



GIA®

中文

# 2019 Education Catalog

Hong Kong Campus



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Everywhere.

# GIA®

This very moment, somewhere in the world, someone like you is learning a skill, expanding abilities and moving forward through GIA's incomparable educational programs. Someone else is turning to a GIA-trained jewelry professional to make an unforgettable purchase. Still elsewhere, someone is relying on the objectivity and accuracy of a GIA report to determine a gemstone's quality.

For more than 85 years, GIA has been the world's foremost authority in gemology – the place people turn to for answers. Our education, laboratory services, instruments and research set the professional standards for the global gem and jewelry industry. We at GIA are honored that you have chosen us for your education and we are proud to offer you the knowledge and credentials you need to reach across the world.

**ON THE COVER**


Left to right - Top - Earn your GIA credential and find your ideal career. / Bottom - GIA World Headquarters in Carlsbad, California. / Pearl strands. / Diamond Grading lab class. / Center diamond image - © Harry Winston emerald-cut diamond. / Colored gemstones.

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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.

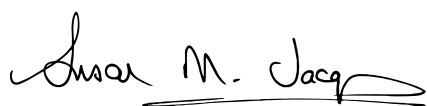
After I completed the program, I had a new set of invaluable skills – ones I could use to shape my future. I started at Borsheims as a sales associate and appraiser, and worked my way up to president. Now I have the privilege and honor of being the president and CEO of GIA.

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 alumna, 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



# What Is GIA?

## Mission

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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.

## History

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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.

## Educational Philosophy

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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.

*To learn more about GIA history, visit [GIA.edu](http://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 eLearning courses offered through GIA's headquarters in Carlsbad, California are accredited by the Distance Education Accrediting Commission (DEAC). GIA's lab classes do not fall within the purview of DEAC accreditation.

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# Programs and Courses

## DIPLOMA PROGRAMS - GEMOLOGY



### Graduate Gemologist®

Immerse yourself in the world of diamonds and colored stones to gain the knowledge and practical skills to help you start a career in the gem and jewelry industry, either On Campus, via Distance Education or through a blended / accelerated program.



### Graduate Diamonds

You'll learn from the creators of the 4Cs of diamonds in this diploma program. Delve into the treasured beauty of diamonds, either On Campus, via Distance Education or through a blended / accelerated program.



### Graduate Colored Stones

The possibilities are endless with this diploma program – just like the variety of gemstones out there. This program can be taken On Campus, via Distance Education or through a blended / accelerated program.



### Graduate Pearls

The Graduate Pearls program will teach you about the beautiful world of cultured and natural pearls via Distance Education.

## CERTIFICATE COURSE - JEWELRY MANUFACTURING ARTS



### Jewelry Design

Hand illustrations of custom jewelry pieces are timeless, and so is this On Campus course where you'll explore this craft.

## PROFESSIONAL DEVELOPMENT



### Applied Jewelry Professional™

The AJP® program provides fundamental education for professionals in the gem and jewelry industry. Learn and explore online via Distance Education.



DIPLOMA PROGRAM

# Graduate Gemologist®

GIA Graduate Gemologists often choose these careers:

- 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
- Wholesaler

## The Professional Credential That Opens Doors in the Gem and Jewelry Industry

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 synthetic gemstones; and using the GIA Colored Stone Grading System to determine gemstone quality. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, lab manuals and printed course materials.

### 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, 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



Gem courtesy: Ramiro Rivero & Metals del Oriente S.R.L.  
Crystal courtesy: Michael Evans.

Registration No. 360472.  
It is a matter of discretion for individual employers to recognize any qualification to which this course may lead.

Left - Diamonds in many shapes and sizes. / Right - GIA DLScope Professional with rough and polished amethyst.

# How to Earn Your Graduate Gemologist® Diploma

## Distance Education

Earn the Graduate Gemologist® diploma by taking five correspondence courses and three lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. 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. We strongly recommend taking the Gem Identification Lab Class prior to the Gem Identification course to give you a strong foundation in the use of gemological instruments for required gem testing.

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.

For information on Distance Education eLearning courses taught in English, visit [GIA.edu](http://GIA.edu)

### RECOMMENDED SEQUENCE\*

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

\*In addition to required prerequisites

### DISTANCE EDUCATION COURSES

Course Number	Course Title	Max Completion Time
GEM 130	Diamond Essentials	3 months
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months
GEM 120	Colored Stone Essentials	3 months
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	24 months

### LAB CLASSES

Class Number	Class Title	Class Duration
GEM 230L	Diamond Grading Lab	5 days or 12 nights (35 clock hours)
GEM 220L	Colored Stone Grading Lab	3 days or 7 nights (21 clock hours)
GEM 240L	Gem Identification Lab	5 days or 12 nights (35 clock hours)

### SCHEDULES

Please see the schedule on page 41 for specific dates.

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### 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)

### SCHEDULES

Please see the schedule on page 41 for specific dates.

## Blended / Accelerated

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 DETAILS

Course Numbers	Course Title	Course Duration
GEM 2200B	Graduate Diamonds	72 Hours
GEM 2300B	Graduate Colored Stones	175 hours



DIPLOMA PROGRAM

# Graduate Diamonds

GIA Graduate Diamonds graduates often choose these careers:

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

## The Tremendous, Treasured and Timeless Diamond

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, synthetic 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. When studying on campus, you will receive tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

### 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 diamond synthetics, treatments and simulants
- Recognize when advanced testing is required

### WHAT YOU EARN

GIA Graduate Diamonds Diploma



Left - Students develop an eye for examining diamonds.  
/ Right - Rough and polished diamonds.

# How to Earn Your Graduate Diamonds Diploma

## Distance Education

Earn the Graduate Diamonds diploma by taking two correspondence courses and one lab class. GIA's Hong Kong campus offers correspondence courses in Chinese. 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.

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.

For information on Distance Education eLearning courses taught in English, visit [GIA.edu](http://GIA.edu)

### RECOMMENDED SEQUENCE\*

- GEM 130, GEM 230, GEM 230L

\*In addition to required prerequisites

### DISTANCE EDUCATION COURSES

Course Number	Course Title	Max Completion Time
GEM 130	Diamond Essentials	3 months
GEM 230	Diamonds & Diamond Grading (Prerequisite: GEM 130)	15 months

### LAB CLASS

Class Number	Class Title	Class Duration
GEM 230L	Diamond Grading Lab	5 days or 12 nights (35 clock hours)

### SCHEDULES

Please see the schedule on page 41 for specific dates.

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### 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)

### SCHEDULES

Please see the schedule on page 41 for specific dates.

## Blended / Accelerated

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

### PROGRAM DETAILS

Course Numbers	Course Title	Course Duration
GEM 2200B	Graduate Diamonds	72 Hours



DIPLOMA PROGRAM

# Graduate Colored Stones

GIA Graduate Colored Stones graduates often choose these careers:

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

## Countless Colors, Limitless Possibilities

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 synthetic 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. When studying on campus, you will receive a polariscope, a dichroscope, a handheld spectroscope, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a pinpoint incandescent light source, lab manuals and printed course materials.

### 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



Above - Student using a loupe to examine a gemstone.



# How to Earn Your Graduate Colored Stones Diploma

## Distance Education

Earn the Graduate Colored Stones diploma by taking three correspondence courses and two lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. 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. We strongly recommend taking the Gem Identification Lab Class prior to the Gem Identification course to give you a strong foundation in the use of gemological instruments for required gem testing.

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.

For information on Distance Education eLearning courses taught in English, visit [GIA.edu](http://GIA.edu)

### RECOMMENDED SEQUENCE\*

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

\*In addition to required prerequisites

### DISTANCE EDUCATION COURSES

Course Number	Course Title	Max Completion Time
GEM 120	Colored Stone Essentials	3 months
GEM 220	Colored Stones (Prerequisite: GEM 120)	18 months
GEM 240	Gem Identification (Prerequisite: GEM 120, GEM 220)	24 months

### LAB CLASSES

Class Number	Class Title	Class Duration
GEM 220L	Colored Stone Grading Lab	3 days or 7 nights (21 clock hours)
GEM 240L	Gem Identification Lab	5 days or 12 nights (35 clock hours)

### SCHEDULES

Please see the schedules on page 41 for specific dates.

## On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

### 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 (calendar duration) may vary based on holidays or other scheduled breaks

### SCHEDULES

Please see the schedules starting on page 41 for specific dates.

## Blended / Accelerated

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

### PROGRAM DETAILS

Course Numbers	Course Title	Course Duration
GEM 2300B	Graduate Colored Stones	175 Hours



DIPLOMA PROGRAM

# Graduate Pearls

GIA Graduate Pearls graduates often choose these careers:

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



Above- Pearl Grading lab class.

## Timely Knowledge for Timeless Treasures

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. Students will get hands-on training and practice testing pearls for authenticity and post-harvest treatments. Each student will receive a lab manual and a gem cloth.

### 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

## How to Earn your Graduate Pearl Diploma

### Distance Education

Earn the Graduate Pearl diploma by taking one correspondence course and one lab class. GIA's Hong Kong campus offers correspondence courses in Chinese.

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.

For information on Distance Education eLearning courses taught in English, visit [GIA.edu](http://GIA.edu)

### RECOMMENDED SEQUENCE

- GEM 149, GEM 149L

#### DISTANCE EDUCATION COURSE

Course Number	Course Title	Maximum Completion Time
GEM 149	Pearls	6 months

#### LAB CLASS

Class Number	Class Title	Class Duration
GEM 149L	Pearl Grading Lab	1 day or 2 nights (7 clock hours)

### SCHEDULES

Please see the schedule on page 41 for specific dates.



CERTIFICATE COURSE

# Jewelry Design

GIA Jewelry Design graduates often choose these careers:

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

## Illustrate Your Way to a Successful Future

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. You will receive a design toolkit, which contains a variety of paints, pencils, brushes, templates, vellum, other art tools and printed course materials.

### 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



Above - Students hand-illustrating faceted gemstones

## How to Earn Your Jewelry Design Certificate

### On Campus

Studying at a GIA campus is an immersive and unforgettable experience where you'll learn from instructors and meet future friends and business associates.

PROGRAM DETAILS	
Program Number	JMA 370
Program Title	Jewelry Design
Clock Hours/Instructional Weeks	270 clock hours / 9 instructional weeks
Program Length (Calendar duration)	9+ calendar weeks (program length may vary based on holidays and other scheduled breaks)

### SCHEDULES

Please see the class schedule on page 41 or specific dates.



PROFESSIONAL DEVELOPMENT PROGRAM

# Applied Jewelry Professional™

GIA Applied Jewelry Professional program provides fundamental education for professionals in careers like these:

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



Above - The Applied Jewelry Professional program will help you turn browsers into buyers.

## The Front Line of the Jewelry Industry

The Applied Jewelry Professional™ (AJP®) 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, synthetic 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

## How to Complete the Applied Jewelry Professional Program

### Distance Education

Earn the Applied Jewelry Professional diploma by taking three correspondence courses. GIA's Hong Kong campus offers correspondence courses in Chinese.

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.

For information on Distance Education eLearning courses taught in English, visit [GIA.edu](http://GIA.edu)

#### DISTANCE EDUCATION COURSES

Course Number	Course Title	Maximum Completion Time
GEM 110	Jewelry Essentials	3 months
GEM 120	Colored Stone Essentials	3 months
GEM 130	Diamond Essentials	3 months

**GEM 110 JEWELRY ESSENTIALS**

*Required for: Applied Jewelry Professional™ Credential*

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 lessons:** 6

**What you earn:** Jewelry Essentials Certificate

**GEM 120 COLORED STONE ESSENTIALS**

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

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 lessons:** 8

**What you earn:** Colored Stone Essentials Certificate

**GEM 130 DIAMOND ESSENTIALS**

*Required for: Graduate Gemologist, Graduate Diamonds and Applied Jewelry Professional™ Credential*

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 lessons:** 7

**What you earn:** Diamond Essentials 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, synthetics and simulants; 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.

**Self-paced; maximum completion time:** 15 months

**Number of lessons:** 20

**What you earn:** Diamonds & Diamond Grading 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 is meant to provide 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.

**Self-paced; maximum completion time:** 18 months

**Number of lessons:** 27

**What you earn:** Colored Stones Certificate

**GEM 240 GEM IDENTIFICATION**

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

Practice identifying more than 60 species of gemstones, distinguishing natural gems from synthetics 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. You will also receive the *Gem Identification Lab Manual*. The final practical exam is open book and proctored.

We strongly recommend taking the Gem Identification Lab Class prior to this course to give you a strong foundation in the use of gemological equipment for required gem testing.

Prior to registering, students must confirm their access to required equipment and discuss course details with their primary instructor.

To register for this course, you must have access to:

- Gem tweezers (non-locking)
- Daylight-equivalent light source (5500k - 6500k)
- Pinpoint incandescent light source
- Monochromatic 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)
- Polariscope
- Spectroscope

This equipment is not included with the course. If you do not have access to this equipment, you may purchase the Gem Identification Student Package at [store.GIA.edu](http://store.GIA.edu) or directly through GIA Hong Kong. As an alternative, you can complete your assignments in a fully equipped GIA Student Workroom.

**Maximum completion time:** 24 months

**Number of lessons:** 44 (19 written and 25 practical)

**What you earn:** Gem Identification Certificate

**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 lessons:** 8

**What you earn:** Pearls Certificate

# Lab Class Descriptions

## 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. You will receive a lab manual, a gem cloth, 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. Tools used include a microscope, a refractometer with polarizing filter and a removable magnifying eyepiece, refractive index (RI) liquid, a polariscope with an optic figure sphere, a dichroscope, a table model prism spectroscope, a handheld spectroscope and a loupe. Students use these instruments to practice identifying natural gemstones, imitations, assembled stones and synthetics. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (Be sure to read the Student Notification of Classroom Chemical Usage on page 25.) Students must pass an instrumentation exam to complete the class successfully. You will receive a lab manual, a gem cloth, 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. You will receive a gem cloth and a lab manual.

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

**What you earn:** Letter of Completion

## 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. You will receive 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

# 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.

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 Proficiency Requirements)

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

### 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. 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 termination from the program. 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 a prior felony conviction, for example, may be a safety concern, or could prevent the applicant from successfully securing employment within the industry, or from 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: [imm.gov.hk/eng](http://imm.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: [imm.gov.hk/hkt/services/visas/study.html](http://imm.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.

## English 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.

- TOEFL® (Test of English as a Foreign Language)\*  
Achieve a minimum score of 61 on the Internet-based next generation TOEFL or 500 on the paper-based TOEFL test. The Institutional TOEFL (ITP) test does not meet GIA's requirements. [ets.org/toefl](http://ets.org/toefl)
- IELTS™ (International Language Testing System)\*  
Achieve a minimum score of 6.0 on the Academic IELTS test. [ielts.org](http://ielts.org)
- iTEP (International Test of English Proficiency)\*  
Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [ITEPexam.com](http://ITEPexam.com)
- PTE (Pearson Test of English)\*  
Achieve a minimum score of 43 on the PTE Academic test. [pearsonpte.com](http://pearsonpte.com)
- Cambridge English Exams  
Earn an overall Cambridge English Scale score of 173 or higher on the First (FCE), Advanced (CAE) or Proficiency (CPE) [cambridgeenglish.org/exams/first](http://cambridgeenglish.org/exams/first)
- 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](http://els.edu)
- English as the medium of instruction:
  - If you graduated from a school in a country where English is the official language: Submit documentation of your graduation as explained under admission requirements, under point 2.
  - If you graduated from a school in a country where English is not the official language: Submit a 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 a combined total of at least three years of English medium instruction and documentation evidencing that you have successfully completed a minimum of three years at a school where English was the medium of instruction. Submitted documentation must be 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.

# Admissions Policies and Procedures (cont.)

## How to Apply and Related Deadlines

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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](http://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](mailto:giahongkong@gia.edu)  
F: +852 2334 0567

Your admission is not confirmed until GIA has received all of your required documents, payment, and you have received official written 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](http://GIA.edu)

To apply for Distance Education (eLearning) classes taught in English, visit [GIA.edu](http://GIA.edu) for more information.

## Scholarships

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GIA-administered scholarships are available for On Campus and Distance Education (eLearning and lab class) students worldwide. Available scholarships vary per program, campus, citizenship, and residency.

Scholarships are available for On Campus and Accelerated programs offered at the Hong Kong campus. Applicants cannot be a U.S. citizen or U.S. permanent resident. Applicants will be considered for all available scholarships for the program they indicate on their application. Applications must be submitted online during the following application periods:

- Apply between August 1 and September 30 for a scholarship to be used for new enrollments that start the following year.
- Apply between February 1 and March 31 for a scholarship to be used for new enrollments starting the current year.

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

Additional details on eligibility, how to apply, and required documents are available at [GIA.edu/scholarships](http://GIA.edu/scholarships)

## Nondiscrimination Policy

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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 origin, ethnicity, religion, gender, age, disability, medical condition, creed, pregnancy or parental status, marital status, sexual orientation, veteran status, gender identity, caste, union membership, political affiliation, physical appearance, HIV status, or any other classification protected by applicable local, state or federal laws. All students have the rights and privileges to participate in programs and activities generally accorded to or made available to all students of the school.

## Retaliation

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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.

## Applicant Screening

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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.

## Student Identity Verification

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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
- Class attendance recorded and monitored by instructor
- Proctored examinations where a qualified proctor approved by GIA must verify the identity of the student taking the exam

# Admissions Policies and Procedures (cont.)

## 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.

## 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 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 school director for more information.

# Facilities and Equipment

## Facilities

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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.

## Classroom Equipment

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### Colored Stone Grading Lab Class

Each student workstation includes either a binocular microscope or daylight equivalent light source, tweezers and a 10x loupe. Each student keeps a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

### Diamond Grading Lab Class

Classrooms contain a GIA DiamondDock™ and a UV lamp and viewing cabinet. Each student workstation has a binocular microscope, a loupe, tweezers, an LED light, a calculator and a diamond grading tray. Each student keeps 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.

### Gem Identification Lab Class

Classrooms contain an electronic balance with hydrostatic unit, a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and 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. Each student keeps a lab manual, a gem cloth, a color grading card and a pinpoint incandescent light source.

### Graduate Colored Stones

Classrooms contain an electronic balance with hydrostatic unit, a UV lamp and 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, diffuser plate, and utility lamp. Each On Campus student keeps a polariscope, an optic figure sphere, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, tweezers, a gem cloth, a lab manual and printed course materials.

### Graduate Diamonds

Classrooms contain a GIA DiamondDock™ and a UV lamp and viewing cabinet. Each student workstation has a binocular microscope. Each On Campus student keeps tweezers, a 10x loupe, a pointer probe, plotting pens, a gem cloth, a table gauge, a crown angle card, a color grading card, a lab manual and printed course materials.

### Graduate Gemologist

See Graduate Diamonds and Graduate Colored Stones.

### Pearl Grading Lab Class

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. Each student keeps a gem cloth and a lab manual.

### Jewelry Design

Student workstations are equipped with a drafting board. Students keep their design toolkit, which contains a variety of paints, pencils, brushes, templates, papers and vellum, other art tools and printed course materials.

### Student Workroom

Student Workrooms contain an electronic balance with hydrostatic scale, table model prism spectroscope, a color filter, a fiber optic light, a UV lamp and viewing cabinet, a utility lamp and a loupe. Each student workstation has a binocular microscope with an overhead light source, a handheld diffraction grating spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece, diffuser plate, refractive index (RI) liquid, an optic figure sphere, a polariscope, a pinpoint incandescent light source and tweezers.

# Student Services

## Career Services

The GIA campus in Hong Kong helps connect students to potential employers with local job postings on its website at [GIAhongkong.com](http://GIAhongkong.com)

In addition, 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](http://GIA.edu/gem-job)

## GIA Alumni Association

Did you know that 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 Alumni Association which is more than 130,000 members strong, with more than 70 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](mailto: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](http://GIA.edu/gia-alumni) to manage your alumni membership, sign up for alumni communications, find GIA alumni and catch up on alumni news; check out the alumni global events and a complete listing of the GIA Alumni Chapters worldwide.

For more information on the Hong Kong Alumni chapter, contact [admin@giaaahk.com](mailto:admin@giaaahk.com) or call +852 3166 7044 or fax+852 2334 0567.

## 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.

## 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](mailto:library@gia.edu), or +1 800 421 7250 ext 4046 or +1 760 603 4046.

The library section of the GIA website, [GIA.edu/library](http://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/qialibrary](http://archive.org/details/qialibrary)

# Student Life and Related Policies

This section describes the life of a student at the Hong Kong campus and 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

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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 at 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

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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.

## Dress Code

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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.

## Visitors on Campus

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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

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Pets are prohibited at all times, including all facilities.

## Commercial Activities

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

# Student Life and Related 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.

## Typhoon and Storming Arrangement

When Typhoon Signal No.8 or above or a Black Storming Signal is hoisted, no class will 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 cancelled.
- When Typhoon Signal No.8 or a Black Storming Signal is off after 1:00 p.m., the night class will be cancelled.

## 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. Students who carry personal safety devices like pepper spray must inform GIA and keep them out of sight while on campus.

## 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/are occurring. Please see Student Privacy Notice at [GIA.edu/privacy-notice](http://GIA.edu/privacy-notice) for complete disclosure.

## 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](http://GIA.edu)

## 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.

## 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, visit [GIA.edu/hong-kong-student-housing](http://GIA.edu/hong-kong-student-housing)

## Food and Beverage

Students have several choices for snack and lunch needs that can be purchased off campus from a variety of nearby locations.

Eating is not permitted in GIA classrooms. However, beverages in closed containers are allowed.

# Student Life and Related Policies (cont.)

## Student Privacy Notice

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Gemological Institute of America, Inc. ("GIA," "we," or "our") values the privacy of applicants, students and alumni of its on-campus and Distance Education programs ("you" and "your"). This Student Privacy Notice ("Notice") describes GIA's policies and practices regarding its collection, use and handling of your Personal Data, and sets forth your privacy rights. Personal Data is defined as information relating to an identified or identifiable individual. We recognize that valuing your privacy is an ongoing responsibility, and so we may from time to time update this Notice as we adopt new privacy policies or undertake new Personal Data practices.

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

### Student Personal Data Collection, Use and Processing

GIA collects and uses Personal Data about you for a lawful purpose(s) in accordance with applicable data protection laws. This means that, where law requires a legal basis for our collection and use of Personal Data, we collect and use Personal Data only for one of the following legal basis: consent; contract performance; legal obligation; protect vital interests; public interest; and for legitimate interests pursued by GIA or by a third party, except where such legitimate interests are overridden by your interests or fundamental rights and freedoms.

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](http://GIA.edu/privacy-notice#student-privacy-notice), including to facilitate your experience with GIA and provide you with educational courses, programs and related services. We may share your Personal Data with our GIA Affiliated Entities at [GIA.edu/affiliated-entities](http://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 courses, programs and related services you request.

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

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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.

Please refer to the Notification of Rights under the Family Educational Rights and Privacy Act ("FERPA") at [GIA.edu/privacy-notice#ferpa-notice](http://GIA.edu/privacy-notice#ferpa-notice) for more information. If you would like to request directory information, submit the Education Verification Request form found at [GIA.edu/doc/GIA\\_Education\\_Verification\\_Request.pdf](http://GIA.edu/doc/GIA_Education_Verification_Request.pdf) to the education records department at [records@gia.edu](mailto:records@gia.edu)

## Complaint Policy and Procedure

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### 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](mailto: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 school director 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](mailto: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, the person may report a concern confidentially through GIA's Concern Reporting system at [GIAwis.ethicspoint.com](http://GIAwis.ethicspoint.com)

# 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

Grading System	Final Transcript Grade
75% and above and must meet the graduation requirements	P (Pass)
74% or less and failure to meet the graduation requirements	NP (No Pass)
A grade of Incomplete (INC) 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).	INC (Incomplete)
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.	SWD (Student Withdrawal)

## 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.

## Attendance at Orientation

On Campus and 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 laboratory time. Classes begin promptly at their scheduled starting times. A student may not leave the classroom without advising the instructor, other than at regularly scheduled break times. Attendance is taken in the morning and after each break. Students who are not in the classroom at that time are marked tardy or absent.

- Absence is defined as being out of class for more than one hour during the daily scheduled class hours, without the instructor's permission, except during scheduled breaks.
- 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. There are a limited number of excused absences and tardies as described in the Maximum Allowable Tardies and Absences table.

### 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. 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.

## Maximum Allowable Tardies and Absences

Program, Course or Class	Tardies	Absences
Graduate Diamonds program	5	3
Graduate Colored Stones program	15	5
Graduate Gemologist	20*	8*
Jewelry Design course	5	3
Lab Class (1 day 7 hours)	N/A	Cannot miss any hours
Lab Class (3-7 days or 21 hours)	N/A	Cannot miss any portion of the first seven hours. 2 hours maximum.
Lab Class (5-12 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.

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

# Academic Policies and Procedures (cont.)

## 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. Exceptions may be granted for safety or ergonomic considerations, only if approved through the instructor. If they are 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 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.

## 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 Policies section. 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, quizzes, homework or examinations
- Taking a proctored exam without the supervision of an approved proctor
- Using unauthorized electronic devices
- Getting unauthorized help on assigned projects
- 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 and any other academically sensitive materials is strictly prohibited without instructor permission

## Testing Policies

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.

- 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 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 considered academic dishonesty and 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 out-of-sight. Use of such devices in the classroom and during testing is strictly prohibited unless otherwise approved by your instructor.
- 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](mailto: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 on the third attempt, regardless of their course end date, receive a final grade of NP (No Pass) on their official transcript. To continue, Distance Education students are required to re-enroll, paying 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 additional practical work prior to attempting the exam again.

Distance Education students who do not achieve a passing grade on the 10<sup>th</sup> examination attempt, regardless of their course end date, receive a final grade of NP on their official transcript. To continue, Distance Education students are required to re-enroll, pay full tuition and fees, and complete all course assignments within the allowed completion time.

## 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 (timebased) measures at the midpoint of the program. 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.

For example, a student who attends 360 of 390 scheduled clock hours has a completion ratio of 92.3%, calculated by dividing 360 by 390 clock hours.

- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length. Students who exceed the maximum timeframe of 150% will be dismissed. For example, a student must complete a 28-week program within 42 weeks from their start date.

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

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 GID Course GEM240 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).

## 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.

# Academic Policies and Procedures (cont.)

## Extended Lab

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

## 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.

## Academic Advising and Probation

Students who do not meet academic, attendance or behavior standards may be placed on an academic advising or 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.

## Leave of Absence

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.

# Academic Policies and Procedures (cont.)

## Appeals and Readmission Following Dismissal

Students who are dismissed receive a written statement of the reason for their dismissal and any readmissions 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 the 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 course or 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.

## 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 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 jewelry, diamond or colored stone is found at a later date, the amount will be refunded to the student.

Students do not have the option of replacing lost jewelry, diamonds or colored stones and must pay the replacement fee determined by GIA.

# 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 financial obligations are met.

### Graduation Requirements – On Campus Programs

Programs	Minimum Requirement	Maximum Number of Attempts Allowed
<b>Graduate Diamonds Diploma*</b>		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Diamond Essential Exam	75% score	3
Diamonds & Diamond Grading Final Exam	75% score	3
Diamond Grading 5-Stone Practical Exam	75% score	3
<b>Graduate Colored Stones Diploma*</b>		
Course Assignments	100% completed	–
Stone Worksheets	100% completed	–
Colored Stones Essentials Exam	75% score	3
Colored Stones Final Exam	75% score	3
Gem Identification 20-Stone Practical Exam	100% score	5
<b>Jewelry Design Certificate</b>		
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 Final	Pass each	2
Written Exam	75% score	3
Final Design Exhibition	Participation required, including all required components	1

\*Graduate Gemologist Program: Graduation requirements include the combined requirements for the Graduate Diamonds and Graduate Colored Stones Programs.

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

# Academic Policies and Procedures (cont.)

## Graduation Requirements – Distance Education and Blended / Accelerated Gemology

Programs	Minimum Requirement	Maximum Number of Attempts Allowed
<b>Graduate Diamonds Diploma*</b>		
Course Assignments	100% completed	-
Diamond Essentials Written Final Exam	75% score	3
Diamond Grading Lab Class 2-Stone Practical Exam	75% score	5**
Diamonds & Diamond Grading Written Final Exam	75% score	3
<b>Graduate Colored Stones Diploma*</b>		
Course Assignments	100% completed	-
Stone Worksheets	100% completed	-
Colored Stones Essentials Written Final Exam	75% score	3
Colored Stones Written 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***
<b>Graduate Pearls Diploma</b>		
Pearls Written Final Exam	75% score	3
Pearl Grading Lab Class 2-Stone Assessment	75% score	1
<b>Applied Jewelry Professional Diploma™</b>		
Diamond Essentials Final Exam	75% score	3
Colored Stone Essentials Final Exam	75% score	3
Jewelry Essentials Final Exam	75% score	3

\* Graduate Gemologist Program: Graduation requirements include the combined requirements for the Graduate Diamonds and Graduate Colored Stones Programs.

\*\* 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 38).

\*\*\* 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 38). Exam attempts must be taken within the course completion time.

## Completion Requirements - Lab Classes

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

\* One attempt is taken during the class. Additional exam attempts are taken in a Student Workroom. 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 38).

# 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 personal data protection policy that may be found on our website at [GIA.edu/privacy-notice](https://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](https://my.GIA.edu). Students who enrolled prior to 2013 should contact education records at [records@gia.edu](mailto:records@gia.edu) to order a transcript.

### Diploma/Transcript Holds

Please note that diplomas will be presented or mailed 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 transcript 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](mailto: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

## 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 acknowledgement 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), Applied Jewelry Professional™ (AJP®), 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 Pearl 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.

# Academic Policies and Procedures (cont.)

## 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](mailto:guidelines@gia.edu)

## 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](http://GIA.edu/gia-alumni) for more information.

## Copyright Infringement

Students are reminded that they must comply with federal copyright laws. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject a student to civil and criminal prosecution, in addition to disciplinary action by GIA, up to and including dismissal. GIA's complete copyright infringement policy is available at [GIA.edu/copyright-infringement](http://GIA.edu/copyright-infringement)

# 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 please contact GIA Hong Kong admissions at +852 3166 7001 or email [giahongkong@gia.edu](mailto: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](mailto: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 a 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 less application fee 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 cancelled 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 Refund

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% of the required assignments	100% of tuition	No refund

### Sample Distance Education Refund

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.

# Tuition and Fees Schedule of Student Charges

Total charges are valid for programs, courses, and classes taking place in Hong Kong from January 1, 2019 through December 31, 2019, and are subject to change.

## On Campus - Gemology and Jewelry Manufacturing

Program Number	Program Title	Tuition	Fees	Total Charges*
GEM 2500	Graduate Gemologist	135,000	9,500 (Books) 11,500 (Materials)	156,000
GEM 2200	Graduate Diamonds	54,500	3,000 (Books) 500 (Materials)	58,000
GEM 2300	Graduate Colored Stones	80,500	6,500 (Books) 11,000 (Materials)	98,000
JMA 370	Jewelry Design	35,200	800 (Books) 2,000 (Materials)	38,000

## Blended / Accelerated Programs - Gemology

Program Number	Program Title	Tuition	Fees	Total Charges*
GEM 2200B	Graduate Diamonds	42,500	3,000 (Books) 500 (Materials)	46,000
GEM 2300B	Graduate Colored Stones	71,500	6,500 (Books) 7,000 (Materials)	85,000

## Lab Class - Gemology

Class Number	Class Title	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

Amounts shown are in Hong Kong Dollar

\* Total charges include tuition, books and materials. Books and materials are required.  
Total Charges due on or before the first day of class.

# Tuition and Fees Schedule of Student Charges (cont.)

Total charges are valid for programs, courses, and classes taking place in Hong Kong from January 1, 2019 through December 31, 2019, and are subject to change.

## Distance Education (Correspondence in Chinese)

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

Amounts shown are in Hong Kong Dollar

\*Total charges due on or before the start date include tuition and books

### Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Shipping and handling fees
- Fees for remedial work
- Fees for lost or damaged equipment, precious metals and stones
- Students are responsible for any wire transfer fees that they incur
- All required instruments are provided to On Campus students, excluding purchase of replacement or additional refractive index (RI) liquid 1.81
- Required equipment for Distance Education students enrolled in the GEM 240 Gem Identification course. See next column for a listing of the required equipment

### Additional Student Fees May Include:

- 500 HKD half day or 1,000 HKD full day for the use of Student Workroom
- 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 for each transcript

## Distance Education Students

### Gem Identification 240

To complete this course, you must have access to the following equipment which is not included with the course materials:

- Gem tweezers (non-locking)
- Daylight-equivalent light source
- 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)
- Polaroscope
- Spectroscope

Students who do not have access to this equipment may purchase a Gem Identification Instruments Student Package through [store.GIA.edu](http://store.GIA.edu) for an estimated total retail price of \$2,500.00 plus shipping, handling, and applicable tax.

Students may also purchase this equipment through GIA Hong Kong. Please contact us at +852 3166 7001 or [giahongkong@gia.edu](mailto:giahongkong@gia.edu) for more information. As an alternative, students can complete your assignments in a fully equipped GIA Student Workroom.

# Tuition and Fees Schedule of Student Charges (cont.)

## Payment Methods / Student Accounts

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

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](mailto:giahongkong@gia.edu)

Please note the following information regarding payment methods:

- **DIRECT DEPOSIT:** Deposit directly to HSBC bank under GIA's account. Please contact us for details.
- **WIRE TRANSFER:** Wire transfers are accepted with fax and mail enrollments. Please contact us for details. Students are responsible for any wire transfer fees.
- **CHECK:** Cashier's or personal check made payable to GIA Hong Kong Ltd.; drawn on a Hong Kong bank only.
- **CHECK:** In-person payment only

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

## 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 full name, country of residence, and copy of valid government-issued photo ID or passport at the time of payment. If a student's employer is paying any part of a student's tuition and fees, the student or employer will be required to provide the full company name and address or other identifying information of the student's employer at GIA's request.



*Cut gem courtesy: Glenn Preus  
Rough crystal courtesy: Neal Litman Company*

# School Calendar and Hours of Operation

## Hours of Operation

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

The campus is closed on weekends and holidays, unless specifically noted otherwise. Only students enrolled in classes with evening hours, or who have special permission, may be in the building during these hours. 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. Students should expect to spend several hours each day outside of class on homework and other assigned projects.

## 2019 Scheduled Hong Kong Campus Closures

Closure Date	Holiday
January 1 (Tuesday)	The first day of January
February 5 (Tuesday)	Lunar New Year's Day
February 6 (Wednesday)	The second day of Lunar New Year
February 7 (Thursday)	The third day of Lunar New Year
April 5 (Friday)	Ching Ming Festival
April 19 (Friday)	Good Friday
April 20 (Saturday)	The day following Good Friday
April 22 (Monday)	Easter Monday
May 1 (Wednesday)	Labour Day
May 13 (Monday)	The Day after Buddha's Birthday
June 7 (Friday)	Tuen Ng Festival
July 1 (Monday)	Hong Kong Special Administrative Region Establishment Day
September 14 (Saturday)	The day following the Chinese Mid - Autumn Festival
October 1 (Tuesday)	National Day
October 7 (Monday)	Chung Yeung Festival
December 25 (Wednesday)	Christmas Day
December 26 (Thursday)	The day after Christmas

## Classroom Hours

Class schedules for the Hong Kong campus are listed on page 41; see [GIA.edu](http://GIA.edu) for the most current class schedules. Classroom hours are listed here.

Program, Course, Class	Standard Classroom Hours*
On Campus Programs**	9:30 a.m. to 4:30 p.m.
Blended/Accelerated Programs (Morning)***	9:30 a.m. to 12:30 p.m.
Blended/Accelerated Programs (Afternoon)***	1:30 p.m. to 4:30 p.m.
Blended/Accelerated Programs (Night)***	6:45 p.m. to 9:45 p.m.
Gemology Lab Classes (Day)	9:30 a.m. to 5:30 p.m.
Gemology Lab Classes (Night)	6:45 p.m. to 9:45 p.m.
Pearl Grading Lab Classes (Day)	9:30 a.m. to 5:30 p.m.
Pearl Grading Lab Classes (Night)	6:30 p.m. to 10:00 p.m.

\* These are standard classroom hours. Hours may vary for some classes. Please contact the campus for more information.

\*\* Orientation is scheduled for 9:30 a.m. to 12:00 p.m. On Campus programs will be extended to 5:30 p.m. to accommodate for GIA-observed holidays or special events.

\*\*\* Orientation is scheduled for the same hours.

Contact us at [giahongkong@gia.edu](mailto:giahongkong@gia.edu) for more information.

# 2019 Hong Kong Class Schedule

All classes are held at GIA's Hong Kong location at 3rd Floor, New World Tower II, 16-18 Queen's Road Central, Hong Kong. The start date shown for On Campus courses and programs is the mandatory orientation date. GIA reserves the right to reschedule or cancel classes.

## ON CAMPUS PROGRAMS

### GEMOLOGY

#### **GEM 2500 Graduate Gemologist®**

May 23-Dec 20  
Oct 17-Jun 12, 2020

#### **GEM 2200 Graduate Diamonds**

Jan 3-Mar 8  
May 23-Jul 19\*  
Oct 17-Dec 13\*

#### **GEM 2300 Graduate Colored Stones**

Jan 10-Jun 21  
Jul 18-Dec 20\*

### JEWELRY MANUFACTURING ARTS

#### **JMA 370 Jewelry Design**

Mar 7-May 17  
Jul 25-Oct 4 (Cantonese)

## LAB CLASSES

### GEMOLOGY

#### **GEM 220L Colored Stone Grading**

Sep 2-4

#### **GEM 230L Diamond Grading**

Feb 18-22  
Apr 1-30 (Cantonese) (N) M, Tu, Th  
Apr 22-26 (Mandarin)  
Sep 23-27  
Oct 21-25 (Mandarin)  
Nov 4-28 (Cantonese) (N) M, Tu, Th

#### **GEM 240L Gem Identification**

Sep 9-13

#### **GEM 149L Pearl Grading**

Apr 10 and 12 (Cantonese) (N) W, F  
Jun 24  
Jul 24 and 26 (Cantonese) (N) W, F

## STUDENT WORKROOM

Student workroom is available on a first-come, first-served basis.

Please contact us at +852 3166 7001 or [giahongkong@gia.edu](mailto: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.

## CLASS DURATION AND HOURS

Class schedules may vary depending on holidays, breaks or other events; please review the schedule carefully and plan accordingly.

Classroom hours are listed on page 40.

## ACCELERATED PROGRAMS

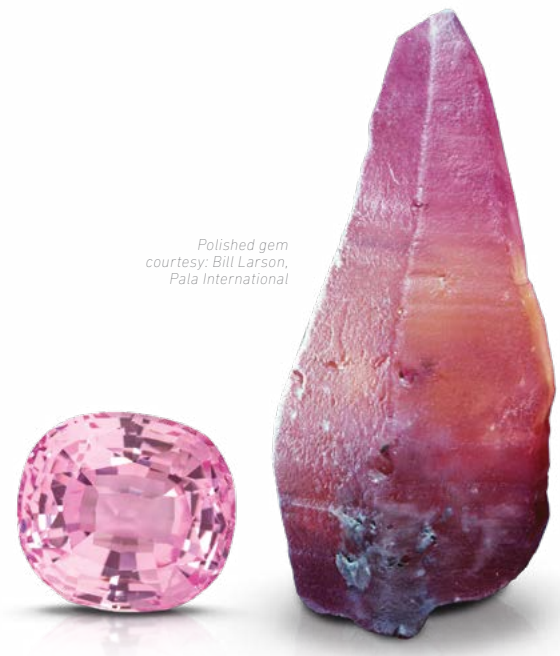
### GEMOLOGY

#### **GEM 2200B Graduate Diamonds**

Jan 3-Mar 19 (Cantonese) (N) M, Tu, Th  
Mar 7-May 16 (Cantonese) (N) M, Tu, Th  
May 6-Jul 9 (Cantonese) (N) M, Tu, Th  
May 17-Aug 23 (Cantonese) M, F  
May 21-Aug 20 (Cantonese) T, Th  
Jul 2-Aug 29 (N) M, Tu, Th  
Aug 5-Oct 17 (Cantonese) (N) M, Tu, Th  
Oct 8-Dec 5 (Cantonese) (N) M, Tu, Th

#### **GEM 2300B Graduate Colored Stones**

Jan 3-Jun 27 (Cantonese) (N) M, Tu, Th  
Jul 4-Dec 12 (Cantonese) (N) M, Tu, Th



Polished gem courtesy: Bill Larson, Pala International

(N) = Nighttime

**Class Duration:** Please note class schedules may vary depending on holidays and breaks; please review the schedule carefully and plan accordingly.

# Governance and Executive Management

## Board of Governors

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Chair  
Dione D Kenyon  
Retired Financial Services Executive  
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani  
Chief Executive Officer and Managing Director  
Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.  
Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University

Karen Evans  
National Director, US Cyber Challenge and Partner  
KT&T Partners, LLC

Thomas H. Insley  
Chief Financial Officer  
Intrepid Therapeutics, Inc.

Susan M. Jacques  
President and Chief Executive Officer  
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  
Senior Vice President and Chief Financial Officer  
GSN Games

Lawrence Ma  
CEO, Lee Heng Diamond Group and Founding President  
Diamond Federation of Hong Kong

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer  
GIA

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

Elliot Tannenbaum  
Senior Principal  
Leo Schachter Diamond Group

John W. Valley, Ph.D.  
Charles R. Van Hise Professor  
Department of Geoscience  
University of Wisconsin

Thomas T. Yang  
Managing Director and Partner  
PrimeGenesis

Glenn R. Nord  
Past President and Governor Emeritus

Ralph Destino  
Chairman Emeritus

## Executive Management

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Susan M. Jacques  
President and Chief Executive Officer

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer

Kathryn Kimmel  
Senior Vice President and Chief Marketing Officer

Anna Martin  
Senior Vice President of Global Development

David J. Tearle  
Senior Vice President and Chief Financial Officer

Elizabeth Keating  
Vice President and Chief Ethics and Compliance Officer

Jennifer Wilson  
Senior Vice President and General Counsel

Pritesh Patel  
Senior Vice President and Chief Operating Officer

Duncan Pay  
Vice President of Education and Chief Academic Officer

John King  
Chief Quality Officer

John T. Hall  
Vice President of Global IT Infrastructure Services

Lisa Biggs  
Vice President and Corporate Controller

Lucy Xia  
Vice President of Global Laboratory Planning

Matt Hall  
Vice President of Regional Lab Operations, Europe, Middle East and Africa

Nirupa Bhatt  
Managing Director for India and Middle East

Phillip M. Yantzer  
Vice President of Laboratory Services

Seung-Hae Moon  
Managing Director for Asia Pacific

Sriram Natarajan  
Vice President of Operations, India Laboratory

Susan M. Schindelar  
Vice President of Global Marketing

Wuyi Wang  
Vice President of Research and Development

Zeeshan Kazmi  
Chief Information Security Officer and Enterprise Architecture

# Education Administration

## Education Management

### **Stella Lee**

Director, Education  
Hong Kong

### **Alan Chiu**

Campus Manager  
Hong Kong

### **Sam Kong**

Senior Director, Global  
Education Leadership

### **Duncan Pay**

Vice President of Education and  
Chief Academic Officer

### **Kate Donovan**

Manager, Global Alumni Relations

### **Kelly Yantzer**

Director, Global Education Standards

### **Kimberly Overlin**

Dean of Students

### **Mitch Spencer**

Senior Manager, Learning Design &  
Development

### **Robert Weldon**

Director, Richard T. Liddicoat  
Gemological Library and Information  
Center

### **Susan Elliott**

Director, Education Resources

### **Susan Johnson**

Director, Education  
Accreditation and Regulatory  
Affairs

### **Vusala Aranjó**

Manager, Global Education  
Accreditation and Regulatory  
Affairs and Title IX Coordinator

### **Wendy Wang**

Director, Student Financial Aid

## Faculty

### **Instructor Qualifications**

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](http://GIA.edu/gem-education/hong-kong#faculty)

All information is correct as of December 2018.

### **Hong Kong Faculty**

Carmen Leung

Jennifer Lam

Stiff Chan

Venus Chan

# 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

### **Barbara A. Sawrey, Ph.D.**

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

### **Amit Dhamani**

Chief Executive Officer and Managing Director  
Dhamani Jewels Group  
United Arab Emirates

### **Barbara Lee Dutrow, Ph.D.**

Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University  
Baton Rouge, LA

### **Dione D Kenyon**

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

### **John W. Valley, Ph.D.**

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

### **Lawrence Ma**

CEO, Lee Heng Diamond Group and  
Founding President  
Diamond Federation of Hong Kong  
Hong Kong

### **Robert Andrew Johnson**

CEO  
Diamond Cellar Holdings, LLC  
Dublin, OH

### **Susan M. Jacques**

President and Chief Executive Officer  
GIA  
Carlsbad, CA

## GIA Program Advisory Committee

### **Alan Bronstein**

Owner, Aurora Gems, Inc.  
New York, NY

### **Alexandra Hart**

Owner, Alexandra Hart  
San Diego, CA

### **Barbara Wasserstrom**

Principal Owner, Barbara Lynne  
Designs  
San Diego, CA

### **Barry S. Block**

President, The Jewelry Judge  
New York, 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

### **Karen Sampieri**

Independent Consultant, KS  
Sampieri Consulting  
New York, NY

### **Malcolm Koll**

Owner, Charles Koll Jewelers  
San Diego, CA

### **Mary Todd McGinnis**

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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



# GIA®

## GIA Locations

### GIA Campus Locations

#### CARLSBAD – MAIN SCHOOL

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nyedu@gia.edu  
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#### BANGKOK

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GIAthai.net

#### HONG KONG

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GIAtaiwan.com.tw

### Additional Educational Locations

#### DUBAI

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Cluster I, Jumeirah Lakes Towers  
P.O. Box 625786  
Dubai, United Arab Emirates  
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#### SURAT

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#### TOKYO

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4-19-9 Taito Taito-ku, Tokyo 110-0016, Japan  
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GIA.edu

### GIA Laboratory and Research Locations

#### LABORATORIES

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

#### REGIONAL BRANCH

Dubai

#### RESEARCH CENTERS

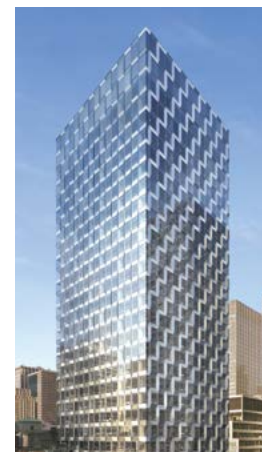
Antwerp	Carlsbad
Bangkok	New York

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GIA®

English

# 2019 年教育目錄

香港分校



2019年1月1日至於12月31日生效

2019年12月17日發佈 版本1.3

香港分校

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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GIAhongkong.com

GIA.edu



# 無論何處

# GIA®

這一刻，在這個世界的某個地方，有人像你一樣正在通過GIA絕佳的教育課程學習技能，擴展才能和向前邁進。有人正在成為一位受過GIA訓練的珠寶專業人士使採購成為難忘的經驗。尚有某處，有人正在依靠GIA客觀和準確的報告書以確定寶石的质量。

超過85年，GIA寶石學一直是全球最具權威的 – 是人們尋求答案的地方。我們的教育、實驗室服務、儀器和研究為全球寶石和珠寶業界確立了專業的標準。在GIA的我們很榮幸你選擇了我們的教育，能為你提供可使你跨越世界的知識和認證，對此感到驕傲。

#### ON THE COVER

Left to right - Top - Earn your GIA credential and find your ideal career. / Bottom - GIA World Headquarters in Carlsbad, California. / Pearl strands. / Diamond Grading lab class. / Center diamond image - © Harry Winston emerald-cut diamond. / Colored gemstones.

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# 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，並以我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知道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惜的夢想需要的知識。我期盼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。



A handwritten signature in black ink that reads "Susan M. Jacques". The signature is fluid and cursive, with a horizontal line underneath the name.

Susan M. Jacques, GIA GG  
總裁兼首席執行官

# GIA是甚麼？

## 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。

## 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 and the International Diamond Grading System™ - 評估鑽石質量全球標準的創造者。

## 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

我們授權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界職業需求的領導者。

### 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。

要了解更多GIA的歷史，請瀏覽 [GIA.edu](http://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通過位於加州 Carlsbad總部提供的網上學習課程是美國 Accrediting Commission of the Distance Education Accrediting Commission（DEAC）認證的。GIA的實習班不屬於DEAC的認證範圍。

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Hong Kong Education Bureau (EDB)  
15/F, Wu Chung House  
213 Queen's Road East  
Wan Chai, Hong Kong  
+852 2891 0088  
[edb.gov.hk](http://edb.gov.hk)  
[edbinfo@edb.gov.hk](mailto:edbinfo@edb.gov.hk)



DEAC  
1101 17<sup>th</sup> Street NW, Ste. 808  
Washington, DC 20036 USA  
+1 202 234 5100

[deac.org](http://deac.org)

---

# 課程和科目

## 文憑課程 – 寶石學

GG

### 研究寶石學家文憑

是一個令人能沉浸在鑽石和有色寶石世界裡的課程獲得知識和實踐技能，幫助開始寶石和珠寶行業的職業生涯，課程可以通過全日制、遙距教育或兼讀形式修讀。

GD

### 鑽石文憑

這個文憑課程讓你從這個文憑課程的鑽石4C創造者學習。全日制、遙距學習或兼讀形式深入探索鑽石的珍美。

GCS

### 有色寶石文憑

這是一個就像各種寶石一樣有著無限可能性的文憑課程。課程可以通過全日制、遙距教育或兼讀形式修讀。

GP

### 珍珠文憑

通過遙距學習珍珠文憑將向你介紹有關養殖和天然珍珠的美麗世界。

## 證書課程 – 珠寶工藝制作

JD

### 珠寶設計

在這個全日制課程裡，你將能利用手繪這個工藝去訂製珠寶作品。

## 專業發展

AJP

### 應用珠寶家文憑

應用珠寶家文憑為寶石和珠寶業的專業人士提供基礎教育。課程科目可通過網上學習認識和探索。



文憑課程

# 研究寶石學家文憑

GIA研究寶石學家畢業生選擇的職業：

- 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

## 專業證書打開了寶石和珠寶行業的大門

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。通過真實的實習班練習，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。所教授的技術包括評估鑽石的比例；分辨天然、經過處理和合成的寶石，並使用GIA有色寶石分級系統以確定寶石的質量。在全日制課程，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。

### 你將會學到

- 透過 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
- 辨別寶石的特徵、類似石和處理方法，並認識到何時需要進階檢測
- 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



Gem courtesy: Ramiro Rivero & Metals del Oriente S.R.L.  
Crystal courtesy: Michael Evans.

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。

Left - Diamonds in many shapes and sizes. / Right - GIA DLScope Professional with rough and polished amethyst.

# 如何獲取你的研究寶石學家文憑

## 遙距課程

要取得研究寶石學家文憑，學生必須修讀5個科目及3個實習班。GIA香港分校提供中文函授科目。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。我們強烈建議學生在修讀寶石鑑定科目之前，必須修讀寶石鑑定實習班，以確保您在使用寶石學儀器測試寶石時有穩固的基礎。

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。

有關以英語授課的遙距網上學習課程的資料，請到 [GIA.edu](http://GIA.edu)

### 建議修讀次序\*

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

- 加上必要的先修科目

### 遙距課程科目

科目編號	科目名稱	最長修讀期限
GEM 130	鑽石入門	3個月
GEM 230	鑽石及鑽石分級 (先修科目: GEM 130)	15個月
GEM 120	有色寶石入門	3個月
GEM 220	有色寶石 (先修科目: GEM 120)	18個月
GEM 240	寶石鑑定 (先修科目: GEM 120, GEM 220)	24個月

### 實習班

實習班編號	課堂名稱	課堂時間
GEM 230L	鑽石分級實習班	5日或 12晚課 (35 時數)
GEM 220L	有色寶石分級實習班	3日或 7晚課 (21 時數)
GEM 240L	寶石鑑定實習班	5日或 12晚課 (35 時數)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 全日制

在GIA校園學習會是一個身歷其境和難以忘懷的體驗，在這裡你將能夠從老師、未來所結識的朋友和商業夥伴中學習。

### 課程細節

課程編號	GEM 2500
課程名稱	研究寶石學家課程
教學時數 / 課程週期	780時數/ 26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)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 兼讀課程

這是混合了函授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。

### 課程細節

科目編號	科目名稱	修讀期限
GEM 2200B	鑽石文憑	72時數
GEM 2300B	有色寶石文憑	175時數



文憑課程

# 鑽石文憑

GIA鑽石文憑畢業生會選擇的職業:

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

## 巨大的、珍貴的和永恆的鑽石

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、合成鑽石和類似石。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。在全日制課程，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。

你將會學到

- 透過 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
- 檢測合成鑽石，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



Left - Students develop an eye for examining diamonds.  
/ Right - Rough and polished diamonds.

# 如何獲取鑽石文憑

## 遙距課程

要獲取鑽石畢業文憑，學生必須修讀2個科目及1個實習班。GIA香港分校提供中文函授科目。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。校方建議學生以下次的修讀次序，以提升課程目標的理解和關鍵概念。

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。

有關以英語授課的遙距網上學習課程的資料，請到 [GIA.edu](http://GIA.edu)

### 建議修讀次序\*

- GEM 130, GEM 230, GEM 230L
- 加上必要的先修科目

### 遙距課程科目

科目編號	科目名稱	最長修讀期限
GEM 130	鑽石入門	3個月
GEM 230	鑽石及鑽石分級 (先修科目: GEM 130)	15個月

### 實習班

實習班編號	課堂名稱	課堂時間
GEM 230L	鑽石分級實習班	5日或12晚課 (35 時數)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 全日制

在GIA校園學習會是一個身歷其境和難以忘懷的體驗，在這裡你將能夠從老師、未來所結識的朋友和商業夥伴中學習。

課程細節	
課程編號	GEM 2200
課程名稱	鑽石文憑課程
教學時數 / 課程週期	210時數/ 7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)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 兼讀課程

這是混合了函授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。

課程細節		
科目編號	科目名稱	修讀期限
GEM 2200B	鑽石文憑	72時數



文憑課程

# 有色寶石文憑

GIA有色寶石文憑畢業生會選擇的職業:

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

## 數之不盡的顏色、無限的可能

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、經過處理的和合成的寶石。 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。 在全日制課程，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。

### 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



Above - Student using a loupe to examine a gemstone.



# 如何獲取有色寶石文憑

## 遙距課程

要獲取有色寶石文憑，學生必須修讀3個科目及2個實習班。GIA香港分校提供中文函授科目。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。校方建議學生以下次的修讀次序，以提升課程目標的理解和關鍵概念。我們強烈建議學生在修讀寶石鑑定科目之前，必須修讀寶石鑑定實習班，以確保您在使用寶石學儀器測試寶石時有穩固的基礎。

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。

有關以英語授課的遙距網上學習課程的資料，請到 [GIA.edu](http://GIA.edu)

### 建議的修讀次序\*

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

\*加上必要的先修科目

### 遙距課程科目

科目編號	科目名稱	最長修讀期限
GEM 120	有色寶石入門	3個月
GEM 220	寶石鑑定 (先修科目: GEM 120)	18個月
GEM 240	寶石鑑定 (先修科目: GEM 120, GEM 220)	24個月

### 實習班

實習班編號	課堂名稱	課堂時間
GEM 220L	有色寶石分級實習班	3日或 7晚課 (21時數)
GEM 240L	寶石鑑定實習班	5日或 12晚課 (35時數)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 全日制

在GIA校園學習會是一個身歷其境和難以忘懷的體驗，在這裡你將能夠從老師、未來所結識的朋友和商業夥伴中學習。

課程細節	
課程編號	GEM 2300
課程名稱	有色寶石文憑課程
教學時數 / 課程週期	570時數/ 19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)

### 時間表

請參閱第41頁的時間表以了解具體日期。

## 兼讀課程

這是混合了函授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。

課程細節		
課程名稱	課程名稱	課程期限
GEM 2300B	有色寶石文憑課程	175時數



# 文憑課程 珍珠文憑

GIA珍珠文憑畢業生會選擇的職業:

- 珠寶商人
- 珍珠買家
- 珍珠分級 / 評級員
- 零售商
- 批發商



## 永恆珍寶的及時知識

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。學生將得實習培訓和練習檢測珍珠的真偽和收穫後的處理。每一位學生都會收到寶石擦布及實習分級手冊。

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

## 如何考獲珍珠文憑

### 遙距課程

要獲取珍珠畢業文憑需修讀 1 個科目及 1 個實習班。GIA 香港分校提供中文函授科目。

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。

有關以英語授課的遙距網上學習課程的資料，請到 [GIA.edu](http://GIA.edu)

建議的修讀次序

- GEM 149, GEM 149L

#### 遙距課程科目

科目編號	科目名稱	最長修讀期限
GEM 149	珍珠	6個月

#### 實習班

實習班編號	課堂名稱	課堂時間
GEM 149L	珍珠分級實習班	1日或 2 晚課 (7 時數)

時間表

請參閱第41頁的時間表以了解具體日期。

Above- Pearl Grading lab class.

# JD 證書課程 珠寶設計

GIA珠寶設計證書畢業生會選擇的職業：  
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



Above - Students hand-illustrating faceted gemstones

## 闡明你走向成功的未來

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。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。

### 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

## 如何獲取珠寶設計證書

### 全日制

在GIA校園學習會是一個身歷其境和難以忘懷的體驗，在這裡你將能夠從老師、未來所結識的朋友和商業夥伴中學習。

#### 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)

#### 時間表

請參閱第41頁的時間表以了解具體日期。



專業發展課程

# 應用珠寶家文憑

GIA應用珠寶家文憑課程為以下職業的專業人士提供基礎教育:

- 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



Above - The Applied Jewelry Professional program will help you turn browsers into buyers.

## 珠寶業的前線

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、合成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

## 如何獲取應用珠寶家文憑

### 遙距課程

要完成應用珠寶家課程需修讀3個科目。GIA香港分校提供中文函授科目。

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。

有關以英語授課的遙距網上學習課程資料，請到 [GIA.edu](http://GIA.edu)

#### 遙距課程科目

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

## 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的看法，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 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、合成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。期終考試是開卷考核的和需要監考。

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

## 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。期終考試是開卷考核的和需要監考。

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 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

練習鑑定超過60種寶石，分辨天然和合成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。最後的實習考試是開卷和需要監考的。

我們強烈建議學生在修讀寶石鑑定科目之前，必須修讀寶石鑑定實習班，以確保您在使用寶石學儀器測試寶石時有穩固的基礎。

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。

要報讀本科目，你必須能使用：

- 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

這些儀器都不包括在科目內。你可以透過 [store.GIA.edu](http://store.GIA.edu) 購買寶石鑑定學生套裝或直接到GIA香港分校購買，請參閱第38頁。另外，你也可以在配備有這些專業儀器的GIA學生工作室內完成作業。有關學生工作室預約和費用，請參閱第41頁。

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

## 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

# 實習班簡介

## GEM 220L 有色寶石實習班

### 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。當你完成這個實習班後，你會保留分級手冊、寶石擦布、手電筒和白色摺疊卡紙。

課堂時間: 3 日或 7 晚課 (21 時數)

獲取: 修業證明

## GEM 240L 寶石鑑定實習班

### 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、組合和合成寶石。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。（請務必閱讀第25頁上的課堂化學品使用學生通知書。）完成課堂後，你將保留鑑定手冊、寶石擦布、手電筒和白色摺疊卡紙。

課堂時間: 5 日或 12 晚課 (35 時數)

獲取: 修業證明

## GEM 149L 珍珠分級實習班

### 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。您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 時數)

獲取: 修業證明

## GEM 230L 鑽石分級實習班

### 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的國際鑽石分級系統、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精心挑選和評分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2粒鑽石實習考試合格才能成功完成課堂。完成課堂後，你將會保留一本分級手冊、探針、寶石擦布、一套繪圖筆、桌面量尺、冠角參考卡和白色摺疊紙卡。

課堂時間: 5 日或 12 晚課 (35 時數)

獲取: 修業證明

# 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附合GIA英語水平要求的證明。

除了你填寫完整的申請表格及繳付留位費外，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. 有效的香港身分證或護照副本，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(只適用於全日制英語課程，請參閱英語水平要求)

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

### 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工作，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香港分校之全日課程。有關詳情，請參閱香港入境處網站: [immd.gov.hk/eng](http://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](http://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。

## 英語水平

申請人如欲修讀全日制英語課程必需展示附合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，考獲整體積分達至61或以上(網上式) 或500或以上(試卷式)。請詳閱: [ets.org/toefl](http://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](http://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](http://iTEPexam.com)
- Pearson Test of English Academic (PTE)\* 在PTE學術測試中獲得43分或以上。請詳閱: [pearsonpte.com](http://pearsonpte.com)
- 劍橋英語考試 在第一 (FCE)，高級 (CAE) 或熟練程度 (CPE) 上獲得173或以上；劍橋英語量表評分，請詳閱: [cambridgeenglish.org/exams/first](http://cambridgeenglish.org/exams/first)
- 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](http://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士學位就讀年度。
  - 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，註明頒授文憑或學士學位就讀年度。

\*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)。

# 入學政策和程序 (續)

## 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2到3個月前申請入學。

如果課堂學額已滿，你將被置於等候名單，如有空位時會給你通知。

如欲申請，請到 [GIAhongkong.com](http://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](mailto: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](http://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](http://GIA.edu) 了解更多資料。

## 獎學金

GIA管理的獎學金適用於全日制和遙距課程(網上學習及實習班)的學生。可得到的獎學金因應課程、校園、公民身分及居住地而異。

香港分校提供全日制和兼讀課程的獎學金。申請人不能是美國公民或美國永久居民。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：

- 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
- 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。

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](http://GIA.edu/scholarships)

## 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，GIA根據種族、膚色、國籍、文化、宗教、性別、年齡、殘疾、醫療狀況、信仰、懷孕狀況或父母親狀況、婚姻狀況、性取向、退伍軍人身份、性別認同、階級制度、工會會員、政治隸屬關係、外貌、愛滋病毒感染狀況，或其他可適用的地方，州或聯邦法律所保護的任何其他類別為基礎。所有學生都有權利和特權去參與一般GIA為學生們安排的所有課程和活動。

## 報復

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。

## 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。

## 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
- 由導師記錄和監控的課堂出勤記錄
- 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

# 入學政策和程序 (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 and 行為標準的最低要求。如果學生在被列入學業建議諮詢或學業觀察名單或被退學後申請適度協助請求，則學業建議諮詢或學業觀察名單或被退學的條款仍然有效。

## 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的情決定。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在校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。

# 設施和設備

## 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。

## 教室設備

### 有色寶石分級實習班

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、手電筒和白色摺疊卡紙。

### 鑽石分級實習班

教室置有GIA DiamondDock™，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。

### 寶石鑑定實習班

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多用途燈。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)、散光的薄板、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、白色摺疊卡紙和手電筒。

### 有色寶石文憑課程

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、散光的薄板多用途燈。全日制學生保留偏光器、聚光棒、二色鏡、手持光譜儀、手電筒、配有可移除放大鏡和偏振濾鏡的折射儀和接觸液(RI)、鑷子、寶石擦布、鑑定手冊和印刷的課程資料。

### 鑽石文憑課程

教室置有GIA DiamondDock™、紫外線光源和觀察盒。每個學生工作檯置有雙目顯微鏡。每個學生都有鑷子、10倍手鏡探針、繪圖筆、寶石擦布、桌面量尺、冠角參考卡、白色摺疊紙卡、分級手冊和印刷的課程材料。

### 研究寶石學家課程

請見鑽石文憑和有色寶石文憑課程。

### 珍珠分級實習班

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。

### 珠寶設計

學生工作檯配有了工作斜檯。學生們保留的設計工具箱，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。

### 學生工作室

學生工作室備有靜水電子天秤、坐檯式稜鏡型光譜儀、濾色鏡、光纖燈、紫外線光源和觀察盒、多用途燈和手鏡。每個學生工作檯配備置有上方光源的雙目顯微鏡、手持式繞射光柵型光譜儀、二色鏡、配有可移除放大鏡和偏振濾鏡的折射儀和、散光的薄板、接觸液(RI)、聚光棒、偏光器、手電筒和鑷子。

# 學生服務

## 求職服務

GIA香港分校幫助學生及潛在的僱主透過在 [GIAhongkong.com](http://GIAhongkong.com) 的網站發佈本地職位資料。

此外，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](http://GIA.edu/gem-job) 創建你的個人資料側寫展開你的職業搜尋吧。

## GIA校友會

你是否知道當你成功完成GIA科目或課程後，你已有資格成為GIA校友會的會員？只要你成功完成GIA科目或課程，便可成為GIA校友會的會員。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](http://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1,000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](mailto:alumni@gia.edu)，或致電+1 800 421 7250分機 4145或 +1 760 603 4145。GIA香港校友會電郵 [alumni@gia.edu](mailto:alumni@gia.edu) 或致電 (852) 3166 7044，傳真 (852) 2334 0567。

你還可以到GIA網站[GIA.edu/gia-alumni](http://GIA.edu/gia-alumni) 的校友部分管理你的校友會員，註冊校友通訊，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@giaahk.com](mailto:admin@giaahk.com) 或致電+852 3199 7044 或傳真 +852 2334 0567。

## 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。

## 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、合成、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](mailto: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](http://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/qialibrary](http://archive.org/details/qialibrary) 找到。

# 學生生活和相關政策

本節描述了學生在香港分校的生活，其中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。

## 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。

## 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。

## 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。

# 學生生活和相關政策 (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。

## 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，無需上課，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。如學生隨身攜帶個人安全設備胡椒噴霧，必須通知GIA，並不能校園裡的視線範圍內出現。

## 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。

## 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所有個人私隱。（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](http://GIA.edu/privacy-notice)

## 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](http://GIA.edu) 下載。

## 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。

## 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。請儘可能提前預訂酒店房間。欲了解更多資料，請到 [GIA.edu/hong-kong-student-housing](http://GIA.edu/hong-kong-student-housing)

## 食品 and 飲料

學生有多種零食和午餐的選擇的需要，可以在校園外附近的各區購買。

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。

# 學生生活和相關政策 (續)

## 學生私隱聲明

美國寶石研究院(以下稱GIA,「我們」或「我們的」)很重視在校就讀和遙距課程的申請人、學生和校友(以下簡稱「您」和「您的」)的私隱。本學生私隱聲明(以下稱「本聲明」)旨在說明GIA收集、使用和處理您的個人資料的政策和實務,並說明您的私隱權。「個人資料」之定義是指已識別或可識別個人相關的訊息。我們了解重視您的私隱是一項持續的責任,因此當我們採用新的私隱政策或應用新的個人資料實務時,將會不時更新本聲明。

如需閱讀完整的說明和更新,請參考GIA私隱聲明[GIA.edu/privacy-notice](https://www.gia.edu/privacy-notice)以及學生私隱聲明[GIA.edu/privacy-notice#student-privacy-notice](https://www.gia.edu/privacy-notice#student-privacy-notice)

### 個人資料收集、使用和處理

GIA根據適用的個人資料保護法,以合法目的收集和您的個人資料。這意旨,在法規要求下根據法定的基礎所收集和使用的個人資料,其使用和收集將只會基於以下其中一個法定基礎:同意、履行合約、法律義務、保護重要利益、公眾利益以及GIA或第三方追求的合法利益,除非您的利益或基本權利和自由凌駕於此等合法利益之上。我們將您的個人資料用於以下目的,包括為您提供GIA體驗、教育課堂、課程和相關服務。我們可能會透過<https://www.gia.edu/affiliated-entities>或其他本聲明內提及的渠道與GIA附屬機構共享您的個人資料。

提供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課堂、課程和相關服務。

## 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况下公開資料:

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况下,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。

詳情請參閱[GIA.edu/privacy-notice#ferpa-notice](https://www.gia.edu/privacy-notice#ferpa-notice)中Family Education Rights and Privacy Act」下的權利聲明。

## 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](mailto: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](mailto: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[GIAwis.ethicspoint.com](https://www.gia.edu/ethicspoint.com)以保密方式報告他的疑慮。

# 學術政策和程序

學術政策和程序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

評分系統	成績單上的最終成績
75% 或以上及達到畢業要求	P (合格)
74% 或以下及未能達到畢業要求	NP (不合格)
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。	INC (未完成)
中輟的學生會在他們的成績顯示SWD (Student Withdrawal中輟)。SWD成績會一直存檔在該學生的學籍記錄內。	SWD (中輟)

## 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期中被保持和提供的。

**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

所有全日制新生必須親身出席新生課堂開學日。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。
- 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。

### 全日制

有關研究寶石學家課程，課程的首7星期內可以使用最多5次遲到/早退和3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。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第一天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

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	不能缺席第一天任何部分的課堂。及後，不得缺席多於2小時。
實習班 (5-12 天或 35 小時)	不適用	不能缺席第一天任何部分的課堂。及後，不得缺席多於3小時。

\* 該課程的首7星期內可以使用最多5次遲到/早退和3次缺課的允許上限。

出席率適用於您所修讀的課堂或課程。

# 學術政策和程序 (續)

## 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、工作紙、答案卡及其他敏感的教材
- 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。

## 學術不誠實

GIA認為作弊是非常嚴重的事。我們期許學生親自完成他們的作業和必須遵守的考試政策。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、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
- 以不符合校規的協助來完成作業
- 不符合校規的方式持有或佔有實習作業或課題
- 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、答案卡及其他敏感的教材

## 考試政策

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。考試亦可以維持學生的學習動機。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。
- 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與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會被視為學術不誠實和違反“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，並且必須放在目光接觸不到的地方。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。

# 學術政策和程序 (續)

## 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](mailto: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。

例如：學生在編定的390時數中完成了360時數，其完成比率為92.3%，以360除以390時數計算。

- **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。例如，學生必須在開始日期的42週內完成為期28週的課程。

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)。

## 課堂時數

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。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。

# 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，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。

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。

## 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。

## 休學

學生可在任何學習期間申請休學，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校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。

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欺騙
- 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。

# 學術政策和程序 (續)

## 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。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和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。

## 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。

# 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	最低要求	課程期間內容許的考試次數上限
<b>鑽石文憑*</b>		
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
<b>有色寶石文憑*</b>		
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
<b>珠寶設計證書</b>		
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% 分數	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	75% 分數	3
期終設計展	必須參與	1

\*研究寶石學家課程：畢業要求包括鑽石文憑和有色寶石文憑的綜合要求。

\*\*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)

## 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
<b>鑽石文憑*</b>		
課程作業	100% 完成	-
鑽石入門期終考	分數 75%	3
鑽石分級實習班2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
<b>有色寶石文憑*</b>		
課程作業	100% 完成	-
實習寶石工作紙作業	100% 完成	-
有色寶石入門期終考	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2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***
<b>珍珠畢業文憑</b>		
珍珠期終筆試	分數 75%	3
珍珠分級實習班2顆珍珠分級考試	分數 75%	1
<b>應用珠寶家文憑</b>		
鑽石入門期終考	分數 75%	3
有色寶石入門期終考	分數 75%	3
珠寶入門期終考	分數 75%	3

\*研究寶石學家課程：畢業要求包括鑽石文憑和有色寶石文憑的綜合要求。

\*\*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。加強練習訓練的學生工作室收費請參考第38頁

\*\*\*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。加強練習訓練的學生工作室收費請參考第38頁。每次考試都必須按課程完成時間內進行。

## 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
鑽石分級實習班	2顆鑽石分級考試分數 75%	5*
有色寶石分級實習班	2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*
珍珠分級實習班	2顆珍珠分級考試分數 75%	1

\*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。加強練習訓練的學生工作室收費請參考第38頁。

# 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](http://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](http://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](mailto:records@gia.edu) 訂印成績單。

### 暫緩頒授文憑或成績單

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。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成績單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](mailto: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

## 學歷證明使用政策

### 適用範圍

使用準則適用GIA的在校和畢業生及跟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。

# 學術政策和程序 (續)

## 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。

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](mailto:guidelines@gia.edu)

### 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](http://GIA.edu/gia-alumni) 了解更多資料。

## 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](http://GIA.edu/copyright-infringement) 瀏覽。

# 退學和退款政策

GIA的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](mailto: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](mailto: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，所有已支付的費用扣減申請費後將會被退還。

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。

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11%至25%	25% 學費	75% 學費
達到所需提交全部作業的26%至50%	50% 學費	50% 學費
達至所需提交全部作業的50%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35,500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。

# 學費和費用 學生收費表

在香港分校課程、科目和課堂的總收費，有效期由2019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。

## 全日制- 寶石學和珠寶工藝製作

課程編號	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) 11,500 (教材)	156,000
GEM 2200	鑽石文憑	54,500	3,000 (課本) 500 (教材)	58,000
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	800 (課本) 2,000 (教材)	38,000

## 兼讀課程 – 寶石學

課程編號	課程名稱	學費	費用	總費用*
GEM 2200B	鑽石文憑	42,500	3,000 (課本) 500 (教材)	46,000
GEM 2300B	有色寶石文憑	71,500	6,500 (課本) 7,000 (教材)	85,000

## 實習班 - 寶石學

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

顯示的數額為港幣

\* 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

學生收費表 (續)

在香港分校課程、科目和課堂的總收費，有效期由2019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。

## 遙距課程 (中文授課)

科目編號	科目名稱	學費	課本	總費用*
GEM 130	鑽石入門	2,500	500	3,000
GEM 120	有色寶石入門	2,300	700	3,000
GEM 110	珠寶入門	2,500	500	3,000
GEM 230	鑽石與鑽石分級 (先修科目: GEM 130)	13,500	1,500	15,000
GEM 220	有色寶石 (先修科目: GEM 120)	14,500	2,000	16,500
GEM 240	寶石鑑定 (先修科目: GEM 120, GEM 220)	15,500	2,000	17,500
GEM 149	珍珠	5,000	1,000	6,000

顯示的數額為港幣

\*課程開始日或之前是總費用的付款限期包括課本和教材

### 總費用但不包括:

- 居住、飲食、保險、交通、娛樂等生活開支
- 運費和手續費
- 加強練習訓練費用
- 遺失或損壞的設備、貴金屬及寶石的費用
- 學生需要負責所有電匯費用
- 所有提供給全日制學生必需的儀器，不包括購買替換或額外的接觸液 (RI) 1.81
- 已報讀GEM 240寶石鑑定遙距科目的學生所需要的設備，請參閱下一列有關所需設備的列表

### 額外的學生費用可能包括:

- 港幣500元半天或港幣1,000元一天的學生工作室費用
- 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

## 遙距學習學生

### 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。

- 寶石用鑷子 (沒有定鎖)
- 日光同等光源
- 單色光光源
- 手電筒 (白光)
- 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

學生如無法使用以上設備，可以透過[store.GIA.edu](http://store.GIA.edu)購買寶石鑑定儀器學生包裝，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。

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](mailto: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。

# 學費和費用

學生收費表 (續)

## 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點開放接受付款和討論

你的帳戶資料。請聯絡我們31667001 或 [giahongkong@gia.edu](mailto:giahongkong@gia.edu)

請注意以下有關付款方式:

- **直接存款:** 請直接存款到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:** 以郵寄或電子郵件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:** 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
- **現金:** 只限到校親自付款

學生可能不被註冊GIA將來的科目或課程直至他們付清過期的欠款。

## 第三方支付信息

如果您以外的其他人支付學費和費用的任何部分，他們將被要求提供全名、居住國，以及當時有效的政府簽發附有照片的身份證或護照的影本。如果學生的僱主支付任何部份的學費和費用，學生或其僱主會根據GIA的要求提供完整的公司名稱、地址或其他的可識別學生僱主的資料。



*Cut gem courtesy: Glenn Preus  
Rough crystal courtesy: Neal Litman Company*

# 校曆和辦公時間

## 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。只有修讀了傍晚兼讀課程和被允許的學生，才可以在這幾個小時逗留。日間課程有設定的午膳時間。其他休息時間，會在每個老師的決定下進行。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。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。

## 2019香港分校假期表

日期	假期
1月1日 (星期二)	元旦
2月5日 (星期二)	農曆年初一
2月6日 (星期三)	農曆年初二
2月7日 (星期四)	農曆年初三
4月5日 (星期五)	清明節
4月19日 (星期五)	耶穌受難節
4月20日 (星期六)	耶穌受難節翌日
4月22日 (星期一)	復活節星期一
5月1日 (星期三)	勞動節
5月13日 (星期一)	佛誕
6月7日 (星期五)	端午節
7月1日 (星期一)	香港特別行政區成立日
9月14日 (星期六)	中秋節翌日
10月1日 (星期二)	國慶日
10月7日 (星期一)	重陽節
12月25日 (星期三)	聖誕節
12月26日 (星期四)	聖誕節後第一天

## 課堂時間

香港分校的課程時間表列於第41頁，請參閱 [GIA.edu](http://GIA.edu) 了解最新的課程時間表。這裡列出的是課堂時間在。

課程、科目、課堂	一般課堂時間*
全日制課程**	上午9時30分至下午4時30分
寶石學實習班 (早上)***	上午9時30分至下午12時30分
寶石學實習班 (下午)***	上午1時30分至下午4時30分
寶石學實習班 (晚間)***	下午6時45分至下午9時45分
珍珠分級實習班 (日間)	上午9時30分至下午5時30分
珍珠分級實習班 (晚間)	下午6時45分至下午9時45分

\* 這些是一般的課堂時間。有些課堂的上課時間可能會有所不同。更多資料請跟學校聯絡。

\*\* 開學日設定時間為上午9時30分至中午12時。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。

\*\*\* 新生開學日安排在同一時間。

了解更多資料請電郵至 [giahongkong@gia.edu](mailto:giahongkong@gia.edu)

# 2019 年香港分校課程時間表

所有課程均在香港中環皇后大道中18號新世界大廈2期3樓舉行。在校上課的課堂和課程中顯示的開始日期是強制的開學日期。GIA保留重新安排或取消課程的權利。

## 全日制

### 寶石學

#### GEM 2500 研究寶石學家

5月23日-12月20日  
10月17日-2020年6月12日

#### GEM 2200 鑽石文憑

1月3日-3月8日  
5月23日-7月19日\*  
10月17日-12月13日\*

#### GEM 2300 有色寶石文憑

1月10日-6月21日  
7月18日-12月20日\*

### 珠寶工藝製作

#### JMA 370 珠寶設計

3月7日-5月17日  
7月25日-10月4日 (粵語)

## 實習班

### 寶石學

#### GEM 220L 有色寶石分級

9月2-4日

#### GEM 230L 鑽石分級

2月18-22日  
4月1-30日 (粵語) (N) 週一、二、四  
4月22-26日 (普通話)  
9月23-27日  
10月21-25日 (普通話)  
11月4-28日 (粵語) (N) 週一、二、四

#### GEM 240L 寶石鑑定

9月9-13日

#### GEM 149L 珍珠分級

4月10日及12日 (粵語) (N) 週三、五  
6月24日  
7月24日及26日 (粵語) (N) 週三、五

## 學生工作室

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](mailto:giahongkong@gia.edu) 與我們聯絡，以確定可用空間和預約。

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。

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。反復遲到的學生可能會失去使用學生工作室的權利。

## 課堂時間和時數

課堂時間可能因假期，休息或其他項目而有所不同；請仔細查看時間表並相應地進行規劃。

課堂時間列於第40頁。

## 兼讀課程

### 寶石學

#### GEM 2200B 鑽石文憑

1月3日-3月19日 (粵語) (N) 週一、二、四  
3月7日-5月16日 (粵語) (N) 週一、二、四  
5月6日-7月9日 (粵語) (N) 週一、二、四  
5月17日-8月23日 (粵語) 週一、五  
5月21日-8月20日 (粵語) 二、四  
7月2日-8月29日 (N) 週一、二、四  
8月5日-10月17日 (粵語) (N) 週一、二、四  
10月8日-12月5日 (粵語) (N) 週一、二、四

#### GEM 2300B 有色寶石文憑

1月3日-6月27日 (粵語) (N) 週一、二、四  
7月4日-12月12日 (粵語) (N) 週一、二、四



Polished gem courtesy: Bill Larson, Pala International

(N) = 晚間

課堂時間: 請注意課堂時間可能因假期，休息或其他項目而有所不同；請仔細查看時間表並相應地進行規劃。

• 提供備用

# 管理和執行監督

## 理事會

Chair  
Dione D Kenyon  
Retired Financial Services Executive  
Past President and CEO, The Jewelers Board of Trade

Amit Dhamani  
Chief Executive Officer and Managing Director  
Dhamani Jewels Group

Barbara Lee Dutrow, Ph.D.  
Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University

Karen Evans  
National Director, US Cyber Challenge and Partner  
KT&T Partners, LLC

Thomas H. Insley  
Chief Financial Officer  
Intrepid Therapeutics, Inc.

Susan M. Jacques  
President and Chief Executive Officer  
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  
Senior Vice President and Chief Financial Officer  
GSN Games

Lawrence Ma  
CEO, Lee Heng Diamond Group and Founding President  
Diamond Federation of Hong Kong

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer  
GIA

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

Elliot Tannenbaum  
Senior Principal  
Leo Schachter Diamond Group

John W. Valley, Ph.D.  
Charles R. Van Hise Professor  
Department of Geoscience  
University of Wisconsin

Thomas T. Yang  
Managing Director and Partner  
PrimeGenesis

Glenn R. Nord  
Past President and Governor Emeritus

Ralph Destino  
Chairman Emeritus

## 執行管理

Susan M. Jacques  
President and Chief Executive Officer

Thomas M. Moses  
Executive Vice President and Chief Laboratory and Research Officer

Kathryn Kimmel  
Senior Vice President and Chief Marketing Officer

Anna Martin  
Senior Vice President of Global Development

David J. Tearle  
Senior Vice President and Chief Financial Officer

Elizabeth Keating  
Vice President and Chief Ethics and Compliance Officer

Jennifer Wilson  
Senior Vice President and General Counsel

Pritesh Patel  
Senior Vice President and Chief Operating Officer

Duncan Pay  
Vice President of Education and Chief Academic Officer

John King  
Chief Quality Officer

John T. Hall  
Vice President of Global IT Infrastructure Services

Lisa Biggs  
Vice President and Corporate Controller

Lucy Xia  
Vice President of Global Laboratory Planning

Matt Hall  
Vice President of Regional Lab Operations, Europe, Middle East and Africa

Nirupa Bhatt  
Managing Director for India and Middle East

Phillip M. Yantzer  
Vice President of Laboratory Services

Seung-Hae Moon  
Managing Director for Asia Pacific

Sriram Natarajan  
Vice President of Operations, India Laboratory

Susan M. Schindelar  
Vice President of Global Marketing

Wuyi Wang  
Vice President of Research and Development

Zeeshan Kazmi  
Chief Information Security Officer and Enterprise Architecture

# 教育行政

## 教育管理

### **Stella Lee**

Director, Education  
Hong Kong

### **Alan Chiu**

Campus Manager  
Hong Kong

### **Sam Kong**

Senior Director, Global  
Education Leadership

### **Duncan Pay**

Vice President of Education and  
Chief Academic Officer

### **Kate Donovan**

Manager, Global Alumni Relations

### **Kelly Yantzer**

Director, Global Education Standards

### **Kimberly Overlin**

Dean of Students

### **Mitch Spencer**

Senior Manager, Learning Design &  
Development

### **Robert Weldon**

Director, Richard T. Liddicoat  
Gemological Library and Information  
Center

### **Susan Elliott**

Director, Education Resources

### **Susan Johnson**

Director, Education  
Accreditation and Regulatory  
Affairs

### **Vusala Aranja**

Manager, Global Education  
Accreditation and Regulatory  
Affairs and Title IX Coordinator

### **Wendy Wang**

Director, Student Financial Aid

# 教員

## 導師資格

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](http://GIA.edu/gem-education/hong-kong#faculty)

所有資料截至2018年12月都  
是正確的。

## Hong Kong Faculty

Carmen Leung

Jennifer Lam

Stiff Chan

Venus Chan

# 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

### **Barbara A. Sawrey, Ph.D.**

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

### **Amit Dhamani**

Chief Executive Officer and Managing Director  
Dhamani Jewels Group  
United Arab Emirates

### **Barbara Lee Dutrow, Ph.D.**

Adolphe G. Gueymard Distinguished Professor  
Department of Geology & Geophysics  
Louisiana State University  
Baton Rouge, LA

### **Dione D Kenyon**

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

### **John W. Valley, Ph.D.**

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

### **Lawrence Ma**

CEO, Lee Heng Diamond Group and  
Founding President  
Diamond Federation of Hong Kong  
Hong Kong

### **Robert Andrew Johnson**

CEO  
Diamond Cellar Holdings, LLC  
Dublin, OH

### **Susan M. Jacques**

President and Chief Executive Officer  
GIA  
Carlsbad, CA

## 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**

Principal Owner, Barbara Lynne  
Designs  
San Diego, CA

### **Barry S. Block**

President, The Jewelry Judge  
New York, 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

### **Karen Sampieri**

Independent Consultant, KS  
Sampieri Consulting  
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



# GIA®

## GIA Locations

### GIA Campus Locations

#### CARLSBAD – MAIN SCHOOL

World Headquarters  
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

50 W 47<sup>th</sup> Street, 8<sup>th</sup> Floor  
New York, New York 10036 USA  
T +1 800 366 8519  
T +1 212 944 5900, F +1 212 719 9563  
nyedu@gia.edu  
GIA.edu

#### LONDON

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gialondon@gia.edu  
London.GIA.edu

#### MUMBAI

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Bandra Kurla Complex  
Bandra (East)  
Mumbai 400 098 India  
T +1 800 41 999 14  
T +91 22 4085 1500  
eduindia@gia.edu  
GIAindia.in

#### BANGKOK

U Chu Liang Building, 2<sup>nd</sup> Floor  
968 Rama IV Road  
Silom, Bangrak  
Bangkok, 10500 Thailand  
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giabkkedu@gia.edu  
GIAthai.net

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新世界大廈2期3樓  
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giahongkong@gia.edu  
GIAhongkong.com

#### TAIPEI

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Taipei 10551, Taiwan ROC  
T +886 2 2771 9391, F +886 2 2771 9921  
giataiwan@gia.edu  
GIAtaiwan.com.tw

### Additional Educational Locations

#### DUBAI

Office 02 G, Floor 02, AU Tower (Gold)  
Cluster I, Jumeirah Lakes Towers  
P.O. Box 625786  
Dubai, United Arab Emirates  
T +971 4 2754500, F +971 4 4473410  
edume@gia.edu  
GIAmideast.com

#### SURAT

2nd, 3rd Floor Swastik Universal  
Dumas Road, Piplod  
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T +91 22 4085 1500  
eduindia@gia.edu  
GIAindia.in

#### TOKYO

Yamaguchi Building 7, 7<sup>th</sup> Floor  
4-19-9 Taito Taito-ku, Tokyo 110-0016, Japan  
T +81 3 5812 0316, F +81 3 3837 7786  
giaeducationjapan@gia.edu  
GIA.edu

### GIA Laboratory and Research Locations

#### LABORATORIES

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

#### REGIONAL BRANCH

Dubai

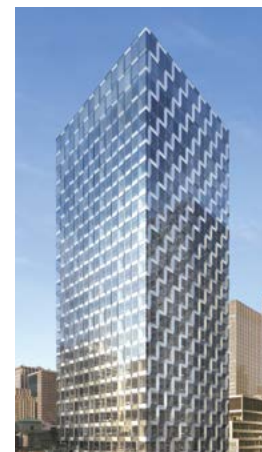
#### RESEARCH CENTERS

Antwerp	Carlsbad
Bangkok	New York

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