THE UNIVERSITY OF HONG KONG

Master of Arts in the field of

(Please tick as appropriate.)

☐ Chinese Historical Studies (part-time)
☐ Chinese Language and Literature (part-time)
☐ English Studies (part-time)
☐ Linguistics (full-time)
☐ Literary and Cultural Studies (full-time/part-time*)

*Please delete as appropriate.

Supporting Documents

Please post the following required documents and this checklist to the Programme Committee of the respective field of study of the MA programme by the application deadline. Your application number should be marked on each document. Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by an officially certified translation in English. Certified translation may be provided by your home institution.

Field of Study

Chinese Historical Studies/Chinese Language and Literature

Programme Committee

Ms. Dorothy TANG (tel. no. 3917 7291; email: machs@hku.hk/macll@hku.hk)
Programme Committee for M.A. in Chinese Historical Studies/
Programme Committee for M.A. in Chinese Language and Literature
School of Chinese
Room 8.01, 8/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong

English Studies

Ms. Samantha CHAN (tel. no 3917 8950; email: english@hku.hk)
Programme Committee for M.A. in English Studies
School of English
Room 7.35, 7/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong

Linguistics

Ms. Sabena LAM (tel. no. 3917 8606; email: malhku@hku.hk)
Programme Committee for M.A. in Linguistics
School of Humanities (department of Linguistics)
Room 9.30, 9/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong

Literary and Cultural Studies

Ms. Carmen LUK (tel. no. 3917 2760; email: malcs@hku.hk)
Programme Committee for M.A. in Literary and Cultural Studies
School of Humanities (department of Comparative Literature)
Room 9.58, 9/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong
I attach the following documents in support of my application:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>For all undergraduate and postgraduate qualifications attained from HKU</td>
<td>attach an official/certified copy of final transcript with complete record on courses attended, examination results, overall result and date of award.</td>
</tr>
<tr>
<td>For all undergraduate and postgraduate qualifications attained from institutions <strong>other than HKU</strong></td>
<td>attach official/certified copies of graduation certificate and final transcript with complete record on courses attended, examination results, overall result and date of award.</td>
</tr>
<tr>
<td>For all <strong>current studies</strong> undertaken either in this University or other institutions which have yet to be completed</td>
<td>attach a photocopy of their most up-to-date transcripts.</td>
</tr>
<tr>
<td>For all Bachelor’s degree that is a <strong>top-up programme</strong> and/or with advanced standing/credit transfer granted</td>
<td>also attach an official/certified copy of final transcript of the post-secondary qualification, e.g. associate degree, higher diploma, etc.</td>
</tr>
<tr>
<td><strong>TOEFL / IELTS</strong> [please delete as appropriate]</td>
<td>official score report for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to the respective Programme Committee (University TOEFL code: 9671) directly. Original/certified copy of the examinee’s score record will not be accepted.</td>
</tr>
<tr>
<td></td>
<td>I have asked my two academic referees to send their academic referee’s reports direct to the respective Programme Committee before the specified application deadline.</td>
</tr>
<tr>
<td></td>
<td>I have asked my home institutions to send transcripts directly to the respective Programme Committee. (Please complete the attached “Transcript Request Form” and send it to the appropriate officer of institution from which the transcript is issued.)</td>
</tr>
<tr>
<td></td>
<td>One recent <strong>ENGLISH</strong> writing sample (if available) (for applicants applying for the MA in English Studies and the MA in Literary and Cultural Studies programme)</td>
</tr>
</tbody>
</table>

**Important Notes**

1. All documents once submitted will **NOT** be returned. They will be destroyed if the application is unsuccessful.
2. For qualifications obtained in China, (i) officially certified copies of Certificate of Bachelor’s Degree (學士學位證書) and Graduation Diploma (畢業證書), and (ii) an official transcript in Chinese accompanied by certified translation in English by the issuing institution are required.
3. Certified copy of academic document can be arranged by (i) notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.
CONFIDENTIAL

THE UNIVERSITY OF HONG KONG
Master of Arts

ACADEMIC REFEREE’S REPORT

Note to applicant: Please complete Section I and “Note to referee” below before sending the report to each of the two academic referees you have listed in the application. Ask your referee to complete Section II and return the report directly to the Programme Committee Office on or before the application deadline. If your referee prefers to write us a reference letter, there is no need for him/her to fill in this academic referee’s report.

Note to referee: The applicant named below is applying for admission to the degree programme indicated below. The University would be most grateful for your candid assessment. Additional sheets can be attached to this report if you have more information on the applicant. Please return this referee report directly to the Programme Committee Office, School of ______________ (department of _______________), Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong on or before ______________ (application deadline).

SECTION I

Name of applicant: ____________________________________________________________

(in block letters, surname first)

Application no.: _____________________________________________________________

Programme applied for admission: M.A. in _________________________________________

(Please fill in your selected field of study.)

SECTION II

1. How long have you known the applicant? ________________________________________

2. In what capacity have you known the applicant? ________________________________

3. How would you rate the following characteristics of the applicant in comparison with other students you have taught or supervised? (Please tick as appropriate.)

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Average or below</th>
<th>No basis for judgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Top 5%)</td>
<td>(Top 6-20%)</td>
<td>(Top 21-50%)</td>
<td>(Lower than 50%)</td>
<td></td>
</tr>
</tbody>
</table>

   Intellectual potential

   Analytical power and reasoning

   Knowledge of his/her field of study

   Judgement

   Imagination and originality

   Motivation and perseverance
Skill of writing and argumentation

Ability for conducting scholastic research

Capacity for independent work

Reliability and sense of responsibility

4. How many students are there in your comparison group? _____________________

5. Please make any further comments as appropriate on the applicant’s academic strengths and weaknesses, or any remarks that may be of assistance in assessing the application.

_____________________________________________________________________

_____________________________________________________________________

_____________________________________________________________________

________________________________________________________________________

________________________________________________________________________

6. What is your overall recommendation for the applicant to pursue postgraduate studies? (Please tick as appropriate.)

[ ] Recommend enthusiastically
[ ] Recommend strongly
[ ] Recommend
[ ] Recommend with reservation
[ ] Do not recommend

Signature of Referee: _____________________________ Date: _________________________

Title and Name of Referee: _____________________________________________________

Position: ___________________________________________________________________

Institution: __________________________________________________________________

Address: ___________________________________________________________________

Email: _____________________ Telephone no.: __________________________
THE UNIVERSITY OF HONG KONG

Transcript Request Form

I. To the Applicant: Applicant who has not attached an original official transcript should complete the first part of this form and send it to the appropriate officer of the institution from which the transcript is requested.

Name of Applicant: ___________________________ (__________________________)
in English in Chinese, if any

University/College Attended: ____________________

Dates of Attendance: From ____________ To ____________

Title of Degree/Diploma: _______________________ Date of Award: ____________

Programme applied for admission at The University of Hong Kong:

Master of Arts in ____________________________ (Please fill in your selected field of study)

(Mode of Study: FT/PT*)

* Please delete as appropriate.

II. To the Officer responsible for issuing transcripts: The applicant named above has applied for admission to a postgraduate curriculum at The University of Hong Kong. Please send a copy of the official transcript together with this form directly to the respective Programme Committee:

Ms. Dorothy TANG (tel. no. 3917 7291)
Programme Committee for M.A. in Chinese Historical Studies/M.A. in Chinese Language and Literature
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Room 8.01, 8/F, Run Run Shaw Tower
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