THE UNIVERSITY OF HONG KONG

Master of Arts in Applied Linguistics Programme

Supporting Documents

Please post the following required documents and this checklist to Ms. Cecilia CHAN (tel no.: 3917 7940; email: csychan@hku.hk), Centre for Applied English Studies, Room 6.60, 6/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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<th>Description</th>
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<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>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>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. Cecilia CHAN (University TOEFL code: 9671) directly. Original/certified copy of the examinee’s score record will not be accepted.</td>
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<td></td>
<td>I have asked my two academic referees to send their academic referee’s reports to Ms. Cecilia CHAN by post or by fax to (852) 2547 3409 by the application deadline.</td>
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<td></td>
<td>I have asked my home institutions to send transcripts directly to Ms. Cecilia 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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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.
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 return the report directly to Ms. Cecilia CHAN, Centre for Applied English Studies, Room 6.60, 6/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong on or before 12:00nn (HKT), February 5, 2018. If your referee prefers to write us a reference letter, there is no need for him/her to fill in any 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 Applied Linguistics

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

Skills 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.: _____________________________

This referee report should be returned to Ms. Cecilia CHAN, Centre for Applied English Studies, Room 6.60, 6/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong (or fax to (852) 2547 3409) on or before 12:00nn (HKT), February 5, 2018.
Applicants who have successfully completed courses in English-medium postgraduate programmes at The University of Hong Kong or an institution of an equivalent standing may apply to the MA in Applied Linguistics Programme Committee, on a case-by-case basis, for advanced standing for 6 credits (one core course), in accordance with TPG 3 of the Regulations for Taught Postgraduate Curricula and subject to the following conditions:

1. The previous course was completed within the last 5 years.
2. The previous course is similar to a core course in the MA in Applied Linguistics.
3. There is no reduction in composition fees.
4. The Course Director for the M.A. in Applied Linguistics will consider each application in consultation with the teacher(s) for the course concerned and make a recommendation to the Higher Arts Degrees Committee and the Board of the Faculty of Arts for final approval.
5. Application in writing shall be made at the same time of application for admission to the M.A. in Applied Linguistics and should be accompanied by a copy of the academic transcript to support the application.
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 Applied Linguistics**

(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:

Ms. Cecilia CHAN (tel. no. 3917 7940)
Centre for Applied English Studies
Room 6.60, 6/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong,
Pokfulam
Hong Kong
(Ref.: MA(ApppliedLinguistics))