



中文



GIA[®]

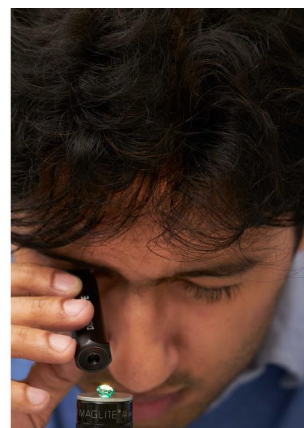
2023 Education Catalog

HONG KONG CAMPUS

Effective January 1, 2023 - December 31, 2023

Published December 23, 2022 Vol. 1.8

GIA Hong Kong Limited
3rd Floor, New World Tower II,
16-18 Queen's Road Central, Hong Kong
T +852 3166 7001
giahongkong@gia.edu
HongKong.GIA.edu



Welcome

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

Many parts of my story are unique, yet it has one element in common with that of many GIA alumni. A GIA education empowered me to achieve my most cherished dream and, in many ways, took me even further than I could have imagined. It is no exaggeration to say that a GIA education is the best investment I made for my future, and I'm confident that this will prove true for you, too.

From gemology to jewelry design, you'll find a variety of programs at GIA, each tailored to give you the expertise you need to get ahead in your field of choice. The knowledge you gain here can equip you for diverse careers, such as sales, manufacturing, designing, appraisal, auctioning and more. Our alumni hold influential positions all along the gem and jewelry industry pipeline, and with a GIA diploma, you can take your place among them.

With over 155,000 active alumni in 55 chapters globally, the GIA Alumni Collective™ continues to offer support and expertise even after you graduate. This invaluable network will provide you with lifelong friendships, industry knowledge and career connections.

Take some time to explore the Education Catalog and find the program that is right for you. Then get ready to dive into gem and jewelry brilliance and a world of opportunity.

We look forward to accompanying you on your professional journey and helping you to follow your passion.

Susan M. Jacques, GIA GG
President and CEO
GIA



Table of Contents

ABOUT GIA

- | | |
|---|-------------------------------------|
| 4 | Mission and History |
| 5 | Accreditation and Licensing |
| 6 | Governance and Executive Management |
| 7 | Education Management and Faculty |
| 8 | GIA Education Advisory Boards |

CAMPUS INFORMATION

- | | |
|----|--|
| 9 | Hong Kong Campus |
| 10 | School Calendar and Hours of Operation |

PROGRAMS, COURSES AND CLASSES

- | | |
|----|--|
| 11 | On Campus and Correspondence Education |
| 13 | Graduate Gemologist® |
| 15 | Graduate Diamonds |
| 17 | Graduate Colored Stones |
| 19 | Applied Jewelry Professional™ |
| 20 | Graduate Pearls |
| 21 | Jewelry Design |
| 22 | Lab Class Descriptions |
| 24 | Correspondence Course Descriptions |
| 28 | Continuing Education |

ENROLLMENT SERVICES

- | | |
|----|--|
| 29 | Admissions Policies and Procedures |
| 33 | Tuition and Fees |
| 35 | Cancellation, Withdrawal and Refund Policies |

STUDENT SERVICES

- | | |
|----|------------------|
| 37 | Student Services |
|----|------------------|

POLICIES AND PROCEDURES

- | | |
|----|----------------------------------|
| 39 | Academic Policies and Procedures |
| 52 | Administrative Policies |
-

Mission and History

Mission

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

Educational Philosophy

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

Research

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

Relevance

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

Leadership

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

Accessibility

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

Sustainability

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

History

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

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

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

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

Accreditation and Licensing

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

GIA's correspondence courses and lab classes are accredited by the Distance Education Accrediting Commission (DEAC).

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



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

Governance and Executive Management

Board of Governors

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

Chair

Lisa A. Locklear

Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

Vice Chair

Stephen F. Kahler

Senior Advisor, Strategic Planning & Business Development for Everidge

Dave Bindra

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

Lake Dai

Seasoned deep tech investor and technology executive
Applied AI Adjunct Professor, Carnegie Mellon University

Barbara Lee Dutrow, Ph.D.

Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics, Louisiana State University

Patricia Ann Kikuko 'Kiko' Harvey

Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew '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.

Jeffrey E. Post, Ph.D.

Curator-in-charge, National Gem and Mineral Collection, Smithsonian
National Museum of Natural History

Samantha F. Ravich, Ph.D.

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

Tammy Storino

Experienced global operations and finance leader

Marcus ter Haar

Experienced diamond industry executive

John W. Valley, Ph.D.

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

Susan M. Jacques, *ex-officio*

President and CEO, GIA

Thomas M. Moses, *ex-officio*

Executive Vice President and Chief Laboratory and Research Officer, GIA

Executive Management

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

For the full list of GIA's executive management, please see [GIA.edu/gia-about-mission-governance](https://gia.edu/gia-about-mission-governance)

Education Management and Faculty

Education Management

Stella Lee

School Director, Hong Kong

Duncan Pay

Senior Vice President and Chief Academic Officer

Corey Rosso

Vice President, Academic Affairs

Sam Kong

Senior Director, Global Instruction

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

Hong Kong Faculty

GIA instructors meet or exceed the accreditation standards and state requirements for experience and education (as they pertain to the specific students they serve). See qualifications for instructors on <https://hongkong.gia.edu/faculty-staff>

All information is correct as of December 2022.

Stiff Chan

Venus Chan

Karen Cheung

Jennifer Lam

Patsy Lam

Carmen Leung, Supervisor

Ting Pan

GIA Education Advisory Boards

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

GIA Education Committee of the Governing Board

Chair

Barbara Lee Dutrow, Ph.D.

Gerald C. and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics
Louisiana State University

Dave Bindra

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

Patricia Ann Kikuko 'Kiko' Harvey

Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew 'Andy' Johnson

CEO, Diamond Cellar Holdings, LLC

Jeffrey E. Post, Ph.D.

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

John W. Valley, Ph.D.

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

Susan M. Jacques, ex-officio

President and CEO, GIA

Lisa A. Locklear, ex-officio

Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

GIA Program Advisory Committee

Robert C. Aretz

President, Gem Appraisers & Consultants
New York, NY

Pamela Balodimas

Regional High Jewelry Gemology Advisor, Cartier/Richemont
New York, NY

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Latoya Boyd

Jewelry and Fashion Designer, Jeweler and Influencer, Latoya Boyd
Jewelry
San Diego, CA

Wade Clar

Director of Brand Development, Julez Bryant
Carlsbad, CA

Alexander Eblen

Senior Specialist, Vice President, Sotheby's
New York, NY

Rita Famulare

Owner, Famulare Jewelers
Carlsbad, CA

Alexandra Hart

Owner/Metals Artist and Designer Goldsmith, Alexandra Hart
San Diego, CA

Malcolm Koll

Owner, Charles Koll Jewelers
San Diego, CA

Gail Brett Levine

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

Christine Lopez

President and Co-Founder, Gem Surprise Box
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
Seattle, WA

Ashwani (Sonny) K. Sethi

Owner, Tara & Sons
New York, NY

Lauren Stuller

Territory Manager, Customer Experience, Stuller, Inc.
Carlsbad, CA

Thom Underwood

Retired Former Owner, San Diego Gemological Laboratory
San Diego, CA

Kumud Wastrad

Director, High Jewelry, Diamond and Gemstone Acquisition, Tiffany & Co.
New York, NY

Hong Kong Campus

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

Facility

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

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

Classrooms and Equipment

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

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

Contact Information

Contact GIA in Hong Kong by phone or email or visit us at HongKong.GIA.edu

Phone: +852 3166 7001

Email: giahongkong@gia.edu

School Calendar and Hours of Operation

2023 Scheduled Hong Kong Campus Closures

Date	Holiday
Monday, 2 January 2023	New Year Holiday Observed
Monday, 23 January 2023 to Friday, 27 January 2023	Lunar New Year Holiday
Wednesday, 1 March to Sunday, 5 March 2023	March Jewelry Show
Wednesday, 5 April 2023	Ching Ming Festival
Friday, 7 April 2023	Good Friday
Saturday, 8 April 2023	The day following Good Friday
Monday, 10 April 2023	Easter Monday
Monday, 1 May 2023	Labour Day
Friday, 26 May 2023	Birthday of the Buddha
Thursday, 22 June 2023	Tuen Ng Festival
Saturday, 1 July 2023	Hong Kong Special Administrative Region Establishment Day
Saturday, 30 September 2023	Day following the Chinese Mid - Autumn Festival
Monday, 18 September 2023 to Sunday, 24 September 2023	September Jewelry Show
Sunday, 1 October 2023	National Day
Monday, 2 October 2023	Day Following National Day
Monday, 23 October 2023	Chung Yeung Festival
Monday, 25 December 2023	Christmas Day
Tuesday, 26 December 2023	The first weekday after Christmas Day

Hours of Operation

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

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

Class Schedules and Classroom Hours

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

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

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

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

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

On Campus and Correspondence Education

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

On Campus Education

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

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

Correspondence Education

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

Correspondence Courses

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

- All curriculum is 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 and a final 20-stone exam where you identify gemstones in a GIA Student Workroom.
- Your instructor is available by email or phone to answer questions and provide instruction and support Monday - Friday, 9:00 a.m. to 6:00 p.m. excluding holidays. [See School Calendar and Hours of Operation on page 10](#)
- Submit your assignments to your instructor through email.
- 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. This self-study room is also available if you are preparing for your 20-stone final exam, taking a supervised exam, or practicing on equipment and gemstones.

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

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

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

Lab Classes

Lab classes are where you gain hands-on experience in grading and gem identification using professional gemological equipment under the expert guidance and support of a GIA instructor.

How to Earn your Diploma through Correspondence Education

When you successfully complete an individual course or class, you will earn a certificate (correspondence courses) or letter of completion (lab classes). To earn your correspondence diploma, you must enroll and complete the required combination of individual correspondence courses and lab classes.

The following page lists the courses and classes required to earn the Graduate Gemologist, Graduate Colored Stones, Graduate Diamonds, or Applied Jewellery Professional diploma through correspondence. For more detailed information, [see Graduation Requirements on page 46](#)

On Campus and Correspondence Education (cont.)

Correspondence Diploma Requirements

Enroll and complete the required combination of individual correspondence courses and lab classes to earn your correspondence Graduate Gemologist, Graduate Colored Stones, Graduate Diamonds, or Applied Jewelry Professional diploma.

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

Accelerated Education

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



Graduate Gemologist®

Description

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

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

What You Will Learn

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

What You Earn

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

Occupations May Include

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

On Campus Education

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

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

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

Each classroom is equipped with an electronic balance with hydrostatic unit, a GIA DiamondDock™, GIA iD100®, a UV lamp with viewing cabinet, a table model prism spectroscope, a color filter and a fiber-optic light unit. Each student workstation has a binocular microscope with an overhead light source, a diffuser plate and monochromatic light source. As part of your course materials, you will receive and keep a 10x loupe, tweezers, a gem cloth, a pointer probe, plotting pens, a table gauge, a crown angle card, a color grading card, the GIA pad folio, a refractometer with polarizing filter and removable magnifying eyepiece, refractive index (RI) liquid, a polariscope, a dichroscope, a handheld spectroscope, a pinpoint incandescent light source, lab manuals and printed course materials.

Graduate Gemologist® (cont.)

Correspondence Education

Earn your Graduate Gemologist correspondence diploma by enrolling and completing five correspondence courses and three Lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on online courses taught in English, visit GIA.edu

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 months
GEM 240	Gem Identification	GEM 120, GEM 220, GEM 240L	44	24 months
GEM 220L	Colored Stone Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	21 hours
GEM 230L	Diamond Grading Lab	None	Lecture / Lab Format with 2-Stone Exam	35 hours
GEM 240L	Gem Identification Lab	None	Lecture / Lab Format with Instrumentation Exam	35 hours
			Total Lessons: 106	Total Lab Hours: 91

Tuition and Fees

See [Tuition and Fees on page 33](#)

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Schedules

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

Course Descriptions

See [Correspondence Course Descriptions on page 24](#)

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

Accelerated Education

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

Program Number	Program Title	Course Duration
GEM 2200A	Graduate Diamonds	72 Hours
GEM 2300A	Graduate Colored Stones	175 Hours

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

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



Graduate Diamonds

Description

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

What You Will Learn

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

What You Earn

GIA Graduate Diamonds Diploma

Occupations May Include

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

On Campus Education

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

Program Details

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

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

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

Graduate Diamonds (cont.)

Correspondence Education

Earn your Graduate Diamonds correspondence diploma by enrolling and completing two correspondence courses and one lab class. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on online courses taught in English, visit [GIA.edu](https://www.gia.edu)

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 130	Diamond Essentials	None	7	3 months
GEM 230	Diamonds & Diamond Grading	GEM 130	20	15 months
GEM 230L	Diamond Grading Lab	None	Lecture / Lab Format with 2–Stone Exam	35 hours
			Total Lessons: 27	Total Lab Hours: 35

Tuition and Fees

[See Tuition and Fees on page 33](#)

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 130, GEM 230, GEM 230L

Schedules

Visit [hongkong.GIA.edu/gem-education/schedules](https://hongkong.gia.edu/gem-education/schedules) for up-to-date schedules.

Course Descriptions

[See Correspondence Course Descriptions on page 24](#)

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

Accelerated Education

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

Program Number	Program Title	Course Duration
GEM 2200A	Graduate Diamonds	72 Hours

Tuition and Fees

[See Tuition and Fees on page 33](#)

Schedules

Visit [hongkong.GIA.edu/gem-education/schedules](https://hongkong.gia.edu/gem-education/schedules) for up-to-date schedules.

Equipment and Materials

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



Graduate Colored Stones

Description

Students explore more than 60 species of common and collector gemstones found in the marketplace. Subjects covered include the GIA Colored Stone Grading System, gemstone formation, composition, sources and how to distinguish natural, treated and laboratory-grown gemstones. The coursework examines which gems are commercially important, shifting supply patterns, and how these factors affect gem prices and availability.

What You Will Learn

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

What You Earn

GIA Graduate Colored Stones Diploma

Occupations May Include

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

On Campus Education

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

Program Details

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

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

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

Graduate Colored Stones (cont.)

Correspondence Education

Earn your Graduate Colored Stones correspondence diploma by enrolling and completing three correspondence courses and two lab classes. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on online courses taught in English, visit GIA.edu

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 220	Colored Stones	GEM 120	27	18 months
GEM 240	Gem Identification	GEM 120, GEM 220, GEM 240L	44	24 months
GEM 220L	Colored Stone Grading Lab	None	Lecture / Lab Format with 2–Stone Exam	21 hours
GEM 240L	Gem Identification Lab	None	Lecture / Lab Format with Instrumentation Exam	35 hours
			Total Lessons: 79	Total Lab Hours: 56

Tuition and Fees

See [Tuition and Fees on page 33](#)

Recommended Sequence

For courses that do not have prerequisites, you may take courses in any order. However, we recommend this sequence to maximize your comprehension of key concepts and course objectives: GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

Schedules

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

Course Descriptions

See [Correspondence Course Descriptions on page 24](#)

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

Accelerated Education

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

Program Number	Program Title	Course Duration
GEM 2300A	Graduate Colored Stones	175 Hours

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

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



Applied Jewelry Professional™

Description

The Applied Jewelry Professional™ (AJP®) diploma coursework 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.

What You Will Learn

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

What You Earn

GIA Applied Jewelry Professional Diploma

Occupations May Include

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

Correspondence Education

Earn your Applied Jewelry Professional™ correspondence diploma by enrolling and completing three correspondence courses. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on online courses taught in English, visit GIA.edu

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 110	Jewelry Essentials	None	6	3 months
GEM 120	Colored Stone Essentials	None	8	3 months
GEM 130	Diamond Essentials	None	7	3 months

Total Lessons: 21

Tuition and Fees

[See Tuition and Fees on page 33](#)

Course Descriptions

[See Correspondence Course Descriptions on page 24](#)



Graduate Pearls

Description

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

What You Will Learn

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

What You Earn

GIA Graduate Pearls Diploma

Occupations May Include

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

Correspondence Education

Earn your Graduate Pearls correspondence diploma by enrolling and completing one correspondence course and one lab class. GIA's Hong Kong campus offers correspondence courses in Chinese. For information on online courses taught in English, visit GIA.edu

Course Number	Course Title	Prerequisite	Number of Lessons	Maximum Time to Complete
GEM 149	Pearls	None	8	6 months
GEM 149L	Pearl Grading Lab	None	Lecture / Lab Format with 2–Stone Assessment	7 hours
Total Lessons: 8				

Tuition and Fees

See [Tuition and Fees on page 33](#)

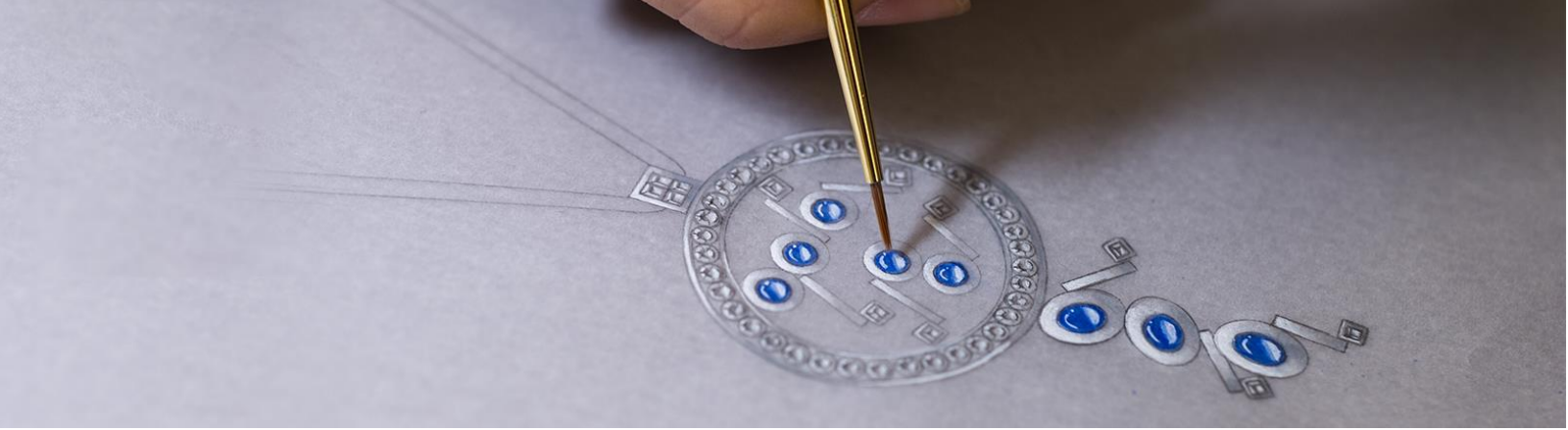
Schedules

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

Course Descriptions

See [Correspondence Course Descriptions on page 24](#)

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



Jewelry Design

Description

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

What You Will Learn

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

What You Earn

GIA Jewelry Design Certificate

Occupations May Include

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

On Campus Education

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

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

Tuition and Fees

See [Tuition and Fees on page 33](#)

Schedules

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

Equipment and Materials

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

Lab Class Descriptions

GEM 230L Diamond Grading Lab

Required for: Graduate Gemologist® and Graduate Diamonds Diplomas

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

Class duration: 5 days or 12 nights (35 clock hours)
What you earn: Letter of Completion

GEM 220L Colored Stone Grading Lab

Required for: Graduate Gemologist® and Graduate Colored Stones Diplomas

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

Class duration: 3 days or 7 nights (21 clock hours)
What you earn: Letter of Completion

GEM 240L Gem Identification Lab

Required for: Graduate Gemologist® and Graduate Colored Stones Diplomas

In this lab, students practice the same time-tested procedures and identification skills used by the Institute's renowned gemological experts. Students use gemological instruments to practice identifying natural and laboratory-grown gemstones, imitations and assembled stones. Along with this hands-on training, your instructors will carefully demonstrate key tests and coach you in quick, effective testing procedures. (See [Student Notification of Classroom Chemical Usage on page 53](#)) Students must pass an instrumentation exam to complete the class successfully. Classrooms contain a table model prism spectroscope, a color filter, a fiber optic light, a UV lamp with viewing cabinet and a utility lamp. Each student workstation has a binocular microscope with a daylight equivalent overhead light source, a handheld spectroscope, a dichroscope, a refractometer with polarizing filter and removable magnifying eyepiece and refractive index (RI) liquid, a diffuser plate, an optic figure sphere, a polariscope and tweezers. As part of your course materials, you will receive and keep a lab manual, a gem cloth, a pinpoint incandescent light source and a color grading card.

Class duration: 5 days or 12 nights (35 clock hours)
What you earn: Letter of Completion

Lab Class Descriptions (cont.)

GEM 149L Pearl Grading Lab

Required for: Graduate Pearls Diploma

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

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

What you earn: Letter of Completion

Correspondence Course Descriptions

GIA's Hong Kong campus offers self-paced, correspondence courses in Chinese. GIA's correspondence courses are self-paced. Students have until the end date of the course to complete all course requirements and pass the final exam. Certificates earned in all correspondence courses are issued in digital format. Students have the option to purchase a hard copy of the certificate through the vendor.

The monthly designation shown for each course is a suggested timeline. Students who pace themselves appropriately will have sufficient time to complete all course requirements, including reviews and exams, within the maximum completion time limit. Students who do not achieve a passing grade on their final exam prior to end date of the course receive a final grade of NP (No Pass) on their official transcript.

GEM 110 Jewelry Essentials

Required for: Applied Jewelry Professional™ Diploma
Prerequisite: None

This course examines jewelry's important features and how they combine to give a piece its unique value. Content includes the unique qualities of precious metals, how to describe them to customers, and how to identify jewelry types and styles, using industry terms to describe them. Coursework also includes an examination of the different jewelry manufacturing methods, and how they can affect style, appearance and durability. Other topics include how precious metals are regulated, marketed and tested, and the key components of a compelling product presentation. The course also covers watches and giftware. The final exam is open book and requires a proctor.

Self-paced; maximum completion time: 3 months
Consists of: 6 assignments and a final exam
What you earn: Jewelry Essentials Certificate

Suggested Timeline

Month 1

Assignment 1, Jewelry and Jewelry Sales
Assignment 2, Selling Rings
Assignment 3, Selling Necklaces, Bracelets, Earrings and Pins

Month 2

Assignment 4, Designer, Branded, Custom, and Estate Jewelry
Assignment 5, Watches and Giftware
Assignment 6, Serving and Building Your Clientele

Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

GEM 120 Colored Stone Essentials

Required for: Applied Jewelry Professional™, Graduate Gemologist®, Graduate Colored Stones Diplomas
Prerequisites: None

This course provides basic, essential knowledge of colored stones, with an in-depth focus on the "Big Three" of the gemstone world: ruby, sapphire and emerald. Subjects covered include the language of colored stones; color's powerful role in gemstone value and the unique characteristics of popular colored stones; and how color, clarity, cut and carat weight affect a gem's value. Reference material includes the GIA Essential Colored Stone Reference Guide PDF, which contains important and interesting facts about today's most popular gemstones. The final exam is open book and requires a proctor.

Self-paced; maximum completion time: 3 months
Consists of: 8 assignments and a final exam
What you earn: Colored Stone Essentials Certificate

Suggested Timeline

Month 1

Assignment 1, Introduction
Assignment 2, Understanding Color and Phenomena
Assignment 3, Clarity, Cut and Carat Weight
Assignment 4, Market Awareness

Month 2

Assignment 5, Treatments, Synthetics, Imitations and Disclosure
Assignment 6, Durability, Care and Cleaning
Assignment 7, Presenting Colored Stones
Assignment 8, Presenting the Big 3

Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

Correspondence Course Descriptions (cont.)

GEM 130 Diamond Essentials

Required for: Applied Jewelry Professional™, Graduate Gemologist®, Graduate Diamonds Diplomas
Prerequisites: None

This course covers how to describe diamond jewelry accurately for effective and ethical sales conversations with customers. Key topics examined include the internationally accepted GIA clarity grading system, how diamonds are graded for color and how color affects value. Coursework includes how modern technology is changing the way diamonds are cut, the relationship between size and weight and how retail jewelry stores operate. The final exam is open book and requires a proctor.

Self-paced; maximum completion time: 3 months
Consists of: 7 assignments and a final exam
What you earn: Diamond Essentials Certificate

Suggested Timeline

Month 1

Assignment 1, Diamonds and Diamond Value
Assignment 2, Clarity and Value
Assignment 3, Color and Value

Month 2

Assignment 4, Cut and Value
Assignment 5, Carat Weight and Value
Assignment 6, The Daily Retail Business
Assignment 7, Presenting Diamond Jewelry

Month 3

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

GEM 230 Diamonds & Diamond Grading

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

This course covers the skills needed to grade the color, clarity and cut of diamonds. Subjects explored include determining proportions and estimate weight; the fundamentals of diamond treatments, simulants and laboratory-grown diamonds; and the effect of fluorescence on diamond body color. Other topics discussed include the role cut plays in the marketplace; the technical knowledge needed to make effective buying and selling decisions; and other segments of the diamond industry – dealing, cutting, manufacturing. The final exam is closed book and proctored; [see Correspondence Course Exams on page 41](#) for details.

Self-paced; maximum completion time: 15 months
Consists of: 20 assignments and a final exam
What you earn: Diamonds & Diamond Grading Certificate

Suggested Timeline

Month 1

Assignment 1, Introduction — Beyond the Essentials
Assignment 2, Birth of the Modern Diamond Industry

Month 2

Assignment 3, The Modern Diamond Market

Month 3

Assignment 4, How Diamonds Form
Assignment 5, Exploring for Diamonds

Month 4

Assignment 6, Diamond Mining
Assignment 7, The Diamond Crystal

Month 5

Assignment 8, Diamonds and Light

Month 6

Assignment 9, The Evolution of Diamond Cutting
Assignment 10, Finding and Identifying Clarity Characteristics

Month 7

Assignment 11, Grading Clarity

Month 8

Assignment 12, Diamonds and Color
Assignment 13, Grading Color

Month 9

Assignment 14, Grading Proportions -Table, Crown and Girdle
Assignment 15, Grading Proportions - Pavilion and Culet and Evaluating Finish

Month 10

Assignment 16, Grading Fancy Cuts
Assignment 17, Estimating Weight, Recutting, and Repolishing

Month 11

Assignment 18, Diamond Simulants
Assignment 19, Laboratory-Grown Diamonds and Treatments

Month 12

Assignment 20, Succeeding in the Marketplace

Months 13 through 15

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

Correspondence Course Descriptions (cont.)

GEM 220 Colored Stones

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

The next step after Colored Stone Essentials, this course provides in-depth knowledge about the multitude of colored stones sold in today's market. Topics include: which gems are commercially important and why, the differences in gem values and shifting supply patterns, and how these factors affect gem prices and availability. The final exam is closed book and proctored; [see Correspondence Course Exams on page 41](#) for details.

Self-paced; maximum completion time: 18 months
Consists of: 27 assignments and a final exam
What you earn: Colored Stones Certificate

Suggested Timeline

Month 1

Assignment 1, Introduction to Colored Stones
Assignment 2, Gemstone Formation and Mining

Month 2

Assignment 3, Gems & Their Physical Properties
Assignment 4, Gems and Light

Month 3

Assignment 5, Synthetics and Imitations
Assignment 6, Treatments

Month 4

Assignment 7, The Colored Stone Market
Assignment 8, Color

Month 5

Assignment 9, Cut
Assignment 10, Clarity

Month 6

Assignment 11, Carat Weight and the Gem Business
Assignment 12, Ruby

Month 7

Assignment 13, Blue Sapphire
Assignment 14, Fancy Sapphire and Phenomenal Corundum

Month 8

Assignment 15, Emerald
Assignment 16, Pearl Formation, Types and Market

Month 9

Assignment 17, Pearl Value Factors, Processing and Treatments
Assignment 18, Jade

Month 10

Assignment 19, Opal
Assignment 20, Quartz and Chalcedony

Month 11

Assignment 21, Tanzanite, Iolite, Chrysoberyl and Andalusite
Assignment 22, Topaz and Beryl

Month 12

Assignment 23, Tourmaline, Peridot and Zircon
Assignment 24, Garnet and Spinel

Month 13

Assignment 25, Lapis Lazuli, Turquoise and Other Opaque Gems
Assignment 26, Feldspar, Spodumene, and Diopside

Month 14

Assignment 27, Organics and Collectors' Stones

Months 15 through 18

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)

GEM 240 Gem Identification

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

Practice identifying over 500 individual gemstones including more than 60 species, distinguishing natural from laboratory-grown gems and detecting gem treatments. You will carry out testing procedures and techniques on sets of practice stones. Study the latest gem treatments in the market today, and how illumination techniques can facilitate the identification process. Additionally, the course covers how – and when – to use gemological laboratory services and how to use gem identification skills to protect your business from costly mistakes. The final practical exam is closed book and proctored; [see Correspondence Course Exams on page 41](#) for details.

Self-paced; maximum completion time: 24 months
Consists of: 44 assignments (19 written and 25 practical) and a 20-stone practical exam
What you earn: Gem Identification Certificate

Suggested Timeline

Month 1

Assignment 1, Introduction to Gem Identification
Assignment 2, General Observation of Gem Identification
Assignment 3, Refraction and the Refractometer
Assignment 4, Polariscope Testing
Assignment 5, Pleochroism and the Dichroscope

Month 2

Assignment 6, Magnification
Assignment 7, Selective Absorption and the Spectroscope
Assignment 8, Fluorescence and Phosphorescence
Assignment 9, Additional Tests
Assignment 10, Separation and Identification
Worksheet 10, Identify 20 Gemstones

Month 3

Assignment 11, Separating Natural Gems from Synthetics and Imitations
Assignment 12, Detecting Gem Treatments
Assignment 13, Separating Red, Pink, and Purple Gems
Assignment 14, Separating Blue and Violet Gems
Worksheets 11 through 14, Identify 80 Gemstones

Month 4

Assignment 15, Separating Green Gems
Assignment 16, Separating Orange, Yellow, and Brown Gems
Assignment 17, Separating Colorless, White, Gray, and Black Gems
Worksheets 15 through 17, Identify 60 Gemstones
Assignment 18, Identifying Rough Gems, Parcels, and Mounted Gems
Assignment 19, Advanced Laboratory Testing

Correspondence Course Descriptions (cont.)

Months 5 to 12

Worksheets 20 through 36, Identify 320 Gemstones

Months 13 through 24

Review and Final Proctored 20-Stone Exam (up to 10 attempts*)

*A passing grade is 100%. After 5 unsuccessful attempts, students are required to complete remedial work before any additional attempts are given.

Equipment

Hong Kong correspondence students complete practical assignments in a GIA Student Workroom which has all of the equipment required below.

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

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

GEM 149 Pearls

Required for: Graduate Pearls Diploma

Prerequisites: None

This course examines how to buy and sell akoya, South Sea, Tahitian and freshwater pearls with insight and skill; and GIA's 7 Pearl Value Factors™: size, shape, color, luster, surface quality, nacre quality and matching. You will be taught the difference between natural and cultured pearls, post-harvest treatments, imitation pearls and pearl testing. The final exam is open book, and requires a proctor.

Self-paced; maximum completion time: 6 months

Number of assignments: 8 and a final exam

What you earn: Pearls Certificate

Suggested Timeline

Month 1

Assignment 1, Pearls and their Value Factors

Assignment 2, Pearl Farming

Month 2

Assignment 3, Pearl Processing, Treatments, Imitations, and Testing

Assignment 4, Akoya Cultured Pearls

Month 3

Assignment 5, Freshwater Cultured Pearls

Month 4

Assignment 6, South Sea Cultured Pearls

Assignment 7, Tahitian Cultured Pearls

Month 5

Assignment 8, The Business of Pearls

Month 6

Review and Final Exam (up to 3 attempts, passing grade is 75% or higher)



Pearl bracelet, 18K yellow gold. 1 ct total weight diamonds; 15 cultured pearls, 8-8.5 mm. Courtesy: Tara & Sons, Inc.

Continuing Education

GIA's continuing education offerings deliver skills and knowledge on topics, research and trends that are relevant to today's industry. Designed for gem and jewellery 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.*

The classes listed here are offered by the Hong Kong campus. The GIA Alumni Collective™ also offers continuing education offerings on a variety of gem and jewelry topics. Learn more at [GIA.edu/gia-alumni/continuing-education](https://gia.edu/gia-alumni/continuing-education)

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.

Class duration: 5 days or 10 Nights (30 hours)

What you earn: Letter of Attendance

*GIA's continuing education offerings are considered avocational or recreational in nature and are not intended to prepare individuals for entry-level employment. They are non-credit bearing and do not lead to a GIA academic credential. They are not eligible for state or federal student financial aid programs and do not fall under the approval of the Distance Education Accrediting Commission (DEAC).

Admissions Policies and Procedures

Admissions Requirements

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

For courses taught in English, applicants must have the ability to read and write in English at the level of a graduate of a secondary school where English is the primary language of instruction. An applicant wishing to enroll in an On Campus program taught in English must demonstrate English proficiency by meeting GIA's English language proficiency requirement.

Required Documentation

The following documents are required for admission. GIA accepts copies, but may request original documentation. For classes taught in English, all documents must be in English or accompanied by a certified copy of English-language translation.

1. Completed application
2. Copy of your valid Hong Kong ID or passport identifying your full name, birth date, citizenship, and country of birth.
3. Copy of high school, high school equivalency, or college/university diploma or an official transcript showing the graduation date
4. Documentation of your English language proficiency (On Campus English-language courses only; [see English-Language Proficiency Requirements on page 29](#))

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

English-Language Proficiency Requirements

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

- Test of English as a Foreign Language (TOEFL®)*: Obtain a minimum score of 61 on the Internet-based next generation TOEFL, 500 on the paper-based TOEFL test, or overall band score of 8 on TOEFL Essentials. Please note that the Institutional TOEFL (ITP) test does not meet GIA's requirements. ets.org/toefl
- International English Language Testing System (IELTS™)* exam: Achieve an overall band score of at least 6.0 on the Academic IELTS test. ielts.org
- International Test of English Proficiency (iTEP Academic-Plus)*: Achieve iTEP Level 4 or higher on the iTEP Academic-Plus test. [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)*: Achieve a score of 50 or higher on the PTE Academic test. pearsonpte.com
- Cambridge English Exams: Earn an overall Cambridge English Scale score of 173 or higher on the B2 First, C1 Advanced or C2 Proficiency cambridgeenglish.org/exams-and-tests/
- ELS Language Centers: Successfully complete the level 109 or higher course. Submit your official ELS academic record to GIA; certificates are not accepted. Please request your ELS academic record from the Academic Director of the ELS campus you attended. els.edu

- English as the medium of instruction:
 - If you graduated from a school in a country where English is the official language, submit a copy of your diploma or an official transcript. [See Required Documentation on page 29](#)
 - If you graduated from a school in a country where English is not the official language, submit an official letter specifying English was the medium of instruction. This letter must be on the school's letterhead, signed and dated by the dean, director or headmaster, stating years of study, diploma or degree earned.
 - If you attended but did not graduate, you must have completed a minimum of three years at a school where English was the medium instruction. Submit supporting documentation on the school's letterhead, signed and dated by the dean, director, or headmaster, stating years of study, diploma or degree earned.

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

Admissions Policies and Procedures (cont.)

How to Apply and Related Deadlines

For courses taught in English, apply online at GIA.edu/gem-education/admissions

For courses taught in Chinese, download the application form at hongkong.GIA.edu/. Submit the application form, payment and all required documents to GIA in person, by mail or via email:

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

Your admission is not confirmed until GIA has received a completed application, any required documents, payment, and you have received confirmation from GIA. GIA will notify you of your acceptance or denial of admission. After registration, an enrollment agreement is generated for you to review and sign. The agreement includes course details, financial obligations, as well as important policies and notices. Your registration will be canceled if you fail to make the required payment or accept the terms of the enrollment agreement.

On Campus and Accelerated Programs

Applications for On Campus and Accelerated programs must be received no later than two weeks before the class start date. These programs typically reach capacity three to four months in advance, so students are encouraged to apply early. International students are advised to apply at least eight weeks before the class start date due to student visa application process. Students are enrolled 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.

Lab Classes

Applications for lab classes must be received by GIA no later than one week before the class start date. Lab classes typically reach capacity at least two to three months in advance, so students are encouraged to apply early. Students are enrolled 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.

Correspondence Courses

Applications must be received no later than one week before the selected start date.

Visa Requirements for International Students

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

Local sponsorship as required in Form ID 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: immd.gov.hk/eng/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.

Admissions Policies and Procedures (cont.)

Payment Methods / Student Accounts

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

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

Please note the following information regarding payment methods:

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

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

Scholarships

GIA-administered scholarships are available for On Campus programs, accelerated programs, correspondence courses and lab classes. Applicants will be considered for all available scholarships for the program they indicate on their application.

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

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

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.

Applicant Screening

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

Prior Criminal Offenses

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

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

Admissions Policies and Procedures (cont.)

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

Nondiscrimination Policy

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

GIA Transfer Credit Policy

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

Transferability of GIA Coursework to other GIA Programs or Affiliated Entities

The following describes the transferability of work completed in a GIA On Campus program and/or through a GIA affiliated entity.

- Graduate Diamonds or Graduate Colored Stones diplomas earned at any GIA location or affiliated entity will be accepted towards the Graduate Gemologist diploma program. Individual correspondence courses and lab classes are not transferable into full-time, On Campus programs.
- Coursework successfully completed through an On Campus program at any GIA location or affiliated entity will be accepted toward completion of individual correspondence courses or lab classes.
- Lab classes and correspondence courses successfully completed at any GIA location or affiliated entity will be accepted toward applicable correspondence diplomas.

Students should contact the school director for more information.

Tuition and Fees

Total charges are valid for programs, courses, and classes taking place in Hong Kong from January 1, 2023 through December 31, 2023, and are subject to change. Amounts shown are in Hong Kong Dollar.

On Campus Programs

Program	Tuition	Fees	Total Charges*
GEM 2500 Graduate Gemologist	140,000	11,800 (Books) 14,200 (Materials)	166,000
GEM 2200 Graduate Diamonds	54,500	3,200 (Books) 800 (Materials)	58,500
GEM 2300 Graduate Colored Stones	85,500	8,600 (Books) 13,400 (Materials)	107,500
JMA 370 Jewelry Design	39,150	1,400 (Books) 2,700 (Materials)	43,250

Accelerated Programs

Program	Tuition	Fees	Total Charges*
GEM 2200A Graduate Diamonds	42,500	3,200 (Books) 800 (Materials)	46,500
GEM 2300A Graduate Colored Stones	75,250	8,600 (Books) 13,400 (Materials)	97,250

Lab Classes

Class	Tuition	Fees	Total Charges*
GEM 230L Diamond Grading Lab	13,200	1,300 (Books) 300 (Materials)	14,800
GEM 220L Colored Stone Grading Lab	8,600	800 (Books) 300 (Materials)	9,700
GEM 240L Gem Identification Lab	13,200	1,700 (Books) 300 (Materials)	15,200
GEM 149L Pearl Grading Lab	2,700	400 (Books) 100 (Materials)	3,200

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

Tuition and Fees (cont.)

Correspondence Courses (Chinese)

Course	Tuition	Books	Total Charges*
GEM 110 Jewellery Essentials	2,500	700	3,200
GEM 120 Colored Stone Essentials	2,500	1,100	3,600
GEM 130 Diamond Essentials	2,500	700	3,200
GEM 230 Diamonds & Diamond Grading	13,500	1,500	15,000
GEM 220 Colored Stones	14,500	2,600	17,100
GEM 240 Gem Identification	17,600	2,600	20,200
GEM 149 Pearls	5,000	1,200	6,200

Continuing Education

Course	Tuition	Fees	Total Charges*
JMA 330L Quick Design	9,000	500 (Books) 1,500 (Materials)	11,000

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

Total Charges Do Not Include:

- Housing, food, insurance, transportation, entertainment and other living expenses
- Fees for completing remedial work in a Student Workroom

Additional Fees May Include:

- 500 HKD half day or 1,000 HKD full day for the use of Student Workroom
- Fees for lost or damaged equipment, precious metals and stones
- Fees for replacement books, tools and materials
- Wire transfer fees
- 500 HKD diploma replacement fee
- 450 HKD certificate replacement fee
- Shipping, customs duties and taxes
- Academic transcripts may be purchased centrally from the Carlsbad campus for 10 U.S. dollars
- Optional equipment for Gem Identification Course, GEM 240. [See Correspondence Course Descriptions on page 24](#)

Cancellation, Withdrawal and Refund Policies

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

Cancellation or Withdrawal of Enrollment

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

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

Refund Policy

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

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

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

Students are responsible for any wire fees that they incur.

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

On Campus, Lab Class and Accelerated Refunds

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

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

Sample Lab Class Calculation

Total Tuition Paid by Student = 50,000 HKD

Class Hours = 35; Class Hours Completed = 7

Percentage Completed = 20% (7 / 35 Class Hours)

Refund Percentage = 75% of Tuition

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

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

Cancellation, Withdrawal and Refund Policies (cont.)

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

Sample 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)

Processing Refunds

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

Student Services

Career Services

GIA Gem & Jewelry Career Center is the premier 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 and can be found in one easy to navigate location. As a job seeker, you will be able to create a dynamic profile, find companies matching your interests, and search for opportunities that will help you take the next step in your career. New and exciting opportunities are listed each day; search often, as there are always updated postings to consider. Begin your career search with this free service at [GIA.edu/gem-job](https://gia.edu/gem-job)

Guest Speakers

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

Housing

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

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

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

Library and Learning Resources

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

The Richard T. Liddicoat Gemological Library and Information Center located at GIA's Carlsbad campus provides a reference service for scientists, jewelers, gemologists, students, researchers, authors, and the media from every corner of the globe. Providing quick reference on topics including treatments, synthetics, business management, jewelry history, and more, the Richard T. Liddicoat Gemological Library and Information Center staff are the first point of reference for gem and jewelry professionals around the world. The Library is open from 7:30 a.m. to 5:00 p.m. Pacific Time, Monday through Friday. Contact us at library@gia.edu, +1 760 603 4046 or +1 800 421 7250 ext 4046.

All students and alumni have access to the Library's contemporary e-book collection, available through the Libby app from OverDrive, <https://libbyapp.com>. Contact the Library's reference desk, library@gia.edu, for a username and password. The library section of the GIA website, [GIA.edu/library](https://gia.edu/library), also has resources for students from recommended book lists to industry price guides. Bibliographies on a variety of gem topics are added on a continuing basis. Works no longer under copyright (pre-1926) are being digitized by the Library and made available on Internet Archive, <https://archive.org/details/gialibrary>.

Student Services (cont.)

GIA Alumni Collective™

After successfully completing a GIA course, students become part of our alumni community, the GIA Alumni Collective™, an elite global network with over 155,000 members across 55 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. Our alumni engage with one another through chapter meetups, industry events and the online community at collective.GIA.edu.

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.

GIA Continuing Education seminars offered through the GIA Alumni Collective are developed by our Institute experts and designed for gem and jewelry professionals to continue their professional growth. These online and in-person seminars deliver in-demand knowledge and skills on a variety of topics important to our industry. To explore our current seminars, visit collective.GIA.edu/seminars

The GIA Alumni Collective is here to provide GIA graduates with diverse opportunities, insights, and connections that fuel their development, progress, and passion at every point of their career. For more information, contact us at alumni@gia.edu, or call +1 800 421 7250 ext. 4145 or +1 760 603 4145.

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

Academic Policies and Procedures

These policies help to ensure the quality of every student's academic experience. They support the investment our graduates make in their education, and help to preserve the value and integrity of GIA's diplomas and certificates. Please see class syllabus for specific program requirements.

Grading System

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

Grading Policy

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

On Campus Programs, Accelerated Programs and Lab Classes

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

Correspondence Courses

For final exams, it is recommended that students enrolled in correspondence courses allow time for the maximum of three proctored examination attempts. The first exam attempt should be taken 21 days prior to the course completion date.

Each exam request may require up to three business days for processing, not including weekends or holidays.

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

On Campus Orientation

On Campus and Accelerated students must complete an in-person orientation prior to the first day of class. If you are unable to attend the

scheduled in-person orientation, contact admissions as soon as possible to reschedule. You will not be allowed to attend class until you have fulfilled the orientation requirements. Any time spent during hours of instruction fulfilling orientation requirements will count toward the student's maximum allowed absences.

Attendance Policy

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

- Absence is defined as being out of class for one hour or more during daily scheduled class hours except during scheduled breaks. Absences are recorded in half-day increments.
- Tardiness is defined as being absent from the classroom for less than one hour during the daily scheduled class hours except during scheduled breaks.

Students are responsible for being aware of how many times they have been tardy and absent. Students may ask their instructor for an update on their attendance record at any time. The maximum allowable absences and tardies are listed in the table [on page 40](#).

Academic Policies and Procedures (cont.)

On Campus Students

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

Lab Class Students

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

Maximum Allowable Tardies and Absences

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

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

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

Clock Hours

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

Classroom Policies

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

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

Academic Policies and Procedures (cont.)

Testing Policy

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

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

Correspondence Course Exams

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

Maximum Attempts

Students are allowed a maximum number of attempts to pass a final exam. All exam attempts must be completed prior to the course end date.

- A maximum of three (3) attempts are allowed for correspondence exams
- A maximum of ten (10) attempts are allowed on the 20-Stone practical exam. After five (5) unsuccessful attempts, students are required to complete remedial work before the next attempt.

Academic Policies and Procedures (cont.)

Time Limit

Each final exam has a specified time limit, as follows:

- Jewelry Essentials, Colored Stone Essentials, Diamond Essentials, and Pearls: 1 hour
- Colored Stones and Diamonds & Diamond Grading: 2 hours
- Gem Identification: 6 hours

Exams attempted but not submitted within the specified time limit receive a score of zero (0).

Exam Grades

To earn a passing grade of P (Pass), students must score 75% or higher on correspondence exams and 100% on the 20-Stone practical exam.

Students who do not earn a passing grade within the maximum allowed exam attempts receive a grade of NP (No Pass), regardless of their course end date.

Students who do not pass may re-enroll and repeat the course from the beginning; current tuition and fees apply.

Correspondence Course Completion Time

GIA's correspondence courses are a self-paced, asynchronous learning model. Students receive the materials needed for the course and complete assignments on their own time, within the course completion period.

Each course has a maximum completion time listed in the course descriptions. [See Correspondence Course Descriptions on page 24](#) The start and end dates of the course are specified in the student's enrollment agreement. Students must complete all required coursework and the final exam prior to the end date of the course.

Course completion times are strictly enforced; there are no extensions. Students who exceed the allowed completion time receive a final grade of No Pass (NP) on their official transcript. Students who do not pass may re-enroll and repeat the course from the beginning; current tuition and fees apply.

Academic Dishonesty

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

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

Student Identity Verification

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

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

Satisfactory Academic Progress (SAP) Policy

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

On Campus (Graduate Gemologist)

SAP is evaluated at the midpoint of the student's program. SAP is evaluated on the following measures:

- **Grading standards:** Students must maintain a cumulative average score of 75% or higher on all coursework including homework, practical assignments, quizzes and tests as well as minimum completion requirements for practical work as specified in the program syllabus.

Academic Policies and Procedures (cont.)

- **Maximum timeframe:** The maximum timeframe in which students must complete the educational program may not exceed 150% of the published program length, measured in calendar time and clock hours. Additionally, federal regulations state that a student is ineligible for federal aid when it becomes mathematically impossible to complete their program within 150% of the published program length.

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

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

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

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

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

Correspondence Courses

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

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 absences as described in the Attendance Policy are dismissed. Students must pass the final assessment within the allowable number of attempts to pass the class. Students who do not pass will receive a final grade of No Pass (NP).

Academic Advising and Probation

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

Academic Advising

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

Academic Probation

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

Attendance Probation

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

Behavioral Probation

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

Repeat Correspondence Courses

Students who do not pass a correspondence course or lab class may re-enroll and repeat the course or class to earn a passing grade. Current tuition and fees apply at the time of re-enrollment. Students are required to appeal for re-enrollment into a correspondence course after two (2) unsuccessful repeat attempts. Submitting an appeal does not guarantee re-enrollment. Re-enrollment is at the sole discretion of GIA and is subject to space availability.

Appeal for Re-enrollment Process

Students who wish to repeat a correspondence course after two unsuccessful attempts, must submit a completed Appeal for Re-enrollment Form to the school director. At a minimum, the appeal includes the student's self-assessment of the reasons that prevented them from successfully completing the course and the actions they would take to

Academic Policies and Procedures (cont.)

ensure that they would be able to meet and maintain academic progress going forward.

Appeals are reviewed by the Admissions Committee and the director of enrollment services will notify the student of the decision in writing within 10 business days of the receipt of the appeal. If an appeal is approved, the student may re-enroll and repeat the course from the beginning, paying current tuition and fees. If an appeal is denied, the student is required to wait one year before submitting another appeal. A maximum of three appeals are allowed.

Extended Lab

GIA may schedule additional lab hours for gemology students who are not making satisfactory academic progress. Standard Student Workroom fees will apply.

Make-Up Policy

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

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

Leave of Absence Policy

Students enrolled in accelerated programs and lab classes are not eligible for a leave of absence. Students enrolled in On Campus programs or correspondence courses may request a leave of absence (LOA) at any time during their studies with proper cause and supporting documentation. An LOA will be approved for a documented family emergency, serious illness or for active military duty. Under limited circumstances, GIA may approve an LOA for involuntary reasons such as national or state emergency, pandemic, and other unforeseen circumstances that prevent the student from continuing their education.

The LOA request must be submitted in writing to the school director in advance of the leave. Additionally, the written 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 grant the student's request for a leave of absence and collect the written, signed and dated request at a later date.

For On Campus students, the maximum length of time for a leave of absence is 180 calendar days. A student may be granted more than one leave of absence, but the combined leaves cannot exceed 180 calendar days within a 12-month period. Students must provide the required date of return within five (5) business days of submitting their LOA request, or they will be withdrawn from their program. Students requesting an extension of an approved leave must make the request in writing to the school director prior to the expiration of their original LOA.

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.

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

Prior to approving a leave, GIA must determine that there is a reasonable expectation that the student will return, that the request complies with this policy, and there is space availability for the student to return to the program within the maximum allowable length of leave. If the LOA is approved, a Change of Status form is generated.

Contact the school director at HKschooldirector@gia.edu if you have questions or for additional information.

Dismissal Policy

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

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

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

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

Appeal for Readmission Following Dismissal

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

Appeal Process

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

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

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

Academic Policies and Procedures (cont.)

Graduation Requirements

In order to graduate, all students must meet:

- the Satisfactory Academic Progress Policy [See Satisfactory Academic Progress \(SAP\) Policy on page 42](#)
- minimum attendance and behavioral standards
- specific academic requirements shown on the following tables

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

Graduation Requirements – On Campus Programs

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

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

Academic Policies and Procedures (cont.)

Graduation Requirements – Correspondence Education and Accelerated Programs

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

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students have up to 365 days from the end date of the lab class to pass the exam. (see fees on page 34).

** Students who fail the Gem Identification course 20-stone examination five times will be required to complete additional remedial work prior to attempting the exam again. If you use a Student Workroom to complete remedial work, standard Student Workroom fees apply (see fees on page 34). Exam attempts must be taken within the course completion time.

Academic Policies and Procedures (cont.)

Completion Requirements - Lab Classes

Program	Minimum Requirement	Maximum Number of Attempts
Diamond Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Colored Stone Grading Lab Class	75% score on 2-Stone Practical Exam	3*
Gem Identification Lab Class	75% score on Instrumentation Exam	3*
Pearl Grading Lab Class	75% score on 2-Stone Assessment	1

* One exam attempt is taken in class. Additional exam attempts are taken in a Student Workroom at no charge. Students have up to 365 days from the end date of the lab class to pass the exam.

Academic Policies and Procedures (cont.)

Academic Records

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

Letters of Good Standing

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

Transcripts

Official transcripts are available for 10 USD each. Students who are actively enrolled may order an official transcript through the My GIA Student Portal at <https://education.GIA.edu>. Students who are not actively enrolled may order their transcript directly from our vendor at <https://www.parchment.com/u/registration/individual> or contact the campus at GIAhongkong@gia.edu for further instructions.

Diplomas and Certificates

Once all graduation requirements are met and a diploma has been conferred, a digital and a hard copy diploma or certificate will be provided to the student. Hard copy diplomas and certificates are mailed directly to the student's address on record. Students may update their shipping address by emailing GIAhongkong@gia.edu. When the diploma or certificate is shipped, the student will receive a second notification with access to their digital diploma or certificate from the credential vendor.

In the event that a student's hard copy diploma or certificate is not received within 10 business days after receiving the confirmation email that it was shipped or is reported in writing that it was damaged or destroyed in transit, our vendor will print and mail a replacement at no charge within 15 business days of receipt of the written notification. Contact GIA Hong Kong at +852 3166 7001 or GIAhongkong@gia.edu.

Diploma and Certificate Holds

Diplomas and certificates will be issued only if a student has satisfied all academic and financial obligations. Students will not receive a diploma or certificate until all academic and financial obligations are met.

Replacement Diplomas and Certificates

Reprint diplomas and certificates are 500 HKD and 450 HKD respectively. Reprint diplomas and certificates are issued in the current format and will include the reissue date. All reprints bear the signatures of GIA's current school officials. If you were issued a digital certificate, you may request a digital replacement certificate at no cost. To order a replacement, contact Parchment at <https://parchmentsupport.force.com> or GIA Hong Kong at +852 3166 7001 or GIAhongkong@gia.edu.

Diploma or Certificate Name

The student's name will appear based on the student's legal first, middle and last name in their record. Students may not remove the legal first or last name that appears on their record unless an official change of name was submitted to the student records office. Students may request to not display their middle name on their credential by contacting the school.

Change of Name

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

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

Academic Policies and Procedures (cont.)

Preferred Name

GIA recognizes that some community members wish to 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.

A person's legal first, middle and last name as it appears on official governmental documents is required for official student records and will appear on all transcripts, certificates and diplomas.

Education Verification

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

Individuals may also submit a written request to verify a graduate's credentials by submitting the request form on our website located at gia.edu/doc/GIA_Education_Verification-Request.pdf.

Academic Credentials Usage Policy

Applicability

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

Usage Guidelines for Academic Credentials

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

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

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

General Usage

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

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

Diplomas

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

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

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

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

Academic Policies and Procedures (cont.)

Employment Citations

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



Earn your GIA credential and find your ideal career.

Administrative Policies

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

Student Code of Conduct and Standards of Behavior

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

Prohibited behavior includes, but is not limited to:

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

Social Media and Networking

GIA understands and embraces the new opportunities and information available to us through social media. Such media includes social networking sites, blogs, wikis, chat rooms and others. Social media sites can be effective tools for exchanging information. However, any online behavior which is brought to the attention of any school official that violates the Student Code of Conduct and Standards of Behavior may be addressed under that policy. Students are asked to use good judgment. Your actions and statements have the ability to affect not only yourself but also others at GIA and the school as a whole.

Please remember that posts on social media may be replicated quickly, be taken out of context, and remain public for an indeterminate amount of time.

GIA understands the role and value of social networking. However, communication between current students and GIA employees on these networks can create the appearance of favoritism and conflicts of interest. Therefore, GIA staff members must follow GIA's employee Social Media and Networking policies when communicating with students on social networks.

Violations

Students or employees who become aware of anything that seems unsafe, improper, or illegal must report it to a GIA staff member immediately. A designated school official will commence an investigation into allegations

of violation of student code of conduct. The student will be afforded the opportunity to be heard. Students are required to cooperate with all GIA representatives during an investigation in which GIA believes the student (s) may provide relevant information. GIA considers all of the information collected during the investigation in the decision-making process.

Sanctions

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

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

Administrative Policies (cont.)

Drug and Alcohol Abuse Prevention Policy

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

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

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

Smoking

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

Safety in the Classroom

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

Student Notification of Classroom Chemical Usage

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

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

Typhoon and Storming Arrangement

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

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

Weapons

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

Administrative Policies (cont.)

Search and Seizure

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

Video and Audio Monitoring

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

Student Privacy Notice

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

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

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

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

Administrative Policies (cont.)

Reasonable Accommodation

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

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

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

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

Complaint Policy and Procedure

Complaint Policy

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

Student Complaint Procedure

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

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

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

After having received the school director's response, if the student does not feel that the school has adequately addressed the complaint, the student may contact GIA World Headquarters by emailing the dean of students at deanstudents@gia.edu. Again, the complaint must contain, at a minimum, the basis of the allegation, all relevant names and dates, and a brief description of the actions forming the basis of the complaint. Copies of available documents, materials, or additional reasonable and credible information that supports the allegation should also be included.

Administrative Policies (cont.)

Within 10 working days of receiving a complaint, the dean will respond to the complainant with a written summary of GIA's investigation and the disposition of the complaint. If the investigation is not complete at the end of 10 working days, the complainant will be notified in writing that additional time is needed.

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

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

Non-Retaliation Policy

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

Dress Code

GIA's dress code helps maintain an environment that is safe, professional, respectful, and inclusive for all. Students are expected to dress in good taste and appropriate for the occasion or setting. Students are encouraged to dress comfortably with safety as an important consideration. During special occasions, such as Career Fair, business attire should be worn. 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.

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.

Visitors On Campus

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

Animals on Campus

Pets are prohibited at all times, including all facilities.

Gifts

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

Administrative Policies (cont.)

Lost or Damaged Equipment and Stone Policy

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

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

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

Names, Trademarks and Copyrights

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

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

Unauthorized Usage

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

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

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

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

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

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

Copyright Infringement

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

GIA Locations



GIA Campus Locations

CARLSBAD – MAIN SCHOOL

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

NEW YORK - BRANCH OF CARLSBAD

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

LONDON

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

MUMBAI

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

BANGKOK

GIA (International) Company Ltd.
U Chu Liang Building, 2nd Floor
968 Rama IV Road
Silom, Bangrak
Bangkok, 10500 Thailand
T +66 2 7796100
giabkkedu@gia.edu
Bangkok.GIA.edu

HONG KONG

GIA Hong Kong Limited
3rd Floor, New World Tower II
16-18 Queen's Road Central
Hong Kong
T +852 3166 7001, F +852 2334 0567
giahongkong@gia.edu
HongKong.GIA.edu

TAIPEI

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

Satellite Locations

SURAT

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

GIA Laboratory and Research Locations

LABORATORIES

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

RESEARCH CENTERS

Bangkok
Carlsbad
New York





English



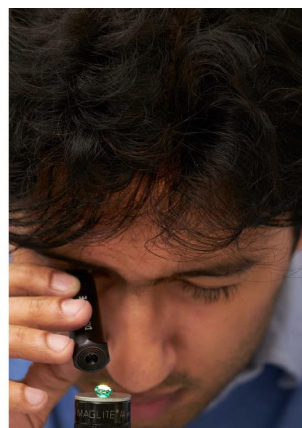
GIA®

2023 年教育目錄

香港分校

2023年1月1至12月31日生效
2022年12月23日發佈 版本1.8

GIA Hong Kong Limited
香港中環皇后大道中16至18號新世界大廈2期3樓
電話 +852 3166 7001
giahongkong@gia.edu
HongKong.GIA.edu



歡迎

作為一名GIA畢業生，我可以親身告訴你研究學石學文憑如何改變了我的人生歷程。當我完成了課程後，我有了一套全新無價的技能 – 一樣可以用來塑造我的未來。我在Borsheims開始，從作為銷售助理和評估師，並以一貫的工作方式到成為總裁兼首席執行官。到現在，我有榮幸和榮譽擔任GIA的總裁兼首席執行官。

關於我自身的故事有大部分都是獨一無二的，但其中與許多GIA校友的故事有著一個共同點。GIA教育使我能夠實現我最珍貴的夢想，並且在很多方面讓我比想像中走得更遠。我可以毫不誇張地說，接受GIA教育是我為自己的未來所做的最好投資，我相信這對您來說也是如此。

從寶石學到珠寶設計，您會在GIA找到各種課程，每個課程都為您量身定制，為您提供在所選領域取得成功所需的專業知識。您在這裡獲得的知識可以讓您從事各種職業，例如銷售、製造、設計、評估、拍賣等。我們的校友在寶石和珠寶行業的所有範疇中都佔據著具影響力的職位，擁有GIA文憑，您就可以在其中佔一席位。

GIA校友會在全球55個分會擁有超過155,000名活躍校友，即使在您畢業後，GIA校友會仍會繼續提供支持和專業知識。這個寶貴的網絡將為您提供終生的友誼、行業知識和職業聯繫。

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

我們期待在您的職業生涯中陪伴您，並幫助您追隨您對寶石學的熱情。

Susan M. Jacques, GIA GG
總裁兼首席執行官
GIA



目錄

關於 GIA

- 4 使命與歷史
- 5 認證和認可
- 6 管理及執行監督
- 7 教育管理與教職員
- 8 GIA教育諮詢委員會

校園信息

- 9 香港分校
- 10 校曆和辦公時間

課程、科目及實習班簡介

- 11 全日制及遙距課程
- 13 研究寶石學家文憑
- 15 鑽石文憑
- 17 有色寶石文憑
- 19 應用珠寶家文憑
- 20 珍珠文憑
- 21 珠寶設計
- 22 實習班簡介
- 23 遙距課程簡介
- 28 持續進修課程

入學註冊

- 29 入學政策和程序
- 32 學費和費用
- 34 取消、退學和退款政策

學生服務

- 36 學生服務

政策和程序

- 38 學術政策和程序
- 48 行政政策

使命與歷史

使命

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

教育哲學

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

研究

我們根據最新的研究和領先的技術而設計教育課程項目。

關聯

我們教授理論知識和實習平衡的必要。

領導地位

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

無障礙

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

可持續發展

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

歷史

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

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

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

要了解更多GIA的歷史，請瀏覽GIA.edu

認證和認可

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

GIA的遙距課程和實習班都是由美國Distance Education Accrediting Commission (DEAC) 認證的。

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



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

管理及執行監督

理事會

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

Chair

Lisa A. Locklear

Senior Vice President & Chief Financial Officer, Avanir Pharmaceuticals

Vice Chair

Stephen F. Kahler

Senior Advisor, Strategic Planning & Business Development for Everidge

Dave Bindra

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

Lake Dai

Seasoned deep tech investor and technology executive
Applied AI Adjunct Professor, Carnegie Mellon University

Barbara Lee Dutrow, Ph.D.

Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics, Louisiana State University

Patricia Ann Kikuko 'Kiko' Harvey

Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew '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.

Jeffrey E. Post, Ph.D.

Curator-in-charge, National Gem and Mineral Collection, Smithsonian
National Museum of Natural History

Samantha F. Ravich, Ph.D.

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

Tammy Storino

Experienced global operations and finance leader

Marcus ter Haar

Experienced diamond industry executive

John W. Valley, Ph.D.

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

Susan M. Jacques, ex-officio

President and CEO, GIA

Thomas M. Moses, ex-officio

Executive Vice President and Chief Laboratory and Research Officer, GIA

執行管理

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

有關GIA執行管理層的完整列表，請參閱[GIA.edu/gia-about-mission-governance](https://gia.edu/gia-about-mission-governance)

教育管理與教職員

教育管理

Stella Lee

School Director, Hong Kong

Duncan Pay

Senior Vice President and Chief Academic Officer

Corey Rosso

Vice President, Academic Affairs

Sam Kong

Senior Director, Global Instruction

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

香港教職員

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

所有資料截至2022年12月都是正確的。

Stiff Chan

Venus Chan

Karen Cheung

Jennifer Lam

Patsy Lam

Carmen Leung, Supervisor

Ting Pan

GIA教育諮詢委員會

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

GIA 理事會教育委員會

Chair

Barbara Lee Dutrow, Ph.D.

Gerald Cire and Lena Grand Williams Alumni Professor in the Department of Geology and Geophysics
Louisiana State University

Dave Bindra

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

Patricia Ann Kikuko 'Kiko' Harvey

Associate Senior Vice President of Audit Services
University of Southern California (USC)

Robert Andrew 'Andy' Johnson

CEO, Diamond Cellar Holdings, LLC

Jeffrey E. Post, Ph.D.

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

John W. Valley, Ph.D.

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

Susan M. Jacques, ex-officio

President and CEO, GIA

Lisa A. Locklear, ex-officio

Senior Vice President & Chief Financial Officer, Avair Pharmaceuticals

GIA 課程諮詢委員會

Robert C. Aretz

President, Gem Appraisers & Consultants
New York, NY

Pamela Balodimas

Regional High Jewelry Gemology Advisor, Cartier/Richemont
New York, NY

Barry S. Block

President, The Jewelry Judge
Carle Place, NY

Latoya Boyd

Jewelry and Fashion Designer, Jeweler and Influencer, Latoya Boyd
Jewelry
San Diego, CA

Wade Clar

Director of Brand Development, Julez Bryant
Carlsbad, CA

Alexander Eblen

Senior Specialist, Vice President, Sotheby's
New York, NY

Rita Famulare

Owner, Famulare Jewelers
Carlsbad, CA

Alexandra Hart

Owner/Metals Artist and Designer Goldsmith, Alexandra Hart
San Diego, CA

Malcolm Koll

Owner, Charles Koll Jewelers
San Diego, CA

Gail Brett Levine

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

Christine Lopez

President and Co-Founder, Gem Surprise Box
San Diego, CA

Mary Todd McGinnis

Vice President, Ben Bridge Jeweler
Seattle, WA

Ashwani (Sonny) K. Sethi

Owner, Tara & Sons
New York, NY

Lauren Stuller

Territory Manager, Customer Experience, Stuller, Inc.
Carlsbad, CA

Thom Underwood

Retired Former Owner, San Diego Gemological Laboratory
San Diego, CA

Kumud Wastrad

Director, High Jewelry, Diamond and Gemstone Acquisition, Tiffany & Co.
New York, NY

香港分校

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

設施

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

香港分校設施的設計和建造符合設計時實際的任何適用的法律和法規。

課室和設備

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

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

聯絡方法

透過電話或電郵與GIA香港分校聯絡, 或瀏覽
HongKong.GIA.edu

電話號碼: +852 3166 7001

電郵地址: giahongkong@gia.edu

校曆和辦公時間

2023 香港分校假期表

日期	假期
2023年1月2日, 星期一	元旦翌日
2023年1月23日, 星期一 2023年1月27日, 星期五	農曆新年假期
2023年3月1日, 星期三 2023年3月5日, 星期日	三月珠寶展
2023年4月5日, 星期三	清明節
2023年4月7日, 星期五	耶穌受難節
2023年4月8日, 星期六	耶穌受難節翌日
2023年4月10日, 星期一	復活節星期一
2023年5月1日, 星期一	勞動節
2023年5月26日, 星期五	佛誕
2023年6月22日, 星期四	端午節
2023年7月1日, 星期六	香港特別行政區成立日
2023年9月30日, 星期六	中秋節翌日
2023年9月18日, 星期一 2023年9月24日, 星期日	九月珠寶展
2023年10月1日, 星期日	國慶日
2023年10月2日, 星期一	國慶日翌日
2023年10月23日, 星期一	重陽節
2023年12月25日, 星期一	聖誕節
2023年12月26日, 星期二	聖誕節翌日

辦公時間

香港分校設施於星期一至五上午9時至下午6時對學生開放。

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

上課時間表和上課時間

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

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

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

實習班的上課時間為上午9時30分至下午5時30分或6時45分至9時45分。

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

全日制及遙距課程

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

全日制課程

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

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

遙距課程

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

遙距課程

遙距課程是自定進度的，方便你可以隨時學習並增加知識。

- 所有課程均在課程開課日期提供。
- 每個課程的最後都有一定數量的問題作業，以評估您對該課題的知識和理解。寶石鑑定課程還有實習作業和期末 20 顆寶石的考試，當中您可以在 GIA 學生工作室中鑑定寶石。
- 導師會在週一至週五上午 9:00 至下午 6:00，通過電子郵件或電話回答問題並提供指導和援助。公眾假期除外。請參閱第10頁校曆和辦公時間
- 你可透過電郵來遞交課程習作。
- 每個課程均設有期末考試，學生需要取得合格的成績才能獲得證書。所有期末考試必須在 GIA 學生工作室內經批准的監考人員在場下進行。
- 特定的開課日期及課程完結日期詳列於入學註冊協議書內。學生必須在課程完結日期前完成所有相關的課程作業及期末考試。

學生工作室

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

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

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

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

實習班

在GIA講師的指導下，您可以在實習班中通過學習分級和鑑定寶石來獲得實踐經驗。

如何以遙距課程方式獲得文憑

當您成功完成個別課程或實習班後，您將獲得證書（遙距課程）或修業證明（實習班）。要獲得遙距課程文憑，學生必須註冊並完成所需的個別遙距和實習班的組合課程。

下頁列出了通過遙距方式獲得研究寶石學家文憑、有色寶石文憑、鑽石文憑或應用珠寶家文憑所需的課程和實習班。請參閱第43頁畢業要求

全日制及遙距課程 (續)

獲取遙距課程文憑的要求

註冊並完成所需的個別遙距課程和實習班，以獲得遙距研究寶石學家文憑、有色寶石文憑、鑽石文憑及應用珠寶家文憑。

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

兼讀課程

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



研究寶石學家文憑

簡介

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

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

你將會學到

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

你將獲得

GIA 研究寶石學家文憑
GIA 鑽石文憑
GIA 有色寶石文憑

職業可能包括

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

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

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

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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

研究寶石學家文憑 (續)

遙距課程

註冊並完成5個遙距課程及3個實習班，即可獲得遙距研究寶石學家文憑。GIA香港分校提供中文遙距課程。有關以英語授課的網上課程資訊，請瀏覽 GIA.edu

科目編號	科目名稱	先修科目	課堂數目	最長修讀期限
GEM 120	有色寶石入門	沒有任何	8	3個月
GEM 220	有色寶石	GEM 120	27	18個月
GEM 130	鑽石入門	沒有任何	7	3個月
GEM 230	鑽石及鑽石分級	GEM 130	20	15個月
GEM 240	寶石鑑定	GEM 120, GEM 220, GEM 240L	44	24個月
GEM 220L	有色寶石分級	沒有任何	講課/實習形式及包括兩顆有色寶石分級考試	21時數
GEM 230L	鑽石分級	沒有任何	講課/實習形式及包括兩顆鑽石分級考試	35時數
GEM 240L	寶石鑑定	沒有任何	講課/實習形式及包括儀器實習考試	35時數

總課堂數目: 106 總實習時數: 91

學費和費用

請參閱第32頁學費和費用

建議修讀次序

學生可以隨時報讀沒有先修條件的課程。但是，我們建議此修讀次序，以便學生能對關鍵概念和課程目標有最大程度的理解: GEM 130, GEM 230, GEM 230L, GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

課程描述

請參閱第23頁遙距課程簡介

請參閱第22頁實習班簡介

兼讀課程

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

課程編號	課程名稱	修讀期限
GEM 2200A	鑽石文憑	72 時數
GEM 2300A	有色寶石文憑	175 時數

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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



鑽石文憑

簡介

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

你將會學到

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

你將獲得

GIA 鑽石文憑

畢業後可選擇職業可能包括

拍賣行珠寶首飾專家、鑽石買家、鑽石分級員/評級員、珠寶商人、零售商、批發商

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

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

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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

鑽石文憑 (續)

遙距課程

註冊並完成2個遙距課程及1個實習班，即可獲得遙距鑽石文憑。GIA香港分校提供中文遙距課程。有關以英語授課的網上課程資訊，請瀏覽 GIA.edu

科目編號	科目名稱	先修科目	課堂數目	最長修讀期限
GEM 130	鑽石入門	沒有任何	7	3個月
GEM 230	鑽石及鑽石分級	GEM 130	20	3個月
GEM 230L	鑽石分級	沒有任何	講課/實習形式及包括兩顆鑽石分級考試	35時數

總課堂數目: 27 總實習時數: 35

學費和費用

請參閱第32頁學費和費用

建議修讀次序

學生可以隨時報讀沒有先修條件的課程。但是，我們建議此修讀次序，以便學生能對關鍵概念和課程目標有最大程度的理解: GEM 130, GEM 230, GEM 230L

課程時間表

請瀏覽 HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

課程描述

請參閱第23頁遙距課程簡介

請參閱第22頁實習班簡介

兼讀課程

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

課程編號	課程名稱	修讀期限
GEM 2200A	鑽石文憑	72時數

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽 HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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



有色寶石文憑

簡介

有色寶石文憑課程會探索市場上常見和收藏寶石種類達到60多個。課程所覆蓋的內容包括GIA有色寶石分級系統、寶石的形成、組成、來源以及如何區分天然、處理和實驗室培育的寶石。課程還包括審視哪些寶石具有商業的重要性，供應模式的轉變以及這些因素如何影響寶石的價格和供應。

你將會學到

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

你將獲得

GIA 有色寶石文憑

畢業後可選擇職業可能包括

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

全日制

在GIA香港分校修讀全日制課程以獲取相關文憑。

課程細節

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

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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

有色寶石文憑 (續)

遙距課程

註冊並完成3個遙距課程及2個實習班，即可獲得遙距有色寶石文憑。GIA香港分校提供中文遙距課程。有關以英語授課的網上課程資訊，請瀏覽 GIA.edu

科目編號	科目名稱	先修科目	課堂數目	最長修讀期限
GEM 120	有色寶石入門	沒有任何	8	3個月
GEM 220	有色寶石	GEM 120	27	18個月
GEM 240	寶石鑑定	GEM 120, GEM 220, GEM 240L	44	24個月
GEM 220L	有色寶石分級	沒有任何	講課/實習形式及包括兩顆有色寶石分級考試	21時數
GEM 240L	寶石鑑定	沒有任何	講課/實習形式及包括儀器實習考試	35時數

總課堂數目: 79 總實習時數: 56

學費和費用

請參閱第32頁學費和費用

建議修讀次序

學生可以隨時報讀沒有先修條件的課程。但是，我們建議此修讀次序，以便學生能對關鍵概念和課程目標有最大程度的理解: GEM 120, GEM 220, GEM 220L, GEM 240L, GEM 240

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

課程描述

請參閱第23頁遙距課程簡介

請參閱第22頁實習班簡介

兼讀課程

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

課程編號	課程名稱	修讀期限
GEM 2300A	有色寶石文憑	175 時數

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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



應用珠寶家文憑

簡介

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

你將會學到

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

你將獲得

GIA應用珠寶家文憑

畢業後可選擇職業可能包括

珠寶助理經理、珠寶銷售專才、電視購物主持人、當舖業從業員

遙距課程

註冊並完成3個遙距課程，即可獲得遙距應用珠寶家文憑。GIA香港分校提供中文遙距課程。有關以英語授課的網上課程資訊，請瀏覽 GIA.edu

科目編號	科目名稱	先修科目	課堂數目	最長修讀期限
GEM 110	珠寶入門	沒有任何	6	3個月
GEM 120	有色寶石入門	沒有任何	8	3個月
GEM 130	鑽石入門	沒有任何	7	3個月

總課堂數目: 21

學費和費用

[請參閱第32頁學費和費用](#)

遙距學習科目簡介

[請參閱第23頁遙距課程簡介](#)



珍珠文憑

簡介

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

你將會學到

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

你將獲得

GIA 珍珠文憑

畢業後可選擇職業可能包括

珠寶商人、珍珠買家、珍珠分級 / 評級員、零售商、批發商

遙距課程

註冊並完成1個遙距課程及1個實習班，即可獲得遙距珍珠文憑。GIA香港分校提供中文遙距課程。有關以英語授課的網上課程資訊，請瀏覽 GIA.edu

科目編號	科目名稱	先修科目	課堂數目	最長修讀期限
GEM 149	珍珠	沒有任何	8	6個月

GEM 149L	珍珠分級	沒有任何	講課/實習形式及包括兩顆珍珠分級考試	7時數
----------	------	------	--------------------	-----

總課堂數目: 8

學費和費用

請參閱第32頁學費和費用

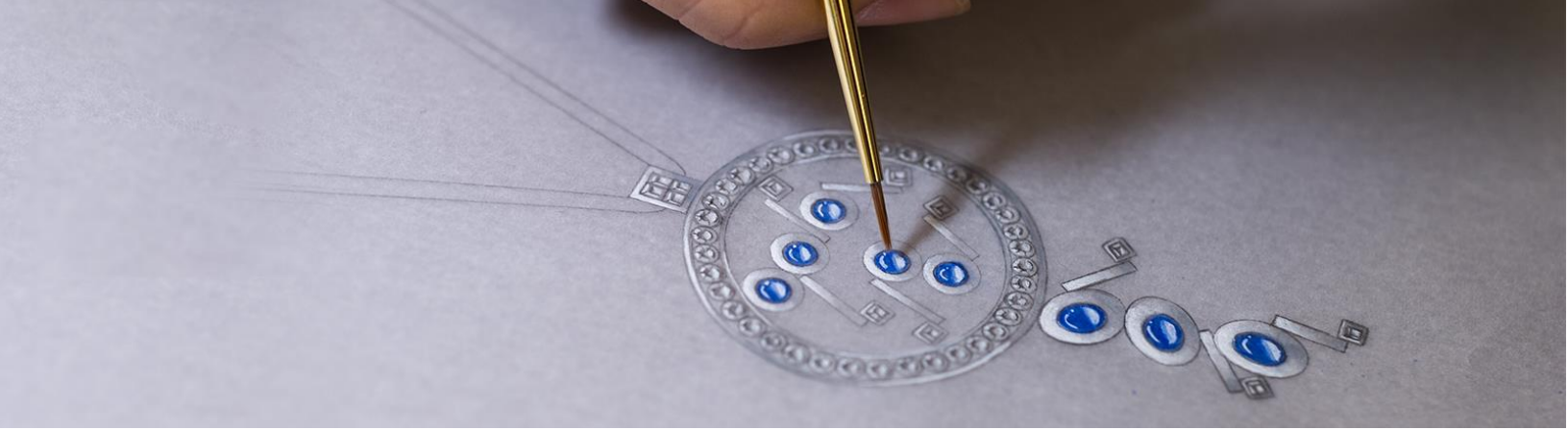
課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

課程描述

請參閱第23頁遙距課程簡介

請參閱第22頁實習班簡介



珠寶設計

簡介

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

你將會學到

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

你將獲得

GIA 珠寶設計證書

畢業後可選擇職業可能包括

珠寶設計師、高級訂製設計師、手繪畫圖師、珠寶商人、珠寶設計師、銷售助理、技術設計師

全日制

在GIA香港分校修讀全日制課程以獲取相關證書。

課程細節

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

學費和費用

請參閱第32頁學費和費用

課程時間表

請瀏覽HongKong.GIA.edu/gem-education/schedules 以查閱最新的課程時間表

設備和工具

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

實習班簡介

GEM 230L 鑽石分級

研究寶石學家文憑、鑽石文憑必修科目

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

課堂時間: 5 日或 12 晚課 (35 小時)

獲取: 修業證明

GEM 220L 有色寶石

研究寶石學家文憑、有色寶石文憑必修科目

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

課堂時間: 3 日或 7 晚課 (21 小時)

獲取: 修業證明

GEM 240L 寶石鑑定

研究寶石學家文憑、有色寶石文憑必修科目

在實習班裡，學生們練習同樣為機構著名寶石學專家們所用，經時間驗證的鑑定程序和技術。所使用的工具包括：顯微鏡，配有可移除放大鏡和偏振濾鏡的折射儀，接觸液(RI)，配有聚光棒的偏光器，二色鏡，坐檯式稜鏡型光譜儀，手持光譜儀和手鏡。學生們使用這些儀器來練習鑑定天然寶石、模仿石、組合和實驗室培育的寶石。在實習訓練的同時你的導師將會仔細地示範重要的檢測，並快捷、有效地給你指導檢測程序。(請參閱第 49 頁，[教室化學品使用學生通告](#)) 教室置有靜水電子天秤、坐檯式稜鏡型光譜儀、濾色鏡、光纖燈、紫外線光源和觀察盒和LED燈。每個學生工作檯配備置有上方光源的雙目顯微鏡、手持光譜儀、二色鏡、配有可移除放大鏡和偏振濾鏡的折射儀和接觸液(RI)、漫射板、聚光棒、偏光器和鑷子。每個學生都有鑑定手冊、寶石擦布、鑷子、白色摺疊卡紙和手電筒。

課堂時間: 5 日或 12 晚課 (35 小時)

獲取: 修業證明

GEM 149L 珍珠分級

珍珠文憑必修科目

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

課堂時間: 1 日或 2 晚課 (7 小時)

獲取: 修業證明

遙距課程簡介

GIA香港分校提供自定進度的中文遙距課程。GIA 的遙距課程是自定進度的，學生必須在課程完結日期之前完成所有課程要求並通過期末考試。所有在遙距課程中獲得的證書均以電子格式頒發。學生亦可以選擇通過GIA指定供應商訂購紙本證書。

每個科目的每月進度完成單元只是一個建議的學習進程表。學生可在最長科目完成時限內，按自己的學習步伐，完成所有科目的要求，包括完成所有習作及通過考試。若學生未能在課程結束日期之前通過科目期末考試，其正式成績單上的期末考試成績予以NP(不合格)作評分。

GEM 110 珠寶入門

應用珠寶家文憑必修科目
沒有先修科目

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

自定進度、最長修讀期限: 3個月
單元數目: 6 及期末考試
獲取: 珠寶入門證書

建議學習進程表

第一個月

第一單元作業：珠寶與珠寶銷售
第二單元作業：銷售戒指
第三單元作業：銷售項鍊、手鍊、耳環及胸針

第二個月

第四單元作業：設計師、品牌、訂製及遺產珠寶
第五單元作業：腕錶與禮品
第六單元作業：服務與開發客戶

第三個月

複習和期末考試 (共有3次機會，及格分數須達到 75% 或以上)

GEM 120 有色寶石入門

研究寶石學家文憑、
有色寶石文憑和應用珠寶家文憑必修科目
沒有先修科目

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

自定進度、最長修讀期限: 3個月
單元數目: 8 及期末考試
獲取: 有色寶石入門證書

建議學習進程表

第一個月

第一單元作業：簡介
第二單元作業：瞭解顏色與現象
第三單元作業：淨度、切磨及克拉重量
第四單元作業：市場認知

第二個月

第五單元作業：處理、合成、仿品與告知
第六單元作業：堅固性、保養與清潔
第七單元作業：介紹有色寶石
第八單元作業：介紹三大寶石

第三個月

複習和期末考試 (共有3次機會，及格分數須達到 75% 或以上)

遙距課程簡介 (續)

GEM 130 鑽石入門

研究寶石學家文憑、鑽石文憑和應用珠寶家文憑必修科目
沒有先修科目

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

自定進度、最長修讀期限: 3個月

單元數目: 7 及期末考試

獲取: 鑽石入門證書

建議學習進程表

第一個月

第一單元作業：鑽石與鑽石的價值

第二單元作業：淨度與價值

第三單元作業：顏色與價值

第二個月

第四單元作業：切磨與價值

第五單元作業：克拉重量與價值

第六單元作業：日常零售業務

第七單元作業：展售鑽飾

第三個月

複習和期末考試 (共有3次機會，及格分數須達到 75% 或以上)

GEM 230 鑽石及鑽石分級

研究寶石學家文憑、鑽石文憑必修科目
先修科目: GEM 130

本科目包含了評級鑽石顏色、淨度和切磨所需的技術。課題探討包括確定比例和估計重量、經過處理的鑽石、實驗室培育的鑽石和類似石的基本知識、以及螢光反應對鑽石顏色的影響。其他的課題討論包括每個崗位在市場中的作用、能作有成效採購和銷售決定所需要的技術知識、和交易、切磨、製作這些其他的鑽石行業部門。期末考試是開卷考核的，毋需監考。(請參閱第38頁學術政策和程序)

自定進度、最長修讀期限: 15個月

單元數目: 20 及期末考試

獲取: 鑽石及鑽石分級證書

建議學習進程表

第一個月

第一單元作業：簡介：銜接入門課程

第二單元作業：現代鑽石業的起源

第二個月

第三單元作業：現代鑽石市場

第三個月

第四單元作業：鑽石的形成

第五單元作業：鑽石的探勘

第四個月

第六單元作業：鑽石開採

第七單元作業：鑽石晶體

第五個月

第八單元作業：鑽石與光線

第六個月

第九單元作業：鑽石切磨的演進

第十單元作業：找出並確認淨度特徵

第七個月

第十一單元作業：淨度分級

第八個月

第十二元作業：鑽石與成色

第十三元作業：成色分級

遙距課程簡介 (續)

第九個月

第十四元作業：比例分級—桌面、冠部與腰圍
第十五元作業：比例分級—底部、尖底與修飾評估

第十個月

第十六元作業：花式切磨分級
第十七元作業：重量估計、重切與重磨光

第十一個月

第十八元作業：鑽石類似石
第十九元作業：實驗室培育鑽石與處理

第十二個月

第二十元作業：在職場上獲得成功

第十三至第十五個月

複習和期末考試 (共有3次機會，及格分數須達到75%或以上)

GEM 220 有色寶石

研究寶石學家文憑、有色寶石文憑必修科目
先修科目: GEM 120

這是修畢有色寶石入後的下一步，本科目旨在深入了解現今市場上出售的眾多有色寶石的知識。課題包括那些是在商業上是重要的寶石和原因，寶石價值的差異和供應模式的轉變，以及這些因素如何影響寶石的價格和供應。期末考試是閉卷考核的和需要監考。(請參閱第38頁學術政策和程序)

自定進度、最長修讀期限: 18個月

單元數目: 27 及期末考試

獲取: 有色寶石證書

建議學習進程表

第一個月

第一單元作業：緒論
第二單元作業：寶石的形成與開採

第二個月

第三單元作業：寶石及其物理屬性
第四單元作業：寶石與光線

第三個月

第五單元作業：合成品與仿品
第六單元作業：處理

第四個月

第七單元作業：有色寶石市場
第八單元作業：顏色

第五個月

第九單元作業：切磨
第十單元作業：淨度

第六個月

第十一單元作業：克拉重量與寶石生意
第十二元作業：紅寶石

第七個月

第十三元作業：藍寶石
第十四元作業：彩色藍寶石與現象剛玉

第八個月

第十五元作業：祖母綠
第十六元作業：珍珠的形成、類型及市場

第九個月

第十七元作業：珍珠價值因素、加工及處理
第十八元作業：玉

第十個月

第十九元作業：蛋白石
第二十元作業：石英與石髓

第十一個月

第二十一元作業：丹泉石、堇青石、金綠玉與赤柱石
第二十二元作業：拓帕石與綠柱石

第十二個月

第二十三元作業：碧璽、橄欖石與鋯石
第二十四元作業：石榴石與尖晶石

第十三個月

第二十五元作業：青金石、土耳其石與其他不透明寶石
第二十六元作業：長石、鋰輝石與透輝石

第十四個月

第二十七元作業：有機寶石與收藏用寶石

第十五至第十八個月

複習和期末考試 (共有3次機會，及格分數須達到75%或以上)

遙距課程簡介 (續)

GEM 240 寶石鑑定

研究寶石學家文憑、有色寶石文憑必修科目

先修科目: GEM 120, GEM 220, GEM 240L

練習鑑定超過60種寶石，分辨天然和實驗室培育的寶石和檢測處理過的寶石。你將會在一組練習用寶石上進行檢測程序和技術。學習現今市場上最新的寶石處理方法，以及照明方法是如何能加快鑑定過程。此外，該科目涵蓋如何和何時需要使用實驗室鑑定服務，以及如何使用寶石鑑定技術來保障你的企業免受因錯誤而付上高昂的代價。期末實習考試是閉卷的(鑑定手用除外及需要監考的)。(請參閱第38頁學術政策和程序)

自定進度、最長修讀期限: 24個月

單元數目: 44 (19項單元及25項實習及20顆寶石考試)

獲取: 寶石鑑定證書

建議學習進程表

第一個月

第一單元作業：緒論

第二單元作業：一般觀察

第三單元作業：折射與折射儀

第四單元作業：偏光器測試

第五單元作業：多向色性與二色鏡

第二個月

第六單元作業：放大

第七單元作業：選擇性吸收與光譜儀

第八單元作業：螢光與磷光

第九單元作業：其它測試

第十單元作業：辨別與鑑定

工作紙10 · 鑑定20顆寶石

第三個月

第十一單元作業：天然寶石與合成品及仿品的分辨

第十二元作業：寶石處理的偵測

第十三元作業：辨別紅色、粉紅色及紫色寶石

第十四元作業：辨別藍色與靛色寶石

工作紙：11至14 · 鑑定80顆寶石

第四個月

第十五元作業：辨別綠色寶石

第十六元作業：辨別橙色、黃色與褐色寶石

第十七元作業：辨別無色、白色、灰色及黑色寶石

第十八元作業：鑑定寶石原石、整包及已鑲寶石

第十九元作業：先進的實驗室鑑定測試

第五至十二個月

工作紙：20至36 · 鑑定320顆寶石

第十三至二十四個月

複習和期末20顆寶石考試 (共有10次機會*)

*合格分數為100%。若首5次未能通過考試，學生需要完成加強練習訓練，方可再次應考剩餘的考試機會)

儀器

香港分校的遙距課程學生需在已備有所需儀器之GIA學生工作室內完成相關的實習作業。

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

課程並不包括上述儀器。學生可以透過store.gia.edu購買寶石鑑定儀器學生套裝，估計總零售價為2,500美元 (總零售價不包括運費、處理費和所適用之稅款。這套裝並不包括雙目顯微鏡。你也可以到GIA香港分校購買這些儀器。了解更多資料，請致電 +852 3166 7001 或 giahongkong@gia.edu。

遙距課程簡介 (續)

GEM 149 珍珠

珍珠文憑必修科目

沒有先修科目

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

自定進度、最長修讀期限: 6個月

單元數目: 8 及期末考試

獲取: 珍珠證書

建議學習進程表

第一個月

第一單元作業：珍珠及其價值因素

第二單元作業：珍珠養殖

第二個月

第三單元作業：珍珠加工、處理、仿品及其測試

第四單元作業：Akoya養殖珍珠

第三個月

第五單元作業：淡水養殖珍珠

第四個月

第六單元作業：南洋養殖珍珠

第七單元作業：大溪地養殖珍珠

第五個月

第八單元作業：珍珠產業

第六個月

複習和期末考試 (共有3次機會，及格分數須達到 75% 或以上)



Pearl bracelet, 18K yellow gold. 1 ct total weight diamonds; 15 cultured pearls, 8-8.5 mm. Courtesy: Tara & Sons, Inc.

持續進修課程

GIA的持續教育進修課程提供與當前行業相關的主題，研究和趨勢方面的技能和知識。課程專為希望能進一步提升知識的寶石和珠寶專業人士或希望探索愛好的寶石迷而設計，專業的發展課程是對目標主題和議題變得熟悉和能緊貼當前行業研究和趨勢的快捷方式。

此處列出的課程由香港分校提供。GIA 校友會(Alumni Collective™) 還提供有關各種寶石和珠寶主題的持續進修課程。以了解更多資訊，請瀏覽GIA.edu/gia-alumni/continuing-education

JMA 330L 設計速成班

透過快速有效地學習基本設計技巧來提升您的專業知識。

在這個實習班中，您將會學習到如何運用設計圖跟珠寶工匠、同事和客人有效率地溝通。導師會指導如何運用屬於您的木顏色、工程圈板和其他工具繪畫逼真的彩圖。這些專業的設計插圖技巧可幫助您將想法轉化為現實。

課堂時間: 5 日或 10 晚課 (30 小時)

獲取: 出席證明

*GIA 的持續教育是以業餘或興趣性質的課程，同時並非旨在讓個人為入門職級就業作準備。課程並沒有負載學分，也不會促成獲得GIA學術證書。課程不符合州或聯邦學生資助計劃申請資格，也不屬於Distance Accrediting Commission (DEAC) 的批准範圍。

入學政策和程序

入學要求

申請人必須擁有中學畢業或同等學歷，並年滿18歲方可入讀GIA課程。

所有以英語授課的課程，申請人必須具備畢業於以英語為主要教學語言的中學的英語讀寫能力水平。申請人如欲修讀全日制英語課程必需展示附合GIA英語水平要求的證明。

所需入學文件

以下是有關入學所需的文件。GIA接納副本，但有需要時會要求學生出示正本文件。所有以英語授課的課堂，所有入讀的申請文件必須為英語填寫或附上認可的英語翻譯。

1. 填寫完整的申請表格
2. 有效的香港身份證或護照副本，其上要標明申請人的全名、出生日期、國籍及出生地點
3. 註明畢業日期的高中或以上學歷畢業文憑副本或正式成績單
4. 英語水平證明文件(請參閱第29頁英語水平的學歷要求)

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

英語水平的學歷要求

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

- 在托福考試 (TOEFL®)*: 中，在托福iBT考獲最少61分，或托福PBT考獲最少500分，或托福 Essentials考獲整體8分。請注意，托福iTP 測試並不符合 GIA 的要求。請詳閱: ets.org/toefl
- 在國際英語水平測試 (IELTS™)*: 學術模式整體分級取得6或以上。請詳閱: ielts.org
- 國際英語水平考試 (iTEP Academic-Plus)*: 在 iTEP Academic-Plus 測試中達到iTEP 4級或以上。請詳閱: [iTEPexam.com](https://itepexam.com)
- Pearson Test of English Academic (PTE)*: 在PTE學術測試中獲得50分或以上。請詳閱: pearsonpte.com
- 劍橋英語考試: 在 B2 First, C1 Advanced 或 C2 Proficiency上獲得173分或以上；有關劍橋英語分數量表，請詳閱: cambridgeenglish.org/exams-and-tests/
- ELS語言中心: 成功完成109等級或以上高級課程。學生需遞交官方ELS學術成績；其證書恕不接受。請從參加的ELS校園的學術主管，要求你的ELS學術記錄。請詳閱: els.edu

- 以英語為教學語言:
 - 若你在以英語為官方語言的學校畢業，請根據已解釋的入學要求第2點遞交你的畢業證明文件。
 - 若你畢業的學校，其所國家並非以英語為官方語言，請遞交由校方簽發的信件，註明授課語言為英語。該信函附有學校的信頭，由教務長，校監或校長簽署，及註明所頒授文憑或學仕學位就讀年度。
 - 若你只在該校就讀而未畢業，你必須要遞交最少三年的成績表；其上要證明你已完成最少三年在以英語為官方語言的學校就讀。成績表必須由教務長，校監或校長簽署，註明頒授文憑或學仕學位就讀年度。

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

如何申請及有關的截止日期

有關以英語授科的課程，請於網上申請：[GIA.edu/gem-education/admissions](https://gia.edu/gem-education/admissions)

有關以中文授科的課程，請到[GIAhongkong.com](https://gia.hongkong.com)下載申請表格。你可親身，或通過郵遞、傳真或電郵向GIA提交申請表格、付款和所需的文件：

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

在GIA收到你所需的所有文件，付款並且在你收到GIA的正式書面確認之前，你的錄取將不被確認。GIA將通知你的申請是被接受或拒絕。註冊完成後，校方會準備一份入學註冊協議書供學生查閱及簽署。該入學註冊協議書包括課程詳情、學費收費及其他重要的政策和訊息。若學生未能支付所需費用或不接受註冊協議書的條款，其註冊將會被取消。

全日制及兼讀課程

如欲報讀全日制及兼讀課程，學生必須在開課日期前最少兩星期遞交申請。由於這些課程一般會於開課前三至四個月滿額，因此我們鼓勵學生儘早遞交申請。學生會按先到先得的方式入學。如果課堂學額已滿，學生將被列入等候名單，待有空缺時作出通知。

實習班

如欲報讀實習班，學生必須在開課日期前最少一星期遞交申請。由於實習班一般會於開課前兩至三個月滿額，因此我們鼓勵學生儘早遞交申請。學生會按先到先得的方式入學。如果課堂學額已滿，學生將被列入等候名單，待有空缺時作出通知。

遙距課程

學生必須在開課日期前最少一星期遞交申請。

入學政策和程序 (續)

海外學生簽證要求

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

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

immd.gov.hk/hkt/services/visas/study.html

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

付款方式/學生賬戶

所有款項必須是能在香港的銀行提取的港元。

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

請注意以下有關付款方式：

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

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

獎學金

GIA管理的獎學金適用於全日制課程、兼讀課程、遙距課程及實習班的學生。校方將考慮申請人於表格上註明之所有合宜的獎學金申請項目。

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

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

第三方支付信息

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

申請人篩查

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

過往的刑事犯罪

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

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

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

入學政策和程序 (續)

不歧視政策

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

有關本校轉移學分及學歷證明

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

GIA 學分轉移

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。

GIA校內課程作業轉移至GIA其他課程或其附屬機構

以下是描述有關通過GIA全日制課程和/或經GIA附屬機構完成課程的學分轉移。

- 在任何GIA分校或附屬機構取得的鑽石文憑或有色寶石文憑均可被接納作為完成研究寶石學家文憑的部分。但個別遙距課程及實習班完成的課程作業則不能轉移至任何部分的全日制課程。
- 在任何GIA分校或附屬機構完成全日制課程的課程作業均可被接納作為完成個別遙距課程或實習班。
- 在任何GIA分校或附屬機構完成的實習班及遙距課程均可被接納並獲得適用的相關遙距課程文憑。

學生請聯絡學校總監以取得更多資料。

學費和費用

在香港分校課程、科目和課堂的總收費，有效期由2023年1月1日至12月31日，並可能有所變動。課程時間表及學費若有更改，恕不另行通知。顯示的數額為港幣。

全日制

課程名稱	學費	費用	總費用*
GEM 2500 研究寶石學文憑	140,000	11,800 (課本) 14,200 (教材)	166,000
GEM 2200 鑽石文憑	54,500	3,200 (課本) 800 (教材)	58,500
GEM 2300 有色寶石文憑	85,500	8,600 (課本) 13,400 (教材)	107,500
JMA 370 珠寶設計	39,150	1,400 (課本) 2,700 (教材)	43,250

兼讀課程

課程名稱	學費	費用	總費用*
GEM 2200A 鑽石文憑	42,500	3,200 (課本) 800 (教材)	46,500
GEM 2300A 有色寶石文憑	75,250	8,600 (課本) 13,400 (教材)	97,250

實習班

課程名稱	學費	費用	總費用*
GEM 230L 鑽石分級	13,200	1,300 (課本) 300 (教材)	14,800
GEM 220L 有色寶石分級	8,600	800 (課本) 300 (教材)	9,700
GEM 240L 寶石鑑定	13,200	1,700 (課本) 300 (教材)	15,200
GEM 149L 珍珠分級	2,700	400 (課本) 100 (教材)	3,200

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

學費和費用 (續)

遙距課程(中文授課)

課程名稱	學費	課本	總費用*
GEM110 珠寶入門	2,500	700	3,200
GEM120 有色寶石入門	2,500	1,100	3,600
GEM130 鑽石入門	2,500	700	3,200
GEM230 鑽石及鑽石分級	13,500	1,500	15,000
GEM220 有色寶石	14,500	2,600	17,100
GEM240 寶石鑑定	17,600	2,600	20,200
GEM149 珍珠	5,000	1,200	6,200

持續進修課程

課程名稱	學費	課本	總費用*
JMA 330L 設計速成班	9,000	500 (課本) 1,500 (教材)	11,000

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

總費用但不包括:

- 居住、飲食、保險、交通、娛樂及其他生活開支
- 於學生工作室作加強練習訓練之費用

額外的費用可能包括:

- 港幣500元半天或港幣1,000元一天的學生工作室費用
- 遺失或損壞的設備、貴金屬及寶石的費用
- 費用用作補購課本、工具和教材
- 電匯所產生之行政費或手續費
- 運費、關稅和稅項
- 500港元的文憑重印費用
- 450港元的證書重印費用
- 每張學術成績單費用為10美元，如有需要，請聯絡Carlsbad總部
- GEM240寶石鑑定課程的可選購設備。請參閱第26頁儀器

取消、退學和退款政策

GIA的取消、退學和退款政策在此部份及在你的註冊協議中有詳細說明。如有任何疑問，請致電852-31667001與GIA香港分校招生處聯絡，或電郵至 giahongkong@gia.edu

取消註冊或退學

學生可以在入學註冊協議書內所規定的課程完結日期之前任何時間，電郵至 giahongkong@gia.edu 或親身到香港皇后大道中16-18號新世界大廈2期3樓取消註冊。學生在課程開始後若希望退學須通知學校總監。

如未能在休學結束後按時返回已報讀之課程、未能達到學業滿意基準、或者因違反GIA政策，學生都會被退學。在學生終止註冊（取消或退學）的所有情況下，退款均根據以下的退款政策計算。

退款政策

如果課程被撤銷或不提供，所有已支付的費用將會被退還。

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

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

學生需要承擔所有電匯收取的費用。

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

全日制、實習班及兼讀課程退款

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

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

實習班退款範例

學生已付的總學費 = 港幣 50,000元

課堂時數 = 35; 完成的課堂時數 = 7

完成的百分比 = 20% (7/35時數)

退款百分比 = 75%學費

退款金額 = 港幣37,500元 (港幣 50,000元x .75)

GIA保留 = 港幣12,500元 (港幣 50,000元x .25)

取消、退學和退款政策 (續)

遙距課程 之退款

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

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

遙距課程 (中文授課) 之退款範例

學生已付的總學費 = 港幣 50,000元

要求作業數量 = 20; 已提交評分的作業 = 4 (20%)退款

百分比 = 75%學費

退款金額 = 港幣37,500元(港幣 50,000元x .75)

GIA保留 = 港幣12,500元(港幣 50,000元x .25)

退款的處理

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

學生服務

求職服務

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

演講嘉賓

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

住宿

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

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

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

圖書館和學習資源

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

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

所有學生和校友都可通過OverDrive獲取ibby應用程式 (<https://libbyapp.com>) 以查閱圖書館的當代電子藏書。請聯絡圖書館的諮詢台(library@gia.edu) 以獲取用戶登入名稱及密碼。GIA官網內的圖書館區 (GIA.edu/library) 也為學生提供從推薦書籍列表到行業價格指南的資源。關於各種寶石主題的參考書目亦以持續添加為基礎。而不再受版權保護的作品(1926年之前)正在由圖書館數碼化並在互聯網檔案館上提供參閱 (<https://archive.org/details/gjalibrary>)。

學生服務 (續)

GIA校友會(Alumni Collective™)

成功完成GIA課程後，學生將成為我們校友會的一份子，這是一個橫跨全球55個分會並擁有超過 155,000 名成員的全球精英網絡。GIA校友會將畢業生聯繫至一個開放、鼓舞人心且充滿熱情的社區群組，旨在幫助畢業生培養他們終身的成就。我們的校友通過分會聚會、行業活動和在 collective.gia.edu的網上社區作相互交流。

GIA的校友是整個寶石和珠寶行業的主要影響者。GIA校友會的網上社區(GIA Alumni Collective online community)可讓GIA畢業生與志同道合的寶石和珠寶專業人士聯繫，並在我們的校友名錄中展示他們的資歷。GIA畢業生不單能夠觀看和參與他們所在地的虛擬或實體活動，還可以跨越國界，與來自世界各地的校友聯繫起來。

經GIA校友會(Alumni Collective)提供的GIA持續教育研討會是由我們學院的專家所發展，並專為寶石和珠寶專業人士而設計，以促進他們專業的持續增長。這些線上和實體研討會提供對這個行業各種主題上所需的重要知識和技能。要探索我們當前的研討會，請瀏覽collective.gia.edu/seminars

GIA校友會(Alumni Collective)在這裡為GIA畢業生提供多樣化的機會、見解和聯繫以推動他們在職業生涯中每個階段的發展、進步和熱情。了解更多資訊，請聯絡 alumni@gia.edu或致電 +1 800 421 7250 分機 4145 或 +1 760 603 4145。

有關更多香港校友會的資料，請聯絡 admin@giaaahk.com 或致電+852 3199 7044 或傳真 +852 2334 0567。

學術政策和程序

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

評分系統

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

評分政策

學生可隨時向導師查詢他們的成績。成績和入學記錄是無限期地被保持和提供的。

全日制/兼讀課程和實習班

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

遙距課程

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

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

出席新生開學日

所有全日制和兼讀課程的新生必須親身出席上課第一天之前所安排的新生課堂開學日。如果您無法參加已編排的會面開學日，請盡快聯絡入學組以便重新安排。您將不被允許上課，除非您已經合乎開學日的要求。所有用於達到開學日要求的教學時間將在學生缺勤時間允許的上限內計算。

缺課政策

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

- 缺課的定義是學生除了規定的休息時間外，在每天的規定的課堂時間缺席合計超過一個小時或以上，則以缺課論。缺席以半天為記錄單位。
- 遲到/早退的定義是除了規定的休息時間外，在每日規定的課堂時間內缺席合計少於一小時。

學生有責任自行記錄自己遲到/早退與缺課的次數。學生可在任何時間請求老師提供他們的出席記錄。遲到和缺課上限會在遲到/早退與缺課的允許上限列表中描述。請參閱第 38 頁，[學術政策和程序](#)

全日制

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

實習班

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

學術政策和程序 (續)

遲到/早退與缺課的允許上限
出席率適用於您所修讀的課堂或課程。

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

* 該課程的首七星期內可以使用最多五次遲到/早退和三次缺課的允許上限。

教學時數

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

課堂政策

GIA致力於維護學術誠信。因此，學生必須遵守以下規定：

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

- GIA教室內飲食是不允許的。然而，飲料在密閉容器中是允許的。

考試政策

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

- 所有筆試與實習考試的試題都是GIA的財產，除了導師與其他指定代表外，其他人都不可以帶離教室。
- 若不是在規定的日期與時間內參加小測和考試，一律以0分計算。學生可以根據酌情情況例如家庭成員身故，學生受傷或患病或其他由學校確認的特殊情況批准重考一次錯過的測驗。
- 考試時，不可使用未經授權的電子設備。
- 小測和考試進行時，若因為某種原因而必須疏散，得宣佈該考試無效。若必要會再安排補考。
- 所有已提交的小測、測驗及考試均不能撤回。
- 只有未通過考試的全日制、兼讀及遙距課程的學生才能要求檢閱特定的試題。
- 禁止重組試題、以任何方式跟其他學生分享或交換試題或從任何來源取得這類資訊，均嚴格禁止。
- 沒有舉報已知或懷疑作弊或學術不誠實的行為都被視為違反「學生行為守則」。
- 禁止以任何的電子、數碼或其他支體動作方式複製、影印、傳真、掃描、攝影和記錄試題及教材。
- 所有筆試與實習考試必須在規定的時限內完成。除非是不需要監考官的考試，否則筆試與實習考試必須在GIA所核准的監考官的監考下，或在GIA校園內舉行。
- 交給監考官的試卷需一直由監考官保管與掌控。
- 除非監考的老師或監考官另有指示，否則所有考試一律採取閉卷的形式進行。非英語為母語的學生在考試時可使用印刷版的翻譯字典，但必須經導師檢查後才可使用。
- 考試時，不得使用電子語言字典。
- 只能使用標準的、沒設定程式的電子計算機。
- 考試時，禁止攜帶相機與其他影音錄製裝置。
- 手機和其他手提電子通訊設備必須設置為靜音模式，並且必須放在指定位置。禁止在教室和考試中使用此類設備，除非得到你的導師的准許。
- 某些課程可使用GIA提供的電子考試裝置，但必須遵守導師的指示。

學術政策和程序 (續)

遙距課程考試

對於在香港校區註冊的學生，他們的考試必須在學生工作室進行。請致電 +852 3166 7001 或發送電子郵件至giahongkong@gia.edu 與我們聯繫，以確認他們的考試可接受性並安排考試。在學校參加考試是免費的。

最多的應考次數

學生給予最多的應考次數以通過期末考試。所有應考機會必須於課程完結日期之前完成。

- 所有遙距課程允許最多3次應考機會。
- 20顆寶石實習考試允許最多10次應考機會。若首5次未能通過考試，學生需要完成額外的實習練習，方可再進行餘下考試的機會。

考試時限

每一個期末試都有特定的考試時限，如下：

- 珠寶入門、有色寶石入門、鑽石入門、珍珠科目：1小時
- 有色寶石、鑽石及鑽石分級：2小時
- 寶石鑑定：6小時

已應考但未在指定時限內提交的考試得分為零 (0)。

考試評分

要取得合格評級(P-Pass)，學生必須在遙距課程考試中取得75%或以上的成績，和在20顆寶石實習考試中取得100%的成績。若學生在課程完結日前未能在允許最多的機會中取得合格的成績，將予以評級不合格(NP-No Pass)。

未能通過考試的學生可以重新註冊報讀有關課程；並繳付當前的學費及其他費用。

遙距課程完成期限

GIA 的遙距課程是一種以自定進度，非同步的學習模式。學生在課程修讀期限內收到課程所需的教材並在自定的時間完成作業。

每個課程都在遙距課程簡介中列有最長修讀期限 (請參閱第23頁遙距課程簡介)。課程的特定開課及完結日期將顯示在遙距課程入學註冊協議書。學生必須在課程完結日期之前完成所有課程作業及期末考試。

課程的修讀期限是嚴格執行的；不設延期。學生倘若超過允許的修讀期限，正式成績單上將予以不合格(NP)的評分。被予以不合格成績的學生可選擇重新註冊並以當時的學費及相關費用重新修讀課程。

學術不誠實

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

- 抄襲其他學生的作業
- 複製或影印答案卡
- 所遞交的作業不是自己親自完成
- 在作業、專案、小測、家課或考試為他人提供或從他人接受未經授權的教學輔助
- 沒有指定監考官監考下填寫考試卷
- 使用未經授權的電子設備
- 以不符合校規的協助來完成作業或專案
- 沒有舉報已知或懷疑作弊或學術不誠實的行為
- 未經老師許可，嚴禁影印或複製試卷、工作紙、答案卡、教學用寶石及其他敏感的教材

學生身份核實

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

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

學業滿意基準(SAP)政策

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

全日制 (研究寶石學家)

SAP的評估是在課程的中段進行的。SAP根據以下標準進行評估：

- 評分標準: 學生必須在所有課程作業保持累積平均分75%或以上包括家課、實習作業、測驗和考試以及在課程大綱中有指定的實習作業最低完成要求。
- 最長時間範圍: 最長時間範圍是以日曆時間和時鐘計算，學生必須以不超過官方課程時間長度的150%完成教育課程。超過150%最長時間範圍的學生會被退學。

學術政策和程序 (續)

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

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

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

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

遙距課程

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

實習班

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

學業建議諮詢及觀察

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

學業建議諮詢

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

學業觀察名單

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

出席率觀察名單

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

行為觀察名單

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

重新報讀遙距課程

未能通過遙距課程或實習班的學生可以重新註冊報讀該課程或實習班以獲得合格成績。學生在重新報讀相關課程時，須繳付當前的學費或相關費用。若學生在兩次重新註冊報讀後仍未能通過，則必須在再次重新報讀相關遙距課程前提交上訴申請。所提交的上訴申請並不保證能重新註冊。接受重新註冊與否，由 GIA 自行決定，並視乎相關課程名額而定。

重新報讀的上訴流程

若學生在兩次重讀未能通過後，仍希望再次重新註冊報讀該遙距課程，則必須向學校總監提交一份完整的上訴申請。在上訴申請中最少要包括學生對阻礙他們成功完成課程原因的自我評估，以及他們將採取的行動以確保他們能夠達到並保持學業的進步。

上訴申請由招生委員會審查，並由招生服務總監在收到上訴後的10個工作天內以書面形式通知學生相關的決定。若上訴申請獲得批准，學生可以重新註冊報讀有關課程，及繳付當前的學費或相關費用。若上訴申請被拒，學生必須待一年後才可再作出上訴申請。學生最多可以提出3次上訴申請。

課後實習練習

GIA可能會為未能達到學業進展步伐的寶石學學生，安排額外的實習時間。有關額外實習時間，GIA將收取標準學生工作室費用。

學術政策和程序 (續)

補課與補考政策

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

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

休學政策

兼讀課程和實習班的學生不獲休學申請的資格。修讀全日制課程或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")，並提供恰當理由和證明文件。休學申請只容許有家庭緊急事故、嚴重疾病或兵役、且學生提出佐證下才獲得批准。在有限的情況下，GIA可能因非自主的原因下批准休學，例如國家或州的緊急情況、疫症大流行或其他不可預見且妨礙學生繼續接受教育的情況。

休學申請必須以書面形式提前遞交予學校總監。此外，書面申請必須包括申請的原因並由學生簽名和註明日期。如果有不可預見的情況下導致學生無法在事前遞交書面申請，GIA將會按照學生的請求批准休學，學生必須在期後補交附有簽署、休學的日期、和原因的書面申請。

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

修讀遙距課程的學生，申請休學的最長期限為365個曆日。一個學生可以被授予多次休學申請，但每個課程的休學申請總和不能超過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。

未能按休學申請內所規定的時間重返學習的學生，將被視作為退學，並給予SWD(學生退學)等級作評分，及根據相關協議書上的退款政策處理。學生如欲繼續其學習，需重新繳付當前的學費和費用，報讀其課堂、科目或課程。

在批准休學申請之前，GIA必須確保學生在合理的預期內重返學習，其請求須符合本政策內容，並且在允許的最長休學期限內及在可供學位的情況下返回其課程。若休學申請獲得批准，校方將向學生提供一份學籍更新表(Change of Status)。

如有任何查詢或取得更多資訊，請電郵至 HKschooldirector@gia.edu 聯絡學校總監。

退學政策

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

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

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

被退學的海外學生可能違反了他們學生簽證的身份。

被退學後的上訴及重新註冊安排

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

上訴程序

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

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

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

學術政策和程序 (續)

畢業要求

為滿足畢業要求，所有學生需要達到:

- 學業滿意基準政策 - 請參閱第38頁學術政策和程序
- 最低出席率及行為準則
- 具體學術要求，詳見下表

畢業前，必須繳清學費與各種雜費，且必須歸還狀態良好的所有寶石、設備、圖書館借書與教材。學生必須滿足所有學術和財務責任，方可獲得GIA頒發文憑及證書。

畢業要求 - 全日制課程

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

* 所有的工作都必須在課程所允許的時數內完成。

學術政策和程序 (續)

畢業要求 - 遙距和兼讀寶石學課程

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

* 第一次實習考試在課堂進行。額外補考在學生工作室進行不須收費。從實習班完結日期起計算，學生須於365天內通過相關考試。

** 遙距寶石鑑定課程學員若連續五次未通過20顆寶石考試，必須完成加強練習訓練才能再次參加考試。標準學生工作室費用適用於完成加強練習訓練。請參閱第32頁學費和費用。學生必須在課程完成時間內參與考試。

學術政策和程序 (續)

課堂完成要求 - 實習班

課堂	最低要求	課程期間內容許的考試 次數上限
鑽石分級	兩顆鑽石分級考試分數 75%	3*
有色寶石分級	兩顆有色寶石分級考試分數 75%	3*
寶石鑑定	儀器實習考試分數 75%	3*
珍珠分級	兩顆珍珠分級評定分數 75%	1

* 第一次實習考試在課堂進行。額外補考在學生工作室進行不須收費。從實習班完結日期起計算，學生須於365天內通過相關考試。

學術政策和程序 (續)

學術記錄

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

表現良好函

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

成績單

成績單收費為每份10美元。現正修讀GIA課程的學生，可通過 <https://education.GIA.edu> 中的「My GIA Student Portal」訂購正式的成績單。現時並沒有修讀GIA課程的學生，可通過<https://www.parchment.com/u/registration/individual> 直接從我們的供應商處訂購成績單或聯絡香港分校 GIAhongkong@gia.edu 進一步了解詳情。

文憑及證書

GIA將向達到所有畢業要求的學生授予電子和紙本的文憑或證書。紙本文憑和證書將直接郵寄到記錄在學生檔案的地址。學生可以通過發送電郵至 GIAhongkong@gia.edu 更新他們的郵寄地址。當文憑或證書寄出後，學生將收到第二次通知，以便從認可供應商取得他們的電子文憑或證書。

學生如果在收到已寄出的確認電郵後10個工作日內未收到的紙本文憑或證書，或收到書面報告其文憑或證書在運輸途中損壞或毀壞，我們的供應商會在你收到書面通知後的15個工作日內，不收取任何費用重新打印並郵寄替換件文憑或證書。請聯絡 GIA 香港，電話 +852 3166 7001 或 GIAhongkong@gia.edu。

暫緩頒授文憑或證書

學生必須滿足所有學術和財務責任，方可獲得GIA頒發文憑及證書。若學生未完成履行任何上述的要求，學生將不會收到文憑或證書，直至完成履行相關責任。

更換文憑及證書

重印文憑和證書分別為500港元和450港元。重印文憑和證書包括重新簽發日期將以當前的格式簽發。所有重印本均帶有 GIA 當前學校官員的簽署。如果您已獲得的是電子證書，則可免費申請更換電子證書。如需更換，請通過 <https://parchmentsupport.force.com> 聯繫 Parchment 或致電 +852 3166 7001 或發送電子郵件至 GIAhongkong@gia.edu 與 GIA Hong Kong 聯繫。

文憑或證書上的名字

學生的姓名將根據學生檔案中的法定名字、中間名字和姓氏顯示。除非學生向學生檔案處提交正式更名手續，否則學生不得刪除出現在其檔案中的法定名字或姓氏。學生可以聯絡學校，要求不要在證書上顯示其中間名字。

名字變更

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

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

首選姓名

GIA得悉某些地區人士希望使用其合法名字以外的名字來識別自己。在這種情況下，學生可以提供首選的名字。學生可以在入學時或之後任何時間，提供其首選姓名及其代名詞。

在正式的學生記錄中，學生需要提供政府的正式文件中所顯示之合法姓名(包括姓氏、名字、別名等)，並且該姓名將顯示於所有成績單、證書及文憑上。

學歷驗證服務

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

個人也可以透過在我們的網站填寫並提交書面表格 gia.edu/doc/GIA_Education_Verification-Request.pdf 以請求驗證畢業生的學歷。有關目錄中的信息並不保證會被發佈的。

學術政策和程序 (續)

學歷證明使用政策

適用範圍

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

學歷證明的使用指引

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

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

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

一般使用

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

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

文憑

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

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

下列例子適用鑽石文憑課程和有色寶石文憑課程和珍珠文憑

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

公司僱用的陳述

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



Earn your GIA credential and find your ideal career.

行政政策

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

學生的行事守則與行為標準

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

禁止的行為包括但不限於：

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

社交媒體和網絡

GIA了解並接受通過社交媒體為我們提供的新機會和信息。此類媒體包括社交網站、博客、維基、聊天室等及其他。社交媒體網站可以成為交換信息的有效工具。但是，若任何學校職員注意到有違反學生行為準則和行為標準的任何在網上行為都將要會根據該政策進行處理。學生需要運用良好的判斷力。您的行為和言論不僅會影響您自己，還會影響GIA和整個學校的其他人。

請謹記，社交媒體上的帖子可能會被快速複製、斷章取義，並在不確定的時間內保持公開狀態。

GIA了解社交網絡的作用和價值。然而，在讀學生和GIA員工在這些網絡上的交流有可能會造成偏袒和利益衝突的表現。因此，GIA員工在社交網絡與學生交流時都必須遵守GIA的員工社交媒體和網絡政策。

違規

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

制裁

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

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

預防濫藥及酗酒政策

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

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

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

抽煙

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

教室內的安全

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

行政政策 (續)

教室化學品使用學生通告

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

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

暴風及暴雨安排

當8號或以上暴風信號或黑色暴雨信號懸掛，學生毋需上課，課堂將另作安排。

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

武器

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

搜查和扣押

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

視頻和音頻監控

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

學生私隱聲明

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

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

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

個人資料收集、使用和處理

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

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

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

行政政策 (續)

合理的適度協調

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

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

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

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

投訴政策及程序

投訴政策

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

學生投訴程序

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

投訴必須書面提交至學校總監 HKschooldirector@gia.edu。投訴必須具有最少指控的基礎，所有相關名稱和日期，和簡要說明構成投訴基礎的動機。

有關可以支持指控的可適用文件、材料，或額外合理和可靠的信息的副本也應該包括在內。

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

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

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

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

不報復政策

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

行政政策 (續)

衣著規範

GIA 的衣著規範有助於為所有人營造一個安全、專業、尊重和包容的環境。學生的衣著應以高雅並適合場合或環境為主。我們鼓勵學生應以舒適安全為衣著的一大重要考量。在招聘會等特殊場合，應穿著商務職業裝束。衣服必須覆蓋所有內衣。任何時候都不得露出內褲或內衣。服裝不得透視。禁止赤腳和穿著帶有冒犯性或攻擊性信息的衣服。

商業活動

GIA 不允許學生在校園內進行商業或商務活動。展示商品作出售用途是不允許的。

校園訪客

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

攜帶動物到校園

禁止在任何時候攜帶寵物，包括所有設施。

饋贈

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

丟失或損壞設備和寶石的政策

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

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

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

名稱、商標與版權記錄

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

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

行政政策 (續)

未經授權使用

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

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

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

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

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

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

版權侵權

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

GIA Locations



GIA Campus Locations

CARLSBAD – MAIN SCHOOL

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

NEW YORK - BRANCH OF CARLSBAD

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

LONDON

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

MUMBAI

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

BANGKOK

GIA (International) Company Ltd.
U Chu Liang Building, 2nd Floor
968 Rama IV Road
Silom, Bangrak
Bangkok, 10500 Thailand
T +66 2 7796100
giabkkedu@gia.edu
Bangkok.GIA.edu

HONG KONG

GIA Hong Kong Limited
3rd Floor, New World Tower II
16-18 Queen's Road Central
Hong Kong
T +852 3166 7001, F +852 2334 0567
giahongkong@gia.edu
HongKong.GIA.edu

TAIPEI

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

Satellite Locations

SURAT

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

GIA Laboratory and Research Locations

LABORATORIES

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

RESEARCH CENTERS

Bangkok
Carlsbad
New York

