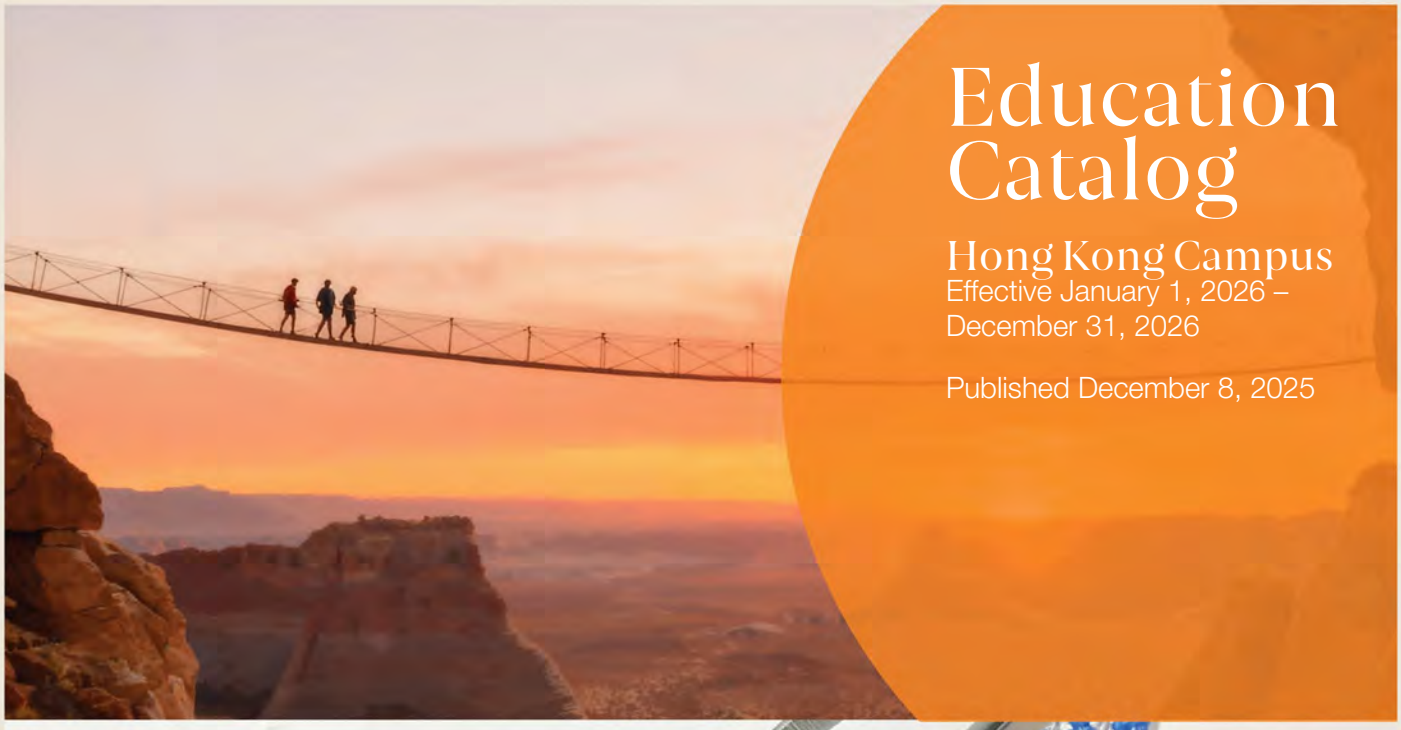
GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

2026
VOL N°2.6
中文



Education Catalog

Hong Kong Campus

Effective January 1, 2026 – December 31, 2026

Published December 8, 2025



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2026 Catalog Addendum

Hong Kong Catalog

Catalog amended 2026 Education Catalog - Hong Kong Campus, Vol. 2.6

Effective date(s) As specified for each revision below.

This addendum is part of the 2026 Education Catalog for the Hong Kong Campus and must be read together with that catalog. In the event of a conflict between the catalog and this addendum, the provisions of this addendum shall control.

Catalog Provisions Superseded

The following provisions of the 2026 Education Catalog are revised as stated below:

Page	Section	Revision	Effective Date
5, 37	Welcome Message, GIA Alumni Collective™	Revised the global alumni network total from 175,000 to 185,000.	October 28, 2026
9, 10	Faculty and Education Management	Updated executive management titles for Kelly Yantzer (Vice President, Global Education Administration) and Corey Rosso (Vice President, Global Strategy and School Operations).	October 28, 2026

No Other Changes

Except as expressly stated in this addendum, all other information, policies, requirements, and disclosures in the 2026 Education Catalog remain unchanged and in effect.

For questions regarding this addendum, contact GIA Hong Kong Admissions at giahongkong@gia.edu, or call us at +852 3166 7001.

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Welcome Message

Growing up in a multi-generational family jewelry business, I always knew GIA would shape my future. Looking back now, I can say with certainty that a GIA education opened the door to a rewarding career filled with opportunities I never could have imagined.

When I completed the Graduate Gemologist program, I gained more than knowledge and credentials. I gained the confidence to shape my own path and a network of fellow alumni who continue to inspire, support, and guide me to this day.

My career began at Tiffany & Co., where I advanced from sales professional into management. Today, I have the privilege of serving as Senior Vice President and Chief Learning Officer at GIA.

While my journey is uniquely mine, it reflects something many GIA alumni share: a GIA education is transformative. It equips you with skills, credibility, and connections that open doors across the gem and jewelry industry. It was the best investment I made for my future, and I believe it can be the same for you.

From gemology to jewelry arts, our programs provide the knowledge and expertise you need to excel in your chosen field. Whether your path leads to sales, manufacturing, design, appraisal, or auction, you will graduate prepared for success. GIA alumni hold influential roles across every sector of the industry, and with a GIA diploma, you will be ready to step into that world with confidence.

Beyond what you learn in our programs, you will also join a powerful global community. The GIA Alumni Collective®, more than 175,000 strong across 56 chapters worldwide, is here to celebrate your achievements, share knowledge, and connect you to opportunities that will shape both your career and your life.

As you explore this catalog, I invite you to imagine what's possible for your future. At GIA, you will find the foundation, the inspiration, and the community to achieve your dreams. The world of gems and jewelry is waiting – your journey begins here.

Cathryn Ramirez, GIA GG
Senior Vice President & Chief Learning Officer



Cathryn Ramirez, SVP and Chief Learning Officer - ©GIA

Mission and History

Mission Statement

GIA's mission is to transform students into the trusted gem and jewelry professionals and makers of the future through flexible education.

Educational Values

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:

Lifelong Learning and Curiosity

We encourage continuous learning, growth and exploration.

Creativity and Innovation

We champion creative thinking and innovative solutions, driving progress and inspiring new ideas.

Integrity and Respect

We uphold the truth with consideration for the thoughts and ideas of others.

Global Community

We foster collaboration and enduring relationships with peers and colleagues around the world.

History

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

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

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

Visit www.GIA.edu/gia-about to learn more about GIA history.

Accreditation and Licensing

GIA is a private, postsecondary educational institution promoting education and research in gemology, jewelry arts and related subjects.

Accreditation

Lab classes and self-paced, correspondence offered through the Hong Kong campus are accredited by Distance Education Accrediting Commission (DEAC). GIA's Applied Jewelry Professional™ professional development program and the Essentials courses are avocational in nature and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

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

Licensing and Approvals

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

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

Hong Kong Education Bureau (EDB)
15/F, Wu Chung House
213 Queen’s Road East
Wan Chai, Hong Kong
+852 2891 0088
www.edb.gov.hk

Governance

Board of Governors

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

Lisa A. Locklear* - Chair
Executive Vice President and Chief Financial Officer, Longeveron

Stephen F. Kahler - Vice Chair
Chief Strategy Officer and Member of Board of Everidge

Dave Bindra*
Vice President of Operations and Head of Acquisitions, B&B Fine Gems

Wendy A. Bohrson, Ph.D.*
Professor, Department of Geology and Geological Engineering, Colorado School of Mines

Lisa Bridge*
President and CEO, Ben Bridge Jeweler

Lake Dai
Adjunct Professor, Applied AI at Carnegie Mellon University

François Delage*
Experienced global luxury, fashion and jewelry retail CEO

Kiko Harvey*
Associate Senior Vice President of Audit Services,University of Southern California

Andy Johnson*
CEO, Diamond Cellar Holdings, LLC

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

Russell A. Mehta
Managing Director, Rosy Blue (India) Pvt. Ltd.

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

Pritesh Patel*
President and CEO, GIA

Jeffrey E. Post, Ph.D.*
Curator Emeritus, National Gem and Mineral Collection, Smithsonian National Museum of Natural History

Tammy Storino
Chief Financial Officer, Beach House Group (BHG)

Marcus ter Haar
Experienced diamond industry executive

The list shown here is effective as of the publication date of this catalog; visit www.GIA.edu/gia-about-mission-governance-esg for an up-to-date listing.

Education Committee of the Board

The Education Committee of GIA's Board of Governors provides input and perspectives that are vital to the Institute's success, growth, and continuous improvement. Committee members are indicated with an asterisk (*).

Faculty and Education Management

Faculty

GIA's faculty meet or exceed applicable accreditation standards. Each has a minimum of three years of practical industry experience in the areas they teach, are trained in instructional methods and teaching skills and participate in ongoing professional development activities.

The list shown here is effective as of the publication date of this catalog. Please refer to our website at https://hongkong.gia.edu/faculty-staff for an up-to-date listing of our faculty and qualifications.

Carmen Leung, Supervisor
MBA, University of Technology, Sydney
GIA GG

Venus Chan
MA Supply Chain Management, Hong Kong Polytechnic University
GIA GG

Executive Management

GIA's executive staff constitutes a diverse group of highly experienced professionals from both inside and outside of the gem and jewelry industry who are responsible for carrying out the Institute's mission. Executive staff maintains daily operations for all areas of the Institute and promotes and continues the growth of GIA. Visit www.GIA.edu/gia-about-mission-governance for the full list of GIA's executive management.

Cathryn Ramirez
Senior Vice President and Chief Learning Officer

Corey Rosso
Vice President, Academic Affairs

Kelly Yantzer
Vice President, Student Affairs

Education Management

Robyn Burrell
Director, Education Administration and Financial Aid

Cecilia Fong
On-site Manager, Hong Kong School

Annie Lee
Supervisor, Admissions, Hong Kong School

Carmen Leung
Supervisor, Instruction, Hong Kong School

Kimberly Overlin
Director, Student Services and Dean of Students

Facility, Classrooms and Equipment

Hong Kong Campus is located at 20th Floor, The Bay Hub, 17 Kai Cheung Road, Kowloon Bay, Hong Kong. All On Campus and Lab class offerings are held at this facility unless otherwise noted in the course schedule and the student's enrollment agreement. Find the Hong Kong Campus on Google maps; www.google.com/maps

Facility

The facility is designed to support the Institute's mission by providing a safe and comfortable environment conducive to student learning and achievement. The facility is constructed in compliance with any applicable local laws and codes in effect at the time of design.

Classrooms and Equipment

Classroom can accommodate up to 12 students. Each classroom is amply equipped with the instruments and tools used in each subject area. Classroom equipment, tools and materials used are detailed within each program and class description in this catalog.

School Calendar and Hours of Operation

2026 School Closure Dates

Classes are not in session on these dates; the campus will be closed with exceptions noted below.

Date	Holiday / Event
01 January 2026 (Thursday)	New Year's Day
17 February 2026 (Tuesday) through 19 February 2026 (Thursday)	Lunar New Year Holiday
03 April 2026 (Friday)	Good Friday
06 April 2026 (Monday)	The Day Following Ching Ming Festival
07 April 2026 (Tuesday)	The Day Following Easter Monday
01 May 2026 (Friday)	Labor Day
25 May 2026 (Monday)	The Day Following the Birthday of the Buddha
19 June 2026 (Friday)	Tuen Ng Festival
01 July 2026 (Wednesday)	Hong Kong Special Administrative Region Establishment Day
26 September 2026 (Saturday)	The Day Following Mid-Autumn Festival
01 October 2026 (Thursday)	National Day
19 October 2026 (Monday)	The Day Following Chung Yeung Festival
25 December 2026 (Friday) through 26 December 2026 (Saturday)	Christmas Holiday

Hours of Operation

The Hong Kong campus is open Monday - Friday from 9:00 a.m. to 6:00 p.m. except for the scheduled school closures noted above.

Registration Period

GIA has one year-long academic term with continuous enrollment. Registration is accepted up to two weeks prior to the first day of class and up to one week prior to the first day of a lab class or correspondence course.

Class Schedules and Hours

Visit https://hongkong.GIA.edu/gem-education/schedules for up-to-date schedules.

On Campus Programs. An in-person orientation is scheduled prior to the start date from 9:30 a.m. to 12:00 p.m. Class hours are Monday through Friday from 9:30 a.m. to 4:30 p.m. There is a scheduled lunch break every day. Other breaks are given at the instructor's discretion. Class hours will be extended to accommodate for school closures. Students should expect to spend several hours each day outside of class on homework.

Pearl Grading Lab Classes. Normal classroom hours are from 9:30 a.m. to 5:30 p.m. There is a scheduled lunch break every day. Other breaks are given at each instructor's discretion.

Contacts and Resources

Campus Contacts

Hong Kong Campus
Admissions, registration, payment, cancellation, withdrawal, visas, housing, transportation, disability accommodations, leave of absence, probation, dismissal, complaints
+852 3166 7001 | giahongkong@gia.edu

Resources

GIA Alumni Collective™
Membership, benefits, events
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4145 | https://collective.gia.edu | alumni@gia.edu

GIA Store
Optional books and instruments
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4200
https://store.gia.edu | giastore@gia.edu

Library - GIA Main Campus (Central)
Reference service, online resources
Support available M-F 7:30 a.m. - 4:00 p.m. Pacific Time
+1 760 603 4046 | library@gia.edu

My GIA Education Portal
View your academic and student records
https://education.gia.edu/

Correspondence Diploma Programs

GIA's correspondence diploma programs offer a more flexible option to earn GIA credentials through a combination of self-paced courses and short instructor-led Lab classes. To earn your diploma, you must enroll and complete the required combination of individual courses and lab classes.

Correspondence Courses

Correspondence courses are self-paced. You can study and increase your knowledge at your convenience. See "Correspondence Course Descriptions" on page 20.

- All textbooks are provided on the start date of the course.
- Each course has a set number of assignments with a questionnaire at the end to assess your knowledge and understanding of the subject. The Gem Identification course also has practical assignments where you identify gemstones in the GIA Student Workroom.
- Your instructor is available by email or phone to answer questions and provide instructional support Monday - Friday, 9:00 a.m. to 6:00 p.m. excluding holidays
- Submit your assignments to your instructor through email for grading.
- Each course has a final exam that requires a passing grade to earn your certificate. All exams must be taken in a GIA Student Workroom.
- The start and end dates of the course are specified in your enrollment agreement. You must complete all required coursework and the final exam by the end date of the course.

Student Workrooms

GIA Student Workrooms give you access to all the equipment and gemstones you need to complete the practical requirements of your Gem Identification course. The workroom is also helpful if you are preparing for your 20-stone final exam or practicing on equipment and gemstones.

The following reservation requirements and fees apply:

- Fees are 500 HKD for half-day and 1,000 HKD for full-day use of the workroom; there is no charge to take an exam.
- Reservations are available on a first-come, first-served basis. Contact us at giahongkong@gia.edu or +852 3166 7001.
- Students who are repeatedly late may lose workroom privileges.
- Cancellations must be made 24 hours in advance to receive a full refund. Students will be charged for cancellations made with less than 24-hour notice.

Lab Classes

Lab classes are where you gain hands-on experience by grading diamonds, colored stones, and pearls and learning to use professional gemological equipment under the expert guidance and support of a GIA instructor. Please note: Only the Pearl Grading Lab class is offered at GIA's Hong Kong location. For schedules and availability, visit https://hongkong.gia.edu/gem-education/schedules.

How to Earn your Correspondence Diploma

Students enrolled in correspondence diploma programs must complete a sequence of self-paced online courses and required in-person lab classes. Lab classes provide essential hands-on experience and are required to earn the diploma.

Graduate Pearls Program: The Pearl Grading Lab class may be completed in Hong Kong when scheduled, or at other GIA campuses worldwide. Students may refer to the Global Lab Class Schedule for available locations and dates, https://www.gia.edu/gem-education/lab-classes.

Graduate Gemologist , Graduate Colored Stones and Graduate Diamonds Programs: Lab classes for the Graduate Gemologist, Graduate Colored Stones and Graduate Diamonds programs are not offered at the Hong Kong campus. Students enrolled through Hong Kong must complete the required Diamond Grading, Colored Stone Grading and Gem Identification Laboratory classes at another GIA campus. Please consult the Global Lab Class Schedule for current offerings and availability, https://www.gia.edu/gem-education/lab-classes.

See "Correspondence_Diploma_Requirements" on page 14.

Correspondence Diploma Requirements

Courses without prerequisites may be taken in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Diploma / Course Number	Course Title (Subject)	Prerequisites	Number of Assignments	Maximum Completion Time	Lab Hours	Description
Graduate Gemologist® — See "Graduate Gemologist®" on page 15.						
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 20
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 22
GEM 220	Colored Stones	None	27	12 Months	-	Page 20
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 22
GEM 240L	Gem Identification Lab	None	-	-	35	Page 22
GEM 240	Gem Identification	GEM 220, 240L	44	18 Months	-	Page 21
			Total assignments: 91	Total lab hours: 91		
Graduate Colored Stones — See "Graduate Colored Stones" on page 17.						
GEM 220	Colored Stones	None	27	12 Months	-	Page 20
GEM 220L	Colored Stone Grading Lab	None	-	-	21	Page 22
GEM 240L	Gem Identification Lab	None	-	-	35	Page 22
GEM 240	Gem Identification	GEM 220, 240L	44	18 Months	-	Page 21
			Total assignments: 71	Total lab hours: 56		
Graduate Diamonds — See "Graduate Diamonds" on page 16.						
GEM 230	Diamonds & Diamond Grading	None	20	10 Months	-	Page 20
GEM 230L	Diamond Grading Lab	None	-	-	35	Page 22
			Total assignments: 20	Total lab hours: 35		
Graduate Pearls — See "Graduate Pearls" on page 18.						
GEM 149	Pearls	None	8	3 Months	-	Page 20
GEM 149L	Pearl Grading Lab	None	-	-	7	Page 22
			Total assignments: 8	Total lab hours: 7		
*Applied Jewelry Professional™ — See "Applied Jewelry Professional™ (AJP®)" on page 25.						
GEM 110	Jewelry Essentials	None	6	2 Months	-	Page 26
GEM 120	Colored Stone Essentials	None	8	2 Months	-	Page 26
GEM 130	Diamond Essentials	None	7	2 Months	-	Page 26
			Total assignments: 21	Total lab hours: 0		

*The Applied Jewelry Professional™ development program and the Essentials courses are not accredited by the Distance Education Accrediting Commission (DEAC).

Graduate Gemologist®

Description

The Graduate Gemologist diploma program at GIA provides an extensive education in gemology, encompassing both diamonds and colored stones. Participants in the Graduate Gemologist course gain a deep understanding of the gemology field, preparing them for careers in the gemstone and jewelry industries.

Learning Objectives

- Describe the components of the diamond and colored stone supply chain
- Explain the science of diamond and colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Describe the GIA Colored Stone Grading System

What you will Earn

GIA Graduate Gemologist Diploma

GIA Graduate Diamonds Diploma

GIA Graduate Colored Stones Diploma

Occupations May Include

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

Correspondence Program

Earn your correspondence diploma by successfully completing three correspondence courses and three lab classes. Courses without prerequisites may be taken in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Number	Title (Subject)	Prerequisites	Description
GEM 230	Diamonds & Diamond Grading	None	Page 20
GEM 230L	Diamond Grading Lab	None	Page 22
GEM 220	Colored Stones	None	Page 20
GEM 220L	Colored Stone Grading Lab	None	Page 22
GEM 240L	Gem Identification Lab	None	Page 22
GEM 240	Gem Identification	GEM 220, GEM 240L	Page 21

See "Tuition and Fees" on page 31.

See "Class Schedules and Hours" on page 11.

Graduate Diamonds



Description

The GIA Graduate Diamonds course introduces the foundational skills and knowledge required to make informed decisions when grading, buying and selling diamonds. Students learn the science behind diamond formation, appearance and identification, and discover historical and current diamond industry information and practices throughout the supply chain. Coursework includes the application of the GIA International Diamond Grading System™ to assess the 4Cs – color, clarity, cut and carat weight – and how they affect diamond value. Students use professional diamond grading equipment to examine and plot diamond quality characteristics; grade diamonds according to the 4Cs; detect common diamond treatments; identify diamond simulants. Additionally, students learn the science behind laboratory-grown diamond formation, what tools can be helpful in identification of lab-grown diamonds and when to submit to a laboratory for further testing. Graduate Diamonds may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of the diamond supply chain
- Explain the science of diamond formation, appearance and identification
- Grade diamonds using the 4Cs (color, clarity, cut and carat weight)
- Identify the relationship between proportions and diamond weight
- Describe the GIA International Diamond Grading System™
- Detect treated and laboratory-grown gemstones
- Describe how quality, rarity, color and market factors affect gem value

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

Diamond Buyer, Diamond Grader, Diamond Assorter, Jewelry Business Owner, Jewelry Sales Professional, Retailer, Auction House Jewelry Specialist, Wholesaler

Correspondence Program

Earn your correspondence diploma by successfully completing one correspondence course and one lab class. Courses without prerequisites may be taken in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Number	Title (Subject)	Prerequisites	Description
GEM 230	Diamonds & Diamond Grading	None	Page 20
GEM 230L	Diamond Grading Lab	None	Page 22

See "Tuition and Fees" on page 31 .

See "Class Schedules and Hours" on page 11

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Graduate Colored Stones



Description

The Graduate Colored Stones diploma program blends theoretical knowledge with practical application. Topics include gemstone formation, properties, sources and the colored stone supply chain. Students learn how to describe color by hue, tone and saturation, which gemstones are commercially important and what factors affect gem price and availability. The course describes the general observation process, standard gemological tests and equipment and when advanced laboratory testing and instrumentation is needed for accurate identification. Using professional gemology equipment, students identify diamonds, colored stones and simulants; distinguish natural, treated and laboratory-grown diamonds and colored stones; and grade colored stones. Graduate Colored Stones may be taken as a standalone program or as part of the comprehensive Graduate Gemologist program.

Learning Objectives

- Describe the components of colored stone supply chain
- Explain the science of colored stone formation, appearance and identification
- Describe how quality, rarity, color and market factors affect gem value
- Identify diamonds, colored stones and simulants
- Grade colored stones using the GIA Colored Stone Grading System
- Detect treated and laboratory-grown gemstones
- Describe the GIA Colored Stone Grading System

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

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

Correspondence Program

Earn your correspondence diploma by successfully completing two correspondence courses and two lab classes. Courses without prerequisites may be taken in any order. We recommend the order shown here to maximize your comprehension of key concepts and course objectives.

Course Number	Title (Subject)	Prerequisites	Description
GEM 220	Colored Stones	None	Page 20
GEM 220L	Colored Stone Grading Lab	None	Page 22
GEM 240L	Gem Identification Lab	None	Page 22
GEM 240	Gem Identification	GEM 220, GEM 240L	Page 21

See "Tuition and Fees" on page 31.

See "Class Schedules and Hours" on page 11.

Graduate Pearls



Description

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

Learning Objectives

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

What You Earn

GIA Graduate Pearls Diploma

Occupations May Include

Pearl Grader, Pearl Assorter, Jewelry Business Owner, Jewelry Sales Professional, Pearl Buyer, Retailer, Wholesaler

Correspondence Program

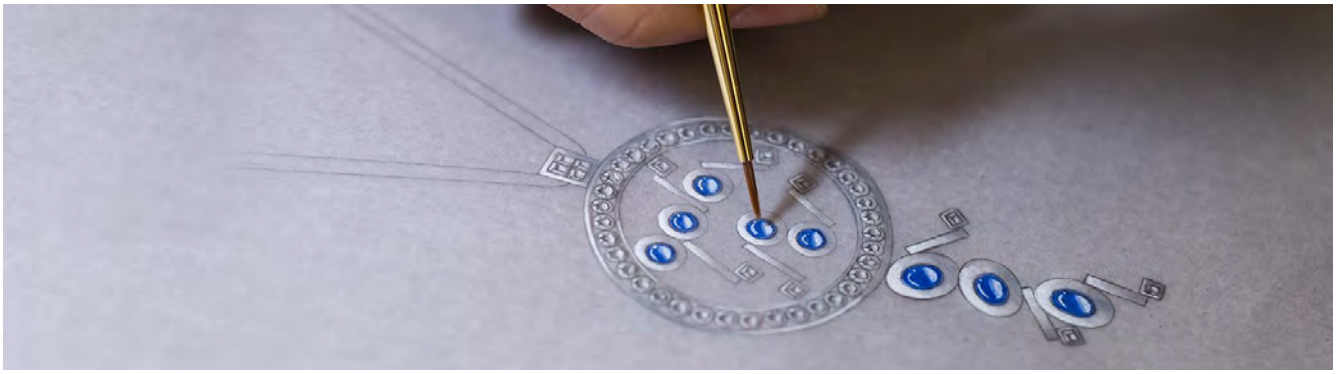
Earn your correspondence diploma by successfully completing one correspondence course and one lab class.

Course Number	Title (Subject)	Prerequisites	Description
GEM 149	Pearls	None	Page 20
GEM 149L	Pearl Grading Lab	None	Page 22

See "Tuition and Fees" on page 31.

See "Class Schedules and Hours" on page 11.

Jewelry Design



Description

The Jewelry Design certificate program provides students with the fundamental knowledge of design theory and the technical hand-rendering skills commonly employed in jewelry design. Students acquire a working knowledge of jewelry artistry. Skills taught 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. By the completion of the program, students will have a portfolio of class projects and custom designs ready for presentation to potential clients and employers.

Learning Objectives

- Demonstrate ability to create designs based on sources of inspiration
- Describe jewelry design theory and artistry
- Demonstrate rendering skills with graphite, colored pencils and water color paints
- Illustrate the shape, form and texture of metal
- Render faceted and cabochon gems, pearls and colored stones
- Demonstrate traditional drafting techniques used for enhanced rendering
- Develop and refine motifs used for jewelry design

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

Jewelry Designer, Custom Designer, Hand Renderer, Sales Associate, Technical Designer

On Campus Program

Earn your certificate by studying in a full-time, instructor-led On Campus program.

Jewelry Design	
Program Number	JMA 370
Clock Hours/ Instructional Weeks	270 clock hours/ 9 instructional weeks
Program Length (Calendar Duration)	9+ calendar weeks (length may vary with scheduled breaks)

See "Tuition and Fees" on page 31.

See "Class Schedules and Hours" on page 11.

Equipment and Materials

As part of their course materials, students receive a design toolkit containing a variety of paints, pencils, brushes, templates, papers and vellum and printed course materials.

Correspondence Course Descriptions

GIA Hong Kong offers self-paced correspondence courses in Chinese. GIA's distance courses are self-paced and students must complete all course requirements and pass the final exam within the maximum completion time.

GEM 149 Pearls

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. Students receive a printed textbook.

- **Required for:** Graduate Pearls Correspondence Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 3 months
- **Consists of:** 8 assignments and a final exam
- **What you earn:** Pearls Correspondence Certificate

GEM 220 Colored Stones

This course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. Students receive printed textbooks.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Correspondence Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 12 months
- **Consists of:** 27 assignments and a final exam
- **What you earn:** Colored Stones Correspondence Certificate

GEM 230 Diamonds & Diamond Grading

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. Students receive printed textbooks.

- **Required for:** Graduate Gemologist and Graduate Diamonds Correspondence Diplomas
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 10 months
- **Consists of:** 20 assignments and a final exam
- **What you earn:** Diamonds & Diamond Grading Correspondence Certificate

GEM 240 Gem Identification

This course blends the theoretical knowledge and practical experience of identifying natural, laboratory-grown, treated gems and simulants. In their practical work, students practice using the equipment, tests and process to identifying over 500 gemstones including more than 60 species. Topics include gem treatments in the market today as well as advanced laboratory testing and instrumentation. Students receive printed textbooks and lab manual.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Correspondence Diplomas
- **Prerequisites:** GEM 220, GEM 240L
- **Self-paced; maximum completion time:** 18 months
- **Consists of:** 44 assignments (19 written, 25 practical) and a final exam
- **What you earn:** Gem Identification Correspondence Certificate

In this course, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See "Student Notification of Classroom Chemical Usage " on page 49 for more information.

Completing Practical Assignments

Students complete all practical assignments in a GIA Student Workroom as availability permits where they have access to all required equipment and stones. There is a 1,000 HKD per day charge for using the workroom. On average, our students complete the practical assignments in 20-30 days in the workroom; we have had students take up to 80 days.

Lab Class Descriptions

Lab classes are where you gain hands-on experience grading diamonds, colored stones and pearls and learning to use professional gemological equipment.

GEM 149L Pearl Grading Lab

The GIA Pearl Grading Lab guides students through the grading and classification of pearls using GIA's 7 Pearl Value Factors™. Through practical coursework, students evaluate size, shape, color, luster, surface, nacre thickness and matching.

Students must pass a two-stone assessment to complete the class successfully. Classrooms contain a pearl gauge and other instruction aids. Each student workstation includes a daylight equivalent light source and a pearl grading master set with an informational keycard. Students receive a lab manual, color reference chart, gem cloth and pencil as part of the course materials.

- **Required for:** Graduate Pearls Correspondence Diploma
- **Prerequisites:** None
- **Hours / Duration:** 7 clock hours / 1 day
- **What you earn:** Letter of Completion

For scheduling information please visit https://www.gia.edu/gem-education/hong-kong/schedule.

GEM 220L Colored Stone Grading Lab

The Colored Stone Grading Lab teaches students how to grade the color, clarity and cut quality of a wide range of colored stones through practical coursework. Topics include how to describe a gem's color by hue, tone and saturation and how to evaluate gems using the GIA Colored Stone Grading System.

Students must pass a two-stone final exam to complete the class successfully. Each student workstation includes either a binocular microscope or daylight equivalent light source and 10x loupe. Students receive a lab manual, color description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Correspondence Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 21 clock hours / 3 days
- **What you earn:** Letter of Completion

Not offered at the Hong Kong campus in 2026.

GEM 230L Diamond Grading Lab

GEM 230L

The Diamond Grading Lab introduces students to the procedures used to grade diamonds according to GIA's International Diamond Grading System™. Using round brilliant cut diamonds on the D-Z color scale, students apply their knowledge by assigning color, clarity and cut grades, determining proportions and weight and documenting fluorescence. Students also learn how to identify and plot clarity characteristics and receive hands-on practice separating natural diamond from common simulants.

Students must pass a two-stone final exam to complete the class successfully. Classrooms contain a GIA DiamondDock™ and UV lamp with viewing cabinet. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, LED light, calculator and diamond grading tray. Students receive a lab manual, tweezers, 10X loupe, pointer probe, gem cloth, plotting pen set, table gauge, crown angle card, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Diamonds Correspondence Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

Not offered at the Hong Kong campus in 2026.



Diamond Grading Lab students assess a diamond's clarity using a 10X jeweler's loupe - ©GIA

GEM 240L Gem Identification Lab

The Gem Identification Lab introduces students to the general observation process and the operation of the gemological equipment used to test and identify colored stones. Instructors demonstrate key tests and coach students on effective testing procedures. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones.

Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, color filter, fiber optic light, UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, handheld spectroscope, dichroscope, refractometer, refractive index (RI) liquid, diffuser plate, polariscope, optic figure sphere and monochromatic light source. Students receive a lab manual, color description system pamphlet, tweezers, gem cloth, pinpoint incandescent light source, color grading card and pencil as part of the course materials.

- **Required for:** Graduate Gemologist and Graduate Colored Stones Correspondence Diplomas
- **Prerequisites:** None
- **Hours / Duration:** 35 clock hours / 5 days
- **What you earn:** Letter of Completion

In this class, students use RI (refractive index) liquid which contains diiodomethane also known as Methylene Iodide. See "Student Notification of Classroom Chemical Usage " on page 49 for more information.

Not offered at the Hong Kong campus in 2026.





Gem Identification Lab students learn the proper use of gemological equipment like a polariscope (left) and dichroscope (top) - ©GIA

Professional Development

GIA's professional development offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewelry professionals who wish to further their knowledge or aficionados looking to explore their passion, professional development offerings are a fast way to become familiar with a target topic or issue and stay current with industry research and trends.

Professional development offerings are not intended to prepare individuals for entry-level employment and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

JMA 330L Quick Design

Increase your professionalism by quickly and efficiently learning the basic skills in jewelry design presentations. Through this hands-on, practical class, you learn to communicate designs effectively with bench jewelers, colleagues and customers. You are guided how to make realistic presentations with colored pencils, stencils and equipment which are yours to keep. These professional design illustration techniques help you translate ideas into reality.

Duration: 5 days

What you earn: Letter of Attendance

Cost: 11,000 HKD due on or before the start date

GEM 275 Lab-Grown Diamonds Workshop

Laboratory-grown diamonds have been increasingly used for jewelry, they generate both excitement and confusion as their presence in the gem and jewelry market expands. Created through a technological process rather than geological, gem-quality laboratory-grown diamonds pose an identification challenge to any professional who buys or sells diamonds.

This seminar and workshop will provide you with the answer of how they compare to natural diamonds, how they are manufactured, and what steps can be taken to identify them outside the laboratory. Participants will learn to define the difference between natural and laboratory-grown diamonds, gain an understanding of the most common production methods (HPHT and CVD), and explore the services, methods, and instruments—along with hands-on experience—that aid in distinguishing between laboratory-grown and natural diamonds. The course also provides an overview of GIA Laboratory Reports and the GIA iD100™ gem testing device.

Duration: 3 hours

What you earn: Letter of Attendance

Cost: 2,750 HKD due on or before the start date

Applied Jewelry Professional™ (AJP®)



Description

The Applied Jewelry Professional™ (AJP®) diploma program covers topics including jewelry designs, setting styles, jewelry care and other content that will support the product knowledge of current industry professionals. Students learn 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 coursework provides clear and concise information that can be immediately implemented on the job.

Learning Objectives

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

What You Earn

Professional Development Diploma

Correspondence Program

Earn your professional development diploma by successfully completing three correspondence courses.

Course Number	Title (Subject)	Prerequisites	Description
GEM 110	Jewelry Essentials	None	Page 26
GEM 130	Diamond Essentials	None	Page 26
GEM 120	Colored Stone Essentials	None	Page 26

See "Tuition and Fees" on page 31.

See "Class Schedules and Hours" on page 11.

On Campus Program

Earn your professional development diploma by successfully completing three courses.

Course Number	Title (Subject)	Prerequisites	Description
GEM 110	Jewelry Essentials	None	Page 26
GEM 130	Diamond Essentials	None	Page 26
GEM 120	Colored Stone Essentials	None	Page 26

GEM 110 Jewelry Essentials

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 gift-ware. Students receive a printed textbook.

This course is not accredited by the Distance Education Accrediting Commission (DEAC).

- **Required for:** Applied Jewelry Professional™ Correspondence Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 6 assignments and a final exam
- **What you earn:** Jewelry Essentials Professional Development Correspondence Certificate

GEM 120 Colored Stone Essentials

This course provides 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. Students receive a printed textbook and the GIA Essential Colored Stone Reference Guide.

This course is not accredited by the Distance Education Accrediting Commission (DEAC).

- **Required for:** Applied Jewelry Professional™ Correspondence Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 8 assignments and a final exam
- **What you earn:** Colored Stone Essentials Professional Development Correspondence Certificate

GEM 130 Diamond Essentials

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. Students receive a printed textbook.

This course is not accredited by the Distance Education Accrediting Commission (DEAC).

- **Required for:** Applied Jewelry Professional™ Correspondence Diploma
- **Prerequisites:** None
- **Self-paced; maximum completion time:** 2 months
- **Consists of:** 7 assignments and a final exam
- **What you earn:** Diamond Essentials Professional Development Correspondence Certificate

Admissions Policies and Procedures

Admission Requirements

Applicants must have a high school diploma or the equivalent and be at least 18 years of age. Applicants must have the ability to read and write in the language of instruction (English, Cantonese, or Mandarin) at the level of a graduate of a secondary school where that language is the primary language of instruction.

Required Documents

Applicants must provide the following documents along with their completed application. For classes taught in English, all application documents must be completed in English or accompanied by an approved English translation.

☑ Identification

- Copy of a valid Hong Kong ID, or passport copy, identifying your full name and birth date.
- International, On Campus applicants must provide a passport copy identifying your full name, birth date, citizenship and country of birth.

☑ Proof of Graduation

Copy of your diploma, degree, or a transcript showing the graduation date for ONE of the following:

- High school / high school equivalency diploma
- Undergraduate or graduate degree from a college or university

Extenuating Circumstances

An applicant who meets all admission requirements but is unable to obtain proof of graduation after exhausting all avenues may submit a petition of exception to GIA's admissions committee. For example, a student from a war-torn country whose school no longer exists. The student may be approved to attest to the fact that they have obtained a high school diploma or its equivalent.

☑ Name Change Documentation (if applicable)

If your legal name differs from the one on a required admission document, you must show proof of a legal name change that ties all of your documents together. Provide a copy of a court-issued document showing your former and new legal name, such as a marriage certificate, divorce decree, or other court-issued document.

☑ Proof of English-language Proficiency (if applicable)

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. All Lab Class applicants are exempt from this requirement. Those whose citizenship or proof of graduation is from a country where English is the official language* are also exempt.

- Completed at least 3 years of study in secondary or post-secondary education with English as the medium of instruction.
- Met the minimum requirement on an approved English-language proficiency exam. See page 28.

* English-language Countries. Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Montserrat, Namibia, Netherlands, New Zealand, Nigeria, Norway, Papua New Guinea, Rwanda, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Virgin Islands, Wales, Zambia, Zimbabwe (Field Listing - Languages, The World Factbook. Central Intelligence Agency)

English-Language Proficiency Exams

Applicants who are required to take an English-language proficiency exam must meet the minimum requirement for ONE of these approved exams or courses.

Testing / Language Center	Minimum Requirement
Test of English as a Foreign Language (TOEFL®); www.ets.org/toefl.html	Overall band score of 8 on TOEFL Essentials™ or 61 on TOEFL iBT® or 500 on paper-based TOEFL *The Institutional TOEFL (ITP) test is not accepted.*
International English Language Testing System (IELTS™);www.ielts.org	Overall band score of 6.0 on IELTS Academic
International Test of English Proficiency (iTEP); www.itepexam.com	Level 4 on iTEP Academic-Plus
Pearson Test of English (PTE); www.pearsonpte.com	50 or higher on PTE Academic
Cambridge English Exams; www.cambridgeenglish.org/exams-and-tests	Overall Cambridge English Scale score of 173 on B2 First, C1 Advanced or C2 Proficiency
ELS Language Centers; www.els.edu	Successfully complete a level 109 or higher course
Duolingo English Test; www.englishtest.duolingo.com	Score of 105 or higher

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

For ELS Language Centers, request your official academic record from the campus you attended and submit to GIA; certificates are not accepted.

How to Apply

To apply for admission:

1. Confirm that you meet all admission requirements listed on page 27.
2. Select your program and intended start date.
   - Visit https://hongkong.GIA.edu/gem-education/schedules for class schedules.
3. Determine your financial obligation. See "Tuition and Fees" on page 31.
4. Gather the required documents listed on page 27.
5. Create an account and sign in to GIA's applicant portal at www.GIA.edu/applynow.
6. Follow the instructions online to complete your application and upload your supporting documentation.
7. Review and submit your application.
8. For courses/classes taught in Chinese, submit your application form with the required admission documents to our campus in-person or by email.

A GIA admissions representative will review your application to ensure you have met all requirements and notify you of your acceptance or denial of admission.

A registration confirmation and an enrollment agreement will be sent to your email address on record. The agreement includes course details, financial obligations, important policies, disclosures and notices.

Admissions Requirements - Professional Development

To be admitted to professional development programs or courses, you must be 18 years of age or older, provide basic biographical data and a copy of a valid, government-issued photo ID that shows your full legal name and birth date (such as a passport, ID card). Register at www.GIA.edu/applynow.

Application Deadline and Waitlists

Applications should be submitted no later than two weeks before your intended start date and no later than one week prior to the start of a lab class or correspondence course. International applicants are advised to apply at least eight weeks in advance of an On Campus program due to student visa application process. Students are registered on a first-come, first-served basis. If a class reaches capacity, students are placed on a waitlist and notified if a seat becomes available.

Orientation Requirements

Students enrolled in On Campus programs must complete an in-person orientation prior to the first day of class. Students who cannot attend the scheduled orientation

should contact admissions at giahongkong@gia.edu as soon as possible to reschedule. Students are not allowed in class until the orientation requirements are completed. Any time spent out of class to complete orientation will be considered missed hour(s) according to the attendance policy.

Nondiscrimination Policy

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

Residency and Applicant Screening

Educational services to some countries may be restricted by U.S. law. Additionally, all applicants are screened against global watch lists to comply with U.S. Office of Foreign Assets Control (OFAC) and other applicable laws and regulations. GIA may not admit individuals who are sanctioned or reside in a country or territory sanctioned by the U.S. government. Visit www.GIA.edu/ethics-compliance for more information.

Prior Criminal Offenses

GIA does not require applicants to provide information about prior criminal offenses. Please note that prior convictions may result in challenges in securing employment after graduation.

International Visa Requirements

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. For details, please visit Hong Kong Immigration Department website at https://www.immd.gov.hk

International applicants have the responsibility to check all immigration criteria before applying to a full-time, On Campus program. Those who enter Hong Kong under another visa type, such as a visitor or work visa, cannot attend GIA's full-time, On Campus programs.

Local sponsorship as required in Form ID 995B 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: https://www.immd.gov.hk/hks/services/visas/study.html

International students are advised to start their visa application at least eight weeks before the class starts. 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.

Transferability of Credits Earned at Our Institution

The transferability of credits you earn at GIA 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.

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.

Transferability of Coursework to another GIA Program

Graduate Diamonds or Graduate Colored Stones diplomas earned through a full-time, On Campus program at a GIA campus location or a GIA-affiliated school entity will be accepted for credit toward the Graduate Gemologist diploma.

Lab classes are not transferable into a full-time, On Campus program or part-time accelerated program.

Tuition and Fees

Total charges are valid for programs, courses and classes from January 1, 2026 through December 31, 2026 and are subject to change with reasonable advanced notice. Amounts shown are in Hong Kong Dollar. Total charges include tuition costs as well as any required book and materials fees.

Program, Course, Class	Tuition	Books	Materials	Total Charges
On Campus Programs				
GEM 2500 - Graduate Gemologist	154,350	11,300	17,400	183,050
GEM 2200 - Graduate Diamonds	54,600	2,900	2,700	60,200
GEM 2300 - Graduate Colored Stones	99,750	8,400	14,700	122,850
JMA 370 - Jewelry Design	47,250	1,600	6,200	55,050
GEM 110 - Jewelry Essentials	3,450	600	0	4,050
GEM 120 - Colored Stone Essentials	4,700	1200	0	5,900
GEM 130 - Diamond Essentials	4,000	600	0	4,600
Correspondence Courses and Lab Classes				
GEM 149L - Pearl Grading Lab	2,870	900	300	4,070
GEM 110 - Jewelry Essentials	2,520	600	0	3,120
GEM 120 - Colored Stone Essentials	3,360	1,200	0	4,560
GEM 130 - Diamond Essentials	2,940	600	0	3,540
GEM 149 - Pearls	5,000	1,300	0	6,300
GEM 220 - Colored Stones	16,875	2,700	0	19,575
GEM 230 - Diamonds and Diamond Grading	13,500	1,600	0	15,100
GEM 240 - Gem Identification	23,320	2,700	0	26,020

- Total Charges are due on or before the class start date.
- All payments must be in Hong Kong Dollar.
- Scholarships are available to those who qualify.

Additional Fees

Additional fees may include:

- Repeat fees are calculated based on the program's hourly tuition rate and the total number of hours the student needs to repeat.
- Living expenses such as housing, food, medical, insurance, transportation and entertainment
- Wire payment transfer fees
- Fees for optional books, materials and equipment plus shipping, handling and applicable taxes
- Fees for any lost or damaged equipment and stones
- Fees for replacement of any required books, tools and materials
- 500 HKD half-day; 1,000 HKD full-day use of the Student Workroom
- 10 USD official transcript fee
- 70 USD diploma replacement fee (excludes expedited shipping)
- 65 USD certificate replacement fee (excludes expedited shipping)

Past Due Account Balance

Students who have a past due account balance will have disrupted service. Students may not register into future courses or programs and will not receive their credential until they have settled the payment(s) owed.

Payment Methods

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

All payments must be in Hong Kong Dollars drawn on a licensed bank in Hong Kong. Please note the following information regarding payment methods:

Credit Card. You must make payment in person at GIA. Only VISA, MasterCard and Union Pay are accepted.

Bank Transfer. Please contact us for details. A direct deposit may be made to HSBC HK bank under the GIA Hong Kong Ltd. account. Cash Deposit is not accepted.

Wire Transfer. Please contact us for details. Students are responsible for any wire transfer fees that they incur.

Check. Cashier order or personal check shall be made to payee only in favor of GIA Hong Kong Ltd. and drawn on a licensed bank in Hong Kong.

Third-Party Payer Information

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

Scholarships

Scholarships offerings are available to those who qualify to help reduce their financial burden and focus on completing their chosen credentials. Visit www.GIA.edu/scholarships for more information on scholarships, eligibility, how to apply and required documents.

Cancellation, Withdrawal and Refund Policies

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

Cancellation and Withdrawal of Enrollment

Students may submit their cancellation or withdrawal notice by contacting admissions at giahongkong@gia.edu, +852 3166 7001 or in person. Cancellation or withdrawal is effective on the date GIA receives the student's notice in any manner.

A student's registration/enrollment will be cancelled by the school with a full refund of institutional charges for failure to i) sign the enrollment agreement, ii) start the program ("no-show") and/or iii) make a required payment prior to the class start date.

A student will be administratively withdrawn if they fail to return from a leave of absence, do not maintain academic progress, or are otherwise dismissed due to lack of attendance or violation of a GIA policy. A grade of SWD is recorded on the student's academic record and any refund is calculated according to GIA's refund policy below.

Refund Policy

Students may cancel their enrollment agreement and receive a refund of all monies paid if they cancel before the first day of class. Thereafter, a pro-rata tuition is calculated.

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.

Scholarship recipients are subject to the refund policy described in their acceptance letter.

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 non-refundable.

Any credit balance on a student's account after unearned scholarship funds have been returned, will be refunded within 30 days of the date GIA received the notice of cancellation or withdrawal, or the last date of attendance, whichever is later.

The failure of a student to provide accurate and complete payment and banking information may delay a refund of tuition to the student.

Professional Development Refund Policy

A full refund is issued if the course is cancelled at least 5 business days prior to the scheduled course start date. For correspondence courses, a full refund is issued if the course is cancelled within 48 hours of registration and no assignments have been submitted. 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 non-refundable.

On Campus and Lab Refunds

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	Tuition % Retained by GIA	Tuition % Refunded
Up to 10% of class hours	10%	90%
More than 10% and up to 25% of class hours	25%	75%
More than 25% to 50% of class hours	50%	50%
After 50% of class hours	100%	0%

Sample Lab Class Calculation

Total Tuition Paid by Student = 50,000 HKD

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)

Correspondence Course 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	Tuition % Retained by GIA	Tuition % Refunded
Up to 10% of the required assignments	10%	90%
More than 10% and up to 25% of the required assignments	25%	75%
More than 25% to 50% of the required assignments	50%	50%
After 50% of the required assignments	100%	0%

Sample Correspondence Education Calculation

Total Tuition Paid by Student = 50,000 HKD

Number of required assignments = 20

Assignments submitted = 4 (20%)

Refund Percentage = 75% of Tuition

Refund Amount = 37,500 HKD (50,000 HKD x .75)

GIA Retains = 12,500 HKD (50,000 HKD x .25)

Student Services

Our administrative staff provide a variety of services and resources to help ensure your success as a student and graduate of GIA.

Housing and Transportation

GIA does not have dormitory facilities. There are rental and hotel opportunities within proximity of the campus. Start your search six to eight weeks before your arrival and be sure to use a reputable third-party provider.

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.

It is important that you thoroughly research your options before taking residence. If renting a room or sharing an apartment, your due diligence should include interviewing the renter and any occupants as well as doing an Internet search of the address and of any individuals living in the home. GIA does not screen listings, nor does it offer a roommate placement service.

Current housing costs around the Hong Kong campus can range from 15,000 to 19,000 HKD per month or more for apartments. Hotel stays can average 2,000 to 4,000 HKD per night excluding taxes and other fees.

GIA Hong Kong is easily accessible by public transportation and has easy access to other main public transportation and expressways.

Contact us at giahongkong@gia.edu or +852 3166 7001 for information or assistance.

Health Care and Insurance

Health insurance for students is not provided by GIA. All students are strongly urged to maintain medical insurance coverage. Students should be aware that any medical needs, services and expenses are the student's personal responsibility.

Disability Services and Accommodation

Our belief is that disability is not a limitation, but rather an indication of perseverance, strength and determination in accomplishing all life endeavors. Our intention is to promote access, equity and inclusion; to instill a true sense of belonging at GIA for students with disabilities.

GIA is committed to ensuring equal access to its programs and activities for qualified individuals with disabilities and will make efforts to accommodate those with special requirements or needs by granting reasonable accommodations where appropriate.

Reasonable Accommodation

GIA is committed to ensuring equal access to its programs and activities for qualified individuals, including individuals with disabilities. This includes making reasonable, appropriate and effective modifications in policies, practices and procedures for qualified individuals with disabilities. GIA does not discriminate against individuals with disabilities seeking to apply to its programs.

Requesting accommodation. Students requesting reasonable accommodation must submit their request provide documentation of the reported disability along with the Reasonable Accommodation Request Form to a school official. Documentation must be from a professional who is qualified in the testing of the disability. GIA will review the request and inform the student or applicant of its decision in writing.

Confidentiality. 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.

Providing accommodation. Each circumstance will be considered on an individual basis according to the means, limits and experience of GIA and the request under consideration, at the time of such request. Qualified individuals with disabilities must meet the academic and technical requirements for admission and participation in GIA's education programs and services. Each course requires students to perform particular physical and cognitive tasks. Upon request, GIA is pleased to discuss these tasks

with the applicant to evaluate the applicant's potential for success and decision to apply.

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.

International Student Support

Our admissions team provide specialized support to international students by helping them prepare for and adjust to living and studying in Hong Kong.

They provide information about important immigration-related issues and specific assistance with the student visa and other applicable immigration application processes. Contact us at giahongkong@gia.edu or +852 3166 7001.

Internet Access

Wireless Internet access is available at no charge.

Career Services - Resources

GIA Gem & Jewelry Career Center

The GIA Gem & Jewelry Career Center is a premier career platform and online job board exclusively for the gem and jewelry industry. Employers from every sector of the jewelry industry list opportunities with us, including retailers, wholesalers, design houses, auctioneers and many others.

As a job seeker, you will be able to customize your job search and create a full-featured profile that will help you market yourself to employers. You can also access tools to help you prepare for interviews. There is no charge to use this service. You can access the career center on our website at www.GIA.edu/gem-job.

Guest Speaker Series

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

Website. The library section of the GIA website offers additional resources, from recommended book lists to listings of gemstone pricing guides and appraisal associations. www.GIA.edu/library

eBooks. Students and alumni may access the contemporary e-book collection on the Libby app at https://libbyapp.com. Contact us at library@gia.edu for a username and password.

Archives. The Library's archives and rare book collection has works dating back to 1496. Works no longer under copyright (pre-1926) are being digitized with over 1,000 titles freely available on Internet Archive at https://archive.org/details/gialibrary.

Reference service. The library is the first point of reference for gem and jewelry professionals. Whether in person or by phone or email, librarians answer questions from scientists, jewelers, gemologists, students, researchers, authors and the media from around the world. They provide quick reference information on topics including treatments, laboratory-grown gems, business management, jewelry history and more.

Hours and contact. The Library is open from 7:30 a.m. to 5:00 p.m. PT, Monday through Friday. Contact us at library@gia.edu or +1 760 603 4046.

Education Stone Sets

Our education stone sets are a significant learning resource used by students to gain hands-on, practical experience in diamond grading, gem identification and colored stone grading. Each series of stone sets is specifically integrated with the curriculum at the appropriate learning point. Each stone is carefully selected to ensure students are exposed to a wide variety of natural, lab-grown, and treated gem species, varieties and qualities they might encounter once employed in the trade.

GIA Alumni Collective™

The GIA Alumni Collective is here to provide students and graduates with diverse opportunities, insights and connections that fuel their development, progress and passion at every point of their career. Contact us at alumni@gia.edu

Membership. After successfully completing a GIA program, graduates become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 175,000 members across 56 chapters worldwide. The GIA Alumni Collective connects graduates to an open, inspirational and passionate community that aims to help graduates cultivate a lifetime of success.

The community. GIA alumni are key influencers throughout the gem and jewelry industry. Our GIA Alumni Collective online community allows GIA graduates to communicate with like-minded gem and jewelry professionals and display their credentials in our Alumni Directory. Not only can GIA graduates view and participate in virtual and in-person events in their local areas, they can go beyond their borders and network with alumni from around the world. Register for the community at https://collective.GIA.edu.

Global chapters. GIA's global chapters span the globe from Manhattan to Mumbai. As a member of the GIA Alumni Collective, you have the opportunity to participate in local meetings and events that further your professional development and connect you to your gem and jewelry community. Visit https://collective.gia.edu/global-chapters.html to explore or join a local chapter.

Academic Policies and Procedures

Academic policies and procedures help ensure the quality of every student's academic experience, support the investment our graduates make in their education and help to preserve the integrity of GIA's diplomas and certificates.

Attendance Policy

The curriculum is intense and students are strongly encouraged not to miss any class time. Classes begin promptly at the scheduled start time. A student may not leave the classroom without advising the instructor except at scheduled breaks.

For On Campus Program. Every morning and at each break, attendance is taken and recorded in full hour increments. A student who misses any part of a scheduled class hour will be marked for a full hour missed. For example, if a student arrives 10 minutes late to class, they are marked for one hour missed.

Attendance is specific to the program of enrollment as indicated in the chart below. Students are responsible for being aware of how many hours they have missed. Students who approach the maximum hours allowed are given a courtesy warning.

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation.

Any student who misses more than the maximum number of hours allowed are dismissed.

Maximum Allowable Missed Hours - On Campus

Program	Clock Hours	Maximum Missed Hours
Jewelry Design	270	23

Maximum Allowable Missed Hours - Lab Classes

Class	Clock Hours	Maximum Missed Hours
Pearl Grading Lab	7	0*

* Students cannot miss any of the first 7 hours.

Clock Hours

"Clock hours" refer to number of scheduled instructional hours for each program. One clock hour equals a minimum of 50 instructional minutes within a 60-minute time period.

The definition of a clock hour is separate from, and does not apply to, GIA's attendance policy.

Make-Up Hours

The attendance policy allows for a limited number of excused missed hours; make-up hours are not available. Students are advised to register for a class when they can be present for the entire duration (no known conflicts).

Homework Policy

Homework assignments in On Campus programs must be submitted by the scheduled due date and time indicated on the class schedule. Students who do not submit homework on time receive a score of zero.

Make-Up Work

On Campus Programs. Students have ample time to make-up missed practical work during regularly scheduled lab hours. A student may be approved to make-up a missed quiz or homework assignment for extenuating circumstances such as injury or illness, death in the family, or other circumstance determined by the institution. Requests are to be submitted to a school official for consideration at giahongkong@gia.edu .

Correspondence Programs. Correspondence courses are self-paced and lab classes require strict attendance; there is no provision to make-up work.

Extended Lab Hours

GIA may schedule additional lab hours for students who are not meeting academic progress standards; current Student Workroom fees apply.

Classroom Policies

Students are required to adhere to the following policies:

- Use of mobile phones and other devices in class is strictly prohibited. These devices must be set on silent and placed in a designated location. Devices may be used if the student leaves the classroom.
- Eating is not permitted in classrooms. Beverages in closed containers are allowed.

- Non-GIA issued tools are not allowed in the classroom. Exceptions may be approved by a school official for safety or ergonomic considerations. GIA is not responsible for loss of or damage to personal tools.
- Keycards, blank or completed worksheets, quizzes and exams may not be taken out of the classroom.
- Projects and other materials may not be taken out of the classroom without instructor's permission.
- Students must work independently unless the instructor directs otherwise.
- Photography is not permitted in the classroom without prior approval.

Course or program-specific policies are disclosed and reviewed with students in class.

Academic Integrity Policy

GIA values academic integrity, meaning an honest representation of one's own work. While we also value the benefit of collaborative education where students are able to work with and learn from one another, there is a line between collaboration and academic dishonesty. Students who violate this policy are subject to discipline up to and including dismissal. Examples of academic dishonesty include but are not limited to:

Cheating. Copying another student's work or using unauthorized aids during an exam, test or quiz or to complete a project, assignment or worksheet. Examples of unauthorized aids include written notes, mobile phone or other device, AI, the Internet and homework/test' sharing or exchange sites.

Plagiarism. Copying work or ideas, including but not limited to the use of electronic aids and misrepresenting them as one's own.

Falsification. Making up fictitious information or altering records for the purpose of misrepresentation.

Facilitation. Helping another student to cheat, plagiarize, or falsify information. Some examples include:

- Knowingly allowing another student to copy your work
- Sharing or exchanging quiz, test, exam or assignment questions and/or answers with another student, on a site that may be searched by others, or referring another student to those sites
- Copying or reproducing keycards or quiz, test, exam or assignment questions by any means
- Unauthorized possession of practical assignments or projects

The use of artificial intelligence (AI) tools, including but not limited to generative AI platforms, to assist with or complete coursework (e.g., assignments, projects, or assessments) is prohibited unless explicitly authorized by the instructor. Any unauthorized use of AI will be considered a violation of this Academic Integrity Policy.

Student Identity Verification

GIA establishes that the student who registers in a program is the same who participates in and completes the program by one or more of the following methods:

- Collecting a copy of a government-issued photo ID or passport
- Taking and recording class attendance

Testing Policy

Testing measures a student's comprehension of the curriculum and mastery of skills. The following rules apply to all tests. The term "test" refers to any quiz, test or exam.

- Students are strongly advised not to miss a scheduled test; those not taken on the scheduled date and time receive a score of zero. See "Make-Up_Work" on page 38.
- Students are strongly advised not to miss a scheduled test; those not taken on the scheduled date and time receive a score of zero.
- Tests in progress may be declared null and void, and rescheduled, if the testing area must be evacuated for any reason.
- Test submissions are final.
- Tests must be completed within the specified time limit.
- Tests are closed-book unless indicated otherwise; lab manuals are permitted during practical tests.
- Reviews of specific exam questions are only provided to students who do not pass.
- Non-native English-speaking students may use a printed translation dictionary only after it is examined by the instructor; electronic translators may not be used.
- Unauthorized electronic devices may not be used during testing.

Correspondence Course Exams

Exams must be taken in the GIA Student Workroom. Contact us at +852 3166 7001 or giahongkong@gia.edu to schedule your exam. There is no fee to take an exam.

We recommend students be prepared for and schedule their first exam attempt no later than 30 days before the end date or, for GEM 240, several months before the end date to allow sufficient time for processing exam requests, complete

any allowable retakes, ship practical exams, and complete any required remedial work.

Grading System

On Campus Courses and Classes

Courses and lab classes are evaluated using a letter-grade scale as outlined below.

Letter Grade	Percentage Range	Grade Points/Grade Definition
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59-below	0.0
L	Leave of Absence	Student has partially completed coursework; remaining work to be finished at a future date. No impact on GPA.
SWD	Student Withdrawal	Student was withdrawn from their program of enrollment after the cancellation period
INC	Incomplete	This is a temporary grade that is converted to P, NP or SWD based on the definition of these grades. Students who fail to complete their coursework within the agreed-upon time receive a final grade of NP.
R	Repeat	Course has been retaken and the original grade is replaced by

Continued on page 41

Continued from page 39

Letter Grade	Percentage Range	Grade Points/Grade Definition
		the new grade for academic record purposes.

Professional Development Courses and Programs

GIA's professional development courses use a Pass/No Pass (P/NP) grading system. Final grades are assigned and recorded in the student's permanent academic record as follows.

Grade	Definition
P (Pass)	75% and higher and met the graduation requirements
NP (No Pass)	74% or less and failure to meet the graduation requirements
SWD (Student Withdrawal)	Student was withdrawn from their program of enrollment after the cancellation period
INC (Incomplete)	This is a temporary grade that is converted to P, NP or SWD based on the definition of these grades. Students who fail to complete their coursework within the agreed-upon time receive a final grade of NP.

Grading Policy

Final grades are awarded to each student in each program, course or class within two business days of the end date. Homework, quizzes, and exams are normally graded within two business days of receipt (excluding holidays) and are processed the order they are received.

Graduating with Honors. Students who achieve a GPA of 3.7 or higher in their program of student will graduate with honors, and this distinction will be noted on their diploma.

Academic Progress Policies

GIA monitors each student's academic progress to ensure they are moving toward successful completion of their program. At any time, students may request a conference with their instructor.

On Campus Programs

For the Graduate Gemologist program, satisfactory academic progress (SAP) is evaluated at the midpoint of the program. Students must maintain a cumulative average score of 75% or higher, rounded up to the nearest 1%, on all

coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for any practical work as specified in the course syllabus.

Correspondence Courses

Correspondence courses are self-paced. Students have access to course materials on the class start date and must successfully complete all assignments and the final exam within the maximum timeframe allowed.

Students are required to demonstrate engagement in their course by submitting at least one assignment within the first 60 days of enrollment. Failure to do so will result in administrative cancellation from the course. Students are encouraged to contact their instructor or academic advisor if they anticipate challenges in meeting this requirement.

Course Progress. Students must pass each lesson's questionnaire with a score 75% or higher to progress to the next questionnaire. Students enrolled in GEM 240 must meet specific grading criteria for each practical assignment as specified in the course syllabus.

Maximum Timeframe. Each correspondence course has a maximum completion timeframe listed in the course descriptions. The start and end dates of the course are specified in the student's enrollment agreement. Maximum timeframe is strictly enforced; there are no extensions.

A student who is unable to progress, and has not yet taken a final exam, may withdraw and retake the course at a time that better suits their schedule. Students with proper cause and documentation may request a leave of absence to temporarily pause and resume their studies at a later date.

Students who do not successfully complete all course requirements including all written and practical assignments and passing the final exam within the maximum timeframe receive a final grade of No Pass (NP). Students who do not pass may repeat the course at current tuition and fees.

Lab Classes

Lab class students are expected to attend scheduled classroom hours and participate in lectures, discussions, hands-on lab sessions and the final exam in order to successfully progress through the class. Students who exceed the maximum allowable missed hours as described in the Attendance Policy are dismissed.

Probation and Academic Advising

Students who do not meet academic, attendance or behavior standards may be placed on an advising or probation status. The purpose of this is to i) formally notify students that their performance does not meet the

standards, ii) set goals for improvement and iii) provide guidelines and a reasonable amount of time to meet those standards.

Academic Advising

On Campus program 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 official. If the student meets all conditions by the date specified in their plan, their academic status is returned to good standing. Students who do not meet the conditions of their plan are dismissed.

Attendance Probation

On Campus students who accumulate six hours less than the maximum allowed are placed on Attendance Probation and notified in writing. Students who accumulate more than the maximum allowed hours 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 probation are dismissed.

Leave of Absence Policy

Students enrolled in On Campus and correspondence courses may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. Students enrolled in lab classes are not eligible for a leave of absence.

An LOA is approved for a documented family emergency, serious illness or for active military duty. GIA may also approve an LOA for involuntary reasons such as national or state emergency, pandemic, or other extenuating circumstances. Contact a school official at giahongkong@gia.edu for additional information.

A leave will be approved if GIA determines that **i**) there is a reasonable expectation that the student will return, **ii**) the request complies with this policy and **iii**) there is space available for the student to return to the program within the maximum allowable leave time. If approved, an addendum to the student's enrollment agreement is generated.

Maximum Length. The maximum length of time for an LOA is 180 calendar days. A student may be granted more than one leave, but combined cannot exceed 180 calendar days within a 12-month period. Students must submit any request to extend an approved LOA in writing to the school official prior to the expiration of their original LOA.

For correspondence students, the maximum time for a leave of absence is 365 calendar days. A student can be granted more than one leave of absence, but the combined leaves of absence cannot exceed 365 calendar days per course. During an approved leave of absence, the end date of the course will be extended to reflect the number of days granted for the leave of absence.

Requesting Leave. The LOA request must be submitted in writing to the school official in advance. The request must be signed and dated by the student and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, GIA may approve the student's leave and collect the written, signed and dated request at a later date. Students who do not select an available return date within five business days of submitting the LOA request will be withdrawn.

Returning from Leave. Students are placed back into the program at a point determined to ensure their success, generally students are asked to repeat two weeks. There is no fee for repeat class time. Students may return earlier from a leave given class availability. Students who do not return as agreed are withdrawn. A final grade of SWD is posted to the student's academic record and any refund is calculated according to the terms of the student's enrollment agreement. Withdrawn students who wish to continue will need to re-enroll from the beginning of the program 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 of Student Code of Conduct and Standards of Behavior or other institutional policies
- Failure to meet academic progress standards
- Failure to abide by the attendance policy
- Cheating or any other form of academic dishonesty
- 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 final grade of SWD is posted to the student's academic record and any refund is calculated according to GIA's Refund Policy.

Appeal for Readmission

Students who are dismissed must submit a formal appeal in order to be readmitted into any GIA program, course or class. Submitting an appeal does not guarantee readmission, which is at the sole discretion of GIA.

Appeal Process

Students must submit an *Appeal for Readmission Form* and any additional supporting documentation to the Admissions Committee for review. A school official, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the appeal.

If approved, the student is notified of any readmission terms or conditions.

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

Repeat Courses

Students may repeat a correspondence course or lab class to earn a passing grade; current tuition and fees apply at enrollment. After two non-passing attempts of a correspondence course, a student must petition for re-enrollment.

The student must submit the Petition for Re-enrollment form and any additional supporting documentation to the Admissions Committee for review. The student is asked to describe the circumstances that prevented them from passing the course and what they will do differently in order to succeed. The decision to allow a student to re-enroll is at GIA's sole discretion based on a consensus belief that the student can be successful.

A school official, or their delegate, will notify the student of the committee's decision within 10 business days of the receipt of the petition. If approved, the student may re-enroll into the course from the beginning at current tuition and fees.

Student Workroom

Student Workroom is available to complete the practical requirements of the Gem Identification course, take a supervised exam, or practice on equipment and gemstones.

Student workroom is available on a first-come, first-served basis. Please contact us at giahongkong@gia.edu or +852 3166 7001 to determine availability and reserve a seat. 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 workroom privileges.

Graduation Requirements

To maintain enrollment, students must continue to meet academic progress, attendance, and behavioral standards throughout their program. In order to graduate and earn their credential, students must satisfy the minimum academic requirements detailed in the course syllabus. All tuition and fees must be paid in full and all stones, equipment, library books, and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

Graduation Requirements – On Campus Programs

Credential/ Coursework	Minimum Requirement	Maximum Number of Attempts
Jewelry Design Certificate		
Unit I Design Assignments	100% completed with passing score	—
Unit II Design Assignments	75% completed with passing score	—
Quizzes	75% cumulative average	1
Final Practical Exam	75% score	2
Final Written Exam	75% score	2
Final Design Exhibition	Participation required, including all required components	1

Graduation Requirements - Correspondence Programs

In order to graduate, students must:

- successfully complete all of the online courses and lab classes required for a program,
- complete each assignment / lesson, and
- pass each final exam within the maximum attempts allowed and prior to the specified end date as indicated in the chart below.

Program /Courses	Exam Requirements	Maximum Exam Attempts Allowed*
Graduate Gemologist Correspondence - meet the requirements for the Graduate Diamonds and Graduate Colored Stones		
Graduate Diamonds Correspondence		
GEM 230 Diamonds & Diamond Grading	75% or higher on the final written exam	3
GEM 230L Diamond Grading Lab	75% or higher on the 2-stone final exam	3
Graduate Colored Stones Correspondence		
GEM 220 Colored Stones	75% or higher on the final written exam	3
GEM 220L Colored Stone Grading Lab	75% or higher on the 2-stone final exam	3
GEM 240L Gem Identification Lab	75% or higher on the instrumentation final exam	3
GEM 240 Gem Identification	100% on the 20-stone final exam	10*
Graduate Pearls Correspondence		
GEM 149 Pearls	75% or higher on the final written exam	3
GEM 149L Pearl Grading Lab	75% or higher on the 2-stone final exam	3

*Remedial Work. After five attempts, students are required to complete remedial work before the next exam attempt. Remedial work may be shipped to the student or completed in a student workroom. Students are responsible for shipping fees, customs and taxes or the standard rate for student workroom use. The international shipping fee covers shipping, customs and taxes for international students who take remedial coursework.

All tuition and fees must be paid in full, and all stones, equipment, and materials must be returned in good condition prior to graduation. Certificates and diplomas are not awarded until all educational and financial obligations are met.

Student Records

The care and protection of applicant, student and graduate data is of utmost importance. GIA's Student Privacy Notice, found at www.GIA.edu/student-privacy-notice, describes the policies and practices regarding our processing, including collection, use and handling of personal data. Student records are maintained in accordance with federal, state and accreditation requirements; transcript data is retained permanently.

Contact Information

Students may update their contact information by contacting us at giahongkong@gia.edu

Legal Names

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas. Students may request to not display their middle name on their credential by contacting the student records department.

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

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

Preferred Name

GIA recognizes that many students use a first name other than their legal first name to identify themselves. Students may provide a preferred first name at the time of admission or anytime thereafter by contacting admissions.

Letters of Good Standing

Upon request, GIA will issue a letter of good standing that are typically needed by insurance companies or other agencies as evidence of student status. A student is considered to be in good standing if they are not currently on an academic advising or probation status. GIA does not issue letters of recommendation. Contact us at giahongkong@gia.edu or +852 3166 7001.

Transcripts

Current students may download an unofficial transcript on the My GIA Education Portal at https://education.GIA.edu. Graduates may contact our campus manager at giahongkong@gia.edu to request a copy of their unofficial transcript. These are provided at no charge.

Current students may order an official transcript from our vendor on the My GIA Education Portal at https://education.GIA.edu. Current students and graduates may order an official transcript directly from our vendor at www.parchment.com/u/registration/individual. There is a 10 USD fee for each transcript ordered (excludes expedited shipping). Contact us at giahongkong@gia.edu for inquiries or further instructions.

Diplomas and Certificates

Students will receive both a printed and a digital copy of their On Campus diploma or certificate once all graduation requirements are met and the credential has been conferred. Students will receive email notification and collect the print diploma or certificate from Hong Kong campus. In case of damage of a printed diploma or certificate, please contact giahongkong@gia.edu or +852 3166 7001 for replacement; replacement charge may apply.

Diploma and Certificate Holds

Students will not receive a diploma or certificate until all academic and financial obligations are met.

Reprint Diplomas and Certificates

Reprint diplomas and certificates are US$70 and US$65 respectively (excludes expedited shipping). Reprint diplomas and certificates are issued in the current format and include the reissue date. All reprints bear the signatures of GIA's current school officials. To order a replacement, contact the vendor at https://parchmentsupport.force.com or student records at giahongkong@gia.edu or +852 3166 7001.

Education Verification

Those wanting to confirm a GIA graduate's credentials may check the GIA Alumni Online Directory. The search results will return those graduates who have opted to have their information displayed online. Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at www.GIA.edu/doc/GIA_Education_Verification-Request.pdf.

Academic Credentials Usage Policy

Academic credentials from the Gemological Institute of America (GIA) are highly respected in the gem and jewelry industry. Recipients of GIA diplomas should append their academic designation to their name and follow specific usage standards. Credentials can be displayed in their entirety, but must not imply affiliation or endorsement by GIA. Only diplomas or degrees should be listed on business cards, while individual coursework should be on resumes.

For detailed guidance, please refer to the GIA Usage Guidelines located here: https://www.gia.edu/copyrights-trademarks#diplomas.

Administrative Policies

This section includes standards, policies and procedures that describe the rights and responsibilities of students.

Student Code of Conduct and Standards of Behavior

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

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
- Violation of other GIA policies

Students who become aware of anything that seems unsafe, improper, or illegal must report it to GIA staff immediately.

Social Media and Networking

GIA embraces the opportunities and information available to students and staff through social media such as networking sites, blogs, wikis, chat rooms and others. However, any online behavior which is brought to the attention of a school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under this policy.

Students are asked to use good judgment as their actions and statements have the ability to adversely affect themselves, others and the school as a whole. Posts on social media may be replicated quickly, be taken out of context and remain public for an indeterminate amount of time.

Communication between current students and GIA employees on social media may create the appearance of favoritism or conflict of interest. Therefore, staff are subject to GIA's employee social media and networking policies when communicating with students on social networks.

Violations

A school official or their delegate will commence an investigation into allegations of violation of student code of conduct. Students are required to cooperate with GIA representatives during an investigation. GIA considers all information collected during an investigation in the decision-making process. To maintain the safety and the integrity of its investigation, GIA reserves the right to suspend a student pending investigation. GIA will make every effort to operate on the fundamental principle of mutual trust and respect among students, faculty, staff and administration.

Sanctions

With sufficient evidence, GIA at its sole discretion may impose one or more sanctions, depending on the nature and severity of the offense. Sanctions may include verbal warning, written warning, behavioral probation, or dismissal. When a student receives a behavioral warning or is placed on probation, they are given an opportunity to realign their conduct with institutional standards and expectations. However, any further misconduct or failure to meet the conditions of probation may result in dismissal. In cases involving potential criminal conduct, GIA will determine in its sole discretion whether appropriate law enforcement or other authority must be notified.

Drug and Alcohol Abuse Prevention

GIA insists on an alcohol and drug-free environment and prohibits the unlawful use, sale, purchase, transfer, manufacture, distribution, or possession of illegal drugs, controlled substances, or alcohol on GIA premises, at GIA sponsored events or activities.

Reporting to campus under the influence of alcohol, drugs or other substance that impairs one's mental or physical capacity is a violation of this policy and may result in sanctions up to and including dismissal. GIA may also discipline students for off-campus activities that include the illegal use of alcohol or drugs.

Students or any person in the school community who are 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, student dismissal. Students may be subject to federal, state, and local fines and/or prosecution. GIA will determine in its sole discretion whether the appropriate law enforcement or other authorities will be notified.

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn. Clothing must cover all undergarments. No underwear or undergarments may be visible at any time. Clothing must not be see-through. Bare feet and clothing with derogatory or offensive messages are prohibited.

Smoking on Campus

Smoking, including e-cigarettes, or use of tobacco in any other form, is 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.

Campus Safety and Security

Keeping GIA campuses safe for our students, employees and visitors is one of our top priorities. During hands-on lab sessions, students may use chemicals, equipment and tools that can be hazardous if they are handled incorrectly or without proper precautions. Students must follow all safety guidelines and the 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 and promotes awareness on the use of good laboratory practices to individuals who may be exposed to chemicals such as gem refractive index (RI) liquid, which contains diiodomethane also known as Methylene Iodide. RI liquid is used in Graduate Colored Stones, Gem Identification Lab 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 physician 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 be held.

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

Weapons

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

Search and Seizure

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

Video and Audio Monitoring

Due to the nature of its business, GIA must ensure the integrity and security of its premises and processes, including but not limited to customer service and the handling of valuable customer property. Accordingly, GIA uses both electronic video and audio monitoring in the workplace. The monitored content may include students' personal data, including without limitation video recordings, audio recordings, footage and photographs of students, casual communications near these locations and name or any other personal data revealed in video or audio recordings. We do so on the basis of compliance with a legal obligation or for our legitimate interests to protect our business, locations, workers and other parties. Students should not have an expectation of privacy in any public or work areas (GIA does not monitor restrooms or dressing areas).

Each facility has signage posted in the locations where video and audio monitoring is occurring. Please see Student Privacy Notice at www.GIA.edu/privacy-notice for complete disclosure.

Student Privacy Notice

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

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

For complete disclosure and updates, please refer to the GIA Privacy Notice at www.GIA.edu/privacy-notice and to the Student Privacy Notice at www.GIA.edu/student-privacy-notice.

Personal Data Collection, Use and Processing

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

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

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

Complaint Policy and Procedure

Complaint Policy

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

Complaint Procedure

Students should raise concerns as soon as possible so that they can be properly addressed. Students are encouraged to try to resolve any issue or concern 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 a school official in writing at giahongkong@gia.edu and contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included.

The school official will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

If the student does not feel the school has adequately addressed the complaint, they may submit their complaint to GIA's Headquarters by emailing the dean of students at deanstudents@gia.edu. The complaint must contain the basis of any allegation, relevant names and dates and a brief description of the actions forming the basis of the complaint. Copies of available documents providing additional reasonable and credible information that support the complaint should be included. The dean will provide a written summary of the school's investigation and decision within 10 business days of receiving a formal complaint. If the investigation cannot be completed within 10 business days, the student will be notified that additional time is required.

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

Schools accredited by the Distance Education Accrediting Commission (DEAC) must have a written complaint policy and procedure for the purpose of receiving, responding to, addressing and resolving as appropriate, complaints made by students, faculty, administrators or any other person who has good reason to believe the school is not in compliance with DEAC standards and policies. Where issues or educational services, student services, or tuition are concerned, a student complainant must have exhausted all efforts to resolve a complaint with the institution before filing a complaint with DEAC.

Complaints may be submitted to DEAC using the complaint form found at www.deac.org/Student-Center/Complaint-Process.aspx. Written complaints will also be accepted by mail or other form of effective delivery to DEAC, provided they include (1) the complainant's name and contact information (2) the basis of any allegation of noncompliance with DEAC standards and procedures; (3) all relevant names and dates and a brief description of the actions forming the basis of the complaint; (4) copies of any available documents or materials that support the allegations; and (5) a release authorizing DEAC to forward a copy of the complaint, including identification of the complainant(s) to the institution. Written complaints may be submitted to:

Executive Director, DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036 USA
ATTN: Complaints

Non-Retaliation Policy

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

Animals on Campus

Pets are prohibited at all times, including all facilities.

Visitors

Visitors to GIA must register with Reception before entering the building and must be prepared to show current government-issued photo identification. Students are not allowed to let in guests, whether accompanied or not, without prior arrangement or an appointment with Reception. Non-student visitors are not allowed in the classrooms while classes are in session.

Lost or Damaged Materials

Students are responsible for the books, equipment, jewelry and stones available for use in the classroom or loaned to them during the term of their enrollment. Students are charged the replacement cost determined by GIA for any lost books, equipment and stones and the repair costs of equipment that is damaged beyond normal wear and tear; replacing an item is not an option. If a lost item is found at a later date, the amount will be refunded to the student.

Gifts

GIA's policy is that neither GIA nor staff may receive gifts. GIA understands and appreciates the various gift-giving traditions in all of the countries and cultures where we work. Given the special nature of our work, however, we observe very strict gift-giving policies to avoid a conflict of interest, or even the appearance of one. Visit www.GIA.edu/ethics-compliance to view the GIA Code of Conduct.

Commercial Activities

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

Copyright Infringement and Peer-to-Peer File Sharing

Students 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. See www.GIA.edu/copyright-infringement for the full policy.

GIA's names and logos, like those of most organizations, are valid trademarks and as such may not be used except as described at www.GIA.edu/copyrights-trademarks. The same is true for GIA's copyrighted materials (including all GIA publications, course materials and printed forms), which may be used only by obtaining prior written consent from GIA. For intellectual property usage requests, please email guidelines@gia.edu.

GIA
SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

CAMPUS LOCATIONS

GEMOLOGICAL INSTITUTE OF AMERICA, INC.

Carlsbad, California – Headquarters
+1 800 421 7250 | admissions@gia.edu | www.GIA.edu

New York, New York – Branch of Carlsbad
+1 212 944 5900 | nyadmissions@gia.edu | www.GIA.edu

AFFILIATED ENTITIES

Bangkok, Thailand
GIA (International) Company Ltd.
+66 2779 6100 | giabkkedu@gia.edu | https://bangkok.GIA.edu

Hong Kong, China
GIA Hong Kong Limited
+852 3166 7001 | giahongkong@gia.edu | https://hongkong.GIA.edu

London, United Kingdom
GIA England
+44 20 7813 4321 | gialondon@gia.edu | https://london.GIA.edu

Mumbai, India; Surat, India - Branch of Mumbai
GIA India Laboratory Private Limited
+91 22 4085 1554 | eduindia@gia.edu | www.GIAindia.in

Taipei, Taiwan
GIA Instrument (Taiwan) Company
+886 2 2771 9391 | giataiwan@gia.edu | www.GIAtaiwan.com.tw

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SCHOOL OF GEMOLOGY AND JEWELRY ARTS™

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English



教育目錄

香港分校

Effective 年1月1日至12月31日生效

年12月8日發佈



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2026年課程目錄增補文件

香港校區課程目錄

修訂之課程目錄 2026年教育課程目錄 - 香港校區，第2.0版

生效日期 各項修訂之生效日期詳見下表。

本增補文件為香港校區《2026年教育課程目錄》的一部分，須與該課程目錄一併閱讀。如課程目錄與本增補文件的內容有任何抵觸，概以本增補文件的規定為準。

課程目錄修訂事項

《2026年教育課程目錄》的下列內容修訂如下：

頁碼	章節	修訂內容	生效日期
5, 36	校友會	全球校友網絡總人數從 175,000 人修正為 185,000 人。	2026 年 10 月 28 日
9, 10	教學人員及教育管理團隊	更新高級管理人員 Kelly Yantzer（全球教育行政副總裁）及 Corey Rosso（全球策略及校務營運副總裁）的職銜。	2026 年 10 月 28 日

其他內容維持不變

除本增補文件明確列出的修訂外，《2026年教育課程目錄》中的所有其他資訊、政策、要求及披露事項均維持不變，並繼續有效。

如對本增補文件有任何疑問，請電郵至 giahongkong@gia.edu 聯絡 GIA 香港招生部，或致電 +852 3166 7001。

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關於 GIA

歡迎致詞

在一個世代相傳的家族珠寶生意中成長，我可以肯定地說，GIA的教育為我開啟了一扇大門，引領我走向充滿機遇的豐碩職涯——這些機會，是我過去從未想像的

當我完成研究寶石學家文憑課程時，我收穫的不僅是知識與專業認證，我獲得了塑造自己道路的信心，以及至今仍持續激勵、支持和指導我的校友網絡

我的職業生涯始於Tiffany & Co.，在那裡我從銷售專業人員晉升到管理層。如今，我有幸擔任GIA的高級副總裁兼首席學習官。

雖然我的職業旅程是獨一無二，但它也反映了許多GIA校友的共同體悟：GIA的教育具有蛻變力量。它賦予您技能、信譽和人脈，為您在寶石和珠寶行業打開大門。這是我為未來做過最成功的投資，我深信對您而言也會是如此。

從寶石學到珠寶藝術，我們的課程提供您所需的知識與專業技能，助您在所選領域脫穎而出。無論您的職業道路通往銷售、製造、設計、估價還是拍賣的領域，畢業時將具備成功的基礎。GIA的校友在行業的各個領域擔任著重要角色，擁有GIA文憑的您，將能自信地踏入這個世界。

在課程所學之外，您更將加入一個強大的全球社群。GIA校友會（GIA Alumni Collective®）匯聚超過175,000名成員，遍佈全球56個分會，始終致力於：共慶成就、知識共享，並為您連結能塑造職涯與人生的關鍵機遇。

當您翻閱這本教育目錄時，我誠邀您想像未來的可能性。在GIA，您將找到實現夢想所需的基礎、靈感和社群。寶石和珠寶的世界在等待著您——您的旅程從這裡開始。

Cathryn Ramirez, GIA GG
高級副總裁兼首席學習官



Cathryn Ramirez, SVP and Chief Learning Officer - ©GIA

使命與歷史

使命宣言

GIA的使命是將學生蛻變為未來值得信賴的寶石和珠寶專業人士才及製造商。

教育價值

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：

終身學習與好奇心

我們鼓勵持續學習、成長和探索。

創造力與創新

我們倡導創意思維和創新解決方案，推動進步並激發嶄新理念。

誠信與尊重

我們恪守真理，同時尊重他人的思考與理念。

全球社區

我們致力促進全球同業與夥伴間的協作，建立歷久彌新的專業關係。

歷史

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

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

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

請瀏覽 www.GIA.edu/gia-about 以了解更多GIA的歷史

認證和認可

GIA是一所私立、高等教育機構，致力於促進寶石學、珠寶藝術及相關學科的教育和研究。

認證

GIA香港分校提供的實習班及自定進度的遙距課程都是由美國Distance Education Accrediting Commission (DEAC) 認證的。GIA 的應用寶珠家課程(Applied Jewelry Professional)為專業發展課程和入門課程本質上屬於業餘課程，不屬於Distance Education Accrediting Commission (DEAC) 的批准範疇。

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

認可和核准

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

課程註冊課程：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。

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

管理及執行監督

理事會

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

Lisa A. Locklear* - Chair
Executive Vice President and Chief Financial Officer, Longeveron

Stephen F. Kahler - Vice Chair
Chief Strategy Officer and Member of Board of Everidge

Dave Bindra*
Vice President of Operations and Head of Acquisitions, B&B Fine Gems

Wendy A. Bohrson, Ph.D.*
Professor, Department of Geology and Geological Engineering, Colorado School of Mines

Lisa Bridge*
President and CEO, Ben Bridge Jeweler

Lake Dai
Adjunct Professor, Applied AI at Carnegie Mellon University

François Delage*
Experienced global luxury, fashion and jewelry retail CEO

Kiko Harvey*
Associate Senior Vice President of Audit Services,University of Southern California

Andy Johnson*
CEO, Diamond Cellar Holdings, LLC

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

Russell A. Mehta
Managing Director, Rosy Blue (India) Pvt. Ltd.

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

Pritesh Patel*
President and CEO, GIA

Jeffrey E. Post, Ph.D.*
Curator Emeritus, National Gem and Mineral Collection, Smithsonian National Museum of Natural History

Tammy Storino
Chief Financial Officer, Beach House Group (BHG)

Marcus ter Haar
Experienced diamond industry executive

此處顯示的列表自本目錄發布之日起生效。 請瀏覽 www.GIA.edu/gia-about-mission-governance-esg 以了解最新列表。

理事會教育委員會

GIA理事會教育委員會和課程諮詢委員會(PAC)為我們的成功、成長和改進提供了至關重要的意見和觀點。我們的PAC對教程、課程教材、設備、設施和學生成績的審查會作為對我們課程進行外部評估的一種方法。PAC成員都是合資格的業界代表，他們協助我們與寶石及珠寶業界當前的職業趨勢和常規保持同步

教職員與教育管理

香港教職員

GIA的教學團隊均達到或超過認證標準。每位導師在其所教授的領域都擁有最少三年以上的業界實踐經驗，亦接受過教學方法及技巧的培訓，並參與持續的專業發展活動。

此處顯示的列表自本目錄發布之日起生效。請參考我們的網站 https://hongkong.gia.edu/faculty-staff 以得知最新的教職員及其資歷的列表。

Carmen Leung, Supervisor
MBA, University of Technology, Sydney
GIA GG

Venus Chan
MA Supply Chain Management, Hong Kong Polytechnic University
GIA GG

執行管理團隊

GIA的執行團隊由來自寶石與珠寶業內外的多元化資深專業人士組成，負責推動研究院的使命。執行團隊維持研究院各領域的日常運作，並促進GIA的持續成長。請參閱 www.GIA.edu/gia-about-mission-governance 以查看GIA執行管理團隊的完整名單。

Cathryn Ramirez
Senior Vice President and Chief Learning Officer

Corey Rosso
Vice President, Academic Affairs

Kelly Yantzer
Vice President, Student Affairs

教育管理

Robyn Burrell
Director, Education Administration and Financial Aid

Cecilia Fong
On-site Manager, Hong Kong School

Annie Lee
Supervisor, Admissions, Hong Kong School

Carmen Leung
Supervisor, Instruction, Hong Kong School

Kimberly Overlin
Director, Student Services and Dean of Students

校園信息

設施、課室和設備

GIA香港分校位於香港九龍灣啟祥道17號太豐匯20樓。所有全日制課程, 及實習班均在此地點上課，否則將於課程時間表及學生課程入學註冊協議書上列明。www.google.com/maps

設施

分校設施是為支持本校的使命以提供安全及舒適的環境下設計，並有利於學生學習及成就。設計及建造分校設施時均符合所適用的本地法律和法規。

課室和設備

香港分校的課室可容納最多12名學生。每間課室都配備每個課程所需要的儀器和工具。課室內使用的設備、工具和教材詳情可於本目錄的課程簡介找到。

校曆和辦公時間

2026 香港分校假期表

以下列表的假期日不用上課，除特殊情況外，校園將在列表上的假期日關閉。

日期	假期
2026年1月1日，星期四	元旦
2026年2月17日，星期二至 2026年2月19日，星期四	農曆新年假期
2026年4月3日，星期五	耶穌受難節
2026年4月6日，星期一	清明節翌日
2026年4月7日，星期二	復活節星期一翌日
2026年5月1日，星期五	勞動節
2026年5月25日，星期一	佛誕翌日
2026年6月19日，星期五	端午節
2026年7月1日，星期三	香港特別行政區成立日
2026年9月26日，星期六	中秋節翌日
2026年10月1日，星期四	國慶日
2025年10月19日, 星期一	重陽節翌日
2026年12月25日，星期五 2026年12月26日，星期六	聖誕節假期

辦公時間

香港分校於週一至週五上午 9 時至下午 6時開放，上述假期除外。

報名時間

GIA課程全年均接受報名。開課日兩星期前接受註冊、一星期前接受實習班及遙距課程註冊。

上課時間表和上課時間

請參閱 https://hongkong.GIA.edu/gem-education/schedules 了解最新的課程時間表。

全日制課程。開學日設定時間為上午9時30分至中午12時。一般上課時間為上午9時30分至下午4時30分。每天都有固定的午休時間。額外的休息時間將由課堂導師酌情提供。上課時間將延長以彌補學校停課的情況。學生應該預期每天需要在課堂以外花數小時來完成功課和其他指定作業。

珍珠分級實習班。一般上課時間為上午9時30分至下午5時30分。每天都有固定的午休時間。額外的休息時間將由課堂導師酌情提供。

聯絡方式和資源

聯絡方法

香港分校
入學、註冊、付款、取消註冊、退學申請、簽證、住宿、交通、圖書館、學生工作室、儀器銷售,殘障人士支援、休學申請、取消註冊、退學申請、觀察名單、退學、投訴
+852 3166 7001 | giahongkong@gia.edu

資源

校友會
會員、福利、活動
（太平洋時區）週一至週五上午 7:30 至下午 4:00 提供支援
+1 760 603 4145 | https://collective.gia.edu | alumni@gia.edu

GIA 商店
參考書及儀器
（太平洋時區）週一至週五上午 7:30 至下午 4:00 提供支援
+1 760 603 4200
https://store.gia.edu | giastore@gia.edu

圖書館 – GIA 總部（卡爾斯巴德）
參考服務、線上資源
（太平洋時區）週一至週五上午 7:30 至下午 4:00 提供支援
+1 760 603 4046 | library@gia.edu

My GIA 教育平台
查閱學術及學生記錄
https://education.gia.edu/

課程、科目及實習班簡介

遙距文憑課程

通過結合了遙距科目和短期導師指導的實習班，GIA遙距文憑課程提供了更靈活的選擇以獲得GIA學歷證明。要獲得文憑，您必須註冊並完成所需的個別課程和實習班組合。

遙距課程

請查看第20頁的「遙距科目簡介」。

- 所有教材於科目開始當日提供。
- 每個科目都有一定數量的作業，以評估您對該課題的知識和理解。 寶石鑑定科目還有實習作業可以在 GIA學生工作室中鑑定寶石。
- 導師會在週一至週五上午9時至下午6時，通過電郵或電話回答問題並提供指導和援助。公眾假期除外。
- 通過電郵遞交作業予導師評分。
- 每個科目均設有期末考試，學生需要取得合格成績才能獲得證書。所有期末考試必須在 GIA 學生工作室進行。
- 科目的開課日期及完結日期會在入學註冊協議書內詳細列明。學生必須在科目完結日期前完成所有相關的科目作業及期末考試。

學生工作室

在GIA學生工作室內，您可以使用所需的設備和寶石，以完成寶石鑑定科目的學習要求。如果您正為20顆寶石期末考試作準備或練習使用所需設備及寶石，學生工作室是很有幫助的。

以下為適用的預約要求及費用

- 租用學生工作室費用為半天港幣500元或一天港幣 1000元。考試毋需收費。
- 學生工作室以先到先得的方式提供。請透過 giahongkong@gia.edu 或 +852 3166 7001 與我們聯絡。
- 屢次遲到的學生可能會失去使用學生工作室的權利。
- 24小時前取消租用學生工作室可獲得全數退款。學生於24小時內取消租用學生工作室將被要求收取相關費用。

實習班

在GIA導師的指導下，您可以在實習班中通過學習鑽石、彩色寶石及珍珠分級，並使用寶石學鑑定儀器以獲得實踐經驗。請注意：GIA香港分校僅提供珍珠分級實習班，課程時間表及名額，請參閱：https://hongkong.gia.edu/gem-education/schedules

如何獲得遙距課程文憑

學生經註冊並完成所需的個別科目和實習班以獲得遙距課程文憑。

珍珠文憑課程: 珍珠分級實習班可於香港編定的課程時間內完成；或可於全球其他GIA分校完成。學生可參閱全球實習班課程時間表，以了解可選的地點及開課日期:https://www.gia.edu/gem-education/lab-classes。

研究寶石學家、彩色寶石及鑽石文憑課程：研究寶石學家、彩色寶石及鑽石文憑課程的相關實習班並未在香港分校提供。透過香港報讀的學生必須在其他GIA分校完成所需的鑽石分級實習班、彩色寶石分級實習班及寶石鑑定實習班。請參閱全球實習班課程時間表，以了解最新的開課時間及名額：https://www.gia.edu/gem-education/lab-classes。

請查看第14頁的「遙距科目簡介」.

遙距課程文憑的要求

沒有先修科目的課程可隨意報讀。我們建議這裡顯示的修讀順序以便學生對關鍵概念和課程目標有最大程度的理解。

文憑 / 科目編號	科目名稱	先修科目	作業數目	最長修讀期限	實習時數	課程簡介
研究寶石學家文憑						
GEM 230	鑽石及鑽石分級	沒有	20	10 個月	-	第 20 頁
GEM 230L	鑽石分級實習班	沒有	-	-	35	第 22 頁
GEM 220	彩色寶石	沒有	27	12 個月	-	第 20 頁
GEM 220L	彩色寶石分級實習班	沒有	-	-	21	第 22 頁
GEM 240L	寶石鑑定實習班	沒有	-	-	35	第 22 頁
GEM 240	寶石鑑定	GEM 220, 240L	44	18 個月	-	第 21 頁
			總作業數目: 91	**總實習時數:** 91		
彩色寶石文憑						
GEM 220	彩色寶石	沒有	27	12 個月	-	第 20 頁
GEM 220L	彩色寶石分級實習班	沒有	-	-	21	第 22 頁
GEM 240L	寶石鑑定實習班	沒有	-	-	35	第 22 頁
GEM 240	寶石鑑定	GEM 220, 240L	44	18 個月	-	第 21 頁
			總作業數目: 71	**總實習時數:** 56		
鑽石文憑						
GEM 230	鑽石及鑽石分級	沒有	20	10 個月	-	第 20 頁
GEM 230L	鑽石分級實習班	沒有	-	-	35	第 22 頁
			總作業數目: 20	**總實習時數:** 35		
珍珠文憑						
GEM 149	珍珠	沒有	8	3 個月	-	第 20 頁
GEM 149L	珍珠分級實習班	沒有	-	-	7	第 22 頁
			總作業數目: 8	**總實習時數:** 7		
*應用珠寶家文憑						
GEM 110	珠寶入門	沒有	6	2 個月	-	第 26 頁
GEM 120	彩色寶石入門	沒有	8	2 個月	-	第 26 頁
GEM 130	鑽石入門	沒有	7	2 個月	-	第 26 頁
			總作業數目: 21	**總實習時數:** 0		

*應用寶珠家課程(Applied Jewelry Professional)為專業發展課程和入門課程並不屬於Distance Education Accrediting Commission (DEAC)的認證範圍。

研究寶石學家文憑

課程簡介

GIA 的研究寶石學家文憑課程提供鑽石和彩色寶石全面的寶石學教育。本課程由兩門專業課程組成：鑽石文憑和彩色寶石文憑，每門課程完成後均可獲得單獨的文憑。完成這兩門課程後，學生將獲得兩者綜合的研究寶石學家文憑。修讀研究寶石學家文憑課程的學生將獲得對寶石學領域深入的了解，為進 入寶石和珠寶行業的職業生涯做好準備。

學習目標

- 描述鑽石和彩色寶石供應鏈的組成部分
- 解釋鑽石和彩色寶石形成、外觀和鑑定的科學
- 認識品質、稀有性、顏色和市場因素如何影響寶石價值
- 使用 4C 標準（顏色、淨度、切割和克拉重量）對鑽石進行分級
- 辨識鑽石、彩色寶石和仿品
- 使用 GIA 彩色寶石分級系統評估寶石的質量
- 偵測經過處理和實驗室培育的寶石
- 確定比例與鑽石重量之間的關係
- 描述 GIA 國際鑽石分級系統(GIA International Diamond Grading System™)
- 描述 GIA彩色寶石分級系統

您將獲得

GIA 研究寶石學家文憑
GIA 鑽石文憑
GIA 彩色寶石文憑

職業可能包括

估價師、拍賣行珠寶首飾專家、彩色寶石買家、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、珠寶銷售專員、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

遙距課程

通過成功完成3項遙距科目及3項實習班，獲得遙距文憑。沒有先修科目的課程可隨意報讀。我們建議這裡顯示的修讀順序以便學生對關鍵概念和課程目標有最大程度的理解。

科目編號	科目名稱	先修科目	課程簡介
GEM 230	鑽石及鑽石分級	沒有	第 20 頁
GEM 230L	鑽石分級實習班	**沒有**	第 22 頁
GEM 220	彩色寶石	沒有	第 20 頁
GEM 220L	彩色寶石分級實習班	**沒有**	第 22 頁
GEM 240L	寶石鑑定實習班	**沒有**	第 22 頁
GEM 240	寶石鑑定	GEM 220, GEM 240L	第 21 頁

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鑽石文憑



課程簡介

GIA 鑽石文憑課程介紹分級、採購和銷售鑽石時作出明智決策時所需的基本技能和知識。學生學習有關鑽石形成、外觀和鑑定背後的科學，並探索整個供應鏈的歷史和當前鑽石行業資訊和實踐。課程包括GIA 國際鑽石分級系統™ 的應用以評估鑽石的 4C等級（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檢查並繪製鑽石品質的特徵、根據 4C 對鑽石進行評級、檢測常見的鑽石處理方式、辨識鑽石仿品。此外，學生還會學習實驗室培育鑽石形成背後的科學知識、使用哪些工具有助於鑑定實驗室培育鑽石以及何時需提交實驗室作進一步測試。研究鑽石可以作為一個獨立的項目，也可以作為研究寶石學家綜合項目的一部分。

學習目標

- 描述鑽石供應鏈的組成部分
- 解釋鑽石形成、外觀和鑑定的科學
- 使用 4C 標準（顏色、淨度、切割和克拉重量）對鑽石進行分級
- 確定比例與鑽石重量之間的關係
- 描述 GIA 國際鑽石分級系統(GIA International Diamond Grading System™)
- 偵測經過處理和實驗室培育的鑽石
- 認識品質、稀有性、顏色和市場因素如何影響寶石價值

您將獲得

GIA鑽石文憑

職業可能包括

鑽石買家、鑽石分級員/評級員、珠寶商人、零售商、拍賣行珠寶首飾專家、批發商

遙距課程

通過成功完成1項遙距科目及1項實習班，獲得遙距文憑。沒有先修科目的課程可隨意報讀。我們建議這裡顯示的修讀順序以便學生對關鍵概念和課程目標有最大程度的理解。

科目編號	科目名稱	先修科目	課程簡介
GEM 230	鑽石及鑽石分級	沒有	第 20 頁
GEM 230L	鑽石分級實習班	沒有	第 22 頁

請參閱「學費及費用」第 30 頁.

請參閱「School Calendar and Hours of Operation」第 11 頁.

彩色寶石文憑



課程簡介

彩色寶石文憑課程將理論知識與實踐應用融為一體。 課題包括寶石的形成、屬性、產地和彩色寶石的供應鏈。學生學習如何透過色彩、色調和色度來描述顏色，哪些寶石具有重要的商業價值，以及哪些因素影響寶石的價格和其可用性。課程描述了鑑定中一般觀察的過程、寶石學的標準測試和設備，以及何時需要進階的實驗室檢測和儀器來進行精確的鑑定。學生在課堂中使用專業的寶石學設備識辨鑽石、彩色寶石和仿品、區分天然、經過處理和實驗室培育的鑽石和彩色寶石、以及對彩色寶石進行評級。研究彩色寶石可以作為一個獨立的項目，也可以作為研究寶石學家綜合項目的一部分。

學習目標

- 描述彩色寶石供應鏈的組成部分
- 解釋彩色寶石的形成、外觀和鑑定的科學
- 認識品質、稀有性、顏色和市場因素如何影響寶石價值
- 辨識鑽石、彩色寶石和仿石
- 使用 GIA 彩色寶石分級系統評估寶石的質量
- 偵測經過處理和實驗室培育的寶石
- 描述 GIA 彩色寶石分級系統

您將獲得

GIA彩色寶石文憑

職業可能包括

彩色寶石分級員/評級員、估價師、拍賣行珠寶首飾專家、彩色寶石買家、遺產珠寶經銷商寶石學家、珠寶商人、珠寶買家、珠寶銷售專員、當押業從業員、零售商、批發商

遙距課程

通過成功完成2項遙距科目及2項實習班，獲得遙距文憑。沒有先修科目的課程可隨意報讀。我們建議這裡顯示的修讀順序以便學生對關鍵概念和課程目標有最大程度的理解。

科目編號	科目名稱	先修科目	課程簡介
GEM 220	彩色寶石	沒有	第 20 頁
GEM 220L	彩色寶石分級實習班	**沒有**	第 22 頁
GEM 240L	寶石鑑定實習班	**沒有**	第 22 頁
GEM 240	寶石鑑定	GEM 220, GEM 240L	第 21 頁

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珍珠文憑



課程簡介

珍珠文憑課程提供相關產品知識和分級技巧在採購及銷售Akoya、南洋、大溪地和淡水養殖珍珠時能有效地購買貨品及建立自信。您將會被教授GIA的七項珍珠價值因素：大小、形狀、顏色、光澤、表面品質 、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。

學習目標

- 根據GIA 的七項珍珠價值因素評估和分級養殖珍珠
- 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
- 解釋天然珍珠和養殖珍珠之間的分別
- 解釋珍珠養殖和營銷的過程
- 描述GIA珍珠鑑定報告的要素
- 描述美麗、價值和質量的關係

您將獲得

GIA 珍珠文憑

職業可能包括

珍珠分級 / 評級員、珠寶商人、珍珠買家、零售商、批發商

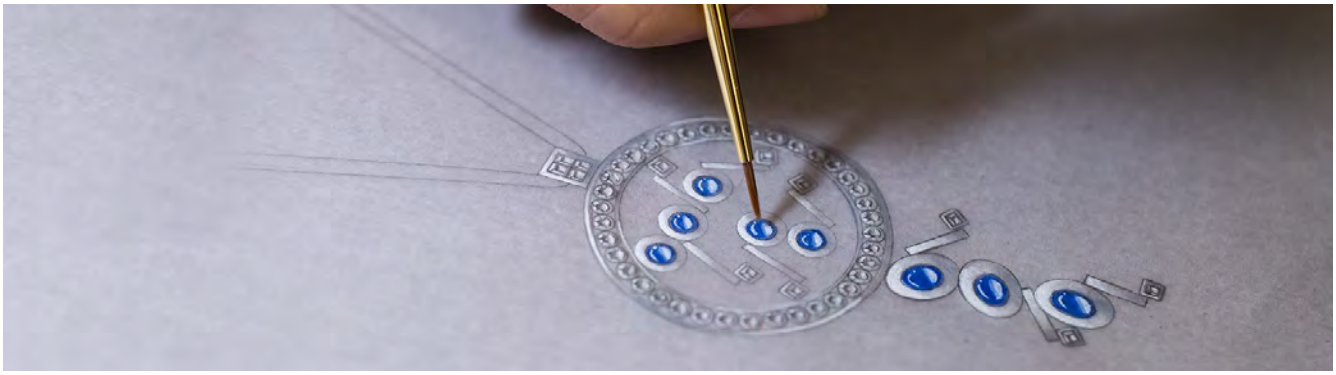
遙距課程

通過成功完成1項遙距科目及1項實習班，獲得遙距文憑。

科目編號	科目名稱	先修科目	課程簡介
GEM 149	珍珠	沒有	第 20 頁
GEM 149L	珍珠分級實習班	沒有	第 22 頁

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珠寶設計



課程簡介

珠寶設計證書課程為學生提供設計理論的基礎知識和珠寶設計中常用的手繪技術。 學生將習得珠寶藝術的實用知識。教授的技術包括描繪金屬的形狀、狀態和紋理、 使用繪圖工具、以黃色和白色金屬描繪一系列刻面和凸圓面的寶石和珍珠。 完成課程後，學生將擁有一套屬於自己的課堂習作和客制化設計的作品集以展示給未來的僱主和客戶。

學習目標

- 展現根據靈感來源創作設計的能力
- 描述珠寶設計理論與藝術性
- 展現以石墨、木顏色和水彩顏料的手繪技術
- 說明金屬的形狀、狀態和紋理
- 描繪刻面和凸圓面的寶石、珍珠和彩色寶石
- 演示用於增強繪圖效果的傳統繪圖技術
- 開發和完善用於珠寶設計的主題圖案

您將獲得

GIA 珠寶設計證書

職業可能包括

珠寶設計師、高級訂製設計師、手繪畫圖師、銷售助理、技術設計師

全日制

通過全日制學習及導師指導的全日制課程以獲得證書。

珠寶設計	
課程編號	JMA 370
教學時數/課程週期	270 **教學時數**/ 9 **課程週期**
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)**

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設備和教材

每個學生工作檯配有了工作斜檯。作為課程教材料的一部分，學生會收到一個設計工具箱，其中包含各種水彩顏料、鉛筆、畫筆、模板、紙張和牛皮紙和其他印刷的課程教材。

遙距科目簡介

GIA香港分校提供自定進度的中文遙距科目。GIA 的遙距科目是自定進度的，學生必須在科目完結日期之前完成所有科目要求並通過期末考試。

GEM 149 珍珠

本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、表面品質、珍珠層厚度和搭配性。您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。學生會收到印刷版教材。

- 遙距珍珠文憑的必修科目
- 先修科目：沒有
- 自定進度、最長修讀期限：3個月
- 包括：8項作業及1個期末考試
- 您將獲得：遙距珍珠證書

GEM 220 彩色寶石

這是彩色寶石入門的下一步，本科目旨在深入了解現今市場上出售的眾多彩色寶石的知識。 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。學生會收到印刷版教材。

- 遙距研究寶石學家及彩色寶石文憑的必修科目
- 先修科目：沒有
- 自定進度、最長修讀期限：12個月
- 包括：27項作業及1個期末考試
- 您將獲得：遙距彩色寶石證書

GEM 230 鑽石及鑽石分級

本科目包含了評級鑽石顏色，淨度和切磨所需的技巧。 課題探討包括確定比例和估計重量、經過處理、實驗室培育的鑽石和仿品的基本知識、 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。學生會收到印刷版教材。

- 遙距研究寶石學家及鑽石文憑的必修科目
- 先修科目：沒有
- 自定進度、最長修讀期限: 10個月
- 包括：20項作業及1個期末考試
- 您將獲得：遙距鑽石及鑽石分級證書

GEM 240 寶石鑑定

本科目融合了識辨天然、實驗室培育、經過處理的寶石和仿製品的理論知識和實踐經驗。 在實踐作業中，學生練習使用設備、測試和流程來鑑別包括多於 60個種別的 500 多顆寶石。課題包括當今市場上的寶石處理方法以及進階的實驗室檢測和儀器。學生會收到印刷版教材和鑑定手冊。

- 遙距研究寶石學家及彩色寶石文憑的必修科目
- 先修科目：GEM 220, GEM 240L
- 自定進度、最長修讀期限: 18個月
- 包括：44 (19項單元及25項實習)作業及1次期末考試
- 您將獲得：遙距寶石鑑定證書

在本科目中，學生使用含有二碘甲烷（也稱為碘化亞甲基）的 RI（折射率）液體。有關詳細信息，請參閱第 46 頁的「教室化學品使用學生通告」。

完成實習作業

如果時間允許，學生可以在 GIA 學生工作室完成所有實習作業，在工作室學生可以使用所有必需的設備和寶石。使用工作室每天需支付 1,000 港元的費用。平均而言，我們的學生在工作室需要20-30天完成實習作業，過往亦有學生需要長達 80 天的時間。

實習班簡介

實習班讓您獲得鑽石、彩色寶石和珍珠分級的實踐經驗，並學習使用專業的寶石學設備。

GEM 149L 珍珠分級實習班

GIA 珍珠分級實習班指導學生使用 GIA 的 七項珍珠價值因素™ 對珍珠進行分級和分類。 透過實踐課堂練習，學生評估大小、形狀、顏色、光澤、表面、珍珠層厚度和搭配性。

學生必須通過兩顆珍珠等級的評估才能成功完成。 教室配備珍珠量度器和其他教學輔助的工具。每個學生工作檯都配有包括日光同等光源和一套附有等級資訊的珍珠分級比對套件。學生將收到分級手冊、顏色參考圖表、寶石擦布和鉛筆作為教材的一部分。

- 遙距珍珠文憑的必修科目
- 先修科目：沒有
- 課堂時間：7 小時 / 1 日
- 您將獲得 修業證明

有關課程時間表，請參閱: https://www.gia.edu/gem-education/hong-kong/schedule.

GEM 220L 彩色寶石分級實習班

彩色寶石分級實習班是學習如何透過實踐課堂練習去評級廣泛寶石種類的顏色、淨度及切磨質素。主題包括如何以色彩、色調和色度形容寶石的顏色及如何以GIA彩色寶石分級系統去評估寶石。

學生必須通過兩顆彩色寶石分級的期末考試才能成功完成。每個學生工作檯均配有雙目顯微鏡或日光同等光源和 10 倍手持放大鏡。學生將收到分級手冊、GIA顏色描述系統、鑷子、寶石擦布、聚點白熾光源、白色摺疊卡紙和鉛筆作為教材的一部分。

- 遙距研究寶石學家及彩色寶石文憑的必修科目
- 先修科目：沒有
- 課堂時間：21 小時 / 3 日
- 您將獲得：修業證明

2026年香港分校不提供此課程

GEM 230L 鑽石分級實習班

鑽石分級實習班向學生介紹根據 GIA 的國際鑽石分級系統™ 對鑽石進行分級的程序。學生會使用 D-Z 顏色範圍的圓形明亮式切割鑽石，透過評定顏色、淨度和切割的等級、判定比例和重量以及記錄螢光反應來應用他們的知識。學生還會學習如何識辨和繪製淨度特徵，並接受區分天然鑽石與常見仿製品的實踐練習。

學生必須通過兩顆鑽石分級的期末實踐考試才能成功完成。教室配有 GIA DiamondDock™ 和附有觀察箱的紫外線燈。每個學生工作檯均置有配備日光同等上方光源的雙目顯微鏡、LED 燈、計算機和鑽石分級托盤、鑷子、10倍 手持放大鏡。學生將收到分級手冊、探針、寶石擦布、一套繪圖筆、桌面量尺、冠角參考卡、白色摺疊紙卡和鉛筆作為科目教材的一部分。

- 遙距研究寶石學家及鑽石文憑的必修科目
- 先修科目：沒有
- 課堂時間：35 小時 / 5 日
- 您將獲得：修業證明

2026年香港分校不提供此課程



Diamond Grading Lab students assess a diamond's clarity using a 10X jeweler's loupe - ©GIA

GEM 240L 寶石鑑定實習班

寶石鑑定實習班向學生介紹用於檢測和鑑定彩色寶石的一般觀察流程和寶石學設備的操作。 導師會演示關鍵測試並指導學生有效的檢測程序。學生會使用寶石學儀器練習辨識天然寶石和實驗室培育寶石、仿品和組合寶石。

學生必須通過儀器測試考試才能成功完成。 教室配有坐檯式棱鏡型光譜儀、濾色鏡、光纖燈、和附有觀察箱的紫外線燈。每個學生工作檯均置有配備日光同等上方光源的雙目顯微鏡、手持式光譜儀、二色鏡、折射儀、接觸液(RI)、漫射板、配有放大鏡和聚光棒的偏光器和單色光源。學生將收到鑑定手冊、顏色描述系統、鑷子、寶石擦布、聚點白熾光源、白色摺疊卡紙和鉛筆作為科目教材的一部分。

- 遙距研究寶石學家及彩色寶石文憑的必修科目
- 先修科目：沒有
- 課堂時間：35 小時 / 5 日
- 您將獲得：修業證明

此課堂中，學生會使用含有二碘甲烷（也稱為碘化亞甲基）的 RI（折射率）液體。有關詳細信息，請參閱第 46頁的「教室化學品使用學生通告」。

2026年香港分校不提供此課程





Gem Identification Lab students learn the proper use of gemological equipment like a polariscope (left) and dichroscope (top) - ©GIA

專業發展課程

GIA的專業發展課程提供與現時行業相關的主題、研究和趨勢方面的技能和知識。課程專為希望進一步提升知識的寶石及珠寶專業人士或希望發掘自身熱誠的寶石愛好者而設計。專業的進修提供一個更快捷的途徑去熟悉目標主題或議題和緊貼當前行業資訊和趨勢。

專業發展課程並非旨在讓個人為入門職級就業作準備，亦不隸屬於美國Distance Education Accrediting Commission (DEAC)的認可範圍。

JMA 330L 設計速成班

通過快速有效地學習珠寶設計演示的基本技能來提高您的專業水平。通過這個動手實踐的課程，您將學習如何與鑲工師傅、同事和客戶有效地交流設計。將指導您如何使用您可保留的彩色鉛筆、模板和工具進行逼真的演示。這些專業的設計繪圖技巧可幫助您將想法轉化為現實。

課堂時間: 5 日
您將獲得: 出席證明
費用：11,000 港元，付款限期為開學日或之前

GEM 275 實驗室培育鑽石工作坊

隨著實驗室培育鑽石被廣泛使用於珠寶製作。它們在寶石和珠寶市場的份額不斷擴大，人們既興奮又困惑。寶石級的實驗室培育鑽石是透過技術過程而非地質過程產生的，對於任何購買或銷售鑽石的專業人士來說，其識別都具有挑戰性。

此工作坊將為您解答它們與天然鑽石有何不同、它們是如何製造的、以及在實驗實外可以採取哪些步驟來識別它們。參加者會學習到如何定義天然鑽石和實驗室培育鑽石之間的區別，了解最常見的生產方法(HPHT和CVD)，及了解有助於區分實驗室培育鑽石和天然鑽石的服務、方法和工具以及實習經驗。此工作坊亦能探索GIA實驗室報告書和GIA iD100寶石檢測設備。

課堂時間: 3小時
您將獲得: 出席證明
費用： 2,750 港元，付款限期為開學日或之前

應用珠寶家文憑



課程簡介

應用珠寶家文憑 (AJP) 是非職業訓練為本質的業餘愛好課程，因此並不屬於美國 Distance Education Accrediting Commission (DEAC)的認證課程 。此課程是專為尋求提高專業知識的寶石和珠寶業界人士以及渴望深入鑽研的愛好者而定制。

應用珠寶家(AJP) 文憑課程涵蓋的主題包括珠寶設計、鑲嵌風格、珠寶保養以及其他能夠支持當前業界專業人士產品知識的內容。學生學習有關鑽石、紅寶石、祖母綠、藍寶石和 GIA 淨度分級系統的基礎知識。其他學習課題包括現代科技如何改變鑽石的切磨方式、貴金屬的品質、珠寶製造的主要方法以及零售珠寶店營運中涉及的重要活動。 為了在產品銷售能實現有效的交流，我們提供了一些範例，說明如何把珠寶的特點轉為優點，以及如何向客戶傳達鑽石價值的 4C 標準。 AJP 課程提供在職場上能即時學以致用清晰精練的知識。

學習目標

- 描述 GIA 國際鑽石分級系統(GIA International Diamond Grading System™)
- 描述4Cs (顏色、淨度、切磨和克拉重量) 如何影響鑽石的價值
- 全面公開解釋經過處理的、實驗室培育的和仿製的寶石之間的差異
- 了解珠寶銷售流程的步驟
- 將珠寶設計、風格和製作特點轉化為優勢
- 傳達最受歡迎彩色寶石的浪漫、傳說和特色

您將獲得

GIA應用珠寶家專業發展文憑

遙距課程

成功完成三項遙距科目即可獲得專業發展文憑。

科目編號	科目名稱	先修科目	課程簡介
GEM 110	珠寶入門	沒有	第 26 頁
GEM 130	鑽石入門	沒有	第 26 頁
GEM 120	彩色寶石入門	沒有	第 26 頁

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全日制課程

成功完成三項全日制科目即可獲得專業發展文憑。

科目編號	科目名稱	先修科目	課程簡介
GEM 110	珠寶入門	沒有	第 26 頁
GEM 130	鑽石入門	沒有	第 26 頁
GEM 120	彩色寶石入門	沒有	第 26 頁

GEM 110 珠寶入門

本科目審視珠寶的重要特點，和當結合它們是如何能賦予珠寶的獨特價值。內容包括貴金屬的獨特品質、如何向顧客描述它們、以及如何使用行業術語來描述辨別珠寶類型和式樣。課堂作業還包括對不同珠寶製造方法，和它們如何影響風格、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。學生會收到印刷版教材。

本課程不屬於Distance Education Accrediting Commission (DEAC)的認證。

- **遙距應用珠寶家專業發展文憑的必修科目**
- 先修科目：沒有
- 自定進度、最長修讀期限：2個月
- 包括：6項作業及1個期末考試
- 您將獲得：遙距珠寶入門專業發展證書

GEM 120 彩色寶石入門

本科目提供彩色寶石的基礎知識，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。課題包括彩色寶石的用語； 顏色在寶石價值中的強大作用和受歡迎的彩色寶石的獨特特徵、以及顏色、淨度、切磨和克拉重量如何影響寶石的價值。學生會收到印刷版教材和GIA基本彩色寶石參考指南。

本課程不屬於Distance Education Accrediting Commission (DEAC)的認證。

- **遙距應用珠寶家專業發展文憑的必修科目**
- 先修科目：沒有
- 自定進度、最長修讀期限：2個月
- 包括：8項作業及1個期末考試
- 您將獲得：遙距彩色寶石入門專業發展證書

GEM 130 鑽石入門

本科目涵蓋如何有效和有道德地與客戶準確地交流描述鑽石首飾。主要課題包括審視國際對GIA淨度分級系統的接受認可，鑽石的顏色是如何分級和顏色如何影響價值。 科目作業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。學生會收到印刷版教材。

本課程不屬於Distance Education Accrediting Commission (DEAC)的認證。

- **遙距應用珠寶家專業發展文憑的必修科目**
- 先修科目：沒有
- 自定進度、最長修讀期限: 2個月
- 包括：7項作業及1個期末考試
- 您將獲得：遙距鑽石入門專業發展證書

入學註冊

入學政策和程序

入學要求

申請人必須擁有中學文憑或同等學歷及年滿18歲。 申請人必須具備中學畢業程度的閱讀及書寫該課程教學語言（英語、中文或普通話）的能力，其主要修讀語言須符合該課程的教學語言。

所需文件

申請人必須提供完整的報讀申請及以下文件。對於所有以英語授課的課程，所有申請文件必須以英語填寫或附有經正式批准的英語翻譯。

☑ 身分證明文件

- 有效的香港身分證副本或護照副本，並註明您的全名及出生日期。
- 海外、全日制課程申請人必須提供護照副本註明您的全名、出生日期、國籍和出生國家。

☑ 畢業證明

您的文憑或學位的副本，或顯示以下其中一項畢業日期的成績單：

- 高中/高中同等學歷文憑
- 學院或大學的本科或研究生學位

畢業證明—酌情處理

申請人如已滿足所有的入學條件並嘗試以各種途徑但仍未能獲取畢業證明，可以向GIA入學委員會遞交酌請處理申請。例如，一名學生來自遭受戰禍的國家並且該名學生就讀的學校已經不存在。該學生可能會被批准證明他們已獲得中學文憑或同等學歷。

☑ 姓名更改文件（如適用）

如果您的法定姓名與所需申請文件中的其中一樣不同，您必須展示更改法定姓名的證明並與您所有的文件一致。請提供法院頒授的文件並顯示您更改前及更新的法定姓名，例如結婚證書、離婚法令、或其他法院頒授的文件。

☑ 英語水平證明文件（如適用）

申請人如欲修讀全日制英語課程必須滿足 GIA 的英語水平要求以證明其英語能力。 所有實習班申請人可豁免這項要求。申請人其國籍或畢業證明是來自以*英語為官方語言的國家均可獲得豁免。

- 完成最少3年以英語為教學語言的中學或大專教育。
  - 提供一封由學校信箋的信函註明學生以英語為教學語言的學習年數。
  - 該信函必須由教務長、校監或校長簽署並註明日期。
- 符合一項獲准的英語水平能力考試的最低要求。請參閱第28頁的「英語水平能力考試」。

* 以英語為官方語言的國家：安圭拉、安提瓜和巴布達、澳洲、巴哈馬、巴巴多斯、伯利茲、百慕達、博茨瓦納、喀麥隆、加拿大（魁北克除外）、開曼群島、丹麥、多米尼克國、斐濟、芬蘭、岡比亞、加納、直布羅陀、格林納達、圭亞那、愛爾蘭、牙買加、肯尼亞、萊索托、利比里亞、馬拉維、馬耳他、毛里求斯、蒙特塞拉特、納米比亞、荷蘭、新西蘭、尼日利亞、挪威、巴布亞新畿內亞、盧旺達、蘇格蘭、塞舌爾、塞拉利昂、新加坡、所羅門群島、南非、聖基茨和尼維斯、聖盧西亞、聖文森和格林納丁斯、史瓦濟蘭、瑞典、坦桑尼亞、湯加、特立尼達和多巴哥、特克斯和凱科斯群島、烏干達、英國、瓦努阿圖、維京群島、威爾斯、贊比亞、津巴布韋

英語水平能力考試

申請人如需要參與英語水平能力考試必須滿足其中一項經獲准的考試或課程的最低要求

考核 / 語言中心	最低要求
托福考試 (TOEFL®); www.ets.org/toefl.html	考獲整體積分達8分(TOEFL Essentials™)或 達至61分(TOEFL iBT®網上式)或 達至500分(試卷式) 不接受學院托福 (ITP) 考試。
國際英語測試系統 (簡稱為雅思); www.ielts.org	學術模式整體評級取得6.0
國際英語水平測試(簡稱為iTEP); www.itepexam.com	iTEP Academic-Plus測試中達到iTEP 4級
培生英語考試(簡稱為 PTE); www.pearsonpte.com	培生學術英語考試中達到50分
劍橋英語考試; www.cambridgeenglish.org/exams-and-tests	在劍橋英語分數量表中B2 First, C1 Advanced或C2 Proficiency達到173分
ELS**語言中心**; www.els.edu	成功完成109級或以上級別的課程
多鄰國英語測試; www.englishtest.duolingo.com	分數105或更高

TOEFL®、IELTS™、iTEP, Duolingo 和 PTE 學術成績由考試日起計兩年內有效。

對於ELS語言中心，請向您就讀的學校索取您的正式學術記錄給GIA，我們並不接受證書。

如何申請

入學申請

1. 請確認您符合第27頁的所有入學要求
2. 選擇您的課程和預計開課日期
   - 課程時間表請瀏覽 https://hongkong.GIA.edu/gem-education/schedules.
3. 確立您的財務責任。請參閱第30頁的「學費和費用」
4. 集齊第27頁上列出的所需文件
5. 建立帳戶並登入GIA課程申請平台：www.GIA.edu/applynow.
6. 按照網上的指示完成您的申請並上傳您的證明文件
7. 查閱並遞交您的申請
8. 以中文授課的課程或課堂，請親臨本校或透過電郵遞交您的報名表格及所需要的入學文件

GIA入學組代表將審核您的申請以確保您符合所需要求，並會告知接受或拒絕您的入學申請。

註冊確認通知和入學註冊協議書將會傳送至您登記的電郵地址。入學註冊協議書包括課程詳細資訊、財務義務、重要政策、披露和通知

入學要求—專業發展

要獲取錄報讀專業發展課程或科目，學生必須年滿18歲，並提供基本個人資料，以及一份有效的政府簽發附有照片的身份證明文件副本，該文件需顯示學生完整的法定姓名及出生日期(如護照或身份證)。請於 www.GIA.edu/applynow 註冊。

申請截止日期和候補名單

課程申請必須在開課日期前最少兩星期遞交。實習班和遙距課程申請則必須在開課日期前最少一星期遞交。為配合學生簽證申請程序，建議海外申請人在報讀全日制課程開始前最少八個星期遞交申請。學生會按先到先得的方式註冊。如果課堂學額已滿，學生將被列入候補名單，待有空缺時作出通知。

開學日要求

註冊了全日制的學生必須親身出席及完成課程首日前的開學日。如學生未能出席已定的開學日應盡快提前電郵至giahongkong@gia.edu聯絡入學組代表以重新安排開學日事宜。學生必須完成開學日的要求，否則不得參與課堂。任何於已定時間外完成的開學日將會根據出勤政策作缺席時數處理。

不歧視政策

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

現居地及申請人審查

美國法律可能會限制我們向某些國家提供教育服務。此外，所有申請人均會在全球監察名單中進行審查以遵從美國海外資產管理辦公室(OFAC)及其他適用的法律和法規。GIA不接納受制裁或居於受美國政府制裁的國家或領土的人士。請瀏覽 www.GIA.edu/ethics-compliance 以了解更多資訊。

過往的刑事犯罪

GIA不會要求申請人提供過往刑事犯罪記錄的資料。請注意，過往的定罪記錄可能會導致學生畢業後於就業時面臨挑戰。

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；鑽石文憑課程或彩色寶石文憑課程，均需要出示有效的學生簽證，其上註明GIA Hong Kong。有關詳情，請參閱香港入境處網站: https://www.immd.gov.hk

海外申請人在申請全日制課程前，是有責任查閱所有相關的入境條件。申請人如持其他簽證，例如訪客簽證或工作簽證，均不可修讀GIA香港分校之全日制課程。

根據香港入境條例，申請學生簽證需要提供表格 ID 995B 中要求的在港保證人。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: https://www.immd.gov.hk/hks/services/visas/study.html

建議海外學生在開課前最少八星期開始申請簽證。當GIA收到所有必要的入學文件後，您將收到一封取錄通知書以作申請簽證之用。如果您的簽證申請不成功，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。

有關本校轉移學分及學歷證明

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

轉移學分政策

GIA不接受其他學院的學分轉移。GIA目前並沒有與其他任何學院有銜接或轉移協議。GIA不接受以體驗或同等方式的學習，挑戰考試或成就測驗作學分轉移。

課程作業轉移至GIA其他課程

在任何GIA分校或附屬機構通過全日制課程後取得的鑽石文憑或彩色寶石文憑均可被接納作為完成研究寶石學家文憑的學分。

實習班完成的課程作業不能轉移至全日制課程或兼讀制課程。

學費及費用

以下顯示的總費用適用於 2026 年1月1日至 2026 年12月31日在香港分校舉辦的課程、科目和課堂，並可能有所變動。課程時間表及學費如有更改會合理地提前通知。顯示的金額為港幣。總費用包括學費、任何所需的課本和教材的費用。

課程、科目及課堂	學費	課本費用	教材費用	總費用
全日制課程				
GEM 2500 - **研究寶石學家文憑**	154,350	11,300	17,400	183,050
GEM 2200 - **鑽石文憑**	54,600	2,900	2,700	60,200
GEM 2300 - **彩色寶石文憑**	99,750	8,400	14,700	122,850
JMA 370 - **珠寶設計**	47,250	1,600	6,200	55,050
GEM 110 - **珠寶入門**	3,450	600	0	4,050
GEM 120 - **彩色寶石入門**	4,700	1200	0	5,900
GEM 130 - **鑽石入門**	4,000	600	0	4,600
遙距課程和實習班				
GEM 149L - **珍珠分級實習班**	2,870	900	300	4,070
GEM 110 - **珠寶入門**	2,520	600	0	3,120
GEM 120 - **彩色寶石入門**	3,360	1,200	0	4,560
GEM 130 - **鑽石入門**	2,940	600	0	3,540
GEM 149 - **珍珠**	5,000	1,300	0	6,300
GEM 220 -**彩色寶石**	16,875	2,700	0	19,575
GEM 230 - **鑽石及鑽石分級**	13,500	1,600	0	15,100
GEM 240 - **寶石鑑定**	23,320	2,700	0	26,020

- 總費用需於開課日期當日或之前繳付。
- 所有金額交易必須以港幣結算。
- 符合資格的學生可申請獎學金。

額外費用

額外費用可能包括：

- 重讀費用是根據課程的每小時學費*和學生需要重讀的總時數計算的。
- 居住、飲食、保險、交通、娛樂及其他生活開支
- 電匯的交易費用
- 購買額外的課本、教材和儀器及所產生的運費、處理費及適用的稅項
- 遺失或損壞的設備及寶石的費用
- 費用用作補購任何所需的課本、工具和教材
- 半天港幣500元或一天港幣1,000元的學生工作室費用
- 10美元的官方成績單
- 70美元的文憑重印費用（不包括快遞運費）
- 65美元的證書重印費用（不包括快遞運費）

逾期帳戶餘款

學生如有逾期帳戶餘款將會被終止提供服務。在學生繳清欠款前將不得註冊未來的課程或科目，並且不能獲取他們所修的學歷。

付款方式

我們的職員從星期一到星期五上午9時 至下午6時開放接受付款和討論您的帳戶資料。請透過 giahongkong@gia.edu 或+852 3166 7001與我們聯絡。

所有款項必須是能在香港銀行提取的港元。請注意以下有關付款方式:

信用卡：您必須親臨GIA分校付款，只接受VISA卡、萬事達卡或銀聯卡。

銀行轉帳：請轉賬至GIA在滙豐銀行的銀行賬戶。請聯絡我們以了解詳情。現金存款恕不接受。

電匯：學生需要承擔所有電匯收取的費用。請聯絡我們以了解詳情。

銀行支票：所有由香港銀行發出的支票或本票。抬頭請寫GIA Hong Kong Ltd.

第三方支付信息

若非學生本人繳付學費及相關費用的任何一部分，其付款人需要在學生入學申請及繳款時，提供其全名及居住國家的資料。如果學生的僱主支付學費及相關費用的任何一部分，則學生或其僱主將按照GIA的要求提供完整的公司名稱，地址或其他識別學生僱主的信息。

獎學金

獎學金會為合資格的學生提供財政上的援助以使他們能專注於完成所選擇的科目。請瀏覽 www.GIA.edu/scholarships 以了解更多獎學金、符合條件、如何申請和所需文件的相關資訊。

取消註冊、退學和退款政策

GIA的取消註冊、退學和退款政策在此部份及您的入學註冊協議書中有詳細說明。如有任何疑問，請電郵至 giahongkong@gia.edu 或致電 +852 3166 7001 與我們聯絡。

取消註冊及退學

學生可以電郵至 giahongkong@gia.edu、致電 +852 3166 7001 或親身提交取消註冊或退學通知予入學組職員。取消註冊或退學通知於GIA收到學生以任何形式通知的當日起生效。

學生如未能 i) 簽署入學註冊協議書，ii) 開始課程 （未能按時出席）和/或 iii) 於開課日期前支付所需費用，本校將會取消該名學生的課程註冊並獲得學院的全額退款。

如學生未能於休學(LOA)後復課、未能維持學業滿意基準(SAP)、或因出席次數過低或違反 GIA 政策而被勒令退學，中輟（SWD）的評級會被記錄在學生的學術記錄內並會根據以下顯示的GIA退款政策計算所得退款。

退款政策

學生若在課程首日之前取消註冊，他們可以撤銷其入學註冊協議書並獲得全額學費退款。此後，學費退款則將按比例計算。

倘課程提前結束，而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課程提前結束日期起計一個月內退還。

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。

尚未使用、且沒有損壞的課本和教材，經GIA檢查確認後將可獲全額退款。已使用或不能再銷售的課本和教材將不予退款。

在扣除退回未使用的獎學金後， 學生帳戶剩下的任何餘額將在GIA收到學生的取消註冊或退學、或最後出席課堂的日期(以較晚日子計算)的30天內安排退款。

學生若無法提供準確及完整的付款和銀行帳戶資訊將有機會延遲學費的退還。

專業發展課程退款政策

如果在課程預定開始日期前至少5個工作日取消，將全額退款。至於函授課程，如果在註冊後48小時內取消課程，且未提交任何作業，將全額退款。尚未使用、且沒有損壞的課本和教材，經GIA檢查確認後將可獲全額退款。已使用或不能再銷售的課本和教材將不予退款。

全日制、實習班課程退款

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。

學生完成課程的百分比	GIA 保留的學費比例	學生獲得的學費退款比例
達至10%的課堂時數	10%	90%
10%以後至25%的課堂時數	25%	75%
25%以後至 50%的課堂時數	50%	50%
50% 以後的課堂時數	100%	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

學生完成課程的百分比	GIA 保留的學費比例	學生獲得的學費退款比例
達到所需提交全部作業的10%	10%	90%
達到所需提交作業的10%以上至25%	25%	75%
達到所需提交作業的25%以上至50%	50%	50%
達至所需提交全部作業的50%之後	100%	不予退款

遙距課程 (中文授課)之退款範例

學生已付的總學費 = 港幣 50,000元

要求作業數量 = 20; 已提交評分的作業 = 4 (20%)退款
百分比 = 75%學費
退款金額 = 港幣37,500元(港幣 50,000元x .75)
GIA保留=港幣12,500元(港幣 50,000元x .25)

學生服務

我們的行政職員會提供不同的服務及資源以幫助您成功成為GIA的學生和畢業生。

住宿及交通

GIA香港分校沒有宿舍設施。在鄰近學校的範圍會有租用公寓和酒店住宿。請於到達香港的六至八個星期前搜尋相關設施並確保使用信譽良好的第三方供應者。

大部份的GIA學生均於本地酒店居住期間再尋找出租公寓。如您亦有此打算，請謹記每年中的某些時間會很難找到住宿空缺。請盡可能提前預約酒店住宿。

在入住您所選擇的設施前對其作出徹底的研究是十分重要。如果您租用房間或使用共享公寓，您應該謹慎審查，包括與業主和任何居住者面談，同時對該地址及任何居住於該處所的個體作內部調查。GIA不提供篩選清單或安置室友的服務。

現時於GIA香港分校附近的公寓住宿成本大約為每月港幣15,000元至港幣19,000元或以上。酒店住宿大約平均為每晚港幣2,000元至港幣4,000元，當中未包括稅項和其他費用。

GIA香港分校所在位置交通便利，而且可以輕鬆連接至其他主要公共交通及高速公路。

如需要更多資訊及援助，請聯絡 +852 3166 7001 或電郵至 giahongkong@gia.edu 查詢。

醫療保健和保險

GIA沒有為學生提供醫療保險。我們強烈鼓勵所有學生持有醫療保險的保障。請注意，任何醫療需要、服務和支出均需由學生個人負責。

學習障礙及支援服務

我們相信殘障並不是一種限制，而是實現所有人生目標的毅力、力量和決心的體現。我們的目標是促進融入、公平和包容，為有殘障的學生灌輸 GIA 的真正歸屬感。

GIA致力於確保合資格的殘障人士享有同等的機會參與其課程和活動，我們將會盡力配合有特別需要或需求的學生並提供合理和合適的支援。

合理協調

GIA致力於確保合資格人士包括殘障人士能平等參與其課程和活動。這項政策包括向合資格的殘障人士提供合理、合適和有效的政策、處理和程序上的調節。GIA不會歧視申請修讀課程的殘障人士。

協調申請：學生如需要合理協調必須遞交申請予學校職員並提交引述殘障的文件和合理協調申請表格。該文件必須由合資格的專業殘障評估人士發出。GIA將會審核有關申請並以書面形式通知申請結果予學生或申請人。

保密：所有提交至本學院或經本校展開的相關診斷、文件或殘障人士協調申請均視為機密。這些資料只供有需要了解並決定或實行其申請協調的GIA員工存取和/或查閱。

提供協調：每個個案將於提交申請時根據GIA的方案、限制和經驗以個別的情況酌請處理。合資格的殘障人士必須滿足入學和參與GIA的教育課程和服務的學術和技術要求。每個課程都會要求學生進行實質和認知的指定習作。GIA樂於與申請人商議相關的習作以評估申請人成功完成課程的潛能和課程申請的決策。

學生必須持續達到相關政策中所定義的最低學術、出席和行動準則要求。如學生正處於學術諮詢期、被列入觀察名單或被勒令退學後申請合理協調，其學術諮詢、觀察名單和退學條款將維持生效。

海外學生的支援

入學組團隊會為海外學生提供專業的支援以幫助他們準備和適應在香港居住和學習。

他們會提供重要的入境相關資訊和特定的支援，以協助學生解決簽證和其他適用的申請程序。如需協助，請電郵至 giahongkong@gia.edu 或致電 +852 3166 7001 與我們聯絡。

使用互聯網

我們提供免費無線上網服務。

求職服務—資源

GIA 寶石和珠寶業求職中心

GIA寶石和珠寶業求職中心是一個為寶石和珠寶行業設立的專屬及線上獨家求職平台。在任何寶石和珠寶業範疇的僱主可向我們列出工作機會，包括零售商、批發商、珠寶設計公司、拍賣行和其他職位。

作為求職者，您將能自訂您的求職專屬搜尋功能並建立一個全方位的個人檔案，以幫助您向僱主推銷自己。您亦可以使用工具去幫助您準備工作面試。這些服務都是免費使用。您可以在我們的網頁 www.GIA.edu/gem-job 連接至求職中心。

演講嘉賓系列

GIA會定期舉辦由業內專業人士對有關影響寶石和珠寶行業科目的免費校園演講，例如：估價信息、採礦作業和發現，鑽石的處理方法，尖端實驗室的發現和彩色寶石的爭議。所有的學生和畢業生都會獲邀參加。演講嘉賓均提供寶貴和有趣的見解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

網頁：GIA網頁的圖書館版面提供額外的資源，從推薦的書籍清單至寶石定價指南列表和評估協會清單。請瀏覽 www.GIA.edu/library

電子書：學生和校友可以在 Libby 應用程式 https://libbyapp.com 上存取當代的電子書收藏。有關用戶名稱和密碼請以電郵聯絡 library@gia.edu

檔案室：圖書館的檔案和稀有藏書可以追溯至1496年。不再受權版所保護的作品（1926年之前）正進行數碼化工程，超過1,000多個書目可以於網上檔案館 https://archive.org/details/gialibrary 中查看。

參考服務：圖書館是寶石和珠寶專業人士的參考指標。圖書管理員會親自或透過電話和電郵回答來自世界各地的科學家、珠寶家、寶石學家、學生、研究人員、作者和媒體的提問。他們會在處理方法、實驗室培育寶石、企業管理、珠寶歷史及更多的議題上提供快捷的參考資料。

開放時間和聯絡方法：圖書館於星期一至五，太平洋時區早上7時30分至下午5時開放。請電郵至 library@gia.edu 或致電+1 760 603 4046與我們聯絡。

教學用寶石套裝

我們的教學用寶石套裝是學生獲得鑽石分級、寶石鑑定和彩色寶石分級實踐經驗的重要學習資源。每套系列的寶石套裝是特別與課程中適用的學習重點所整合而成。每顆寶石都是經過仔細挑選以確保學生可以有機會接觸到在行業受聘後所遇到各式各樣的天然、實驗室培育和經過處理的寶石種別、類別和品質。

GIA Alumni Collective™ (校友會)

GIA Alumni Collective™ (校友會)為學生提供不同的機會、觸覺並加強他們在工作每一個階段上的發展、進步和熱誠。請電郵至 alumni@gia.edu 與我們聯絡。

校友會成員：在完成GIA課程後，畢業生將成為GIA Alumni Collective(校友會)的成員，這是一個在全球擁有56個分會匯集了超過175,000位成員的頂尖國際性網絡。GIA Alumni Collective(校友會)連結畢業生至一個開放、振奮人心和充滿熱誠的社群，以幫助畢業生培養畢生的成就。

校友會社群：GIA校友在寶石和珠寶行業上是關鍵的影響者。我們的線上GIA Alumni Collective社群讓畢業生與其他志同道合的寶石和珠寶專家交流，並在校友會名冊上展示他們的資歷。該名冊不單止畢業生可以查閱，他們更可以參與虛擬和實體的本地活動，還可以超越國界與來自世界各地的校友聯繫。註冊成為校友會成員請到網頁 https://collective.GIA.edu。

全球分會：GIA的全球分會從曼哈頓至孟買遍佈至世界各地。成為GIA Alumni Collective(校友會)的成員，您可以獲得參與當地會議和活動的機會，以促進個人的專業發展和連接自己至個人的寶石和珠寶社群。請瀏覽 https://collective.gia.edu/global-chapters.html 發掘和加入您的本地分會。

政策和程序

學術政策和程序

學術政策和程序有助確保每位學生學術體驗的質素，支持我們的畢業生在教育上的投資和幫助維護GIA文憑和證書的專業操守。

出勤政策

課程非常緊湊，我們強烈鼓勵學生不要缺席任何課堂時間。除了在規定的休息時間外，學生不得在沒有告知導師的情況下離開教室。

全日制課程：每天早上和每次休息時，缺席時數會以每小時作累計和記錄。缺席任何預定課時的學生將被記為缺席一小時。例如：如果學生在課堂開始後十分鐘到達，將會記錄為缺席一個小時。

出席要求是按照註冊的課程而定並顯示在以下的表格。學生是有責任去了解他們已缺席的時數。學生如果接近可允許缺席的上限時數將會被發出溫馨提示。

全日制學生若只有累計少於6個小時的允許缺席時數將被列入出席率觀察名單。

任何學生的缺席時數超過可允許缺席的上限時數時將被勒令退學。

可允許缺席的上限時數 - 全日制

課程	教學時數	缺席時數的上限
珠寶設計	270	23

可允許缺席的上限時數 – 實習班

課程	教學時數	缺席時數的上限
珍珠分級	7	0*

* 學生不能缺席首7小時任何部分的課堂。

教學時數

課堂時數是每個課程編定的上課時數。一個課堂時數相當於以在60分鐘一個時段內最少50分鐘的授課時數。時鐘時間的定義獨立於GIA的出勤政策，且不適用於GIA的出勤政策。

補課安排

出勤政策允許有限度的酌情缺席時數但不提供任何補課安排。我們建議學生應報讀他們可以出席整個課程時段的課堂。(在沒有已知時間上的衝突)

課堂作業政策

全日制的課堂作業必須於課堂時間表上設定的限期前遞交。學生如沒有遞交作業將以零分作記錄。

課堂作業或小測安排

全日制課程。學生在恆常的實習時數內擁有足夠的時間補交欠缺的實習作業。如果學生因酌情狀況例如受傷或生病、家屬死亡或學校確定的其他情況，可獲批准重考小測或補交課堂作業。學生需要向學校職員遞交申請作酌情處理。

遙距課程。遙距課程是自訂進度的。實習班均要求嚴格出勤並且不會提供補課。

課外的實習時間

GIA可能會為未能達到學業滿意基準的學生安排額外的實習時間並按當時的學生工作室費用收費。

課堂政策

學生必須遵守以下各項政策：

- 嚴格禁止在課堂上使用手機和其他電子通訊設備。所有上述的電子通訊設備必須設定為靜音模式及放置在指定的位置。學生可以在教室以外的地方使用這些設備。
- 課室範圍內禁止進食。存放於密閉容器中的飲料則允許帶入課室。
- 禁止於課室內使用非GIA提供的工具。學校職員可能會因基於安全或符合人體工學的考量酌情批准使用這些工具。GIA對於學生的私人工具的損失或損壞將不會負上任何責任。
- 學生不得將答案卡、空白或完成的工作紙、小測和試卷帶離課室。
- 學生在未經老師的許可前不得將專題研究和其他教材帶離課室。
- 除非老師另有指示，否則所有學生必須獨立工作。
- 未經事先批准，教室內不允許拍照。

科目或課程的特定政策條款均會向參與課堂的學生披露及查閱。

學術誠信政策

GIA重視學術誠信，意指學生誠實地展示自己的作業。與此同時，我們也重視協作教育的好處，即學生能夠相互合作和學習，但協作和學術不誠實之間是有界限的。違反本政策的學生將受到紀律處分，嚴重者將勒令退。學術不誠實的例子包括但不限於下列：

作弊: 在考試、測驗或小測或完成專題研究、作業或工作紙期間抄襲其他學生的作業或使用未經授權的輔助工具。未經授權的輔助工具的例子包括書寫筆記、手機或其他設備、人工智能、互聯網和作業/測驗共享或交換網站。

抄襲: 複製作品或意念，包括但不限於使用電子輔助工具並將其扭曲為自己的作品或想法。

篡改偽造: 出於不實陳述目的以製作虛假資訊或更改記錄。

協助他人作弊: 幫助其他學生作弊、抄襲或偽造資訊。一些例子包括:

- 故意允許其他學生複製您的作業
- 在其他人可能搜尋的網站上與其他學生分享或交換小測、測驗、考試或作業問題和/或答案，或將其他學生推薦到這些網站。
- 嚴禁以任何方式影印或複製答案卡、小測、測驗或考試的試卷或作業
- 未經授權佔有實習作業或專題研究

除非獲得老師明確授權，否則禁止使用人工智能工具，包括但不限於生成式人工智能平台，來協助或完成課程作業，例如: 作業、專案或評估。任何未經授權使用人工智能的行為，將被視為違反本學術誠信政策。

學生身份核實

GIA使用以下一種或以上的方法以確立報讀者跟參與和完成課程的學生是否同一人:

- 收集政府簽發帶有照片的身份證件或護照的副本
- 記錄課堂出勤記錄

考試政策

考核以衡量學生對課程和技能熟練度的了解。以下規則適用於所有考核。考核是指任何小測、測驗或考試。

- 考核以衡量學生對課程和技能熟練度的了解。以下規則適用於所有考核。考核是指任何小測、測驗或考試。
- 我們強烈建議學生不要錯過設定的考試。學生若不是在規定的日期與時間內參與小測和考試，一律以零分計算。
- 小考和考試進行時，若因為任何原因而必須疏散，考試會宣佈為無效，並會重新安排。
- 所有已提交的小測、測驗及考試均不能撤回。
- 所有筆試與實習考試必須在規定的時限內完成。
    - 根據學生在規定時間內提交的作業進行評分。
    - 學生若未能在規定時間內提交的測驗將獲得零分。
- 除非另有說明，考核均為閉卷； 學生可於實習考試期間中使用分級或鑑定手冊。
- 只有未通過考試的學生才能要求複習特定的考試問題。
- 母語非英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，不得使用電子翻譯機。
- 考試時，不可使用未經授權的電子設備。
    - 手機和其他手提電子通訊設備必須設置為靜音模式，並且必須放在指定位置。
    - 禁止使用相機與其他影音錄製裝置。
    - 只允許使用標準的、沒設定程式的電子計算機。
    - 在某些情況下，GIA可能提供電子考試裝置，但學生必須遵守導師的指示。

遙距課程考試

考試必須在GIA學生工作室進行。請致電 +852 3166 7001 或電郵至 giahongkong@gia.edu 聯絡我們以安排考試。 在學校參加考試是免費的。

我們建議學生在課程結束日期前30天做好準備並安排第一次考試，關於修讀GEM240，建議學生在課程結束日期前幾個月做好準備，以便有足夠的時間處理考試安排、完成任何允許的重考、發送實習考試，並完成任何所需的加強練習訓練。

評級系統

面授課程及課堂

課程和實習班將使用字母等級進行評估，詳見下列表。

字母等級	百分比範圍	績點/等級定義
A+	100-98	4.0
A	97-95	4.0
A-	94-90	3.7
B+	89-88	3.3
B	87-85	3.0
B-	84-80	2.7
C+	79-78	2.3
C	77-75	2.0
C-	74-70	1.7
D+	69-68	1.3
D	67-65	1.0
D-	64-60	0.7
F	59-以下	0.0
L	休學	學生已完成部份課程作業；剩餘的課程作業將於未來日期完成。不影響GPA
SWD	中輟	已報讀的學生退出已開課的課程或科目
INC	未完成	這是暫時性成績，將根據這些成績的定義轉換為 P、NP 或 SWD。未能在約定時間內完成課程的學生將獲得最終成績為NP。
R	重讀	出於學術記錄目的，課程已重修，原始成績已被新成績取代。

專業發展科目及課程

GIA的專業發展課程使用合格/不合格(P/NP)的評分系統。最終成績按以下方式發放並記錄在學生的永久記錄中。

評級	定義
P (**合格**)	分數75%或以上及達到畢業要求
NP (**不合格**)	分數74%或以下及未能達到畢業要求
SWD (**中輟**)	已報讀的學生如要退出已開課的課程或科目

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評級	定義
INC (**未完成**)	這是暫時性的評級，將根據這些評級的定義轉換為 P、NP 或 SWD。未能在設定時間內完成課程作業的學生將獲得NP為最終成績。

評級政策

最終成績將在課程結束日期後的兩個工作天內授予每個課程、科目或課堂的每位學生。作業、小測和考試通常會在收到後的兩個工作天內評級（假日除外），並按收到的順序進行處理。

以優異的成績畢業。學生在課程中取得GPA3.7或更高績點，將以優異成績畢業，這項榮譽將標註在他們的文憑上。

學術進度政策

GIA監察學生的學術進度以確保學生能順利完成他們的課程。學生可以在任何時間跟他們的導師會面討論他們的進度。

全日制課程

對於研究寶石學家課程，學業滿意基準(SAP)是在課程中期進行的評估。學生必須在所有課程作業包括課堂作業、實習作業、小測、測驗中維持累積平均分數75%或以上(以四捨五入至接近的1%計算)及完成課程大綱中指定的任何實習作業的最低要求。

遙距課程

遙距課程是由學生自定進度的。學生可以在課程開始日期起存取課程教材，並且必須於最長修讀期限內完成所有的作業及期末考試。

學生必須在課程開始的首 60 天內提交至少一份作業以證明其對課程的參與度，否則將導致學生被行政退出課程。如果學生預計會遇到挑戰而未能滿足此要求，我們鼓勵學生跟導師或學術顧問聯繫。

課程進度：學生必須以75%或以上分數通過每個科目作業。報讀GEM 240寶石鑑定科目的學生必須達到課程大綱中每個實習作業的指定評級標準。

最長修讀期限：每個遙距科目都有最長的修讀期限，詳細列於課程簡介內。學生的入學註冊協議書內會列明指定的開課及完結日期。最長修讀期限是嚴格執行的，並不設延期。

學生若學習進展緩慢，亦未參與期末考試，可以選擇退學，並選擇在更合適其日程安排的時間重新報讀課程。如學生有

合理原因或證明可考慮提出休學申請作短暫歇息，在稍後時間再繼續其課程學習。

學生若未能在課程最長修讀期限內成功完成所有課程要求包括所有課程作業、實習作業及通過期末考試，將會獲得不合格(NP)的最終評級。學生若未能通過期末考試可以按當時學費重新修讀課程。

實習班

實習班學生必須出席所編定的課堂時間，並參與講課、討論和實習時段，以便順利通過期末考試。超出出勤政策所描述的可允許缺席的上限時數的學生會被勒令退學。

學術觀察及學術建議諮詢

學生若未能達到學術、出勤或行為標準可能會被列入建議或觀察名單。此舉措目的是i)正式通知學生其表現未能符合標準、ii)訂立改進目標、及iii)提供指引及合理的時間讓學生達到這些標準。

學術建議諮詢

全日制學生若未能達到學院的學術基準會被列入學術建議諮詢及發出學術改進計劃。導師及學校職員會監察學生的進度。若學生能在其學術改進計劃中的指定日期達到所有條件，其學術狀況會回復至良好水平；否則將會被勒令退學。

出勤觀察名單

全日制學生若只有累計少於6個小時的允許缺席時數將被列入出席率觀察名單，並會以書面通知。累計超過允許缺席時數的學生將被勒令退學。

行為觀察名單

學生若不遵守學生行為守則或行為標準會被列入行為觀察名單，並會以書面通知。若學生未能在觀察期內達到相關要求會被勒令退學。

休學政策

修讀全日制及遙距課程的學生可以在學習期間隨時提出休學申請 (Leave of Absence "LOA")，並提供合理原因及相關證明。實習班的學生不獲休學申請的資格。

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。GIA也可能因非自主的原因下批准休學申請，例如國家或州的緊急情況、疫症大流行或其他酌情處理的狀況。請電郵至 giahongkong@gia.edu 聯絡學校職員以了解更多資訊。

若GIA確定i)學生會在合理的預期重返學習，ii)其要求遵從此政策，及iii)在最長允許休學的上限內及學位許可的情況下重返其課程，其休學申請將會被批准。如獲批准休學，其學生入學註冊協議書中將增添一份附錄。

最長休學期限: 最長休學期限為180個曆日。學生可獲多於一次休學的批准，但 12 個月內的休學總日數不得超過 180 個曆日。在原有的休學期結束前，學生必須向學校職員遞交書面申請以延續已獲批的休學期。

修讀遙距課程的學生，最長休學期限為365個曆日。學生可以被授予多於一次的休學申請，但每個課程的休學申請總日數總和不能超過365個曆日。在批准的休學期間，課程的完結日期將延長，以反映批准的休學日數。

休學申請: 休學申請必須事前以書面方式向學校職員提出申請。該申請必須由學生簽署並註明日期，並包括申請休學的原因。 如因不可預見的情況導致學生無法提前提出書面申請，GIA 可能會批准學生休學，但學生在稍後必須補交已簽名並註明日期的書面申請。學生在提交申請後5個工作天內未能選擇重返課程的日期將被退學。

休學後重返學習: 休學的學生經評估確定他們可完成修讀的時候將被安排返回課程。學生通常需要重讀兩個星期。重讀的課堂時間是沒有額外收費的。如果有適用的課堂，學生可提早返回課程。未能按已同意的日期返回課程的學生將被退學。 中輟(SWD) 的最終評級會顯示在學生的學業記錄中，任何退款均按照學生的課程入學協議書內的條款計算。 已退學但希望繼續課程的學生需要按照當時的學費和費用重新修讀。

退學政策

GIA可在任何時間，因為學生的學術、出勤或行為等原因而勒令學生退學。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)
- 不能遵守出勤政策
- 作弊或任何其他形式的學術不誠實
- 作出攻擊性、破壞性、威脅性、騷擾性、欺凌或不服從的行為
- 盜取學校財產或個人財物
- 在校園內使用、持有或售買酒精類飲品、非法藥物或受管制物品
- 在校園內持有槍械或其他武器
- 在任何GIA文件或表格上提供虛假和或故意遺漏資訊
- 進行任何損害GIA名稱、聲譽或財產的活動

被勒令退學後，學生的學術記錄中會以中輟(SWD)為最終的課程評級；任何退款會按照GIA的退款政策來計算。

重新註冊入學的上訴安排

被勒令退學的學生必須提交正式上訴申請以重新註冊入讀GIA的課程、科目或課堂。提交的上訴並不保證能重新註冊報讀課程，這是由GIA全權決定的。

上訴程序

學生必須向入學委員會提交重新報讀的申訴書及其他額外文件以供審閱。學校職員或其代表會在收到申訴書的10個工作天內通知學生委員會的決定。

如學生獲得批准重新報讀課程，會收到重新入學的條款或條件通知。

學生最多可以提交3次上訴申請。若學生因為行為原因而被勒令退學，其首次申訴被拒絕的話，後續的上訴申請只會在一年等候期後才會被考慮。

重新報讀課程

未能通過遙距課程或實習班的學生可以重新註冊報讀該科目或實習班以獲得合格成績；學生在重新報讀相關課程時，須繳付當時學費和費用。若學生在遙距課程中取得兩次最終課程評級為不合格，學生必須提交申訴書以重新報讀相關課程。

學生必須向入學委員會提交重新報讀的申訴書及其他額外文件以供審閱。學生會被要求陳述妨礙他們通過課程的情況及他們將如何作出改進以達至成功通過課程。GIA會根據學生是否能夠成功的基礎下決定是否讓學生重新報讀相關課程。

學校職員會在收到申訴書的10個工作天內通知學生委員會的決定。如學生獲得批准重新報讀課程，會按當時學費和費用重新修讀課程。

學生工作室

在GIA學生工作室內，學生可以使用所需的寶石學設備和寶石，以完成寶石鑑定科目的實習要求；也可以用作監察考試或使用設備和寶石進行練習。

學生工作室是以先到先得的方式提供給學生使用。請電郵至 giahongkong@gia.edu 或致電 +852 3166 7001 以查詢學生工作室的開放時間和預留位置。學生若取消其預約，務必在使用前的24小時內通知GIA；否則，學生將會被要求收取相關費用。

學生使用學生工作室時應在每節(上午及下午)開放時準時到達，屢次遲到的學生可能失去使用學生工作室的權利。

畢業要求

為了保持就學資格，學生必須在整個課程中持續符合學術進度、出席及行為標準。為了畢業並獲得GIA學歷，學生必須滿足課程大綱中詳細說明的最低學術要求。學生必須全額支付所有學費和其他費用，並在畢業前需要完好無缺地歸還所有 GIA的石材、儀器設備、圖書館書籍、和教材。學生必須滿足所有學術及財務責任方可頒發證書或文憑。

畢業要求—全日制課程

學歷/課程作業	最低要求	課程期間內允許的考試次數上限
珠寶設計證書		
階段I設計專案	100%完成及達到合格的分數	—
階段II設計專案	75%完成及達到合格的分數	—
小測	**累積平均分數**：75%	1
期末實習考試	**分數**：75%	2
期末筆試	**分數**：75%	2
期末設計展	**必須參與，並包括所有需要的部份**	1

畢業要求—遙距課程

學生必須符合以下各項，方可畢業：

- 成功完成該課程所需的所有科目及實習班，
- 完成每個作業/課堂，及
- 在允許的最多考試次數內，並於以下所列的指定限期內通過每一項期末考試。

課程/科目	考試要求	允許考試次數上限*
遙距研究寶石學家文憑—必須達到以下遙距鑽石及彩色寶石文憑的所有畢業要求		
遙距鑽石文憑		
GEM 230 鑽石及鑽石分級	期末筆試成績達 75% 或以上	3
GEM 230L 鑽石分級實習班	兩顆寶石期末考試成績達 75% 或以上	3
遙距彩色寶石文憑		
GEM 220 彩色寶石	期末筆試成績達 75% 或以上	3
GEM 220L彩色寶石分級實習班	兩顆寶石期末考試成績達 75% 或以上	3
GEM 240L 寶石鑑定實習班	儀器操作期末考試成績達 75% 或以上	3
GEM 240 寶石鑑定	20 顆寶石期末考試成績達 100%	10*
遙距珍珠文憑		
GEM 149 珍珠	期末筆試成績達 75% 或以上	3
GEM 149L 珍珠分級實習班	兩顆寶石期末考試成績達 75% 或以上	3

* 五次考試後，學生必須完成加強練習訓練才能再次參加考試。加強練習用的寶石可以寄送給學生或學生需於學生工作室內完成。學生需負擔相關的運費、關稅或稅金，或支付學生工作室的標準使用費。國際運費包括運送、關稅及稅金，此適用於需要加強練習訓練的國際學生。

學生必須全額支付所有學費和其他費用，並在畢業前需要完好無缺地歸還所有 GIA的石材、儀器設備和教材。學生必須滿足所有學術及財務責任方可頒發證書或文憑。

學生記錄

申請人、學生和畢業生的資料的看管和保護最為重要。有關GIA的學生私隱聲明，詳情請參閱以下連結：www.GIA.edu/student-privacy-notice，當中描述了有關我們處理的政策和措施，包括個人資料的收集、使用和處理。學生的記錄均按照聯邦、州和認證的要求進行保留；成績表資料則永久保存。

聯絡資料

學生可以電郵至 giahongkong@gia.edu 聯絡我們以更新他們的聯絡資料。

法定姓名

正式的學生記錄需要官方政府文件上所呈現的個人法定名字、中間名和姓氏，學生記錄的姓名將會在所有成績單、證書和文憑上顯示。學生可以聯絡學生記錄部門以要求不在其資歷上顯示他們的中間名。

GIA需要官方的文件和書面授權以進行更改或更正在個人學生記錄中記載的法定姓名。學生必須遞交一項在我們的記錄中顯示您現在/以往姓名的文件，以及另一項顯示您更改姓名後的文件。以下的文件都可被接納：

- 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
- 其他法院頒授的文件

常用姓名

GIA得悉很多學生希望使用其合法名字以外的名字來識別自己。學生可以在入學時或期後的任何時間聯絡入學組提供其常用姓名。

表現良好函

根據要求，GIA會簽發良好表現函(Letter of Good Standing)，通常為保險公司或其他機構需要作為學生身分的證據。 如果學生目前沒有處於學術諮詢或觀察名單狀態，將被視為表現良好。 GIA不會簽發推薦信。詳請請電郵至 giahongkong@gia.edu 或致電 +852 3166 7001 與我們聯絡。

成績單

現正修讀的學生可於我們的My GIA教育平台 https://education.GIA.edu 下載非官方成績單。畢業生可電郵至 giahongkong@gia.edu 與香港分校聯絡以要求索取非官方成績單副本。這些都是免費提供的。

現正修讀的學生可於我們的My GIA教育平台https://education.GIA.edu 向我們的供應商訂購官方成績單。現正修讀的學生或畢業生也可直接從我們的供應商網頁：www.parchment.com/u/registration/individual 訂購官方成績單。每份訂購的成績單需支付 10 美元的費用（加急出貨除外）。請電郵至 giahongkong@gia.edu 與我們聯絡以查詢或進一步的指引。

文憑及證書

學生達到畢業要求並授予證書，將會收到紙本及電子版全日制文憑或證書。學生將會收到電郵通知，並需要在香港分校領取紙本文憑或證書。文憑或證書如有損毀，請電郵至 giahongkong@gia.edu 或致電+852 3166 7001與我們聯絡查詢重印事宜；重印或需收費。

暫緩頒授文憑或證書

學生在滿足所有學術和財務責任之前，將不會獲發文憑及證書。

更換文憑及證書

重印文憑和證書分別為70美元和65美元(費用並不含快遞運費)。重印文憑和證書是以當時的格式簽發並附有重發日期。所有重印本均帶有 GIA 當時學校官方人員的簽署。如需更換，請通過 https://parchmentsupport.force.com 聯絡供應商，亦可發送電郵至 giahongkong@gia.edu 或致電 +852 3166 7001 與學生記錄部門聯絡。

學歷驗證服務

需要確認GIA畢業生學歷認證的人士，可透過GIA網上校友會目錄查看。選擇於網上顯示其信息的畢業生會在搜尋結果中出現。個別人士亦可在我們的網頁 www.GIA.edu/doc/GIA_Education_Verification-Request.pdf 找到表格，填寫後在提交畢業生學歷驗證的書面申請。

學術資歷使用政策

美國寶石研究院頒發的學術證書在寶石與珠寶業界享有高度聲譽。獲得 GIA 文憑者應在姓名後附上其學術稱號，並遵循特定使用標準。證書可完整展示，但不得暗示與 GIA 有任何隸屬或背書關係。名片上僅應列出文憑或學位，而個別課程則應列於履歷中。

如需詳細指引，請參閱 GIA 使用指南，位置如下：https://www.gia.edu/copyrights-trademarks#diplomas.

行政政策

本節包括描述學生權利和責任的標準、政策和程序。

學生的行事守則與行為標準

GIA的學生行為操守和行為準則保障學生和員工的權利，以確保所有學生擁有一個安全、可靠和正面的學習環境。我們期望GIA學生在任何時間都以專業的態度處事及以莊嚴及尊重對待他人。學生有責任去閱讀、理解和遵守所有GIA的學生政策。

禁止的行為包括但不限於：

- 威脅或騷擾行為，包括性騷擾或不當行為
- 對其他學生或GIA員工進行報復的行為
- 暴力或威脅行為
- 在校內持有槍械或其他武器
- 使用、售賣、購買、轉讓、製造、分銷或持有非法藥物、受管制物品或酒精
- 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

學生如察覺到任何看似不安全、不正當或非法的事情，必須立即向GIA工作人員報告。

社交媒體和網絡

GIA十分接納在社交媒體例如網站、網路日誌、維基百科、聊天室及其他開放予學生和職員的機會和資訊。但是，任何違反學生行為操守和行為準則並引起校方注意的網上行動將以此政策處理。

學生必須運用良好的判斷力，因為其行動和聲明均對他們個人、其他人士或整個校園帶來不良影響。社交媒體上的帖文可能會被迅速地複製或被斷章取義並在一段無法估計的時間內保持公開的狀態。

現職的學生和GIA職員之間在社交媒體上的溝通將造成偏袒或利益衝突的現象。因此，GIA職員在社交網絡與學生溝通時，必須遵守GIA的職員社交媒體及網絡操守。

違規

學校職員將對違反學生行為守則的指控展開調查。學生於調查期間必須與GIA代表進行配合。GIA在決策過程中將審視所有於調查期間所搜集的信息。 為維持調查的安全性和完整性，GIA保留在調查期間暫緩學生學籍的權利。GIA 將盡一切努力在學生、教職員、員工和行政人員彼此之間的信任和尊重的基本原則上運作。

懲處

在證據充分的情況下，GIA可根據觸犯行為的性質和嚴重性自行酌情決定實行一項或以上的懲處。懲處可能包括口頭警告、書面警告、行為觀察名單，或被勒令退學。如果涉及潛在的犯罪行為，GIA將會自行酌情決定是否通報合適的執法機關或其他當局。

預防濫藥及酗酒政策

GIA堅持無酒精和無毒品的學習環境並禁止在GIA的場合（GIA所贊助的項目或活動）非法使用、銷售、購買、轉讓、製造、分銷或持有非法藥物、受管制物品或酒精。

受酒精、毒品或其他損害個人身心能力的物品影響下於校園報到視為違反此政策將可能受到懲處，包括被勒令退學。GIA亦可能在校外活動中對使用酒精或毒品的學生進行處分。

學生或任何人士在GIA學校社團內發現任何類似物品的使用或存在應該立即通知GIA職員。

違反本政策將受到處分，嚴重者包括勒令退學。學生將有可能遭受到聯邦、州和本地罰款和/或訴訟。GIA將會自行酌情決定是否通報合適的執法機關或其他當局。

衣著規範

GIA的衣著規範幫助維持一個安全、專業、尊重和包容所有人的環境。我們期望學生於重要活動或場合中穿著得宜。我們建議學生以穿著得舒適和安全為最重要的考量。在重要活動期間，例如招聘會中，應穿著正式商務服飾。衣服必須覆蓋所有內衣並在任何時候都不得露出內褲或內衣。不可穿著透視裝束。禁止赤腳和穿著帶有眨意或冒犯信息的衣服。

學園內吸煙

在GIA的建築範圍內是禁止吸煙的，包括電子煙或以任何其他形式使用煙草。請避免於建築物前吸煙。室外有已劃分的

吸煙區，請將包裝紙、煙蒂，和其他殘骸置於指定的容器內以協助維持這些設施的整潔。

學校安全與保安

確保GIA校園對學生、員工或訪客的安全是我們的首要事務。在實習課堂中，學生在使用化學品、設備或工具時如果使用不當或缺乏適當的預防措施，將有可能造成危險。學生在使用危險工具或有害物質時必須遵循所有安全指引和導師的指示，並在處理任何化學品後徹底清潔雙手。

教室化學品使用學生通告

GIA建議有機會接觸並使用化學品例如含有二碘甲烷（也稱為碘化亞甲基）的RI接觸液的人士必須提高良好使用實驗室程序的意識。RI接觸液會在彩色寶石課程、寶石鑑定實習班和學生工作室中使用。如學生正在懷孕，將可能需要採取特別的預防措施。如果學生有某些健康狀況和/或對此化學品過敏，或不確定是否符合以上情況，請聯繫您的醫生作查詢。GIA在每間教室都配備了保護手套與適當的處置容器。每間教室都備有安全資料表(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，學生毋需上課，課堂將另作安排。

- 當8號暴風信號或以上或黑色暴雨信號於上午8:00後解除，上午的課堂將會被取消。
- 當8號暴風信號或以上或黑色暴雨信號於上午11:00後解除，下午的課堂將會被取消。

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，包括被勒令退學和轉介到適當的執法機構。

搜查和扣押

如判斷有正當理由，GIA將可能開啟或搜查任何學生的工作檯、儲物櫃、電腦檔案和軟件、或其他陳設以確保學生和員工的健康和安全。GIA、獨立的保安服務供應商或法律執行部門將有可能在沒有提前通知的任何時間下進行調查或搜索，並包括學生不在場的情況。有鑑於此政策，學生不應在GIA的場所內攜帶或儲存任何文件、資料或其他需要保護私隱的物品。如有必要，個人物品例如背囊、銀包、手提包或其他行李將會被搜查。在任何調查中未能配合的人士可引致處分，甚至被GIA勒令退學。

視頻和音頻監控

基於我們的業務性質，GIA必須確保其場所及處理程序的操守和安全性，包括但不限於顧客服務和處理顧客貴重的財產。因此，GIA於工作場所同時使用電子視頻和音頻監控。監察的內容將包括學生的個人資訊、包括但不限於學生的錄影、錄音、影片和相片，或在監察附近位置進行的閒談、公開的名字及任何在影片或音訊記錄中透露的其他個人信息。以上的行為均建基於遵守法律義務或保障我們的業務、地點、職員和其他參與者的合法權益。學生不應對於任何公眾或工作場所的私隱抱持期望（GIA不會於洗手間或更衣室進行監控）。

每個受影音監察的位置均張貼標示。請於 www.GIA.edu/privacy-notice 查看完整的學生隱私聲明。

學生私隱聲明

GIA非常重視學生的個人資料私隱。本學生私隱聲明（「本聲明」）旨在說明當您作為教育服務申請者、學生或校友與GIA連結時有關GIA收集、使用和處理您的個人資料的政策和程序。

如果您以教育服務申請人、學生或校友以外的身份使用GIA網站，使用其他GIA網站和您於其他GIA網站所提交予我們的資訊將會受到公佈的GIA網站私隱聲明所約束。

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

個人資料收集、使用和處理

基於您與GIA的聯繫關係，GIA從以下來源收集您的個人資料（不論線上、親身、或經其他渠道）：直接從您個人、我們的附屬機構，包括我們的子公司和分校辦公室、服務提供者、校友會以及您瀏覽GIA網站時自動收集。

我們使用您的個人資料目的於 www.GIA.edu/privacy-notice#student-privacy-notice 的學生私隱聲明中有詳細說明，包括提升您在GIA的體驗和向您提供教育服務和相關產品。我們可能與 www.GIA.edu/affiliated-entities 上顯示的GIA附屬機構及本聲明中提及的其他單位共享您的個人資料。

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

投訴政策及程序

投訴政策

GIA會嚴肅對待學生的投訴。GIA會以及時、公平、公正的方式審查所有投訴。GIA給予所有在投訴中被提及的人士包括學生、教職員和員工一個對投訴作出回應的機會。在我們相信學生可提供相關資訊的情況下，學生必須於調查期間與GIA的代表配合。GIA在決策過程中會考慮到所有收集所得的資訊。

投訴程序

學生應盡早提出他們的疑慮以便得到妥善的處理。我們建議學生應先與適當的學校代表進行商討以嘗試解決任何問題和疑慮。如果學生未能獲得解決方法，或者非正規的解決方案不恰當，學生可提交正式投訴。

正式投訴必須以書面形式傳送電郵至 giahongkong@gia.edu 向學校職員提出。投訴必須包含所有的指控依據、相關姓名、日期和一段說明構成投訴依據的簡要陳述。任何適用於提供合理和可靠的額外資訊並證明相關投訴的文件副本亦應該包括在內。

學校職員將在收到正式投訴後10個工作天內提供書面的學校調查及決策總結。如果調查未能在10個工作天內完成，學生將收到需要額外調查時間的通知。

如學生覺得校方沒有適當地處理投訴，他們可以電郵提交投訴至 deanstudents@gia.edu GIA全球總部的教務長。投訴必須包含所有的指控依據、相關姓名、日期和一段說明構成投訴依據的簡要描述。任何適用於提供額外合理和可靠的資訊並證明相關投訴的文件副本亦應該包括在內。教務將在收到正式投訴後10個工作天內提供書面的學校調查及決策總結。如果調查未能在10個工作天內完成，學生將收到需要額外調查時間的通知。

如個別人士於上述的情況下不便提出直接的投訴指控，他們可以通過GIA疑慮報告系統在 www.GIAwis.ethicspoint.com 上提交保密的疑慮。

經Distance Education Accrediting Commission (DEAC)認證的學校必須有書面的投訴政策和程序，其目的為適當地收集、回應、處理和解決由學生、教職員、行政人員或其他任何有合理理由相信該學院沒有遵循DEAC的準則和政策的人士所作出的投訴。如問題涉及教育服務、學生服務或學費事宜，學生投訴人向DEAC提交投訴前應先行盡力與該學院協商並作出解決。

投訴人可以使用 www.deac.org/Student-Center/Complaint-Process.aspx 上的投訴表格向 DEAC 提交投訴。書面投訴亦可透過郵寄或其他有效方式發送給DEAC，前提是其中包括 (1) 投訴人的姓名和聯絡資訊 (2) 任何不遵守 DEAC 準則和程序的指控依據；(3) 所有相關姓名和日期以及構成投訴依據的行動的簡要描述；(4) 任何適用於證明該指控的文件或資料的副本；(5) 授權DEAC將投訴副本轉發至該學院及包括投訴人的身分資訊的授權書。書面投訴可提交至：

Executive Director, DEAC
1101 17th Street NW, Suite 808
Washington, DC 20036 USA
ATTN: Complaints

不報復政策

禁止對騷擾、歧視或協助他人提出投訴的學生或職員作出威脅、其他形式的恐嚇和報復行為。報復行為本身已經違反GIA的政策和適用的法律以及屬於嚴重罪行。任何報復行為可引致處分，嚴重者可被勒令退學或終止學位。

攜帶動物到校園

禁止任何時候在所有設施範圍內攜帶寵物。

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GIA的訪客必須在進入校園前向接待處登記，並且必須準備出示現行政府簽發帶有照片的身份證明。未經事先安排或與接待處預約下，不論是否同行友人，學生也不得接待客人。非學生訪客於上課期間不得進入教室。

遺失或損壞教材

學生需要對課堂上可供使用或在入學期間租借的書本、設備、珠寶和寶石負責。學生需要支付任何經由GIA判斷後遺失的書本、設備和寶石的替補費用以及超出正常損耗範圍的設備的維修費用，亦不接受替換該物品。如果期後尋回遺失的物品，所支付的費用將退還給該學生。

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