THE UNIVERSITY OF HONG KONG

Master of Science in Construction Project Management

INSTRUCTION OF SUBMITTING SUPPORTING DOCUMENTS

Please post the following documents directly to Mr. Carlos Lau 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 no later than 31 January 2018. 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. Documents submitted will NOT be returned.

*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 Construction Law and Dispute Resolution / Quantity Surveying / International Real Estate *

* 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:

Mr. Carlos Lau
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 Mr. Carlos Lau at the Faculty of Architecture, Room 415, Knowles Building, The University of Hong Kong, Hong Kong, by 31 January 2018.)

(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 Construction Law and Dispute Resolution, Quantity Surveying or International Real Estate. 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 Mr. Carlos Lau at the Faculty of Architecture by 31 January 2018. 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>Good</th>
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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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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: Mr. Carlos Lau ) by 31 January 2018.
THE UNIVERSITY OF HONG KONG
TAUGHT POSTGRADUATE PROGRAMME
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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: Mr. Carlos Lau) by 31 January 2018.
(For applicants)

Please fill your correspondence address in the address labels below.

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