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions and hands-on lab sessions in order to successfully progress through the class. Students who exceed the maximum allowable absences as described in the Attendance Policy are dismissed. Students must pass the final assessment within the allowable number of attempts to pass the class. Students who do not pass will receive a final grade of No Pass (NP).

Academic Advising and Probation

Students who do not meet academic, attendance or behavior standards may be placed on academic advising or a probation status as described below. The purpose is to notify students in writing that their performance is not meeting standards, set goals for improvement and give students a reasonable amount of time to raise their performance to meet or exceed minimum requirements.

Academic Advising

On Campus students who do not meet institutional academic standards are placed on Academic Advising and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Academic Probation

On Campus students enrolled in the Graduate Gemologist program who fail to meet satisfactory academic progress requirements at the midpoint of their program are placed on Academic Probation, notified in writing and issued an Academic Improvement Plan. The student's progress is monitored by the instructor and the school director. If the student meets all conditions by the date specified in their Academic Plan, the student's academic status is returned to good standing. Students who do not meet the conditions of their Academic Improvement Plan are dismissed.

Attendance Probation

On Campus students who accumulate one absence or tardy less than the maximum number of allowable are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum number of absences are dismissed.

Behavioral Probation

Students who do not comply with the Student Code of Conduct and Standards of Behavior may be placed on Behavioral Probation and notified in writing. Students who do not meet the terms of their Behavioral Probation are dismissed.

Extended Lab

GIA may schedule additional lab hours for gemology students who are not making satisfactory academic progress.

Academic Policies and Procedures (cont.)

Make-Up Policy

The attendance policy allows for a limited number of absences and tardies, and there is no provision for making up missed class hours. Students are strongly advised not to miss scheduled quizzes, tests or exams. Students who are not present for a scheduled quiz, test or exam receive a score of zero.

A student may be approved to make-up a missed quiz, test or exam on the basis of mitigating circumstances as determined by the institution. Students must submit make-up requests to the school director.

Leave of Absence Policy

Students may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA will be approved for a documented family emergency, serious illness or for active military duty. Students enrolled in lab classes are not eligible for a leave of absence.

The LOA request must be submitted in writing, and usually in advance, by the student, unless an unforeseen circumstance prevents the student from submitting the request in writing and in advance. If approved, a Change of Status form is generated that must be signed by the student and by GIA. Contact the school director if you have questions or for additional information.

The maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves of absence cannot exceed 180 calendar days within a 12-month period. Students requesting an extension of an approved leave must make the request in writing to the school director prior to the expiration of their original LOA. Students must pick a date to return within 180 days when filing for a leave of absence. Students are required to provide the expected date of return within five business days of submitting their LOA request, or they will be withdrawn from their program or course.

Students who do not return as agreed following a LOA are dismissed from their course of study, a grade of SWD (Student Withdrawal) is posted and the published refund policy is applied. Students who wish to continue their studies are required to re-enroll into the class, course or program from the beginning at current tuition and fees.

Dismissal Policy

GIA may terminate a student's enrollment for academic, attendance or behavioral reasons at any time. Reasons for dismissal include, but are not limited to:

- Violation(s) of Student Code of Conduct and Standards of Behavior and other institutional policies
- Failure to maintain satisfactory academic progress
- Cheating or any other form of academic dishonesty
- Failure to abide by the attendance policy
- Offensive, disruptive, threatening, harassing, bullying or insubordinate behavior
- Stealing school property or the personal property of any individual
- Use, possession or sale of alcohol, illegal drugs or controlled substances anywhere on school premises
- Possession of firearms or other weapons on school premises
- Providing false information and/or willfully omitting information on any GIA document or form
- Conducting any activities that harm the name, reputation or property of GIA

Upon dismissal, a grade of SWD is posted to the student's permanent record. Refunds will be calculated according to the terms of the student's enrollment agreement and GIA's refund policy.

International students dismissed from their course or program may be in violation of their visa status.

Appeal for Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmission terms or conditions. Students who wish to be readmitted into any GIA program, course or class after dismissal must submit a formal appeal. Submitting an appeal does not guarantee readmission. Readmission is at the sole discretion of GIA, and is subject to space availability. Current tuition and fees apply.

Appeal Process

On Campus students who are dismissed for attendance or academic reasons, and any student dismissed for behavioral reasons, must submit a completed Appeal of Dismissal Form and any additional supporting documentation to the school director. Appeals are reviewed by the Appeals Committee and the director will notify the student of the decision in writing within ten business days of the receipt of the appeal.

If an appeal is approved, the student may apply for readmission. Students who are retaking the same course or program are required to re-enroll into the program from the beginning at current tuition and fees.

A student may submit a maximum of three appeals. If a student is dismissed for behavior reasons and his/her first appeal is denied, subsequent appeals will only be considered following a two-year waiting period.

Academic Policies and Procedures (cont.)

Graduation Requirements

In order to graduate, all students must meet the Satisfactory Academic Progress Policy, meet the minimum attendance and behavioral standards, and meet the specific academic requirements shown on the following tables. A minimum final grade of Pass (P) is required to complete each program, course or Lab class. All tuition accounts and miscellaneous student fees must be paid in full, and all stones, equipment, library books and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

Graduation Requirements – On Campus Programs

Program	Minimum Requirement	Maximum Number of Attempts During Program
Graduate Gemologist Diploma		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas		
Graduate Diamonds Diploma		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Diamond Essentials Final Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
Graduate Colored Stones Diploma		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5
Jewelry Design Certificate		
Unit I Design Assignments	100% completed with passing score	N/A*
Unit II Design Assignments	75% completed with passing score	N/A*
Written Quizzes	75% score average	1
Practical Tests	Pass each	2
Final Practical Exam	Pass each	2
Final Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

* Unlimited attempts are allowed up to the portfolio/project/assignment due date.

Academic Policies and Procedures (cont.)

Completion Requirements - Lab Classes

Program	Minimum Requirement	Maximum Number of Attempts
Diamond Grading Lab Class	75% score on 2-Stone Practical Exam	5*
Colored Stone Grading Lab Class	75% score on 2-Stone Practical Exam	5*
Gem Identification Lab Class	75% score on Instrumentation Exam	5*
Pearl Grading Lab Class	75% score on 2-Stone Assessment	1

Graduation Requirements – Distance Education and Accelerated / Blended Programs

Program	Minimum Requirement	Maximum Number of Attempts Allowed
Graduate Gemologist Diploma		
Must meet the graduation requirements for the Graduate Diamonds and Graduate Colored Stones Diplomas		
Graduate Diamonds Diploma		
Course Assignments	100% completed	—
Diamond Essentials Final Exam	75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam	75% score	5*
Diamonds & Diamond Grading Final Exam	75% score	3
Graduate Colored Stones Diploma		
Course Assignments	100% completed	—
Stone Worksheets	100% completed	—
Colored Stone Essentials Final Exam	75% score	3
Colored Stones Final Exam	75% score	3
Colored Stone Grading Lab Class 2-Stone Practical Exam	75% score	5*
Gem Identification Lab Class Instrumentation Exam	75% score	5*
Gem Identification 20-Stone Practical Exam	100% score	10**
Graduate Pearls Diploma		
Pearls Final Exam	75% score	3
Pearl Grading Lab Class 2-Stone Assessment	75% score	1
Applied Jewelry Professional™ Diploma		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students who fail the exam three times will be required to complete additional remedial work prior to attempting the exam again. Standard Student Workroom fees apply to complete remedial work (see fees [on page 28](#)).

** Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees [on page 28](#)). Exam attempts must be taken within the course completion time.

Academic Policies and Procedures (cont.)

Academic Records

Student records are retained in accordance with federal, state and accreditation requirements. The care and protection of student data is of utmost importance. GIA maintains a comprehensive global privacy policy that may be found on our website at GIA.edu/privacy-notice

Letters of Good Standing

It is GIA's policy not to issue letters of recommendation. On request, GIA's Hoog Kong campus will issue letters of good standing as proof of student status, typically needed by insurance companies or other agencies as evidence of full-time student status.

Transcripts

Transcripts are available for 10 USD each. Students who enrolled in 2013 or later may order a transcript at my.GIA.edu. Students who enrolled prior to 2013 should contact education records at records@gia.edu to order a transcript.

Diploma and Certificate Holds

Please note that diplomas and certificates will be issued only if you have satisfied all your academic and financial obligations. If you have any unmet obligations to GIA, you will not receive a diploma or certificate until the obligation is fulfilled.

Replacement Diplomas

If your diploma was permanently lost or destroyed, a replacement diploma may be ordered from the education records department at records@gia.edu. Each replacement diploma follows the current diploma format and includes the reissue date. All replacement diplomas bear the signatures of GIA's current Chair of the Board of Governors, and President and CEO.

Change of Name

GIA requires official documentation and written authorization to make changes or corrections to the name listed in your student account. You must submit one item of documentation that shows the current/old name that is in our records, and one item of documentation that shows your new/updated name. The following documentation is acceptable:

- Valid government-issued photo ID
- Marriage certificate
- Divorce decree
- Naturalization documents

Preferred Name

GIA recognizes that some community members wish to use a first name other than a legal first name to identify themselves. Students may provide a preferred first name in this case. A person's legal first, middle, and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas.

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online.

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at gia.edu/doc/GIA_Education_Verification-Request.pdf. For information about directory information that may or may not be released, see [The U.S. Family Educational Rights and Privacy Act \("FERPA"\)](#) on page 43



Earn your GIA credential and find your ideal career.

Academic Policies and Procedures (cont.)

Academic Credentials Usage Policy

Applicability

Usage guidelines apply to all current and former students of the Gemological Institute of America, Inc. and its related entities (collectively referred to as GIA).

Usage Guidelines for Academic Credentials

Academic credentials earned at GIA are respected by gem and jewelry professionals around the world. They are the internationally recognized symbol of the highest standard of education in the fields of gemology, jewelry manufacturing arts and jewelry business.

It is appropriate and customary for recipients of GIA diplomas to signal their achievement by appending the relevant academic designation to the end of their name. It should be noted, however, that GIA alumni are required to abide by specific standards of usage.

Although the following examples do not reference every diploma offered by the Institute, they should help you determine how GIA's Usage Guidelines for Academic Credentials apply to you.

General Usage

You may reproduce and display your GIA diploma, certificate or letter of completion in its entirety. Note that when a credential is advertised, it must be used in association with the recipient's name, and the advertisement must not in any way state or imply an affiliation with, or endorsement by, GIA.

Only the acknowledgment of a diploma or degree from GIA should be placed on business cards. Individual coursework that is completed but does not result in a diploma is best listed on résumés and curriculum vitae.

Diplomas

The following examples refer to the Graduate Gemologist® (GG), Accredited Jewelry Professional or Applied Jewelry Professional™ (AJP®), Gemologist, Jewelry Design & Technology (JDT), and Graduate Jeweler (GJ) diplomas:

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP
- Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT
- John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ
- Jane Doe, GIA GG, GJ

The following examples refer to the Graduate Diamonds®, Graduate Colored Stones and Graduate Pearls diplomas:

- Jane Doe, GIA Diamonds Graduate
- John Doe, GIA Colored Stones Graduate
- Jane Doe, GIA Pearls Graduate

Employment Citations

Companies may state that they have GIA Graduate Gemologists, Applied Jewelry Professional™ (AJP®), Accredited Jewelry Professionals, Gemologists, Graduate Jewelers, or Jewelry Design & Technology graduates on staff, provided that such statements are accurate and companies agree to cooperate with any verification that may be requested by GIA or others.

Administrative Policies

This section includes a collection of student conduct standards, policies, and procedures that describe the responsibilities of students as individuals, members of the community, and representatives of the institution, as well as the rights, protections, and privileges that come with being part of the GIA family.

Student Code of Conduct and Standards of Behavior

GIA's Student Code of Conduct and Standards of Behavior protects the rights of students and employees and ensures a safe, secure and positive learning environment for all students. GIA students are expected to behave in a professional manner and to treat others with dignity and respect at all times. Students are responsible for reading, understanding and following all GIA student policies. Students are required to follow all instructions given by instructors or other GIA representatives.

Prohibited behavior includes, but is not limited to:

- Threatening or harassing behavior, including sexual harassment or misconduct
- Acts of retaliation against another student or GIA staff member
- Acts or threats of violence
- Possession of a firearm or other weapon on campus
- Use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances or alcohol
- Forgery, fraud or dishonesty
- Disruptive, insubordinate or unlawful behavior
- Academic dishonesty
- Property damage or theft
- Other violation of GIA policy

Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations of violation of student code of conduct. The student will be afforded the opportunity to be heard. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student (s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Sanctions

As a result of the investigation, with sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending upon factors that include the nature and severity of the offense. Sanctions may include verbal warning, written warning or probation, or dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend students pending investigation.

Because it is impossible to list all the rules that might cover every situation, GIA will make every effort to operate on the fundamental principle of mutual trust and respect among all students, faculty, staff and administration.

Drug and Alcohol Abuse Prevention Policy

GIA prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, while using GIA vehicles or equipment, while performing GIA business, or at GIA-sponsored events. The terms "illegal drugs" and "controlled substances" include all chemical substances and drugs. Prescription medications that have not been properly prescribed by a doctor to the individual are included in this policy.

Any student or person in the school community who is aware of the use or existence of any such substances at GIA should notify a staff member immediately.

Violation of this Policy will result in disciplinary action up to and including dismissal. In addition to GIA imposed sanctions, students may be subject to federal, state, and local fines and/or prosecution. In cases involving potential criminal conduct, GIA will determine at its sole discretion whether the appropriate law enforcement or other authorities will be notified.

Smoking

Smoking, including e-cigarettes, or use of tobacco in any other form, is strictly prohibited inside GIA buildings. Please also refrain from smoking in front of the building. There are designated outdoor smoking areas. Please help to keep these facilities clean by placing package wrappers, cigarette butts, and other debris in designated containers.

Administrative Policies (cont.)

Safety in the Classroom

GIA is committed to maintaining a safe and healthy campus. Students spend much of their time in hands-on laboratory sessions. During these sessions, students may use chemicals, equipment, and tools that can be hazardous if they are handled incorrectly or without taking proper precautions. Students must always follow their instructor's directions when using dangerous tools or hazardous substances, and wash their hands thoroughly after handling any chemicals.

Student Notification of Classroom Chemical Usage

GIA recommends the use of good laboratory practices while using or being exposed to Refractive Index (RI) Liquid, which contains Diiodomethane. RI liquid is used in the Graduate Colored Stones program, the Gem Identification Lab class, and the Student Workroom. You may need to exercise special precautions if you are pregnant, if you have certain medical conditions, and/or if you have sensitivity or are allergic to this chemical. If you are unsure, contact your doctor for advice.

GIA provides protective gloves and appropriate disposal containers in each classroom. The Safety Data Sheet (SDS) is posted in each classroom and GIA will provide a copy on request.

Novel Coronavirus (COVID-19) Safety Guidelines

The health and safety of everyone at the Institute is our priority. We strictly follow all applicable regulations and health orders and take every appropriate step to keep our educational facilities safe. Each member of the GIA educational community is responsible for respecting and supporting the health, safety, and well-being of themselves and others. This commitment that we make to each other is especially important now, as the school faces evolving challenges while operating in the context of the COVID-19 pandemic. All academic activities and campus operations are aligned with the goal of preventing the spread of COVID-19.

The latest information, guidance and protocols for the Hong Kong campus are posted on GIA's website at <https://www.gia.edu/coronavirus-update-hong-kong-campus>

Failure to comply with GIA's health and safety protocols may result in disciplinary action up to and including dismissal.

Typhoon and Storming Arrangement

When Typhoon Signal No.8 or above or a Black Storming Signal is hoisted, no class will be held.

- When Typhoon Signal No.8 or a Black Storming Signal is off after 8:00 a.m., morning class will be canceled.
- When Typhoon Signal No.8 or a Black Storming Signal is off after 11:00 a.m., the afternoon class will be canceled.
- When Typhoon Signal No.8 or a Black Storming Signal is off after 1:00 p.m., the night class will be canceled.

Weapons

Under no circumstances are students or visitors allowed to bring firearms or other weapons to campus. Students found carrying or concealing weapons are disciplined, up to and including dismissal from GIA and referral to appropriate law enforcement agencies.

Search and Seizure

GIA may open and inspect the contents of any student's desk, locker, computer files and software, or other furnishings, if warranted in its judgment, to ensure the health and safety of students and employees. GIA, an independent security service or law enforcement may conduct inspections or searches at any time without notice, including at times when the student is not present. In light of this policy, students should not bring to or store on GIA premises any documents, materials or other item for which they desire privacy. Personal items such as backpacks, purses, totes or other belongings may be subject to search if warranted. Failure to cooperate in any inspection can lead to disciplinary action, up to and including dismissal from GIA.

Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations, and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas). Each facility has signage posted in the locations where video and audio monitoring is occurring. Please see Student Privacy Notice at [GIA.edu/privacy-notice](https://www.gia.edu/privacy-notice) for complete disclosure.

Student Privacy Notice

GIA values the privacy of your personal data. This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding our collection, use, and handling of your personal data in connection with your relationship with GIA as an educational services applicant, student, or alumni.

If you use GIA websites other than as an educational services applicant, student, or alumni, your use of those other GIA websites and any information that you submit to us through those other GIA websites will be governed by the posted GIA website privacy notice.

For complete disclosure and updates, please refer to the GIA Privacy Notice at [GIA.edu/privacy-notice](https://www.gia.edu/privacy-notice) and to the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://www.gia.edu/privacy-notice#student-privacy-notice)

Administrative Policies (cont.)

Student Personal Data Collection, Use and Processing

In connection with your relationship with GIA, GIA collects personal data about you (whether online, in-person, or through other means) from the following sources: directly from you; from our affiliated entities, including our subsidiaries and branch offices; from service providers; from alumni chapters; and automatically as you visit GIA websites.

We use your Personal Data for the purposes described in further detail in the Student Privacy Notice at [GIA.edu/privacy-notice#student-privacy-notice](https://gia.edu/privacy-notice#student-privacy-notice), including to facilitate your experience with GIA and provide you with educational services and related products. We may share your Personal Data with our GIA Affiliated Entities at [GIA.edu/affiliated-entities](https://gia.edu/affiliated-entities) and others as described in this Notice.

Providing your Personal Data is voluntary. Please note, however, that without your Personal Data, we may be unable to provide you with the educational services and related products you request.

The U.S. Family Educational Rights and Privacy Act ("FERPA")

The U.S. Family Educational Rights and Privacy Act ("FERPA") affords eligible students ("student," or "you") certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age).

Student rights include:

1. The right to inspect and review your education records within 45 days after the day the Gemological Institute of America, Inc. ("GIA," or the "Institute") receives a request for access.
2. The right to request the amendment of your education records that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA.
3. The right to provide written consent before GIA discloses personally identifiable information ("PII") from your education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by GIA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office U.S. Department of
Education
400 Maryland Avenue, SW Washington, DC 20202

Disclosures that GIA May Make Without Student Consent:

FERPA permits the disclosure of PII from your education records, without your consent, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to you, § 99.32 of FERPA regulations requires GIA to record the disclosure. You have a right to inspect and review the record of disclosures.

Under the Family Educational Rights and Privacy Act (FERPA) CFR 34 § 99.37. (§ 99.31(a)(11), GIA has designated the following as "directory information" that may be released from education records without

obtaining prior written consent from you: Title, first name, last name, business name, business address, business website, email, phone number, fields of study, dates of enrollment, degrees, diplomas, certificates awarded, dates conferred, academic honors and awards received.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/ferpa](https://gia.edu/ferpa) for more information.

Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programs. GIA will make efforts to accommodate each prospective candidate with special requirements or needs by making reasonable adjustments where appropriate. Each circumstance will be considered on an individual basis according to the means, limits, and experience of GIA and the special request under consideration, at the time of such request. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks with you to allow you to evaluate your potential for success and your decision to apply. Students may make an appointment to discuss the request with the school director.

Students requesting accommodations are asked to do so following admission to GIA and at least 30 days prior to the date accommodations will be needed. However, requests may be submitted at any time during the student's enrollment. Students must submit the Reasonable Accommodation Request Form along with documentation of the reported disability from a professional who is qualified in the testing of the disability to the school director. GIA will review the request and inform the student or applicant of its decision in writing.

All information submitted to or developed by the Institute related to the diagnosis, documentation, or accommodation of a disability is considered confidential. Information is only accessible to and/or shared with GIA employees who have a need to know in order to determine or implement required accommodations.

Students must continue to meet minimum academic, attendance, and behavioral standards as defined in these policies. If a student requests accommodation after being placed on academic advising or probation or is dismissed, the terms of academic advising, probation or dismissal still stand.

Administrative Policies (cont.)

Complaint Policy and Procedure

Complaint Policy

GIA takes student complaints seriously. GIA reviews all complaints in a timely, fair, and equitable manner. GIA gives all individuals named in a complaint, including students, instructors, or other school employees, the opportunity to respond to the complaint. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student(s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Complaint Procedure

Students are encouraged to try to resolve any issues or concerns they may have by first discussing them with the appropriate school official. If the student is unable to reach a resolution, or in cases where informal resolution is not appropriate, the student may submit a formal complaint.

A formal complaint must be submitted to the school director in writing at HKschooldirector@gia.edu. It must contain, at a minimum, the basis of any allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that support the complaint should also be included.

Students should raise complaints as soon as possible so that they can be properly addressed. Within 10 business days of receiving the complaint, the office of the dean of students will respond to the student with a written summary of the school's investigation and decision regarding the complaint. If the investigation is not complete at the end of 10 business days, the student will be notified in writing that additional time is needed.

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, the student may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included. Within 10 working days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

If for any reason a person does not feel comfortable directly reporting a complaint as described above, they may report a concern confidentially through GIA's Concern Reporting system at GIAwis.ethicspoint.com

Complaint Disclosure

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing, and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Complaints may be submitted to the DEAC using the complaint form found on its website (deac.org), and must include authorization for the Commission to forward a copy of the complaint, including the complainant's identity, to the school. Where issues of educational services, student services or tuition are concerned, a student must have exhausted all efforts to resolve the complaint with the school before filing a complaint with the DEAC. Students can contact the Distance Education Accrediting Commission (DEAC) at 1101 17th Street NW, Suite 808, Washington, DC 20036 USA, phone +1 202 234 5100, fax +1 202 332 1386 or online at deac.org

Non-Retaliation Policy

Threats, other forms of intimidation, and retaliation against a student or employee for bringing a complaint of harassment or discrimination or for assisting another in bringing a complaint are prohibited. Retaliation is itself a violation of GIA policy and applicable law, and is a serious offense. Acts of retaliation may result in discipline up to and including dismissal or termination.

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful, and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn (shirt and tie, business suit, blazer and dress skirt/slacks). Some examples of inappropriate and unacceptable attire include bare feet, clothing with derogatory or offensive messages, revealing or see-through attire, visible undergarments and too-short shorts or skirts.

Social Networking

GIA understands the role and value of social networks. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, students and GIA employees who work together are not permitted to communicate with each other on social networks. GIA alumni and GIA employees may communicate with each other on these networks as long as they are not current students and there is no perceived or actual conflict of interest.

Commercial Activities

GIA does not permit students to conduct commercial or business activities on GIA property. The display and sale of merchandise is not permitted.

Administrative Policies (cont.)

Visitors On Campus

Visitors to GIA must register with Reception before entering the building and must be prepared to show photographic identification. Students are not allowed to let in guests whether accompanied or not without prior arrangement or an appointment with Reception.

Animals on Campus

Pets are prohibited at all times, including all facilities.

Gifts

The GIA Code of Conduct, which is adhered to by all GIA employees, provides a set of guidelines that help govern actions with all vendors, clients, students and the public GIA serves. Included in these guidelines is a stipulation that prohibits GIA employees from accepting gifts or gratuities. A PDF of GIA's Code of Conduct can be downloaded at GIA.edu

Lost or Damaged Equipment and Stone Policy

Students are responsible for the equipment and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are responsible to pay the replacement costs of lost stones, equipment and metals and the repair costs of equipment that is damaged beyond normal wear and tear.

Students will be charged the replacement value of any jewelry, diamond or colored stone they lose. If the item is found at a later date, the amount will be refunded to the student.

Students do not have the option of replacing lost or damaged stones or equipment and must pay the replacement fee determined by GIA.

Names, Trademarks and Copyrights

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used in your advertising except as described herein. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and certain printed forms used by GIA), which may be used only by obtaining prior written consent from GIA. Some specific examples of GIA's trademarks and copyrighted material that may NOT be used in your advertising without prior consent are:

- GIA (Gemological Institute of America) and its logo
- GIA Grading and Identification Reports, including but not limited to GIA Diamond Grading Report, GIA Diamond Dossier®, GIA Diamond Focus™ Report, GIA Identification Report and GIA Colored Diamond Identification and Origin Report. Use is acceptable if the report is for a product that the client/seller owns.
- GIA Facetware™ logo
- GIA educational materials and publications in any medium including but not limited to print, web, video or audio
- Gems & Gemology quarterly journal and its logo

Unauthorized Usage

It is an unauthorized use of GIA's name to imply that GIA and/or its subsidiaries directly or indirectly certify, sponsor or approve any individual or private business including its employees, products, services and pricing. It is incorrect to state that students, graduates, their businesses or particular gemstones are "certified" by GIA. The Gemological Institute of America does not certify anyone or anything. Neither a student nor a graduate who has been awarded a certificate or diploma, nor a gem that has been graded or identified by GIA, has been "certified" by GIA.

Examples of unacceptable usage include: GIA Certified; GIA Certified Diamond Appraiser; GIA Certified Diamonds; GIA Diamond; Certified GIA Appraisals; Certified Graduate Gemologist; Member, Gemological Institute of America; Member, GIA Laboratory.

Because GIA is an educational and research institution, it is not allowed to participate in, or endorse, private business. GIA must also avoid the appearance of doing so, or its standing with the regulating and accrediting authorities could be jeopardized.

GIA does not permit the use of any of its trademarks in third-party domain names. Any use of GIA in a website domain name in the fields of diamonds, jewelry, education and related fields would constitute infringement of the GIA marks.

The use of the Facetware™ logo is not permitted. Those who wish to reference the use of GIA Facetware™ in estimating a cut grade may reference it by stating the following: "Cut grade was estimated using the GIA Facetware™ Cut Estimator."

For intellectual property usage requests that are not covered here, please email guidelines@gia.edu

Copyright Infringement

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GIA Alumni Identity Program

GIA's Alumni Identity Program is a precise set of standards and branded designs created by GIA to support and identify qualified members and recognized chapters of the GIA Alumni Association. GIA encourages our GIA alumni members and chapters to use the approved alumni identity logo and support tools to promote their education affiliation and preserve the power of the GIA mission and identity.

The GIA alumni identity is promoted, protected and maintained by GIA and use is restricted and made available only to members and chapters of the GIA Alumni Association, as long as they adhere to the GIA Alumni Association terms of use and usage guidelines. Visit GIA.edu/gia-alumni for more information.

GIA Locations



GIA Campus Locations

CARLSBAD – MAIN SCHOOL

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The Robert Mouawad Campus
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T +1 760 603 4000, F +1 760 603 4003
admissions@gia.edu
GIA.edu

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T +1 800 366 8519
T +1 212 944 5900
nyadmissions@gia.edu
GIA.edu

LONDON

GIA England
104 Great Russell Street
London, WC1B 3LA UK
T +44 20 7813 4321, F +44 20 7813 4331
gialondon@gia.edu
London.GIA.edu

MUMBAI

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10th Floor, Trade Centre
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Bandra (East)
Mumbai 400 098 India
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T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

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Bangkok.GIA.edu

HONG KONG

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Hong Kong
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giahongkong@gia.edu
GIAhongkong.com

TAIPEI

GIA Instrument (Taiwan) Company
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giataiwan@gia.edu
GIAtaiwan.com.tw

Additional Education Locations

SURAT

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Surat 395 007 India
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T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

GIA Laboratory and Research Locations

LABORATORIES

Antwerp
Bangkok
Carlsbad
Gaborone
Hong Kong
Johannesburg
Mumbai
New York
Ramat Gan
Surat
Tokyo

RESEARCH CENTERS

Antwerp
Bangkok
Carlsbad
New York

Front Cover: Pendant design and CAD rendering by Sano Spoto, GIA Comprehensive CAD/CAM for Jewelry graduate; Below: Hand rendered design by Chuan Chen, GIA Jewelry Design graduate





English



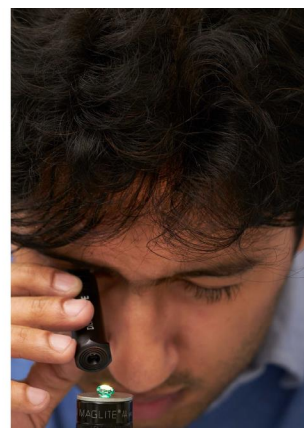
GIA[®]

2021 年教育目錄

香港分校

2021年1月1日至12月31日生效
2021年4月1日發佈 版本1.6

GIA Hong Kong Limited
香港中環皇后大道中16至18號新世界大廈2期3樓
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GIA.edu



歡迎

作為一名GIA畢業生，我可以親身告訴你研究學石學文憑如何改變了我的人生歷程。

當我完成了課程後，我有了一套全新無價的技能 – 一樣可以用來塑造我的未來。我在Borsheims開始，從作為銷售助理和評估師，並以一貫的工作方式到成為總裁。到現在，我有榮幸和榮譽擔任GIA的總裁兼首席執行官。

這樣的分享是想讓你了解GIA教育是一個你的未來真實的投資。它提供了為實現你最珍貴的夢想需要的知識。我期望讓你知道我的經驗不是獨一無二的。成千上萬其他GIA校友可以證明GIA的文憑是如何授權他們創造想像的未來。

GIA是如此的獨一無二地有資格幫助你取得領先。在GIA你會找到能激發你的興趣和熱誠的各種課程。從寶石學到珠寶設計，GIA都有提供啟發的和授權的課程。自1931年以來，超過36.5萬人選擇了GIA為他們對寶石和珠寶的教育。沿著所有的行業管道，許多的這些校友們現在都具有影響力的地位，而且擁用GIA文憑，你能走在他們的身邊找到你的位置。作為學生和校友，你將會成為GIA家庭的成員 – 業界專業人士能分享熱誠和致力於追求卓越的全球網絡。

花一些時間來探索教育目錄和尋找適合你的課程，然後準備好擁抱一個全新的機會世界吧。

我們期待著能在你的專業旅程提供幫助。

Susan M. Jacques, GIA GG
總裁兼首席執行官



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使命與歷史

使命

GIA的使命是以通過教育、研究、實驗室服務和儀器開發以堅持最高標準的誠信、學術、科學和專業精神，以確保公眾對寶石和珠寶業界的信任。

教育哲學

GIA的教育通過教授世界上最高質素的寶石和珠寶訓練來確保公眾的信任。以下是GIA教育核心的指導原則：

研究

我們根據最新的研究和領先的技術而設計教育課程項目。

關聯

我們教授理論知識和實習平衡的必要。

領導地位

我們教導我們的畢業生能成為以道德和誠實行事，以達到全球寶石和珠寶業職業需求的領導者。

無障礙

我們的課程規劃提供跨越多種學習方法而不影響質素的課程和科目以滿足所有學生的各種需求。

可持續發展

通過不斷的支持，鼓勵我們畢業生持續成長為自信、有技能和成功的專業人士。他們是GIA確保公眾對寶石和珠寶業信任的合作夥伴。

歷史

1931年2月15日，前零售珠寶商Robert M. Shipley和他的妻子Beatrice利用他們的儲蓄去創立他們長久以來的夢想 - 美國寶石學研究院 (Gemological Institute of America)。

當大多數珠寶商對他們交易的寶石只有甚少的知識時，Shipley已希望通過教育、研究和寶石學儀器使這個行業專業化。

機構最初只在他們的家裡，提供蠟紙油印的郵購課程和使用外借的顯微鏡和其他設備提供寶石檢測服務。從這些有限的開始，GIA已經成為一個在全球培訓了超過365,000名專業人士的機構，為世界最重要的鑽石分級的著名的實驗室，領先的寶石學研究中心，以及4C及國際鑽石分級系統 [International Diamond Grading System™] 評估鑽石質量全球標準的創造者。

要了解更多GIA的歷史，請瀏覽GIA.edu

認證和認可

GIA香港分校的研究寶石學家文憑是在香港教育局 (EDB) 非本地高等及專業教育(規管)條例 (第493章)下註冊的。

GIA的遙距課程是由美國Distance Education Accrediting Commission (DEAC) 認證的。

香港教育局
香港灣仔皇后大道東213號胡忠大廈15樓
+852 2891 0088
edb.gov.hk



DEAC
1101 17th Street NW, Ste. 808
Washington, DC 20036 USA
+1 202 234 5100
deac.org

管理及執行監督

理事會

GIA理事會是公眾利益的服務者。董事會幫助指導研究院的策略，以確保在所有決策中都遵循GIA的使命和願景；GIA的聲譽得以保留並在全球發展持續增長；並實現研究院的財務目標。每位理事都根據其在零售、研究、教育、金融、法律、製造業和其他領域的專業經驗，提供獨特的見解；其中數位更具有豐富的國際經驗。

Chair

Dione D. Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

CEO and Managing Director, Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.

LSU Alumni Distinguished Professor of Geology and Geophysics

Kiko Harvey

Inspector General and Director of Oversight, United Nations World Food Programme in Rome, Italy

Thomas H. Insley

Senior Vice President and CFO, Dermata Therapeutics

Susan M. Jacques

President and CEO, GIA

Robert Andrew Johnson

CEO, Diamond Cellar Holdings, LLC

Stephen F. Kahler

Senior Vice President Global Sales Operations, Swarovski North America Limited

Lisa A. Locklear

Vice President and Chief Financial Officer, Avanir Pharmaceuticals

Lawrence Ma

Chief Executive, Lee Heng Diamond Group
Founding President of the Diamond Federation of Hong Kong

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer, GIA

Dr. Jeffrey E. Post, Ph.D.

Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

Samantha F. Ravich, Ph.D.

Chair of the Transformative Cyber Innovation Lab
Managing partner of A2 Partners, LLC

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Tammy Storino

An experienced global operations and finance leader

Elliot Tannenbaum

Senior Principal, Leo Schachter Diamond Group

John W. Valley, Ph.D.

Charles R. Van Hise Professor, Department of Geoscience University of Wisconsin

執行管理

GIA的行政人員是由寶石和珠寶行業內外擁有經驗豐富的專業人材所組成。行政團隊負責執行研究院的使命，以保障和確保全球公眾的信任，並遵循嚴格的道德規範，秉持奉獻精神和以價值導向為宗旨，全力投入GIA各個項目之中。行政人員在研究院內保持各個領域的日常運作，以促進並繼續推動GIA的持續發展。

高級執行管理人員

Susan M. Jacques

President and Chief Executive Officer

Thomas M. Moses

Executive Vice President and Chief Laboratory and Research Officer

Mark Buntz

Senior Vice President and Chief Marketing Officer

Lisa Garriss

Vice President of Human Resources

Anna Martin

Senior Vice President of Global Development

Pritesh Patel

Senior Vice President and Chief Operating Officer

Duncan Pay

Senior Vice President and Chief Academic Officer

David J. Tearle

Senior Vice President and Chief Financial Officer

Jennifer Wilson

Senior Vice President and General Counsel

Elizabeth Keating

Vice President and Chief Ethics and Compliance Officer

執行管理人員

Lisa Biggs

Vice President and Corporate Controller

Jared Giangulio

Vice President of Global Real Estate, Security and Business Systems

John T. Hall

Vice President of Global IT Infrastructure Services

Matt Hall

Vice President of Laboratory Operations for Europe, Middle East and Africa

David Lin

Vice President and Chief Information Security Officer

Sriram Natarajan

Managing Director of GIA India

Sabra Norris

Vice President of Project Management and Business Systems

Wuyi Wang

Vice President of Research and Development

Lucy Xia

Vice President of Global Laboratory Planning

Kelly Yantzer

Vice President of Student Affairs

Phillip M. Yantzer

Vice President of U.S. Laboratory Operations

教育管理與教職員

教育管理

Stella Lee

School Director, Hong Kong

Sam Kong

Senior Director, Global Instruction

Duncan Pay

Senior Vice President and Chief Academic Officer

要查閱完整的GIA全球教育管理人員名單, 請瀏覽[GIA.edu](https://gia.edu)中的GIA教育目錄。

香港教職員

GIA導師的經驗和教育都達到或超過認證標準和州政府的要求(這跟他們需提供教學的特定學生有關)。導師資格查看。

[GIA.edu/gem-education/hong-kong#faculty](https://gia.edu/gem-education/hong-kong#faculty)

所有資料截至2020年12月都是正確的。

Stiff Chan

Venus Chan

Di Guan

Jennifer Lam

Patsy Lam

Carmen Leung

Ting Pan

GIA教育諮詢委員會

GIA項目諮詢委員會(PAC)和理事會教育委員會由來自全球珠寶行業的具資格的代表組成。委員會成員提供寶貴的意見、反饋、想法和多重的觀點，而這些都是GIA成功、成長和提升為職業訓練學校的重要部分。他們還審查了已確定的教程、課程教材、儀器和設備以及學生的成績作為對我們課程進行外部評估的一種方法。他們的寶貴意見支持GIA的使命和進一步發展的努力，確保其科目和課程與全球珠寶行業同步，並幫助確定資源以解決當前的職業趨勢和常規。

GIA 理事會教育委員會

Chair

Barbara A. Sawrey, Ph.D.

Dean Emerita of Undergraduate Education, Distinguished Professor Emerita Chemistry and Biochemistry
University of California, San Diego

Dione D Kenyon

Retired Financial Services Executive
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani

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Mineralogist and Curator-in-Charge of Gems and Minerals, Smithsonian National Museum of Natural History

John W. Valley, Ph.D.

Charles R. Van Hise Professor, Department of Geoscience
University of Wisconsin

GIA 課程諮詢委員會

Alan Bronstein

Owner, Aurora Gems, Inc.
New York, NY

Alexandra Hart

Owner, Alexandra Hart
San Diego, CA

Barbara Wasserstrom

Co-Owner, Stuart Benjamin and Co.
San Diego, CA

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Edward C. Petersen

Vice President Product Development & Production, Kwiat
New York, NY

Gail Brett Levine

Executive Director, National Association of Jewelry Appraisers
Rego Park, NY

Jay Lowy

Chief Operations Officer, The Argent Corporation
San Diego, CA

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Senior Valuation Manager, The RealReal
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Owner, Charles Koll Jewelers
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
Seattle, WA

Robert C. Aretz

President, Gem Appraisers & Consultants
New York, NY

Shant Dakessian

Co-Owner, Simone and Son
Huntington Beach, CA

Thom Underwood

Owner, San Diego Gemological Laboratory
San Diego, CA

香港分校

GIA分校位於香港中環皇后大道中16-18號新世界大廈二期三樓。所有全日制課程及實習班均在此地點上課，否則將於課程時間表及學生課程註冊協議書上列明。

設施

GIA香港分校佔地近3000平方尺包括3間教室、接待處和行政辦公室。教室配備了每個學科領域經常使用的儀器和工具。

香港分校設施的設計和建造符合設計時實際的任何適用的法律和法規。

課室和設備

香港分校的課室可容納最多15名學生。學生工作室是需要預約的，可容納最多12名學生。

每個課室都配備每個課程所需要的儀器和工具。課室內的設備詳情可於本目錄的課程簡介找到。

聯絡方法

透過電話或電郵與GIA香港分校聯絡，或瀏覽GIAhongkong.com

電話號碼: +852 3166 7001

電郵地址: giahongkong@gia.edu

校曆和辦公時間

2021 香港分校假期表

日期	假期
1月1日, 星期五	元旦
2月12日, 星期五	農曆年初一
2月13日, 星期六	農曆年初二
2月14日, 星期日	農曆年初三
2月15日, 星期一	農曆年初四
4月2日, 星期五	耶穌受難節
4月3日, 星期六	耶穌受難節翌日
4月4日, 星期日	清明節
4月5日, 星期一	清明節翌日
4月6日, 星期二	復活節星期一翌日
5月1日, 星期六	勞動節
5月19日, 星期三	佛誕
6月14日, 星期一	端午節
7月1日, 星期四	香港特別行政區成立日
9月17日, 星期五 一至9月23日, 星期四	九月珠寶展
9月22日, 星期三	國慶日
10月1日, 星期五	中秋節翌日
10月14日, 星期四	重陽節
12月25日, 星期六	聖誕節
12月26日, 星期日	聖誕節翌日
12月27日, 星期六	星期一聖誕節後第一個周日

辦公時間

香港分校設施於星期一至五上午9時至下午6時對學生開放。

除非特別註明，否則，所有校園設施在週末和假日關閉。只有修讀了傍晚課程和被允許的學生，可以在這幾個小時逗留。

上課時間表和上課時間

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

全日制課程的一般上課時間為星期一至五，上午9時30分至下午4時30分。全日制課程的上課時間會因彌補GIA觀察到的假期或特別項目而延長至下午5時30分。開學日設定時間為上午9時30分至中午12時。

兼讀課程的上課時間為上午9時30分至下午12時30分或下午6時45分至9時45分(晚間課程)。

實習班的上課時間為上午9時30分至下午5時30分或6時45分至9時45分。

學生們應該預期每天須要花幾個小時在課堂以外的功課和其他指定作業。日間課程有設定的午膳時間。其他休息時間，會在每位老師的決定下進行。在休息期間，所有教室會被上鎖，除非教師另有指示，學生都必須在這些休息時間離開教室。

全日制及遙距課程

正如GIA為全球使用的分級和鑑定方法的標準，GIA也為寶石和珠寶專業培訓設定了標準；所以我們所提供的教育同樣重要。

全日制課程

在GIA分校修讀全日制課程，讓你獲得知識和實踐技能，將你對寶石和珠寶的熱愛轉化為一份有意義的職業。全日制文憑課程和證書課程是為期七週或以上的全日制、講師指導的課程。

課室配備有最新的工具和設備，有利於個人化教授的小班教學，以及貼心及專注的職員竭誠為您服務。小班教學以提升講師最大程度的個人注意力。您將邊做邊學，與隨時準備提供指導和回答問題的專業講師一起上課，並可與同樣對寶石和珠寶充滿熱情的同學一同學習。

遙距課程

通過結合了遙距課程和短期講師指導的實習班，GIA遙距課程提供了更靈活的選擇以獲得GIA畢業證書。

遙距課程是自定進度的，方便你可以隨時學習並增加知識。

在GIA講師的指導下，您可以在實習班中通過學習分級鑽石和鑑定寶石來獲得實踐經驗。在過程中，你可學習使用專業的寶石學設備。

如何運作

- 導師可以電郵或電話方式回答問題和提供指引及援助。
- 你可透過電郵來遞交課程習作。
- 每個遙距課程都設有一個完成日期，讓你在最長的時限來完成課程習作及期終考試。
- 充裕的完成時間使你可以按照自己的進度學習。
- 通過實用的實踐實習班，將所有內容融合起來。

學生工作室

在GIA學生工作室內，你可以使用所需的寶石學設備和寶石，以完成寶石鑑定課程的學習要求。你亦可使用工作室作預備應考20顆寶石的期末考試、參與需要監督的考試及練習使用寶石學設備和寶石。

學生工作室以先到先得的方式提供。請致電+852 3166 7001或 giahongkong@gia.edu 與我們聯絡，以確定可用的時段和預約。租用學生工作室費用為半天港幣500元或一天港幣1000元。考試毋需付款。

已預約學生工作室的學生必須在已預約時間的前一天最少24小時前，通知GIA有關取消租用學生工作室。否則，學生將被索取已預約時間的費用。

已預約出席學生工作室的學生必須在每一節開始時準時到達，上午或下午節。反覆遲到的學生可能會失去使用學生工作室的權利。遲到者不保證可以使用學生工作室。

兼讀課程

這是混合了遙距課程和實習班的兼讀課程，由導師在GIA香港分校授課。課程形式是在已安排的一段時間以每天或每晚3小時上課。

全日制及遙距課程 (續)

遙距課程的學習要求

以下簡述各個GIA遙距文憑課程之學習要求。

	應用 珠寶家文憑	研究寶石學家文憑	鑽石文憑	有色寶石文憑	珍珠文憑
遙距課程					
GEM 110 – 珠寶入門	√				
GEM 120 – 有色寶石入門	√	√		√	
GEM 130 – 鑽石入門	√	√	√		
GEM 230 – 鑽石及鑽石分級		√	√		
GEM 220 – 有色寶石		√		√	
GEM 240 – 寶石鑑定		√		√	
GEM 149 – 珍珠					√
實習班					
GEM 230L – 鑽石分級		√	√		
GEM 220L – 有色寶石分級		√		√	
GEM 240L – 寶石鑑定		√		√	
GEM 149L – 珍珠分級					√



研究寶石學家文憑

課程簡介

GIA研究寶石學家文憑課程教授全面的鑽石和有色寶石的寶石學知識。你將會在訓練有素的GIA老師指導下使用最新的寶石學設備評估真正的鑽石和有色寶石。通過實習班練習，你將能以高效、準確和一致的方式練習鑑定和評級鑽石和有色寶石。所教授的技术包括評估鑽石的比例；分辨天然、經過處理和實驗室培育的寶石，並使用GIA有色寶石分級系統以確定寶石的質量。

你將會學到

- 透過GIA國際鑽石分級系統(GIA International Diamond Grading System™)和4C (顏色、淨度、切磨和克拉重量) 提高深入和實用的經驗
- 評級D-Z成色範圍的鑽石
- 建立有色寶石和有色寶石市場的基礎知識
- 有效地使用寶石學設備來鑑定寶石
- 使用GIA有色寶石分級系統評估寶石的質量
- 鑑定寶石的特徵、類似石及其處理方法、實驗室培育寶石，並認識到何時需要進行進階的檢測
- 了解寶石是如何被開採、製作和推廣到市場
- 認識到質量、罕有性和顏色是如何的影響價值
- 確定市場因素是如何的影響寶石價值

你將獲得

GIA 研究寶石學家文憑
GIA 鑽石文憑
GIA 有色寶石文憑

職業可能包括

估價師，拍賣行珠寶首飾專家，有色寶石買家，鑽石買家，鑽石分級員/評級員，遺產珠寶經銷商寶石學家，財產管理專家，珠寶商珠寶買手，實驗室和研究專家，商人，當押業從業員，零售商，銷售助理，批發商

GIA香港分校的研究寶石學家文憑是在香港教育局(EDB) 非本地高等及專業教育(規管)條例(第493章)下註冊的。課程註冊編號: 360472。個別僱主可酌情決定是否承認本課程可令學員獲取的任何資格。

如何獲取你的研究寶石學家文憑

你可透過全日制課程、遙距課程或兼讀課程以獲取相關文憑。

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

課程編號	GEM 2500
課程名稱	研究寶石學家文憑
教學時數 / 課程週期	780時數 / 26個教學週期
課程長度 (校曆時間)	28+ 校曆週數 (課程長度可能因假期或其他已安排短假期而有所不同)
總費用*	156,500 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

教室配有靜水電子天秤，GIA DiamondDock™、GIA iD100® 寶石檢測設備、紫外線光源和觀察箱，坐枱式稜鏡光譜儀，濾色鏡和光纖燈。每個學生工作檯均配備置有上方光源的雙目顯微鏡、漫射板和LED燈。在全日制課程，你會擁有包括10倍放大鏡、鑷子、寶石擦布、探針、製圖用繪圖筆、桌面量尺、冠角參考卡、白色摺疊紙卡、可移除放大鏡和偏振濾鏡的折射儀、接觸液(RI)、偏光器、二色鏡、手持光譜儀、手電筒、鑑定手冊和印刷的課程教材。

研究寶石學家文憑 (續)

遙距課程

要取得研究寶石學家文憑，學生必須修讀五個科目及三個實習班。GIA香港分校提供中文遙距科目。GIA香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

遙距學習的學生若超出科目期限許可，在學生成績單上其科目積分將評為不合格(NP)。如學生考慮同時修讀數個科目，要注意科目完成時間同時進行，每個科目都有完成日期，所以，學生要為自己修讀的科目作出安排。

學生必須完成一些先修科目，方可修讀其後的科目。有關先修科目的資料，請參閱課程介紹。有些科目和實習班並不設先修科目，學生可以隨意安排這些科目和實習班的修讀次序。校方建議學生以下的修讀次序，以提升課程目標的理解和關鍵概念。

建議修讀次序

GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

遙距課程科目			
科目編號	課堂名稱	最長修讀期限	總費用*
GEM 130	鑽石入門	3個月	3,000 HKD
GEM 230	鑽石及鑽石分級 (先修科目: GEM 130)	15個月	15,000 HKD
GEM 120	有色寶石入門	3個月	3,000 HKD
GEM 220	有色寶石 (先修科目: GEM 120)	18個月	16,500 HKD
GEM 240	寶石鑑定 (先修科目: GEM 120, GEM 220, GEM 240L)	24個月	17,500 HKD

總費用包括學費和書本費用。請參閱第74頁的學費和費用

請參閱第69頁的遙距學習科目簡介

實習班			
科目編號	課堂名稱	課堂時間	總費用*
GEM 230L	鑽石分級	5日或12晚課 (35時數)	14,000 HKD
GEM 220L	有色寶石分級	3日或7晚課 (21時數)	9,500 HKD
GEM 240L	寶石鑑定	5日或12晚課 (35時數)	14,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

請參閱第68頁的實習班簡介

兼讀課程

這是混合了遙距課程和實習班的兼讀課程，由導師在GIA香港分校授課。課程形式是在已安排的一段時間以每天或每晚3小時上課。

課程編號	課程名稱	修讀期限	總費用*
GEM 2200B	鑽石文憑	72時數	46,500 HKD
GEM 2300B	有色寶石文憑	175時數	89,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

你會擁有包括鑷子、10倍放大鏡、探針、製圖用繪圖筆、寶石擦布、桌面量尺、冠角參考卡、白色摺疊紙卡、偏光器、二色鏡、手持光譜儀、手電筒、可移除放大鏡和偏振濾鏡的折射儀、接觸液(RI)、鑑定手冊和印刷的課程教材。



Sapphire rough Courtesy: Bill Larson, Pala International



鑽石文憑

課程簡介

鑽石文憑課程審視以經驗豐富專才的洞察力去評級，採購和銷售鑽石所具備的專業專長。這個文憑課程探索以GIA鑽石分級程序去評估4C - 顏色、淨度、切磨和克拉重量以及它們如何影響鑽石的價值。學生使用專業的鑽石分級設備來檢測鑽石質量的特性以評級和鑑定鑽石。課程作業包括繪畫製圖、評估螢光反應、和檢測處理的鑽石、實驗室培育的鑽石和類似石。其他課題包括螢光反應對鑽石體色的影響、每個崗位在市場中的作用、和鑽石業界的重要部分、包括經銷商、切磨師和生產商。

你將會學到

- 透過 GIA國際鑽石分級系統(GIA International Diamond Grading System™)和4C(顏色、淨度、切磨和克拉重量)，並意識到它們如何影響鑽石的價值
- 評級D-Z成色範圍的鑽石
- 檢測實驗室培育的鑽石，經過處理的鑽石和類似石
- 了解何時需要進階檢測

你將獲得

GIA 鑽石文憑

畢業後可選擇職業可能包括

拍賣行珠寶首飾專家、鑽石買家、鑽石分級員/評級員、珠寶商人、零售商、批發商

如何獲取鑽石文憑

你可透過全日制課程、遙距課程或兼讀課程以獲取相關文憑。

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

課程編號	GEM 2200
課程名稱	鑽石文憑
教學時數 / 課程週期	210時數 / 7個教學週期
課程長度 (校曆時間)	8+ 校曆週數 (課程長度可能因假期或其他已安排短假期而有所不同)
總費用*	58,500 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

教室配有靜水電子天秤，GIA DiamondDock™、GIA iD100®寶石檢測設備、紫外線光源和觀察箱。每個學生工作檯均配備置有上方光源的雙目顯微鏡。在全日制課程，你會擁有包括10倍放大鏡、鑷子、寶石擦布、探針、製圖用繪圖筆、桌面量尺、冠角參考卡、白色摺疊紙卡、鑑定手冊和印刷的課程教材。

鑽石文憑 (續)

遙距課程

要獲取鑽石畢業文憑，學生必須修讀兩個科目及一個實習班。GIA 香港分校提供中文遙距科目。GIA 香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

遙距學習的學生若超出科目期限許可，在學生成績單上其科目積分將評為不合格(NP)。如學生考慮同時修讀數個科目，要注意科目完成時間同時進行，每個科目都有完成日期，所以，學生要為自己修讀的科目作出安排。

學生必須完成一些先修科目，方可修讀其後的科目。有關先修科目的資料，請參閱課程介紹。有些科目和實習班並不設先修科目，學生可以隨意安排這些科目和實習班的修讀次序。校方建議學生以下的修讀次序，以提升課程目標的理解和關鍵概念。

建議修讀次序

GEM 130, GEM 230, GEM 230L

遙距課程科目			
科目編號	課堂名稱	最長修讀期限	總費用*
GEM 130	鑽石入門	3個月	3,000 HKD
GEM 230	鑽石及鑽石分級 (先修科目: GEM 130)	15個月	15,000 HKD

*總費用包括學費和書本費用。請參閱第74頁的學費和費用

請參閱第69頁的遙距學習科目簡介

實習班			
實習班編號	課堂名稱	課堂時間	總費用*
GEM 230L	鑽石分級	5日或12晚課 (35 時數)	14,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

請參閱第68頁的實習班簡介

兼讀課程

這是混合了遙距課程和實習班的兼讀課程，由導師在GIA 香港分校授課。課程形式是在已安排的一段時間以每天或每晚3小時上課。

課程編號	課程名稱	修讀期限	總費用*
GEM 2200B	鑽石文憑	72時數	46,500 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

設備和工具

你會收到鑷子、10倍的放大鏡、探針、製圖用繪圖筆、寶石擦布、桌面量尺、冠角參考卡、白色摺疊紙卡、實習分級手冊和印刷的課程教材。



Rough and polished diamonds.



有色寶石文憑

課程簡介

有色寶石文憑課程探索在市場上常見和不常見寶石的鑑定。課題所覆蓋的內容包括GIA有色寶石分級系統和如何正確地使用標準的寶石學設備來辨別出天然的寶石、經過處理的和實驗室培育的寶石。課程還包括審視那些寶石具有商業的重要性，供應模式的轉變以及這些因素如何影響寶石的價格和供應。此課程亦涵蓋對60多種寶石的研究，以及照明技巧是如何能加快鑑定過程。

你將會學到

- 建立有色寶石和有色寶石市場的基礎知識
- 有效地使用寶石學設備來鑑定寶石
- 使用GIA有色寶石分級系統評估寶石的質量
- 認識到質量、罕有性和顏色是如何的影響價值
- 確定市場因素是如何影響寶石價值
- 了解寶石是如何被開採，製作和推廣到市場

你將獲得

GIA 有色寶石文憑

畢業後可選擇職業可能包括

估價師、拍賣行珠寶首飾專家、有色寶石買家、遺產珠寶經銷商、寶石學家、珠寶商人、珠寶買家、當舖業從業員、零售商、批發商

如何獲取有色寶石文憑

你可透過全日制課程、遙距課程或兼讀課程以獲取相關文憑。

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

課程編號	GEM 2300
課程名稱	有色寶石文憑
教學時數 / 課程週期	570時數 / 19個教學週期
課程長度 (校曆時間)	20+ 校曆週數 (課程長度可能因假期或其他已安排短假期而有所不同)
總費用*	98,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

教室置有靜水電子天秤、紫外線光源和觀察盒、坐檯式稜鏡型光譜儀、濾色鏡和光纖燈。每個學生工作檯配備置有上方光源的雙目顯微鏡、漫射板和LED燈。你會擁有偏光器、二色鏡、手持光譜儀、可移除放大鏡和偏振濾鏡的折射儀、接觸液(RI)、鑷子、手電筒、鑑定手冊和印刷的課程教材。

有色寶石文憑 (續)

遙距課程

要獲取有色寶石文憑，學生必須修讀三個科目及兩個實習班。GIA 香港分校提供中文遙距科目。GIA 香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

遙距學習的學生若超出科目期限許可，在學生成績單上其科目積分將評為不合格(NP)。如學生考慮同時修讀數個科目，要注意科目完成時間同時進行，每個科目都有完成日期，所以，學生要為自己修讀的科目作出安排。

學生必須完成一些先修科目，方可修讀其後的科目。有關先修科目的資料，請參閱課程介紹。有些科目和實習班並不設先修科目，學生可以隨意安排這些科目和實習班的修讀次序。校方建議學生以下的修讀次序，以提升課程目標的理解和關鍵概念。

建議修讀次序

GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

遙距課程科目

科目編號	課堂名稱	最長修讀期限	總費用*
GEM 120	有色寶石入門	3個月	3,000 HKD
GEM 220	寶石鑑定 (先修科目: GEM 120)	18個月	16,500 HKD
GEM 240	寶石鑑定 (先修科目: GEM 120, GEM 220, GEM 240L)	24個月	17,500 HKD

*總費用包括學費和書本費用。請參閱第74頁的學費和費用

請參閱第69頁的遙距學習科目簡介

實習班

科目編號	課堂名稱	課堂時間	總費用*
GEM 220L	有色寶石分級	3日或 7晚課 (21時數)	9,500 HKD
GEM 240L	寶石鑑定	5日或 12晚課 (35時數)	14,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

請參閱第68頁的實習班簡介

兼讀課程

這是混合了遙距課程和實習班的兼讀課程，由導師在GIA香港分校授課。課程形式是在已安排的一段時間以每天或每晚3小時上課。

課程編號	課程名稱	修讀期限	總費用*
GEM 2300B	有色寶石文憑	175時數	89,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

你會擁有偏光器、二色鏡、手持光譜儀、可移除放大鏡和偏振濾鏡的折射儀、接觸液(RI)、鑷子、手電筒、鑑定手冊和印刷的課程教材。



Tanzanite crystal and polished gem. Courtesy: Isle of Gems Co.Ltd./Peter Pereira



應用珠寶家文憑

課程簡介

應用珠寶家文憑(AJP®)課程涵蓋的課題包括珠寶設計、鑲嵌式樣、珠寶保養和其他現時業界專業用以支援產品知識的內容。AJP®課程還介紹了有關鑽石、紅寶石、祖母綠、藍寶石和GIA淨度分級系統的基本信息。其他學習課題亦包括現代科技如何改變鑽石切磨的方式，貴金屬的品質，主要的珠寶製造方法和珠寶零售店經營涉及的重要活動。為了能夠有效地作產品的交談，例如提供如何將珠寶特點轉化為優點，以及如何將鑽石4C的價值傳達給客戶。AJP®課程提供可以在職場上即時運用到清晰和簡明的資料。

你將會學到

- 描述4Cs (顏色、淨度、切磨和克拉重量) 如何影響鑽石的價值
- 認識到鑽石的大小和重量之間的關係
- 全面公開解釋處理後的、實驗室培育的和仿製的石頭之間的差異
- 了解珠寶銷售流程的步驟
- 將珠寶設計、式樣和製作特點轉化為優勢
- 傳達最受歡迎有色寶石的浪漫、傳說和特色

你將獲得

GIA 應用珠寶家文憑

畢業後可選擇職業可能包括

珠寶助理經理、珠寶銷售專才、電視購物主持人、當舖業從業員

遙距課程

要完成應用珠寶家課程需修讀三個科目。GIA香港分校提供中文遙距科目。GIA香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

遙距學習的學生若超出科目期限許可，在學生成績單上其科目積分將評為不合格(NP)。如學生考慮同時修讀數個科目，要注意科目完成時間同時進行，每個科目都有完成日期，所以，學生要為自己修讀的科目作出安排。

遙距課程科目

科目編號	科目名稱	最長修讀期限	總費用*
GEM 110	珠寶入門	3個月	3,000 HKD
GEM 120	有色寶石入門	3個月	3,000 HKD
GEM 130	鑽石入門	3個月	3,000 HKD

*總費用包括學費和書本費用。請參閱第74頁的學費和費用

[請參閱第69頁的遙距學習科目簡介](#)



珍珠文憑

課程簡介

珍珠文憑課程為當需要購買和銷售akoya、南洋、大溪地和淡水養殖珍珠時能有成效地採購存貨清單和建立信心提供了產品的知識和分級的技巧。你將會被教授GIA的七項珍珠價值因素：大小、形狀、顏色、光澤、表面、珍珠層厚度和搭配性 評估珍珠的價值和美麗的基本標準。課題所覆蓋的包括收穫後的處理、珍珠仿製品和珍珠檢測。

你將會學到

- 解釋天然珍珠和養殖珍珠之間的分別
- 根據GIA的七項珍珠價值因素評估和分級養殖珍珠
- 描述GIA珍珠鑑定報告的要素
- 描述養殖珍珠的類型及產地
- 鑑別在市場上找到的“其他”珍珠類型
- 描述常見的珍珠處理方法
- 了解美麗、價值和質量的關係
- 學會珍珠養殖和營銷的過程

你將獲得

GIA 珍珠文憑

畢業後可選擇職業可能包括

珠寶商人、珍珠買家、珍珠分級 / 評級員、零售商、批發商

遙距課程

要獲取珍珠畢業文憑需修讀一個科目及一個實習班。GIA香港分校提供中文遙距科目。GIA香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

遙距學習的學生若超出科目期限許可，在學生成績單上其科目積分將評為不合格(NP)。如學生考慮同時修讀數個科目，要注意科目完成時間同時進行，每個科目都有完成日期，所以，學生要為自己修讀的科目作出安排。

建議修讀次序

GEM 149, GEM 149L

遙距課程科目

科目編號	課堂名稱	最長修讀期限	總費用*
GEM 149	珍珠	6個月	6,000 HKD

*總費用包括學費和書本費用。請參閱第74頁的學費和費用

請參閱第69頁的遙距學習科目簡介

實習班

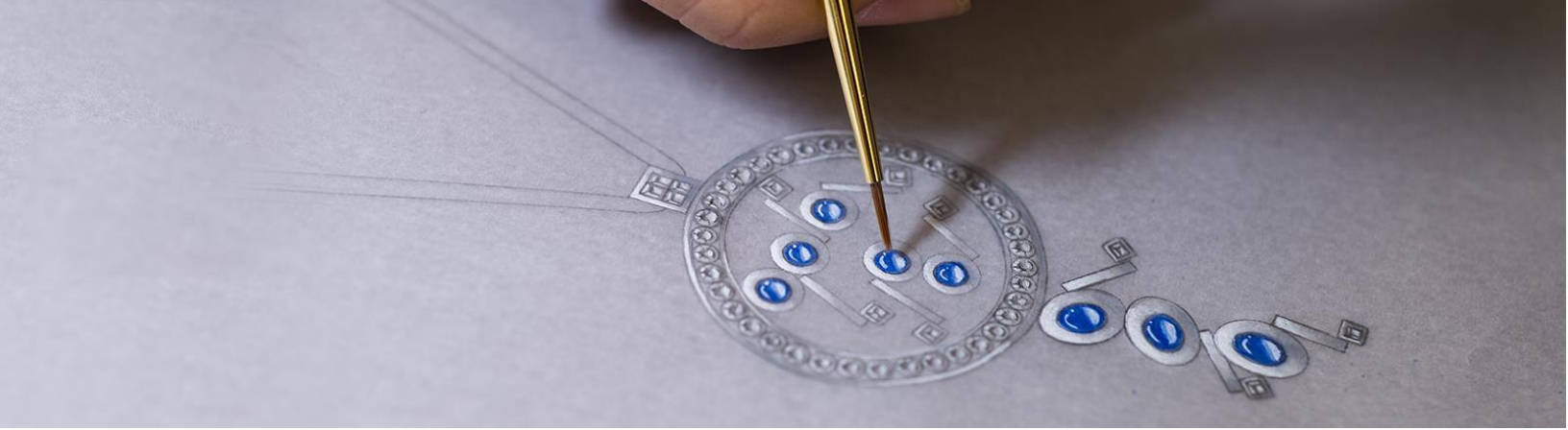
實習班編號	課堂名稱	課堂時間	總費用*
GEM 149L	珍珠分級	1日或2晚課 (7時數)	3,000 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

請參閱第68頁的實習班簡介



珠寶設計

課程簡介

在為期9星期的密集課程中，導師教授以成為職業高級訂製珠寶設計師所需的創造性和技術性的手繪畫圖技術。珠寶設計的理论幫助學生掌握珠寶藝術性的製作知識。所涵蓋的技術包括用圖說明金屬的形狀、狀態和紋理、使用繪圖工具和以黃色和白色金屬描繪一系列刻面和蛋圓的寶石和珍珠。導師們展示如何以五種不同的視角來闡明戒指和如何保持設計理念的流暢。完成本課程後，你將擁有一套屬於你自己的手繪作品集和電子副本以展示給你未來的僱主和客戶。

你將會學到

- 開發靈感的來源
- 了解珠寶設計理論和藝術性
- 說明金屬的形狀、狀態和紋理
- 描繪刻面的寶石、珍珠、不同顏色的金屬等
- 學習傳統的繪圖技術
- 開發主題圖案來建立珠寶實體的草圖
- 建立一個可以提交給潛在客戶和僱主的課程項目和高級訂製設計作品集的陳述演說

你將獲得

GIA 珠寶設計證書

畢業後可選擇職業可能包括

高級訂製設計師、手繪畫圖師、珠寶商人、珠寶設計師、銷售助理

全日制

在GIA香港分校修讀全日制課程以獲取相關證書。

課程細節

課程編號	JMA 370
課程名稱	珠寶設計
教學時數 / 課程週期	270時數 / 9個教學週期
課程長度 (校曆時間)	9+ 校曆週數 (課程長度可能因假期或其他已安排短假期而有所不同)
總費用*	38,500 HKD

*總費用包括學費、課本和教材。請參閱第74頁的學費和費用

課程時間表

請參閱 GIA.edu/gem-education/hong-kong/schedule 了解最新的課程時間表。

設備和工具

學生工作檯配有了工作斜檯。學生保留他們的設計工具箱，其中包含水彩、鉛筆、畫筆、模板、紙張和羊皮紙以及其他工藝工具和印刷的課程教材。

實習班簡介

GEM 230L 鑽石分級

研究寶石學家文憑、鑽石文憑必修科目

通過獨有的實習訓練，一對一輔導和多媒體的組合，鑽石分級實習班將探索如何使用現代寶石顯微鏡和珠寶家手鏡能一致的和準確地進行鑽石分級。學生學習GIA國際鑽石分級系統(International Diamond Grading System™)、探索以省時快捷的方式來確定各種評級因素、並介紹閱讀GIA鑽石分級報告書的方法。你將花費超過16小時對GIA精心挑選和評級的鑽石進行評級技術練習。在過程中，你會學習如何識別最常見的鑽石特徵。學生必須通過兩粒鑽石實習考試合格才能成功完成課堂。教室置有GIA Diamond Dock™，紫外線光源和觀察盒。每個學生工作檯都有雙目顯微鏡、手鏡、鑷子、LED燈、計算機和鑽石分級托盤。每位學生都有分級手冊、探針、寶石擦布、一套繪圖筆、桌面量尺、冠角參考卡、白色摺疊紙卡。

課堂時間: 5日或12晚課(35小時)

獲取: 修業證明

GEM 220L 有色寶石

研究寶石學家文憑、有色寶石文憑必修科目

通過使用寶石作大量的實習訓練，你將探索廣泛寶石種類的顏色，淨度和切磨質重的評級。作業包括學習GIA有色寶石分級系統、如何用色彩、色調和色度形容顏色、以及如何判斷寶石品質的因素。課題包括光與顏色和建立中顏色記憶之間的關係。學習的內容能夠改善有色寶石分級技術的一致性和準確性。每個學生工作檯都有包括雙目顯微鏡或日光同等光源、鑷子和10倍手鏡。每位學生都有分級手冊、寶石擦布、手電筒和白色摺疊紙卡。

課堂時間: 3日或7晚課(21小時)

獲取: 修業證明

GEM 240L 寶石鑑定

研究寶石學家文憑、有色寶石文憑必修科目

在實習班裡，學生們練習同樣為機構著名寶石學專家們所用，經時間驗證的鑑定程序和技術。所使用的工具包括：顯微鏡，配有可移除放大鏡和偏振濾鏡的折射儀，接觸液(RI)，配有聚光棒的偏光器，二色鏡，坐檯式稜鏡型光譜儀，手持光譜儀和手鏡。學生們使用這些儀器來練習鑑定天然寶石、模仿石、組合和實驗室培育的寶石。在實習訓練的同時你的導師將會仔細地示範重要的檢測，並快捷、有效地給你指導檢測程序。(請參閱第87頁的教室化學品使用學生通告)教室置有靜水電子天秤、坐檯式稜鏡型光譜儀、濾色鏡、光纖燈、紫外線光源和觀察盒和LED燈。每個學生工作檯配備置有上方光源的雙目顯微鏡、手持光譜儀、二色鏡、配有可移除放大鏡和偏振濾鏡的折射儀和接觸液(RI)、漫射板、聚光棒、偏光器和鑷子。每個學生都有鑑定手冊、寶石擦布、鑷子、白色摺疊紙卡紙和手電筒。

課堂時間: 5日或12晚課(35小時)

獲取: 修業證明

GEM 149L 珍珠分級

珍珠文憑必修科目

探知世界首要的專家是如何確定akoya、南洋、大溪地和淡水養殖珍珠的質量。探索GIA的7項珍珠價值因素。主課題包括當採購時如何評估養殖珍珠以促進美觀，價值和質量之間的關係。教室備有珍珠量度器和其他指導輔助。每個學生工作檯雙目顯微鏡或日光同等光源，以及一套設有資料卡片的珍珠分級原版。每一位學生都會收到寶石擦布及實習分級手冊。

課堂時間: 1日或2晚課(7小時)

獲取: 修業證明

遙距學習科目簡介

GIA香港分校提供中文遙距科目。GIA香港分校提供中文遙距科目。有關以英語授課的遙距網上學習課程的資料，請到 GIA.edu

GEM 110 珠寶入門

應用珠寶家文憑必修科目

本科目審視珠寶的重要特點，和當結合它們時是如何能賦予珠寶的獨特價值。內容包括貴金屬的獨特品質、如何向顧客描述它們、以及如何使用行業術語來描述辨別珠寶類型和式樣。課堂作業還包括對不同珠寶製造方法，和它們如何影響式樣、外觀和耐用性。其他課題包括如何規管、銷售和檢測貴金屬、以及產品介紹中能引人注目的關鍵部分。科目還覆蓋手錶和禮品。期終考試是開卷考核的，毋需監考。

自定進度、最長修讀期限：3個月

單元數目：6

獲取：珠寶入門證書

GEM 120 有色寶石入門

研究寶石學家文憑、有色寶石文憑和應用珠寶家文憑必修科目

本科目提供有色寶石的初步基本知識，附有深入探討寶石世界的“三大寶石”：紅寶石、藍寶石和祖母綠。課題包括有色寶石的用語；顏色在寶石價值中的強大作用和受歡迎的有色寶石的獨特特徵、以及顏色、淨度、切磨和克拉重量如何影響寶石的價值。參考教材包括GIA Essential Colored Stone Reference Guide英文指南，其中包含了現今最流行寶石的重要和有趣的知識。期終考試是開卷考核的，毋需監考。

自定進度、最長修讀期限：3個月

單元數目：8

獲取：有色寶石入門證書

GEM 130 鑽石入門

研究寶石學家文憑、鑽石文憑和應用珠寶家文憑必修科目

本課程涵蓋如何有效和有道德地與客戶準確地交流描述鑽石首飾。主要課題包括審視國際對GIA淨度分級系統的接受認可，鑽石的顏色是如何分級和顏色如何影響價值。課程作業包括其他學習課題亦包括現代科技如何改變鑽石切磨的方式，認識到鑽石的大小和重量之間的關係以及零售珠寶店如何運作。期終考試是開卷考核的，毋需監考。

自定進度、最長修讀期限：3個月

單元數目：7

獲取：鑽石入門證書

GEM 220 有色寶石

研究寶石學家文憑、有色寶石文憑必修科目

先修科目：GEM 120

這是修畢有色寶石入後的下一步，本科目旨在深入了解現今市場上出售的眾多有色寶石的知識。課題包括那些是在商業上是重要的寶石和原因，寶石價值的差異和供應模式的轉變，以及這些因素如何影響寶石的價格和供應。期終考試是閉卷考核的和需要監考。(請參閱第79頁的遙距教學的考試)

自定進度、最長修讀期限：18個月

單元數目：27

獲取：有色寶石證書

GEM 230 鑽石及鑽石分級

研究寶石學家文憑、鑽石文憑必修科目

先修科目：GEM 130

本科目包含了評級鑽石顏色，淨度和切磨所需的技術。課題探討包括確定比例和估計重量、經過處理的鑽石、實驗室培育的鑽石和類似石的基本知識、以及螢光反應對鑽石顏色的影響。其他的課題討論包括每個崗位在市場中的作用、能作有成效採購和銷售決定所需要的技術知識、和交易，切磨、製作這些其他的鑽石行業部門。期終考試是閉卷考核的和需要監考。(請參閱第79頁的遙距教學的考試)

自定進度、最長修讀期限：15個月

單元數目：20

獲取：鑽石及鑽石分級證書

遙距學習科目簡介 (續)

GEM 240 寶石鑑定

研究寶石學家文憑、有色寶石文憑必修科目

先修科目: GEM 120, GEM 220, GEM 240L

練習鑑定超過60種寶石，分辨天然和實驗室培育的寶石和檢測處理過的寶石。你將會在一組練習用寶石上進行檢測程序和技術。學習現今市場上最新的寶石處理方法，以及照明方法是如何能加快鑑定過程。此外，該科目涵蓋如何和何時需要使用實驗室鑑定服務，以及如何使用寶石鑑定技術來保障你的企業免受因錯誤而付上高昂的代價。期終實習考試是閉卷的(鑑定手用除外)及需要監考的。(請參閱第79頁的遙距教學的考試)

自定進度、最長修讀期限: 24個月

單元數目: 44 (19個單元習作和25個實習作業)

獲取: 寶石鑑定證書

所需儀器

在報讀寶石鑑定之前，學生必須確認他們能使用所需要的設備，並與他們的主導師討論科目的細節。這些儀器都不包括在科目內，但有需要用作完成此科目之實習習作。

- 寶石鑷子 (沒有定鎖)
- 日光同等光源 (5500k - 6500k)
- 手電筒
- 單色光源
- 寶石學用雙目顯微鏡最小為10倍和30倍 (暗場照明)
- 寶石擦布
- 配有可移除放大鏡，白光源和偏振濾鏡的折射儀
- 接觸液 (RI) 1.81
- 聚光棒
- 二色鏡 (首選方解石)
- 偏光器
- 光譜儀
- 漫射鏡片 (塑膠或玻璃)

學生如無法使用以上設備，可以透過[store.GIA.edu](https://store.gia.edu)購買寶石鑑定儀器學生套裝，估計總零售價為2,500美元及加上運費、處理費和所適用之稅款。這套裝並不包括雙目顯微鏡。你也可以到GIA香港分校購買這些儀器。要了解更多資料，請致電+852 3166 7001或giahongkong@gia.edu。

你亦可以選擇在設備齊全的GIA學生工作室完成作業。

GEM 149 珍珠

珍珠文憑必修科目

科目探討如何洞悉和技巧地購買和銷售akoya、南洋、大溪地和淡水養殖珍珠、以及學習GIA的七項珍珠價值因素：大小、形狀、顏色、光澤、表面、珍珠層厚度和搭配性。你亦會學習到天然和養殖珍珠的不同之處、收穫後的處理方法、珍珠仿製品和珍珠的檢測。期終考試是開卷考核的，毋需監考

自定進度、最長修讀期限: 6個月

單元數目: 8

獲取: 珍珠證書



Rough and polished opal. Courtesy: Cenki Thomas

入學政策和程序

入學要求

申請人必須擁有中學畢業或同等學歷，並年滿18歲方可入讀GIA課程。

申請人如欲修讀全日制英語課程必需展示符合GIA英語水平要求的證明。

所需入學文件

除了你填寫完整的申請表格，GIA香港分校要求以下的文件。所有以英語授課的課堂，所有入讀的申請文件必須為英語填寫或附上認可的英語翻譯。GIA接納副本，但有需要時會要求學生出示原有文件。

1. 有效的香港身份證或護照副本，其上要標明申請人的全名、出生日期、國籍及出生地點。
2. 註明畢業日期的高中或以上學歷畢業文憑副本或正式的成績單
3. 英語水平證明文件 (請參閱第25頁的英語水平的學歷要求)

如果您的法定姓名已更改，而你的所需文件是顯示更改前的姓名，請提交合法的姓名更改文件，如結婚證書。

英語水平的學歷要求

申請人如欲修讀全日制英語課程必需展示符合GIA英語水平要求的證明。有關英語水平的學歷要求(請細閱以下項目)：

- 在托福考試 (TOEFL®)*: 中，考獲整體績分達至61或以上(網上市)或500或以上(試卷式)。請詳閱: ets.org/toefl
- 在國際英語水平測試 (IELTS™)*: 學術模式整體分級取得6或以上。請詳閱: ielts.org
- 國際英語水平考試 (iTEP Academic-Plus)*: 在iTEP Academic-Plus測試中達到iTEP 4級或以上。請詳閱: [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)*: 在PTE學術測試中獲得50分或以上。請詳閱: pearsonpte.com
- 劍橋英語考試: 在B2 First, C1 Advanced 或C2 Proficiency上獲得173分或以上；有關劍橋英語分數量表，請詳閱: cambridgeenglish.org/exams-and-tests/
- ELS語言中心: 成功完成109等級或以上高級課程。學生需遞交官方ELS學術成績；其證書恕不接受。請從參加的ELS校園的學術主管，要求你的ELS學術記錄。請詳閱: els.edu
- 以英語為教學語言:
 - 若你在以英語為官方語言的學校畢業，請根據已解釋的入學要求第2點遞交你的畢業證明文件。
 - 若你畢業的學校，其所國家並非以英語為官方語言，請遞交由校方簽發的信件，註明授課語言為英語。該信函附有學校的信頭，由教務長，校監或校長簽署，及註明所頒授文憑或學仕學位就讀年度。

- 若你只在該校就讀而未畢業，你必須要遞交最少三年的成績表；其上要證明你已完成最少三年在以英語為官方語言的學校就讀。成績表必須由教務長，校監或校長簽署，註明頒授文憑或學仕學位就讀年度。

*TOEFL®, IELTS™, iTEP 及 PTE 的學術積分，有效期必須為兩年之內 (日期以考試日期計算)。

如何申請及有關的截止日期

GIA提供全年課程。學生以先到先得的方式入學，沒有申請截止日期。因課堂規模有限，請儘早申請。我們建議，特別是需要申請簽證的海外學生，應至少在開課前的兩到三個月前申請入學。

如果課堂學額已滿，你將被置於等候名單，如有空缺時會給你通知。

如欲申請，請到 GIAhongkong.com。下載申請表格。你可親身，或通過郵遞、傳真或電郵向GIA提交申請表格、付款和所需的文件：

香港中環皇后大道中16-18號
新世界大廈2期3樓
電郵: giahongkong@gia.edu
傳真: +852 2334 0567

在GIA收到你所需的所有文件，付款並且在你收到GIA的正式書面確認之前，你的錄取將不被確認。GIA將通知你的申請是被接受或拒絕。

如欲在香港以外的GIA校園申請入學的學生應直接聯繫相關校園，或到GIA.edu的校園網頁了解更多有關入學要求和申請流程。

如要申請英語授課的遙距網上課程 (eLearning)，請到GIA.edu 了解更多資料。

付款方式/學生賬戶

所有款項必須是能在香港的銀行提取的港元。

我們的職員從星期一到星期五上午9時至下午6時開放接受付款和討論你的賬戶資料。請聯絡我們+852-3166-7001 或電郵至 giahongkong@gia.edu

請注意以下有關付款方式：

- 以銀行轉賬：請轉賬到GIA在滙豐銀行的銀行賬戶。了解詳情請聯絡我們。
- 以電匯支付：以電郵或網上申請入學註冊均接受電匯。了解詳情請聯絡我們。學生需要承擔所有電匯收取的費用。
- 以支票支付：我們接受所有香港銀行發出的支票或本票。抬頭請寫GIA Hong Kong Ltd
- 以信用卡支付：只接受到校以VISA或萬事達卡或銀聯信用卡繳付學費。
- 不接受現金或現金存款。

拖欠 GIA 逾期應付款項的學生須先向 GIA 付清欠款，才能報名參加往後的科目或課程。

入學政策和程序 (續)

第三方支付信息

如果是你本人以外的人支付學費和雜費的任何部分，則將要求他們提供全名和居住國家/地區。如果學生的僱主支付學費和雜費的任何一部分，則學生或其僱主將按照GIA的要求提供完整的公司名稱，地址或其他標認學生僱主的信息。

獎學金

GIA管理的獎學金適用於全日制課程、兼讀課程、遙距課程及實習班的學生。可得到的獎學金因應課程、校園、公民身份及居住地而異。

所有可適用的獎學金申請是根據申請人所指定的申請課程。申請人必須在以下期間於網上提交申請：

- 在2月1日至3月31日之間申請，所獲得的獎學金可用於同年開始的新課程註冊。
- 於8月1日至9月30日期間之獎學金申請，將適用於下一年度開始的課程。

獲得獎學金者需負責所有與課程無關的費用，包括但不限於簽證申請、交通、住宿、飲食和其他費用。

如欲了解更多有關申請資格、如何申請和所需文件等其他詳細資料，請到 GIA.edu/scholarships

申請人篩查

所有申請人均在全球觀察名單被篩查。由於GIA是美國企業，所有的GIA學校都必須遵守美國海外資產管理辦公室(OFAC)的符合規定和其他適用的法律和規定。如有需要，可能會被要求提供其他更多資料。

過往的刑事犯罪

GIA會致力為所有學生提供一個安全及支持學習的環境。某些過往的刑事定罪可能對就業帶來挑戰。所有申請人會被要求提供有關過往定罪的資料。任何偽造或遺漏的資料可能導致拒絕入學或紀律處分，甚至包括終止學籍的裁決。對曾被判犯有重罪的學生，GIA並不會自動制止其入學申請，但會要求申請人提交以下文件，由招生委員會審查：

- 詳細解釋有關重罪的情況以及GIA教育如何支持申請人的職業目標
- 附有陳述裁判、判決、處分以及任何假釋或緩刑條款的法庭文件副本
- 最少一封非親屬撰寫及用適當信箋的推薦信

在審查申請人的入學申請過程中，需要作多方考慮。如果學生過往的重罪定罪可能是涉及安全問題，或者可能禁止申請人成功獲得業內的就業，或完成相關課程，GIA保留拒絕申請人入學請求的權利。GIA將在收到申請後的10個工作日內回覆學生。

海外學生簽證要求

學生就讀全日制的研究寶石學家文憑課程；鑽石文憑課程或有色寶石文憑課程，均需要出示有效的學生簽證，其上註明GIA Hong Kong。申請人如持其他簽證，例如訪客簽證或工作簽證，均不可修讀GIA香港分校之全日制課程。有關詳情，請參閱香港入境處網站：immd.gov.hk/eng

根據香港入境條例，學生必須有在港保證人，方可申請學生簽證。GIA香港分校並不為學生作在港保證人。學生需要自行負責學生簽證之申請。學生簽證不適用於某些國家，詳情請參閱香港入境處網站：immd.gov.hk/hkt/services/visas/study.html

當GIA收到所有必要的入學文件後，你將收到一封取錄通知書以作申請簽證之用。如果你的簽證申請不成功，收到的款項將全額退還。GIA香港分校對學生簽證申請流程可能產生的任何問題概不負責。

入學政策和程序 (續)

不歧視政策

GIA的政策是不會對任何已註冊入學或尋求入學的學生作出歧視或騷擾，包括種族、膚色、國籍或種族、血統、宗教、教義、性別、年齡、殘疾、醫療狀況、懷孕狀況、婚姻狀況、性取向、退伍軍人身份、性別認同、社會地位、工會會員、政治面貌、外貌、愛滋病病毒感染狀況，或其他可適用的法律、命令和法規所保障的任何其他類別為基礎。這項關於不歧視政策適用於被錄取、入學、獎學金、貸款計劃、就業，以及參與所有GIA所辦的課程和活動。

有關本校轉移學分及學歷證明

你在GIA考獲的學分是否能轉移到你所渴望就讀的院校將由該院校全權決定。而你在本校所獲得的文憑或證書學歷是否被認受也是由該院校全權酌情決定。如果你在本校獲得的文憑或證書的轉移申請不被接納，你可能需要重新修讀該院校部分或全部課程。因此，你應該確定你就讀本校是否能達到你的個人教育目標。所以你應該聯絡你所渴望就讀的院校，以確定你在GIA取得文憑或證書能否轉移。

有許可經營的私立職業訓練學校提供以時鐘小時為基準的課程，而不是學分時數。完成學業證書(例如院校文憑)是頒發給能達到學分要求時數的學生。學生選擇在許可經營的私立職業訓練學校參與和/或完成該院校的課程，任何學分轉移的批准完全由該高等教育機構酌情決定。

GIA 學分轉移

GIA不接受其他教育機構的學分轉移。GIA目前沒有與任何其他教育機構達成明確或轉讓協議。GIA不接受以經驗式或同等學習，挑戰考試或能力測試的學分轉移。

學生過往完成的GIA遙距科目或實習班的個人學分不能轉移到全日制課程。學生以遙距課程形式完成了鑽石文憑或有色寶石文憑課程可以通過完成全日制的課程配套獲得研究寶石學家文憑。例如，學生通過遙距方式完成了鑽石文憑和完成了全日制有色寶石文憑就能獲得研究寶石學家文憑。

在全球任何GIA分校成功完成的實習班的學分將被接受用於遙距課程。通過全日制課程成功完成的作業的學分將被接受用於適用的遙距課程或實習班。學生應向學校總監了解更多有關資料。

學費和費用

在香港分校課程、科目和課堂的總收費，有效期由2021年1月1日至12月31日，並可能有所變動。課程時間表及學費若有更改，恕不另行通知。顯示的數額為港幣

全日制

課程名稱	學費	費用	總費用*
GEM 2500 研究寶石學文憑	135,000	9,500 (課本) 12,000 (教材)	156,500
GEM 2200 鑽石文憑	54,500	3,000 (課本) 1,000 (教材)	58,500
GEM 2300 有色寶石文憑	80,500	6,500 (課本) 11,000 (教材)	98,000
JMA 370 珠寶設計	35,200	1,300 (課本) 2,000 (教材)	38,500

兼讀課程

課程名稱	學費	費用	總費用*
GEM 2200B 鑽石文憑	42,500	3,000 (課本) 1,000 (教材)	46,500
GEM 2300B 有色寶石文憑	71,500	6,500 (課本) 11,000 (教材)	89,000

實習班

課程名稱	學費	費用	總費用*
GEM 230L 鑽石分級	12,600	1,200 (課本) 200 (教材)	14,000
GEM 220L 有色寶石分級	8,600	700 (課本) 200 (教材)	9,500
GEM 240L 寶石鑑定	12,800	1,000 (課本) 200 (教材)	14,000
GEM 149L 珍珠分級	2,600	300 (課本) 100 (教材)	3,000

遙距課程(中文授課)

課程名稱	學費	課本	總費用*
GEM 110 珠寶入門	2,500	500	3,000
GEM 120 有色寶石入門	2,300	700	3,000
GEM 130 鑽石入門	2,500	500	3,000
GEM 230 鑽石及鑽石分級	13,500	1,500	15,000
GEM 220 有色寶石	14,500	2,000	16,500
GEM 240 寶石鑑定	15,500	2,000	17,500
GEM 149 珍珠	5,000	1,000	6,000

* 總費用包括學費、課本和教材。課本和教材是必需的。課程的第一天或之前為總費用付款的限期

學費和費用 (續)

總費用但不包括:

- 居住、飲食、保險、交通、娛樂及其他生活開支
- 已報讀寶石鑑定遙距科目所需要的設備的費用
- 於學生工作室作加強練習訓練之費用

額外的費用可能包括:

- 港幣500元半天或港幣1,000元一天的學生工作室費用
- 遺失或損壞的設備、貴金屬及寶石的費用
- 費用用作補購課本、工具和教材
- 電匯所產生之行政費或手續費
- 學術成績單和更換證書/文憑是集中從美國總部校園處理的，其收費以美元計算:
 - 40美元的證書重印費用
 - 45美元的文憑重印費用
 - 每張成績單為10美元

遙距課程: 寶石鑑定 **240**

學生須要使用以下並不包括在科目內的用具和儀器以完成該科目。請參閱第70頁的所需儀器

學生如無法使用以上設備，可以透過[store.GIA.edu](https://store.gia.edu)購買寶石鑑定儀器學生套裝，這套裝並不包括雙目顯微鏡。你也可以到GIA香港分校購買這些儀器。要了解更多資料，請致電+852 3166 7001或giahongkong@gia.edu。

你亦可以選擇在設備齊全的GIA學生工作室完成作業。

取消、退學和退款政策

GIA的取消、退學和退款政策在此部份及在你的註冊協議中有詳細說明。如有任何疑問，請致電852 - 3166 7001與GIA香港分校招生處聯絡，或電郵至 giahongkong@gia.edu

取消註冊或退學

學生可於註冊當天結束前的任何時間致電或親身到香港皇后大道中16-18號新世界大廈2期3樓取消註冊； giahongkong@gia.edu；電話：+852 3166 7001；或傳真+852 2334 0567。學生在課程開始後希望退學須通知學校總監。

如未能在休學結束後按時返回已報讀之課程、未能達到學業滿意基準、或者因違反GIA政策，學生都會被退學。

在學生終止註冊(取消或退學)的所有情況下，退款均根據以下的退款政策計算。

退款政策

如果課程被撤銷或不提供，所有已支付的費用將會被退還。

倘課程提前結束，如有任何部份的課程未能在結束當日或其後完成，所有已收取的費用須於提前結束日期起計一個月內退還。

尚未使用的、沒有損壞的書籍和教材經GIA檢查後將可獲得全額退款。已使用或不能再銷售的書籍和教材將不予退款。非必要的相關課本和教材包括適用的銷售稅、運費和手續費都不獲退款。

學生需要承擔所有電匯收取的費用。

如果學生獲得貸款以支付教育課程，學生則有責任償還全部貸款以及利息。獲得獎學金的學生須遵從獎學金取錄通知書所陳述的退款政策。

全日制、實習班及兼讀課程之退款

如果GIA取消課程，學生將獲得全額退款。如果學生在開課前退學，亦可獲得全額退款。此後，將根據學生已完成課堂時數按比例計算退款。

學生完成課堂時數的百分比	GIA 保留	退款
達至10%的課堂時數	10% 學費	90% 學費
10%以後至25%的課堂時數	25% 學費	75% 學費
25%以後至 50%的課堂時數	50% 學費	50% 學費
50% 以後的課堂時數	100% 學費	不予退款

實習班退款範例

學生已付的總學費 = 港幣 50,000元

課堂時數 = 35; 完成的課堂時數 = 7

完成的百分比 = 20% (7/35時數)

退款百分比 = 75%學費

退款金額 = 港幣37,500元 (港幣 50,000元x .75)

GIA保留=港幣12,500元 (港幣 50,000元x .25)

遙距課程(中文授課)之退款

如果學生在課程結束日期之前並未提交任何作業，學生將獲得全額學費退款。此後，在課程結束日期之前，退還之學費將按照已提交評分的作業數量的百分比計算。

學生完成所需提交全部作業的百分比	GIA 保留	退款
達到所需提交全部作業的10%	10% 學費	90% 學費
達到所需提交全部作業的10%之後至25%	25% 學費	75% 學費
達到所需提交全部作業的25%之後至50%	50% 學費	50% 學費
達至所需提交全部作業的50%之後	100% 學費	不予退款

遙距課程(中文授課)之退款範例

學生已付的總學費 = 港幣 50,000元

要求作業數量 = 20; 已提交評分的作業 = 4 (20%)

退款百分比 = 75%學費

退款金額 = 港幣37,500元(港幣 50,000元x .75)

GIA保留=港幣12,500元(港幣 50,000元x .25)

退款的處理

如果退款期限已到，則將以與收到付款相同的方式處理，退回原來的匯款人。退款將在你的終止日期或你最後出席的一天後30天內處理。學生未能提供準確完整的付款和銀行資料可能會延遲向學生退還學費。

學生服務

求職服務

GIA寶石和珠寶求職中心為求職和需要招聘的人仕提供全球的免費服務。寶石和珠寶業任何一個範疇的僱主與我們列出包括批發商、百貨公司、珠寶設計師、拍賣行、寶石鑑定實驗室和其他多項職位。作為求職者，你將能創建一個有力的組合，尋找能夠幫助你踏入下一步和找到符合你興趣的職業。我們每週都會列出全新和令人興奮的職位，恆常的發佈更新提供了多種考慮，經常使用我們的搜尋吧。請到 GIA.edu/gem-job 創建你的個人資料側寫展開你的職業搜尋吧。

演講嘉賓

GIA會定期免費舉辦由業內專業人士對有關影響寶石和珠寶行業科目的校園演講，例如：評價信息、採礦實踐和發現，鑽石的處理方法，最前線的實驗室發現和有色寶石的爭議。所有的學生和畢業生都鼓勵參加。演講嘉賓們均提供寶貴和迷人的洞察力，以幫助學生和畢業生規劃他們的職業生涯。

GIA 校友會

只要你成功完成GIA遙距科目或課程，你便有資格成為GIA校友會成員。但是，想要獲得提供給校友的所有優惠，請自行決定是否要管理你的GIA校友會會員。

目前校友會的福利包括一系列可以將你個人的GIA校友會狀況傳達給客戶和同事，以及以校友會為重點出版的刊物和全球性活動的工具。你還可以要求把你的資料在GIA.edu/gia-alumni-directory 列出，你的潛在客戶就能在GIA.edu上的公共搜索工具即時認證你的GIA文憑。通過連接超過130,000名成員的校友會，與全球共有70多個分會，你將成為GIA畢業生不斷增長的全球社區中的一部分，提供教育，建立關係網和指導的機會，為你整個職業生涯中提供支持。欲了解更多資訊，請電郵到alumni@gia.edu，或致電+1 800 421 7250分機 4145或+1 760 603 4145。

你還可以到GIA網站GIA.edu/gia-alumni的校友部分管理你的校友會員，註冊校友通訊要求獲得您的數碼化及實體印刷的GIA校友會會員徽標，並報名參加校友交流，尋找GIA校友，獲取我們在全球校友分會的名單，了解校友最新資訊，查看校友會全球活動日程表等等。

有關更多香港校友會的資料，請聯絡 admin@giaaahk.com 或致電+852 3166 7044 或傳真 +852 2334 0567。

圖書館和學習資源

GIA香港分校擁有寶石及珠寶相關的書籍、業界雜誌和期刊的小型圖書館。屬於GIA的書籍不得外借。複印是不允許的。有關如何使用圖書館的詳細資料，請跟接待處查詢。

位於GIA Carlsbad總校的Richard T. Liddicoat寶石學圖書館及資料中心為來自全球每個角落的科學家、珠寶商、寶石學家、學生、研究人員、作家和媒體提供參考資料服務。Richard T. Liddicoat寶石學圖書館及資料中心的工作人員提供快速查閱有關處理、實驗室培育的、商業管理、珠寶歷史及更多的課題的參考資料，是世界各地寶石和珠寶專業人士的首選。圖書館的開放時間為上午7:30至下午5:00。太平洋時間，星期一至星期五。請到 library@gia.edu或致電+1 800 421 7250內線4046或+1 760 603 4046與我們聯絡。

GIA網站的圖書館區，GIA.edu/library，也為學生提供從推薦參考書目至業界價格指南的資源。各種寶石課題的參考書目也會持續增加。還可以通過互聯網免費查閱越來越多的數碼化、沒有版權的檔案和書籍，可直接在archive.org/details/gialibrary 找到。

住宿

搬到新的城市是需要準備和策劃。由於可能需要幾個星期的時間才能找到出租公寓，請在抵達香港GIA之前6至8星期開始尋找地方。

大多數GIA學生們在尋找出租公寓時都會住在當地的酒店。如果你打算這麼做的話，請緊記每年中有某些時間裡很難找到住宿空缺的。請盡可能提前預訂酒店房間。

如需要更多資訊及援助，請聯絡+852 3166 7001 或 giahongkong@gia.edu

學術政策和程序

學術政策和要求用意是確保每位學生學習的質素。學術政策對學生的教育投資提供支援，並保障GIA文憑與學業證書的價值與完整性。除非另有所載，否則本文件內的政策與規定，適用所有的課程與班別。本校在必要時會修改政策。

評分系統

成績單上的最終成績	評分系統
P (合格)	75% 或以上及達到畢業要求
NP (不合格)	74% 或以下及未能達到畢業要求
INC (未完成)	Incomplete (簡稱INC) 是暫時性的成績，將依據以下的標準而轉換。學生必須依照其跟GIA的書面合約，完成尚未完成的課程部分。當修業完成時，INC的成績會改為P (Pass合格)。若未完成修業，將得到NP (No Pass不合格)的成績。
SWD (中輟)	已報讀的學生如要退出已開課的課程、科目或課堂，他們的成績會顯示SWD (Student Withdrawal中輟)。SWD成績會一直存檔在該學生的學籍記錄內。

評分政策

學生可隨時向導師查詢他們的成績。成績和入學記錄是無限定期地保持和提供的。

全日制/兼讀課程和實習班

學生通常能在GIA收到其作業、小測及期終考試後的24小時內(不包括假期和週末)取得的成績。

遙距課程(只適用中文課程)

對於期終筆試，遙距學生有最多三次考試機會。第一次的考試應在修業完成限期前的21天舉行。(考試請求需要最多三個工作天的處理時間，不含週末或假日)。

對於實習考試，遙距學生最多有十次的20顆寶石考試機會，及如有必要的加強練習。第一次的考試應在修業期限前的數個月舉行。考試請求需要最多三個工作天的處理時間，不含週末或假日。

出席新生開學日

所有全日制和兼讀課程的新生必須親身出席上課第一天之前所安排的新生課堂開學日。如果您無法參加已編排的會面開學日，請盡快聯絡入學組以便重新安排。您將不被允許上課，除非您已經合乎開學日的要求。

缺課政策

出席與守時是GIA 修業完成的兩個成功要素。課程非常緊湊，我們強烈鼓勵學生不要缺席任何講課或實習時間。課堂在已安排的時間準時開課。除了在已定的休息時間以外，學生不得在沒有告知導師的情況下離開教室。出席率於上午和每次小息後都會記錄。未準時回到教室的學生被記錄為遲到或缺席。

- 缺課的定義是未取得老師許可者，在當日缺課的規定時間合計超過一個小時或以上，則以缺課論。規定的休息時間，不在此限。缺席以半天為記錄單位。
- 遲到/早退的定義是未取得老師許可者，在當日缺課的規定時間合計少於一個小時，則以遲到/早退論。規定的休息時間，不在此限。

學生有責任自行記錄自己遲到/早退與缺課的次數。學生可在任何時間請求老師提供他們的出席記錄。遲到和缺課上限會在遲到/早退與缺課的允許上限列表中描述。請參閱第78頁的遲到/早退與缺課的允許上限

全日制

有關研究寶石學家課程，課程的首七星期內可以使用最多五次遲到/早退和三次缺課的允許上限。此後，餘下的遲到/早退和缺課允許上限可以在往後的課程使用。已累積接近最高允許上限的學生會收到老師的溫馨提示。遲到/早退、缺課天數即將到達允許上限的學生會接獲老師的告誡。學生已累積少於一天的允許上限會被列在缺課觀察名單和收到書面通知。若學生的遲到/早退次數已超過允許的上限時，其額外的遲到/早退將以缺課半天作計算。學生已累積超過能允許遲到/早退和缺課的上限將會被退學和在最終成績單評為SWD。

實習班

實習班的學生若缺席首7小時中任何課堂，或超出允許缺課的上限，將勒令退學並將成績評為SWD。退款將根據退學和退款政策計算。

遲到/早退與缺課的允許上限

出席率適用於您所修讀的課堂或課程。

課程	遲到/早退	缺席
鑽石文憑課程	5	3
有色寶石文憑課程	15	5
研究寶石學家課程	20*	8*
珠寶設計班	5	3
實習班 (1天 7小時)	不適用	不能缺席當天任何部分的課堂。
實習班 (3-7天或 21小時)	不適用	不能缺席首7小時的任何部分的課堂。及後，不得缺席多於2小時。
實習班 (5-12天或 35小時)	不適用	不能缺席首7小時的任何部分的課堂。及後，不得缺席多於3小時。

* 該課程的首七星期內可以使用最多五次遲到/早退和三次缺課的允許上限。

學術政策和程序 (續)

教學時數

課堂時數是每個課程編定的上課時數。一個課堂時數相當於以在60分鐘一個時段內最少50分鐘的授課時數。每個課程、科目和課堂的課堂時數顯示在相關的課程介紹中。

課堂政策

GIA致力於維護學術誠信。因此，學生必須遵守以下規定：

- 除非老師另有指示，否則所有的學生必須獨立工作。
- 非GIA發放的個人工具不允許在課堂上使用。只有基於安全或人體工學考慮，在得到導師批准的情況下才給予例外。如果它們被允許在教室使用，GIA對非GIA發放的個人工具不承擔任何損失或損毀責任。
- 未經老師許可，嚴禁影印或複製試卷、答案卡、工作紙、教學用寶石及其他的教材。
- 答案卡為GIA的財產，不能帶離教室。
- 學生不可把空白或已完成的工作紙、測驗或考試卷帶離教室。
- 未經老師許可，學生不得將任何材料或教材等帶離教室。
- 手機和其他手提電子通訊設備必須設置為靜音模式，並且必須放在目光接觸不到的地方。使用它們在上課時間進入社交媒體和互聯網，發短信或撥打電話是不容許的，除非得到你的導師的准許。
- GIA教室內飲食是不允許的。然而，飲料在密閉容器中是允許的。

考試政策

小測和考試可以評估和測試學生對課程的瞭解程度以及技巧的專業度。考試亦可以讓學生有動力並致力於學習。除非你的導師或監考官另有指示，否則下面規定將被應用。

- 所有筆試與實習考試的試題都是GIA的財產，除了導師與其他指定代表外，其他人都不可帶離教室。
- 若不是在規定的日期與時間內參加小測和考試，一律以0分計算。學生可以根據酌情情況例如家庭成員身故，學生受傷或患病或其他由學校確認的特殊情況批准重考一次錯過的測驗。
- 考試時，不可使用未經授權的電子設備。
- 小測和考試進行時，若因為某種原因而必須疏散，得宣佈該考試無效。若必要會再安排補考。
- 所有已提交的小測、測驗及考試均不能撤回。
- 只有未通過考試的全日制、兼讀及遙距課程的學生才能要求檢閱特定的試題。
- 禁止重組試題、以任何方式跟其他學生分享或交換試題或從任何來源取得這類資訊，均嚴格禁止。
- 沒有舉報已知或懷疑作弊或學術不誠實的行為都被視為違反「學生行為守則」。
- 禁止以任何的電子、數碼或其他支體動作方式複製、影印、傳真、掃描、攝影和記錄試題及教材。

- 所有筆試與實習考試必須在規定的時限內完成。除非是不需要監考官的考試，否則筆試與實習考試必須在GIA所核准的監考官的監考下，或在GIA校園內舉行。
- 交給監考官的試卷需一直由監考官保管與掌控。
- 除非監考的老師或監考官另有指示，否則所有考試一律採取閉卷的形式進行。非英語為母語的學生在考試時可使用印刷版的翻譯字典，但必須經導師檢查後才可使用。
- 考試時，不得使用電子語言字典。
- 只能使用標準的、沒設定程式的電子計算機。
- 考試時，禁止攜帶相機與其他影音錄製裝置。
- 手機和其他手提電子通訊設備必須設置為靜音模式，並且必須放在指定位置。禁止在教室和考試中使用此類設備，除非得到你的導師的准許。
- 某些課程可使用GIA提供的電子考試裝置，但必須遵守導師的指示。

遙距教學的考試

遙距課程考試必須已獲批准的監考人員在場的情況下進行。在香港分校註冊的學生，其考試必須在學生工作室進行。請致電+852 3166 7001或發送電子郵件至 giahongkong@gia.edu 與我們聯絡，以確定其考試許可，並安排考試。在校參加考試是免費的。

除寶石鑑定課程外，遙距課程最多可有三次考試機會。

對於未能在第三次考試中達到及格成績的學生，無論其科目結束日期如何，均會在其正式成績單上獲得最終成績NP(不合格)。若要繼續學業，遙距學生需要重新註冊，繳交全額的學費，並在規定的修業期限內完成所有課程的作業及通過考試。

對寶石鑑定課程，最多可有十次20顆寶石考試的機會。寶石鑑定課程的遙距學生若參加五次20顆寶石的考試都未通過，則必須另外完成加強練習後才能再次參加考試。

若是第十次還是沒有通過考試，無論修業期限為何，正式的成績單都會登錄為不及格(NP)的成績。若要繼續學業，遙距學生需要重新註冊，繳交全額的學費，並在規定的修業期限內完成所有課程的作業。

學術不誠實

GIA認為作弊是非常嚴重的事。我們期望學生親自完成他們的作業和必須遵守頁的考試政策。作弊是以未經許可的協助方式來符合學業上的要求，包括但不限於下列：

- 抄襲其他學生的作業
- 複製或影印答案卡
- 所遞交的作業不是自己親自完成
- 在作業、專案、小測、家課或考試為他人提供或從他人接受未經授權的教學輔助
- 沒有指定監考官監考下填寫考試卷
- 使用未經授權的電子設備

學術政策和程序 (續)

- 以不符合校規的協助來完成作業或專案
- 沒有舉報已知或懷疑作弊或學術不誠實的行為
- 未經老師許可，嚴禁影印或複製試卷、工作紙、答案卡、教學用寶石及其他敏感的教材。

學生身份核實

GIA制定了相應的流程，通過這些流程，我們確定學生註冊的科目或課程其參與並完成科目或課程並獲得學分是為同一名學生。GIA使用以下最少的一項來核實在香港的科目或課程中參與課堂和作業的學生的身份。

- 政府簽發帶有照片的身份證或護照的副本，其上要標明申請人的全名、出生日期、國籍及出生地點。
- 需監考的考試，需經GIA批准的合格監考人必須核實參加考試學生的身份
- 由導師記錄和監控的課堂出勤記錄

學業滿意基準(SAP)政策

GIA監察學生的學習進度以確保學生能順利完成他們的課程或科目。在修讀課程或科目期間，學生會按列入的課程進度基準收到學術進展報告。學生可以在任何時間跟他們的導師見面討論他們的進度。

全日制 (研究寶石學家)

SAP的評估是在課程總時數的中段按質 (基於等級) 和量 (基於時間) 為計量標準的評估。SAP通過以下標準進行評估:

- **評分標準:** 學生必須在所有課程作業保持累積平均分75%或以上包括家課、實習作業、測驗和考試以及在課程大綱中有指定的實習作業最低完成要求。
- **進度節奏:** 學生必須要以一定的速度完成課程，以確保他們將會在官方課程長度的最長時間範圍150%內完成他們的課程。進度節奏的計算是以學生實際完成的時數除以學生應達到的課程編定的進度時數來計算。學生的完成比率必須達到67%或以上。進度節奏是以時數和週數兩者同時計算和審查的。
- **最長時間範圍:** 最長時間範圍是以日曆時間和時鐘計算，學生必須以不超過官方課程時間長度的150%完成教育課程。超過150%最長時間範圍的學生會被退學。

中輟 (SWD) 和未完成 (INC) 的評級是以累積的評分標準和進度節奏中未能達到的時數，以及最長時間範圍中作考慮的。

未能在課程中段達到SAP要求的所有學生，如上所述，都會被列入觀察名單，並以書面形式通知學生和發出學業改進計劃。未能達到學業改進計劃條件的學生會被退學。

除了上述的SAP要求外，學生還要保持在課程或科目大綱中指定的基準作評估的制度性學術標準。未能達到這些學術標準的學生將被列入學業建議諮詢，並以書面形式通知學生和發出學業改進計劃。未能達到學業改進計劃條件的學生會被退學。

全日制 (鑽石文憑、有色寶石文憑、珠寶設計)

學生須保持在課程或科目大綱中指定的基準作評估的學術標準。每位學生的家課、專案、測驗和考試都會被評估。未能達到這些學術標準的學生將被列入學業建議諮詢，並以書面形式通知學生和發出學業改進計劃。未能達到學業改進計劃條件的學生會被退學。學生必須在官方課程長度，最長時間範圍內不超過150%完成教育課程，時間以日曆時間和時數計算。

遙距課程

學生必須以75%或以上分數通過每個科目作業。報讀寶石鑑定科目GEM 240的學生還必須達到每個實習訓練的指定評級標準。不能在規定的完成時間內沒有完成作業，實習訓練和期終考試的學生，最終成績會評級為不合格(NP)。

實習班學生須出席編定的課堂時間，並參與講課、討論和實踐的實習時段，以便順利通過課堂。超出缺課政策所描述的缺課允許上限的學生會被退學。學生必須在允許的考試次數內通過最後的考試才能完成課堂。未能通過的學生的最終成績會評級為不合格(NP)。

學業建議諮詢及觀察

學生若違反學業、出席率或行為政策，將列入建議諮詢觀察名單。這麼做的用意是書面通知學生關於他們的表現不符合標準，必須設定改善目標，並讓學生在合理的時間提升他們的表現來達到或超越最低的要求。

學業建議諮詢

未能達到制度性學術標準的全日制學生都會被列入學業建議諮詢和發出學業改進計劃。導師和學校總監會監察學生的進度。如學生能在他們的學業計劃中指定的日期達到所有的條件，該學生的學業狀況會回復到良好的狀態。未能達到他們學業計劃條件的學生會被退學。

學業觀察名單

修讀全日制研究寶石學家的學生如未能在課程中段達到學業滿意基準要求會被列入學業觀察名單，並以書面形式通知學生和發出學業改進計劃。導師和學校總監會監察學生的進度。如學生能在他們的學業計劃中指定的日期達到所有的條件，該學生的學業狀況會回復到良好的狀態。未能達到他們學業計劃條件的學生會被退學。

出席率觀察名單

缺課遲到總天數的累積達到只容許一天或少於一天的缺課或遲到/早退上限的全日制學生將列入出席率觀察名單，並會以書面形式通知學生。若超過容許上限，將被退學。

行為觀察名單

未遵守行為守則及行為標準的學生將可能被列入行為觀察名單，並會以書面形式通知學生。學生或會因為抵觸行為守則而被勒令退學。

學術政策和程序 (續)

課後實習練習

GIA可能會為未能達到學業進展步伐的寶石學學生，安排額外的實習時間。

補課與補考政策

缺課政策允許有限的缺課與遲到，但不提供補課。我們強烈建議學生不要缺席已安排小測和考試。學生若不應考已安排的小測和考試，將會取得零分。

根據學校確定的緩解情況，學生可能會被批准進行錯過的小測、測驗或考試。學生必須向校監提交補考申請。

休學政策(Leave of Absence "LOA")

學生可在任何學習期間申請休學(Leave of Absence "LOA")，但必須有適當或恰當的原因和出示證明文件。休學申請只容許有家庭緊急事故、嚴重疾病或兵役、且學生提出佐證下才獲得批准。報讀實習班的學生是不接納休學申請的。

除非在不可預見的情況下阻礙學生以書面形式提前遞交申請，所有休學申請必須以書面形式提前遞交。若核准，學生與GIA會簽訂一份狀態變更表(Change of Status Form)，以作為休學申請的同意書。如有疑問或需要更多資料，請跟學校總監聯絡。

最長的休學期限為180個曆日。學生可獲多於一次休學的批准，但在12個月的期間內，加起來的休學總天數不得超過180個曆日。在原有的休學期結束前，學生必須遞交書面申請給學校總監以延續已獲批的休學期。學生必須選擇一個在180天期限之前能夠繼續課程的日期。學生必須在遞交休學申請的五個工作日內提供預定的繼續課程日期，否則將被視作退學處理。

學生如不按照約定的日期繼續課程，則被視作退學處理，成績為中輟(SWD)，並將依據公佈的退款政策計算退還學費。學生如欲繼續其學習，需重新繳付當前的學費和費用，報讀其課堂、科目或課程。

退學政策

GIA可在任何時間，因為學生的學業、缺課或行為等原因而將學生退學。退學由GIA自行斟酌後決定。退學的原因包括但不限於：

- 違反學生守則和行為標準及其他制定的政策
- 學業表現未達學業滿意基準(SAP)
- 作弊或學業上其他任何形式的學術不誠實
- 未遵守缺課政策
- 作出違紀、破壞、威脅、騷擾或侵犯的行為
- 偷竊學校的財產或個人財物者
- 在校園內使用、持有或買賣酒、毒品或受管制物質
- 攜帶槍械或其他武器進入校園
- 在填寫GIA表格或文件時，提供虛假不實的資訊或蓄意漏填資訊
- 行為舉止傷害GIA的校譽或財產

退學後，中輟(SWD)將成為學生的永久記錄。且將依據學生的註冊合約條款與GIA的退款政策計算退款。

被退學的海外學生可能違反了他們學生簽證的身份。

被退學後的上訴及重新註冊安排

被退學的學生會以書面通知他們被退學的原因。學生如在被退學後，重新入讀任何GIA課程、科目或課堂，必須提交正式上訴申請。遞交上訴申請並不保證可以重新註冊報讀課程。重新入學是在GIA自行斟酌下決定和根據當時學額，並以當時的學費和其他費用計算。

上訴程序

因缺課或學業原因而被退學的全日制學生，和因行為原因被退學的任何學生，必須向學校總監提交一份完整的上訴申請表 and 任何額外的證明文件。上訴是由上訴委員會審核的，並在十個工作天內由教務長以書面形式通知你上訴的判決。

如果你的上訴獲得批准，你可以申請重新入學。學生們若重新參加相同的科目或課程，需要重新註冊，並需要繳付當前的學費和費用，從頭開始相關科目或課程。

學生可以提交最多3次上訴申請。如學生因行為原因被退學，並且在他/她的第一次上訴被拒絕，隨後的上訴將在兩年等待期後才會被考慮。

學術政策和程序 (續)

畢業要求

要畢業，學生必須達到政策所規定的最低學業標準，完成觀察條件、符合最低缺課與行為標準，以及下圖表詳列具體的課業要求。學生須要修業完成每一個課程或實習班以取得最終成績至少必須為及格(P)。畢業前，必須繳清學費與各種雜費，且必須歸還狀態良好的所有寶石、設備、圖書館借書與教材。學生必須還清就學貸款與其他借款後才能取得證書與文憑。

畢業要求－全日制課程

課程	最低要求	課程期間內容許的考試次數 上限
研究寶石學家文憑 畢業要求包括鑽石文憑和有色寶石文憑的綜合要求。		
鑽石文憑		
課程作業	100% 完成	—
實習寶石工作紙作業	100% 完成	—
鑽石入門期終筆試	分數 75%	3
鑽石及鑽石分級期終筆試	分數 75%	3
鑽石分級5顆鑽石實習考試	分數 75%	3
有色寶石文憑		
課程作業	100% 完成	—
實習寶石工作紙作業	100% 完成	—
有色寶石入門期終筆試	分數 75%	3
有色寶石期終筆試	分數 75%	3
寶石鑑定20顆寶石鑑定實習考試	分數 100%	5
珠寶設計證書		
階段I設計專案	100% 通過	無限制*
階段II設計專案	75% 通過	無限制*
筆試小測	75% 平均分	1
實踐小考	每個都要合格	2
實踐期終考	每個都要合格	2
期終考筆試	分數 75%	3
期終設計展	必須參與，包括所有必需的組件	1

* 所有的工作都必須在課程所允許的時數內完成。

學術政策和程序 (續)

課堂完成要求 - 實習班

課堂	最低要求	課程期間內容許的考試次數上限
鑽石分級	兩顆鑽石分級考試分數 75%	5*
有色寶石分級	兩顆有色寶石分級考試分數 75%	5*
寶石鑑定	儀器實習考試分數 75%	5*
珍珠分級	兩顆珍珠分級評定分數 75%	1

畢業要求－遙距和兼讀寶石學課程

課程	最低要求	課程期間內容許的考試次數上限
研究寶石學家文憑 畢業要求包括鑽石文憑和有色寶石文憑的綜合要求。		
鑽石文憑		
課程作業	100% 完成	—
鑽石入門期終筆試	分數 75%	3
鑽石分級實習班兩顆鑽石分級考試	分數 75%	5*
鑽石及鑽石分級期終筆試	分數 75%	3
有色寶石文憑		
課程作業	100% 完成	—
實習寶石工作紙作業	100% 完成	—
有色寶石入門期終筆試	分數 75%	3
有色寶石期終筆試	分數 75%	3
有色寶石分級實習班兩顆有色寶石分級考試	分數 75%	5*
寶石鑑定實習班儀器實習考試	分數 75%	5*
寶石鑑定20顆寶石鑑定考試	分數 100%	10**
珍珠畢業文憑		
珍珠期終筆試	分數 75%	3
珍珠分級實習班兩顆珍珠評定考試	分數 75%	1
應用珠寶家文憑		
鑽石入門期終筆試	分數 75%	3
有色寶石入門期終筆試	分數 75%	3
珠寶入門期終筆試	分數 75%	3

* 第一次實習考試在課堂進行。額外補考在學生工作室進行不須收費。未通過第三次補考後，需要參加加強練習訓練。完成加強練習訓練後，學生才可再補考兩次。標準學生工作室費用適用於完成加強練習訓練。請參閱第74頁的學費和費用

** 遙距寶石鑑定課程學員若連續五次未通過20顆寶石考試，必須完成加強練習訓練才能再次參加考試。標準學生工作室費用適用於完成加強練習訓練。請參閱第74頁的學費和費用 每次考試都必須按課程完成時間內進行。

學術政策和程序 (續)

學術記錄

學生記錄均按照聯邦、州和認證要求保留。學生個人資料的看管和保護最為重要。GIA維持全面的全球個人資料保護政策，政策可在我們的網站 GIA.edu/privacy-notice 找到。

表現良好函

GIA不提供推薦函。按要求，GIA香港分校會簽發表現良好函 (Letters of Good Standing)，一般為保險公司或其他單位需要，以作為學生身份的證據。

成績單

成績單收費為每份10美元。在2013年或以後註冊的學生可以在 my.GIA.edu 訂印。在2013年之前註冊的學生請聯絡教育記錄部門 records@gia.edu 訂印成績單。

暫緩頒授文憑或證書

請注意，學生必須達到所有學術和財務責任，方可獲得GIA頒發或寄出文憑及證書。如果學生未完成履行任何上述的要求，學生將不會收到文憑或證書，直至學生已履行相關責任。

文憑更換

若學生的文憑永久失掉或被毀壞，學生可從教育記錄部門 records@gia.edu 訂印更換文憑。每份更換的文憑將會使用當時文憑的格式，包括重新簽發的日期。所有更換的文憑均由GIA時任董事會主席、總裁兼首席執行官簽署。

名字變更

GIA需要正式文件和書面授權以進行更改或更正學生帳戶中列出的名字。學生必須提交一份顯示在我們記錄中當時或以往名字的文件，以及一份顯示更新名字的文件。以下列出可以接受的文件：

- 政府簽發附有照片的有效身份證明
- 結婚證書
- 離婚法令
- 歸化文件

首選姓名

GIA得悉某些地區人士希望使用其合法名字以外的名字來識別自己。在這種情況下，學生可以提供首選的名字。在正式的學生記錄中，學生需要提供政府的正式文件中所顯示之合法姓名(包括姓氏、名字、別名等)，並且該姓名將顯示於所有成績單、證書及文憑上。

學歷驗證服務

凡需要確認GIA畢業證書的人士，可以透過網上的GIA校友目錄中查看。搜尋結果將返回那些選擇將其信息顯示在線的畢業生。

個人也可以透過在我們的網站填寫並提交書面表格 gia.edu/doc/GIA_Education_Verification-Request.pdf 以請求驗證畢業生的學歷。有關目錄中的信息並不保證會被發佈的。請參閱第88頁的The U.S. Family Educational Rights and Privacy Act ("FERPA")



Earn your GIA credential and find your ideal career.

學術政策和程序 (續)

學歷證明使用政策

適用範圍

使用準則適用GIA的在校學生和畢業生及跟Gemological Institute of America, Inc.和其有關實體(統稱「GIA」)。

學歷證明的使用指引

在GIA所取得的學歷證明受到全球寶石與珠寶業的敬重。在寶石、珠寶製作工藝與珠寶業等領域，GIA的學歷證明是國際公認的最高品質的教育。

取得GIA文憑的畢業生可在他們姓名的後面加上適當和慣常使用的學術銜頭，以彰顯他們的成就。但要注意，GIA的校友會需要遵守具體的使用準則。

雖然下面的例子並未具體指出所有GIA所頒發的文憑，但應可幫助你判斷學術證書的使用指引怎樣能為你應用。

一般使用

你可以複製和展示你完整的GIA文憑、證書或修業證明。請注意，在刊登GIA學歷證明時，必須用於學術獲頒者身上，且所作的刊登絕對不可以以任何形式明示或暗示該刊登跟GIA有從屬關係或受到GIA的背書。

名片應只能印出GIA的文憑或學位。若完成某個課程作業，但並未因此獲頒文憑，則該課程作業最好列在履歷或簡歷上。

文憑

下列例子適用研究寶石學家 Graduate Gemologist (GG)、應用珠寶家 Applied Jewelry Professional™ (AJP®) 等文憑、或珠寶設計與技術 Jewelry Design & Technology (JDT) 及珠寶工藝師 Graduate Jeweler (GJ) 文憑：

- John Doe, GIA Graduate Gemologist, or John Doe, GIA GG
- Jane Doe, GIA Applied Jewelry Professional, or Jane Doe, GIA AJP
- Jane Doe, GIA Jewelry Design & Technology, or Jane Doe, GIA JDT
- John Doe, GIA Graduate Jeweler, or John Doe, GIA GJ
- Jane Doe, GIA GG, GJ

下列例子適用鑽石文憑課程和有色寶石文憑課程和珍珠文憑

- Jane Doe, GIA Diamonds Graduate
- John Doe, GIA Colored Stones Graduate
- Jane Doe, GIA Pearls Graduate

公司僱用的陳述

公司的人員僱用可陳述他們的員工畢業於GIA，包括研究寶石學家 Graduate Gemologist (GG)、應用珠寶家 Applied Jewelry Professional™ (AJP®)、專業珠寶家 Accredited Jewelry Professional、寶石學家 Gemologist、珠寶工藝師 Graduate Jeweler (GJ)，或珠寶設計與技術 Jewelry Design & Technology (JDT)，前提是這類陳述必須正確，且該公司同意配合GIA或他人的確認要求。

行政政策

本節包括一系列學生行為標準、政策和程序，描述了學生作為個人、社區成員和校方代表的責任，以及成為GIA家族一員的權利、保障和特權。

學生的行事守則與行為標準

GIA的學生行為操守和行為標準保障學生和員工的權利，以確保所為學生提供安全、可靠和正面的學習環境。GIA學生應以專業的方式行事和始終以尊嚴和尊重的態度對待他人。學生有責任閱讀、理解和遵守所有的GIA學生政策。

禁止的行為包括但不限於：

- 威脅或騷擾行為，包括性騷擾或不端行為
- 對其他學生或GIA員工進行報復的行為
- 暴力行為或威脅
- 在校內擁有槍械或其他武器
- 使用、售賣、購買、轉讓、製造、分銷或擁有非法藥物、受管制物質或酒精
- 偽造、欺詐或不誠實
- 破壞性、不服從或非法行為
- 學術不誠實
- 財物損毀或盜竊
- 其他違反GIA政策的行為

違規

學生或員工注意到任何看似不安全、不正當或非法的事情，必須立即向GIA工作人員報告。指定的學校職員將會向違反學生行為操守的指控展開調查。學生將會被提供作證的機會。在GIA認為學生可能提供相關資料的調查期間，學生都需要與所有GIA代表合作。GIA在決定的過程中會考慮調查期間收集的所有資料。

制裁

調查的結果，附有足夠的證據，GIA可以自行決定實施取決於包括犯罪性質和嚴重程度的因素一項或多項制裁。制裁可能包括口頭警告、書面警告或觀察名單或被退學。如發現有涉及潛在犯罪行為，GIA將自行斟酌是否通報適當的執法機構或其他當局。為了保持調查的安全性和完整性，GIA保留暫停學生學籍以等待調查的權利。

由於不可能列出可能涵蓋所有情況的所有規則，GIA將盡一切努力為所有學生、教職員、工作人員和管理層之間經營互信和尊重的基礎準則。

預防濫藥及酗酒政策

在GIA場所、使用GIA設備時、在執行GIA業務、或參加GIA贊助的活動時，GIA均禁止非法使用、售賣、購買、轉讓、製造、分發或擁有非法藥物、受管制物質或酒精。“毒品”與“受管制物質”包括受管制物質法所載化學物質、毒品與藥物。學生若持有處方藥物，但該處方藥物不是醫生開給該學生，則本政策亦適用於該處方藥物。

任何人士或學生在學校環境中察覺到使用或存在任何此類物質於GIA內，應立即通知GIA職員。

違反本政策將導致紀律處分包括勒令退學。除了GIA對學生實施制裁外，學生有可能會受到聯邦、州和地方的罰款和/或起訴。若發現任何犯罪行為，GIA將會自行斟酌是否有需要通報有關執法部門和其他當局。

抽煙

吸煙，包括電子菸或其他任何香煙的使用方法在GIA建築物內是禁止的。每個校園都有指定的室外吸煙區。請幫助保持這些設施的清潔包括放置包裝紙、煙頭、雜物等在指定的容器內。

行政政策 (續)

教室內的安全

GIA致力於維護校園的安全和健康。學生們將大部分時間花在親自動手的實習課堂上。在這些課程中，學生可能會使用化學品、設備和工具。如果處理不當或未採取適當的預防措施，可能會造成危險。使用危險工具或有害物質時，學生必須遵循導師的指示，並在處理任何化學品後徹底洗手。

教室化學品使用學生通告

GIA建議當使用或暴露於含有二碘甲烷(diiodomethane)的接觸液(RI)須使用良好實驗室程序。RI 是使用在有色寶石課程、寶石鑑定實習班，以及學生工作室的接觸液。若你懷孕、有某種醫療狀況或對這類化學品過敏，你可能需要採取特別預防措施。若你不確定，應詢問你的醫生。

GIA 在每間教室都備置了保護手套與適當的處置容器。每間教室都備有材料安全資料表(SDS)，如有需要可向GIA索取副本。

新型冠狀病毒(COVID-19)安全指引

個人的健康和安全的我們首要所關注的。我們嚴格遵行所有適用於規條及衛生命令，並採取一切適當的措施以確保我們的教育設施安全。GIA教育部門中的每位成員都有責任尊重及維持個人及他人的健康、安全和福祉。由於本校在疫情大流行下的運作面臨各樣的挑戰，因此我們彼此間應作出這個承諾尤其重要。所有學術活動及校園運作與防止傳播疫症的目標保持一致。

有關香港分校的最新防疫資訊、指引及守則已上載GIA網站：
<https://www.gia.edu/coronavirus-update-hong-kong-campus>

違反GIA所訂的健康及安全守則，有可能會受紀律處分，甚至被勒令退學。

暴風及暴雨安排

當8號或以上暴風信號或黑色暴雨信號懸掛，學生毋需上課，課堂將另作安排。

- 當8號暴風信號或以上或黑色暴雨信號在上午8:00仍然懸掛，上午的課堂取消。
- 當8號暴風信號或以上或黑色暴雨信號在上午11:00仍然懸掛，下午的課堂取消。
- 當8號暴風信號或以上或黑色暴雨信號在下午1:00仍然懸掛，晚間的課堂取消。

武器

在任何情況下學生都不允許在校園內攜帶槍械或其他武器。學生如被發現攜帶和隱藏武器將會被處分，包括退學和轉介到適當的執法機構。

搜查和扣押

在有充份理由的判定下，GIA可以打開和檢查任何學生的書桌、儲物櫃、電腦文件和軟件，或其他室內陳設中的內容，以確保學生和教職員工的健康和安全。GIA的獨立保安機構或執法機關可以在任何時間在沒有另行通知下進行視察或搜查，包括學生不在現場的時間。根據這一政策，學生不應該攜帶或寄存任何私人文件、資料或者其他物品在GIA的校園內。拒絕合作的學生可能會被處分包括退學。

行政政策 (續)

視頻和音頻監控

有鑒於我們的業務性質，GIA必須確保其房產和程序完整性和安全性，包括但不限於客戶服務和客戶貴重財產的處理。因此，GIA在工作場所均使用電子視頻和音頻監控。監視的內容可以含有學生的個人資料，包括但不限於視頻記錄、音頻記錄、學生的錄像和照片，在這些地點附近的閒談以及在視頻或音頻記錄中公開的名稱或其他任何個人資料。我們這樣做是為了遵守法律義務，或為了保障我們的業務、地點、員工和其他各方面的合法利益。因此，學生不應期望在任何公共或工作場所個人私隱。(請注意，GIA不會在洗手間或更衣室進行監控。)在裝置有影音監視系統的地方均張貼標示。查看完整的學生私隱聲明。

GIA.edu/privacy-notice

學生私隱聲明

GIA很重視您的個人資料的私隱。本學生私隱聲明(「本聲明」)旨在說明在涉及您以教育服務申請人、學生及校友身份與GIA建立的關係的情況下，有關GIA收集、使用和處理您的個人資料的政策和實務。

如果您以教育服務申請人、學生或校友以外的身份使用GIA網站，您對該等其他GIA網站的使用及您透過該等其他GIA網站向我們提交的任何資料，將會受所刊載的GIA網站私隱聲明管限。

如需閱讀完整的說明和更新，請參考GIA私隱聲明 GIA.edu/privacy-notice 以及學生私隱聲明 GIA.edu/privacy-notice#student-privacy-notice

個人資料收集、使用和處理

在涉及您與GIA的關係的情況下，GIA從下列來源(不論是在網上、用專人或透過其他方式)收集關於您的個人資料：直接向您；向我們的附屬機構，包括我們的子機構及分支機構辦事處；向服務提供者；向校友會分會；以及在您瀏覽GIA網站時自動收集。

我們將您的個人資料用於在 GIA.edu/privacy-notice#student-privacy-notice 的《學生隱私聲明》中進一步詳述的目的，包括便利您體驗GIA，以及為您提供教育服務和相關產品。我們會透過 GIA.edu/affiliated-entities 內的GIA附屬機構及本聲明內提及的與其他人士共享您的個人資料。

提供您的個人資料是自願性的。但請注意，如果沒有您的個人資料，我們可能無法為您提供您所要求的教育服務和相關產品。

The U.S. Family Educational Rights and Privacy Act ("FERPA")

此外，GIA遵守「Family Education Rights and Privacy Act ("FERPA") 針對教育記錄，Family Education Rights and Privacy Act ("FERPA") 對符合條件的學生(以下稱「學生」或「您」)給予特定的權利。(FERPA所定義的「符合條件的學生」是指18歲或以上或在專上教育機構就讀的任何年齡的學生)。

學生權利包括：

1. 有權在美國寶石研究院(以下稱GIA或「學院」)收到您的請求後的45天內檢視和審查您的教育記錄。
2. 有權要求修改您認為不正確、誤導或以其他方式違反您在FERPA下私隱權的教育記錄。
3. 在GIA從personal identifiable information (以下稱PII) 公開您在教育記錄中的個人身份資料之前，您有權要求提供書面同意，除非FERPA授權GIA可作不需經同意的發佈。
4. 您有權向美國教育部提出指控GIA未能遵守FERPA要求的投訴。FERPA的上屬機構名稱和地址如下：

Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

GIA可能在未經學生同意的情況下公開資料：

若符合FERPA法規第99.31條中的特定條件，FERPA允許在未經您同意的情況下，從您的教育記錄中公開PII。根據FERPA法規第99.32條，除了向學校教職員的公開披露、對有關特定司法命令或合法簽發的傳票的公開披露、目錄訊息以及向您公開披露的內容，GIA都必須記錄公開披露的內容。您有權檢視和審查公開披露的記錄。

根據Family Education Rights and Privacy Act ("FERPA") CFR 34 § 99.37. (§ 99.31(a)(11), GIA將以下內容指定為「目錄信息」，可在未經您事先書面同意的情況下從教育記錄中發佈這些信息：稱謂、名字、姓氏、公司名稱、公司地址、公司網站、電郵、電話號碼、進修領域、入學日期、學位、文憑、頒授的證書、頒授的日期、學術榮譽和獎項。

詳情請參閱 GIA.edu/ferpa 中「Family Education Rights and Privacy Act」下的權利聲明。

行政政策 (續)

合理的適度協調

GIA致力於確保合資格人士包括殘障人士能平等的接受教育課程和參與活動。GIA不歧視申請修讀課程的殘障人士。GIA將努力為每個有特殊要求或需要的學生提供適當的合理調整。每個情況都會以個別情況為基礎，GIA會根據方法、限制和經驗在提出要求時作去考慮。每門課程對學生完成的特定身體和認知作業都有要求。根據閣下提出的要求，GIA歡迎與你商討有關事宜，以幫助閣下評估學習的可行性及為閣下的報讀申請作出決定。學生可以與學校總監預約會面以討論有關請求。

有需要申請特殊幫助的學生必須在不少於30天內以書面形式向GIA入學部門申請相關學習幫助。有需要申請特殊幫助的學生必須在不少於30天內以書面形式向GIA入學部門申請相關學習幫助。但是，學生需要在申請入學期間的任何時間提交請求。學生必須向學校總監提交適度協調請求申請表格，以及由合資格進行殘疾測試的專業人士評估的殘障報告書文件。GIA將審核該請求並以書面形式通知該學生或申請人有關其申請的決定。

提交到本學院或由本學院開發的有關殘疾的診斷、記錄文件或殘障適度協調的所有資料均被視為機密。資料僅供有需要知道及以確定或實施要求的適度協調的GIA員工存取和/或共享。

學生必須繼續達到這些政策中所規定的學術、出席率和行為標準的最低要求。如果學生在被接受學術諮詢、學業觀察或被退學後要求適度協調，其學術諮詢、學業觀察或被退學的條款仍然有效。

投訴政策及程序

投訴政策

GIA會嚴肅對待學生的投訴。GIA會及時、公平、公正的方式審查所有投訴。GIA給予被在投訴中所有提及的個體，包括學生、教師或其他學校員工對投訴作出回應的機會。在調查中，如GIA認為學生可以提供相關資料，學生都需要與所有GIA的代表合作。在決定過程中，GIA會考慮所有在調查過程中收集的信息和資料。

申訴程序

如學生遇到的任何問題或疑慮，鼓勵他們首先嘗試與適當的校務人員討論。如果學生未能得到解決方案，或者在非正式的情況下得到合適的解決方案，學生可以提交正式投訴。

投訴必須書面提交至學校總監 HKschooldirector@gia.edu。投訴必須具有最少指控的基礎，所有相關名稱和日期，和簡要說明構成投訴基礎的動機。有關可以支持指控的可適用文件、材料，或額外合理和可靠的信息的副本也應該包括在內。

學生應該盡快提出投訴，以便問題可以妥善解決。在收到投訴後10個工作日內，總監會書面向投訴人回應GIA對投訴的調查和安排作總結。如果調查在10個工作日內未能完成，投訴人將書面通知調查需要更多的時間。

在收到學校總監的回應之後，如果學生覺得學校沒有充分地處理投訴，他們可以通過電郵至 deanstudents@gia.edu 聯繫GIA全球總部的教務長。再一次，投訴必須具有最少指控的基礎，所有相關名稱和日期，和簡要說明構成投訴基礎的動機。有關可以支持指控的可適用文件、材料，或額外合理和可靠的信息的副本也應該包括在內。在收到投訴後10個工作日內，總監會書面向投訴人回應GIA對投訴的調查和安排作總結。如果調查在10個工作日內未能完成，投訴人將書面通知調查需要更多的時間。

若出於任何原因，或因直接報告上所述投訴感到不舒服的學生，他可以選擇透過GIA的關注報告系統 GIWis.ethicspoint.com 以保密方式報告他的疑慮。

披露投訴

經Distance Education Accrediting Commission (DEAC) 認證的學校必須有以適當的接收，回應，處理和解決經學生，教職員工，管理人員或其他人有充分理由相信學校不附合DEAC的標準和政策而提出的投訴為目的的書面的投訴政策和程序。投訴可以通過DEAC網站(deac.org) 上找到的投訴表格提交投訴，並且必須包括授權DEAC把投訴的副本(包括投訴人的身份) 轉發給學校。如果涉及教育服務、學生服務或學費問題，學生必須在向DEAC提出投訴之前，竭盡全力向學校解決其投訴。學生可與Distance Education Accrediting Commission (DEAC) 聯絡，地址為：1101 17th Street NW, Suite 808, Washington, DC 20036 USA, 電話 +1 202 234 5100, 傳真 +1 202 332 1386 或在到 deac.org 瀏覽

行政政策 (續)

不報復政策

因提出騷擾或歧視投訴或協助他人提出投訴而對學生或教職員以恐嚇或其他形式的脅迫和報復是被禁止的。報復本身違反了GIA政策和適用法律，是一種嚴重的違法行為。報復行為可能會導致紀律處分和退學或解僱。

裝束規範

GIA的裝束規範有助於保持安全、專業的環境、尊重及包容所有人。學生應穿得端莊並適合場合或環境。GIA鼓勵學生以舒適而無害和得體的裝扮為重要的考慮因素。在職業博覽會等特別場合，應穿著商務裝束(襯衫和領帶，西裝，西裝外套和禮服裙/休閒褲)。一些不恰當和不可接受的服裝，包括赤腳、衣服破損或帶有冒犯性的信息、透視裝束、可見內衣和太短的短褲或裙子。

社交網站

GIA瞭解社交網絡的角色與價值。但是，在學的學生與GIA員工在這些網絡上往來會產生偏袒與利益衝突的疑慮。因此，在學的學生與GIA員工不得在社交網站上往來互動。GIA的校友與GIA員工可在這些網絡上往來，只要這些校友目前不是本校現行的學生，且沒有利益衝突的疑慮。

商業活動

GIA不允許學生在校園內進行商業或商務活動。展示商品作出售用途是不允許的。

校園訪客

GIA的訪客必須在進入校園前向接待處登記，並且必須準備附有照片的身份證明。在未提前安排或與接待處預約下，不論是否同行友人，學生都不能允許訪客進入校園。

攜帶動物到校園

禁止在任何時候攜帶寵物，包括所有設施。

饋贈

GIA的全體員工都遵守行為守則。行為守則提供了準則，規範員工跟供應商、客戶、學生與其所服務的民眾的往來。其中一條準則嚴禁GIA員工收取禮物與賞錢。GIA行為守則PDF版可在 GIA.edu 下載。

丟失或損壞設備和寶石的政策

學生須負責在課堂上或在學期間借給他們使用的設備和寶石。學生有責任支付丟失的寶石的更換費用，以及超出正常磨損或撕裂的設備的維修費用。

學生須要賠償任何遺失的珠寶、鑽石和有色寶石的更換費用。如果遺失的珠寶、鑽石和有色寶石稍後被尋，金額將會退還給學生。

有關遺失的珠寶、鑽石和有色寶石的更換，學生並沒有選擇權和必須繳付由GIA確定的更換費用。

名稱、商標與版權記錄

就像多數的組織，GIA的名稱與商標亦具有法律效力，除非符合本文件所述，否則不得用在你的廣告、宣傳與刊登上。同理適用於GIA的版權著作(包括GIA的出版品、課程教材，以及GIA使用的特定印刷表格)，必須取得GIA的事先書面同意後才能使用。在未經事先同意下，不得用在你的廣告、宣傳上與刊登的GIA商標與版權著作的若干具體例子包括：

- GIA(美國寶石研究院)及其商標。
- GIA評級和鑑定報告，包括但不限於GIA鑽石分級報告書(GIA Diamond Grading Report)、GIA鑽石分級精簡版證書(GIA Diamond Dossier®)、GIA鑽石精要證書(GIA Focus™報告)，GIA有色寶石鑑定證書(GIA Identification Report)和GIA彩色鑽石色彩成因鑑定證書(GIA Colored Diamond Identification and Origin Report)。如果證書用在客戶或賣家擁有的產品，則這樣的使用是可以接受的。
- GIA Facetware™ 商標
- GIA在任何媒介的教材與教育出版刊物，包括但不限於印刷、網絡與影音
- 寶石與寶石學季刊Gems & Gemology，以及它的商標

未經授權使用

使用GIA的名稱來直接或間接暗示GIA及(或)它的子公司證明、贊助、核准任何個體或私人企業包括其員工、產品、服務與價格是為不當的使用。不正確陳述學生、畢業生、他們的企業或某顆寶石是GIA“認證certified”的。GIA並不為任何人或事認證。獲頒發證書或文憑的學生或畢業生，以及GIA所分級或鑑定的寶石，都未被GIA認證。

不當的使用例子包括：GIA認證；GIA認證鑽石估價師；GIA認證鑽石；GIA鑽石；經認證的GIA估價；經認證的研究寶石學家；美國寶石研究會成員；GIA實驗室成員。

因為GIA是教育及研究機構，因此不允許參與私人企業或為私人企業背書。GIA亦必須避免這樣的嫌疑，否則它的長置的管理與學術權威將受到損害。

行政政策 (續)

GIA不允許第三方的網域名稱使用它的商標。任何鑽石、珠寶、教育與有關領域內的網站網域名稱若使用GIA的商標名稱都構成侵權。

禁止使用Facetware™商標。在切割等級的評估上，若想要提及評估使用到GIA Facetware™，可以下列方式陳述："Cut grade was estimated using the GIA Facetware™ Cut Estimator." (切磨等級的評估使用GIA Facetware™ Cut Estimator)。

對本文件未函蓋的智識產權的使用請求，請以電郵至 guidelines@gia.edu

版權侵權

學生們必須遵守聯邦版權法。未經授權分銷版權的材料，包括對點對點網絡文件共享，可能會受到民事和刑事起訴。除了GIA的紀律處分，最終可包括勒令退學。完整的侵權政策，請到 GIA.edu/copyright-infringement 瀏覽。

GIA 校友身份計劃

GIA創建的GIA校友身份計劃是一套精確的標準和商標設計用於支持和確定有資格的會員和辨別GIA校友會的分會。GIA鼓勵我們的校友會成員和分會使用經批准的校友身份標識和支援工具來宣傳他們受教育隸屬和維護GIA使命和身份的力量。

由GIA推廣，保護和維持的GIA校友身份其使用是受到限制的，以及只供成員和GIA校友會各分會在他們遵守GIA校友會使用條款和使用指南下才可使用。請到 GIA.edu/gia-alumni 了解更多資料。

GIA Locations



GIA Campus Locations

CARLSBAD – MAIN SCHOOL

Gemological Institute of America, Inc.
The Robert Mouawad Campus
5345 Armada Drive
Carlsbad, California 92008 USA
T +1 800 421 7250
T +1 760 603 4000, F +1 760 603 4003
admissions@gia.edu
GIA.edu

NEW YORK - BRANCH OF CARLSBAD

Gemological Institute of America, Inc.
50 W 47th Street, 8th Floor
New York, New York 10036 USA
T +1 800 366 8519
T +1 212 944 5900
nyadmissions@gia.edu
GIA.edu

LONDON

GIA England
104 Great Russell Street
London, WC1B 3LA UK
T +44 20 7813 4321, F +44 20 7813 4331
gialondon@gia.edu
London.GIA.edu

MUMBAI

GIA India Laboratory Private Limited
10th Floor, Trade Centre
Bandra Kurla Complex
Bandra (East)
Mumbai 400 098 India
T +1 800 41 999 14
T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

BANGKOK

GIA (International) Company Ltd.
U Chu Liang Building, 2nd Floor
968 Rama IV Road
Silom, Bangrak
Bangkok, 10500 Thailand
T +66 2779 6100, F +66 2632 4595
giabkkedu@gia.edu
Bangkok.GIA.edu

香港

GIA Hong Kong Limited
中環皇后大道中16-18號
新世界大廈2期3樓
Hong Kong
T +852 3166 7001, F +852 2334 0567
giahongkong@gia.edu
GIAhongkong.com

TAIPEI

GIA Instrument (Taiwan) Company
3F, 270 Nanjing E. Road, Sec. 3
Taipei 10551, Taiwan ROC
T +886 2 2771 9391, F +886 2 2771 9921
giataiwan@gia.edu
GIAtaiwan.com.tw

Additional Education Locations

SURAT

GIA India Laboratory Private Limited
2nd, 3rd Floor Swastik Universal
Dumas Road, Piplod
Surat 395 007 India
T +1 800 41 999 14
T +91 22 4085 1500, F +91 22 4085 1554
eduindia@gia.edu
GIAindia.in

GIA Laboratory and Research Locations

LABORATORIES

Antwerp
Bangkok
Carlsbad
Gaborone
Hong Kong
Johannesburg
Mumbai
New York
Ramat Gan
Surat
Tokyo

RESEARCH CENTERS

Antwerp
Bangkok
Carlsbad
New York

Front Cover: Pendant design and CAD rendering by Sano Spoto, GIA Comprehensive CAD/CAM for Jewelry graduate; Below: Hand rendered design by Chuan Chen, GIA Jewelry Design graduate

