THE UNIVERSITY OF HONG KONG

Master of Science in Construction Project Management

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the following documents directly to Miss Candy Lee at the Faculty of Architecture (Address: Room 415, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong) immediately after submitting your application and in any case not later than 10 February 2017. 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 a certified translation in English. Certified translation should be provided by your home institution.

Enclosed (Please tick as appropriate.)

- Transcript. (You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.)
- Degree Certificates
- TOEFL/IELTS * official score report (if requested).
- Correspondence address labels (see below)
- List of publications (if appropriate).
- Referees’ reports

# Please note that the University will only ACCEPT originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong). Copies of documents may be certified by the issuing organization of the document if you are an overseas applicant.

*Please delete as appropriate. Please note that the University’s TOFEL code is 9671.
THE UNIVERSITY OF HONG KONG

Transcript Request Form

I. To the Applicant: Applicants who did not attach their original official transcript should complete the first part of this form and send it to the appropriate officer of the institute 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 Science in Construction Project Management (FT/PT*)
or
MSc(CPM) majoring in Quantity Surveying

* 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:

Miss Candy Lee
Faculty of Architecture
Room 415, Knowles Building
The University of Hong Kong
Pokfulam Road, Hong Kong
(Ref.: MSc in Construction Project Management)

PGForm2
THE UNIVERSITY OF HONG KONG
TAUGHT POSTGRADUATE PROGRAMME
IN THE FACULTY OF ARCHITECTURE
Master of Science in Construction Project Management

REFEREE'S REPORT

(Note to Applicant: Please complete Section 1 below and send a copy to one of your two referees with the request that he/she completes Section 2 and returns it directly to Miss Candy Lee at the Faculty of Architecture, Room 415, Knowles Building, The University of Hong Kong, Hong Kong, by 10 February 2017.)

(Note to Referee: The applicant named below is applying for admission to the courses leading to the degree of Master of Science in Construction Project Management with/without a major in Quantity Surveying. It would be helpful to the University in assessing the candidate’s eligibility and suitability to pursue the programme. Kindly complete Section 2 of this report and return it directly to Miss Candy Lee at the Faculty of Architecture by 10 February 2017. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to their personal data, including referee’s reports.)

SECTION 1

Full Name of Applicant _______________________________________ (in block letters, surname first)

SECTION 2

1. How long have you known the applicant and in what capacity?

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2. How do you rate the applicant's academic ability?
   (Please tick the appropriate column.)
   
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<th>Excellent</th>
<th>Good</th>
<th>Adequate</th>
<th>Marginal</th>
<th>Poor</th>
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<td>Academic Performance</td>
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3. Please make any further comments on the applicant’s academic strengths and weaknesses relevant to this application, and with reference to his/her interest in construction project management issues. Use an additional sheet if more appropriate.

____________________________________________________________________________________________________________________
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TAUGHT POSTGRADUATE PROGRAMME
IN THE FACULTY OF ARCHITECTURE

Master of Science in Construction Project Management

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4. In what ways might the applicant profit from the Master's programme for which he/she is applying?

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5. How would you recommend the applicant? (Please tick as appropriate.)

__________ Recommend enthusiastically

__________ Recommend with confidence

__________ Recommend

__________ Recommend with reservation

__________ Do not recommend

Signature of Referee ___________________________ Date ___________________________

Name and Position ____________________________________________________________

Address _______________________________________________________________________

Please return this form to the Faculty of Architecture (Address: Room 415, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong, Attn: Miss Candy Lee) by 10 February 2017.
(For applicants)

Please fill your correspondence address in the address labels below.

| Name: ___________________________ | Name: ___________________________ |
| Address: ________________________ | Address: ________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |
| ________________________________ | ________________________________ |

| Name: ___________________________ | Name: ___________________________ |
| Address: ________________________ | Address: ________________________ |
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