THE UNIVERSITY OF HONG KONG

Master of Arts in English Studies Programme

Supporting Documents

Please post the following required documents and this checklist to Ms. Samantha CHAN (tel. no.: 3917 8950; email: english@hku.hk), School of English, Room 7.35, 7/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong 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.

I attach the following documents in support of my application:

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<tr>
<td>☐</td>
<td>For all undergraduate and postgraduate qualifications attained from HKU, applicants should attach an official/certified copy of final transcript with complete record on courses attended, examination results, overall result and date of award.</td>
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<tr>
<td>☐</td>
<td>For all undergraduate and postgraduate qualifications attained from institutions other than HKU, applicants should 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>
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<td>☐</td>
<td>For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a photocopy of their most up-to-date transcripts.</td>
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<td>☐</td>
<td>For all Bachelor’s degree that is a top-up programme and/or with advanced standing/credit transfer granted should also attach an official/certified copy of final transcript of the post-secondary qualification, e.g. associate degree, higher diploma, etc.</td>
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<td>☐</td>
<td>TOEFL / IELTS [please delete as appropriate] 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 Ms. Samantha CHAN (University TOEFL code: 9671) directly. Original/certified copy of the examinee’s score record will not be accepted.</td>
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<tr>
<td>☐</td>
<td>I have asked my two academic referees to post their academic referee’s reports to Ms. Samantha CHAN by the application deadline.</td>
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<tr>
<td>☐</td>
<td>I have asked my home institutions to post transcripts directly to Ms. Samantha CHAN. (Please complete the attached “Transcript Request Form” and send it to the appropriate officer of institution from which the transcript is issued.)</td>
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<td>One recent ENGLISH writing sample (if available).</td>
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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.
ACADEMIC REFEREE’S REPORT

Note to applicant: Please complete Section I 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 post the report directly to Ms. Samantha CHAN, School of English on or before the application deadline (Full-time: March 29, 2018; Part-time: April 30, 2018). 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.

SECTION I

Name of applicant: ___________________________________________________________  
  (in block letters, surname first)

Application no.: _____________________________________________________________

Programme applied for admission: M.A. in English Studies

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>Characteristic</th>
<th>Excellent (Top 5%)</th>
<th>Good (Top 6-20%)</th>
<th>Satisfactory (Top 21-50%)</th>
<th>Average or below (Lower than 50%)</th>
<th>No basis for judgement</th>
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<tr>
<td>Intellectual potential</td>
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<tr>
<td>Analytical power and reasoning</td>
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<td>Knowledge of his/her field of study</td>
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<td>Judgement</td>
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<td>Imagination and originality</td>
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<td>Motivation and perseverance</td>
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<td>Skills of writing and argumentation</td>
<td>Excellent (Top 5%)</td>
<td>Good (Top 6-20%)</td>
<td>Satisfactory (Top 21-50%)</td>
<td>Average or below (Lower than 50%)</td>
<td>No basis for judgement</td>
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<td>Ability for conducting scholastic research</td>
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<td>Capacity for independent work</td>
<td>_______</td>
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<td>Reliability and sense of responsibility</td>
<td>_______</td>
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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.: ____________________________

This referee report should be posted to Ms. Samantha CHAN, School of English, Room 7.35, 7/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong on or before the application deadline (Full-time: March 29, 2018; Part-time: April 30, 2018).
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 English Studies

(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. Samantha CHAN (tel. no. 3917 8950)
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