

Name of Applicant: _____
Application No.: PDipCon _____

THE UNIVERSITY OF HONG KONG

Postgraduate Diploma in Conservation

SUPPORTING DOCUMENTS

Please post the following required documents directly to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, 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 a certified translation in English. Certified translation may be provided by your home institution.

Enclosed (Please tick as appropriate.)

<input type="checkbox"/>	Originals or certified true copies of academic transcripts# (except HKU graduates). You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.
<input type="checkbox"/>	TOEFL/IELTS * official score report (if requested).
<input type="checkbox"/>	Referee's Report (Please use the standard form below)
<input type="checkbox"/>	Curriculum vitae (with list of projects and publications, if any)
<input type="checkbox"/>	Correspondence address labels (see below)
<input type="checkbox"/>	Other documentary proof of English language proficiency (if appropriate)

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 appropriate officials of your home institute if you are an overseas applicant. **No photocopies will be accepted.**

*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 institute from which the transcript is requested.

Name of Applicant: _____
(English) (Chinese, if applicable)

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:

Postgraduate Diploma in Conservation _____ (Part-time)

* Please delete as appropriate.

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

Faculty Office
Faculty of Architecture
The University of Hong Kong
Pokfulam Road, Hong Kong
[Ref.: Application for PDip (Conservation) Programme]

DIVISION OF ARCHITECTURAL CONSERVATION PROGRAMMES
REFEREE'S REPORT FORM

Instruction for applicant: complete Part I of both forms before sending them to your referees. Please note that your referees should preferably be a senior member of an academic institution, a government organization, a significant private practice firm, a non-governmental organization or an inter-governmental organization. Your referee must not be a family member or close relative.

Instruction for referee: complete Parts II, III and IV of the form and return it by post to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by **31 May 2019**. Please mark on the envelope “[Ref: Division of Architectural Conservation Programme, Referee’s Report Form]”, after the address. **Do not send the completed Referee’s Report Form back to the applicant.**

Part I (to be completed by the **applicant**)

Name of applicant:

Programme applied for (tick in box):

Part-time Postgraduate Diploma in Conservation

Part-time / Full-time* Master of Science in Conservation

Part II (to be completed by the **referee**)

Name of referee:

Name and address of referee’s firm, institute or organization:

E-mail / telephone / fax of referee’s firm, institute or organization:

/ /

Position of referee held in the firm, institute or organization:

* Please delete as appropriate.

Part III (to be completed by the referee)

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

Why do you think the applicant is suitable for the Architectural Conservation Programme?

Part IV (to be completed by the referee)

Assessment of applicant (please tick on the lines)

	Exceptional (5)	Very good (4)	Good (3)	Average (2)	Poor (1)
Analytical ability	—	—	—	—	—
Social and political awareness	—	—	—	—	—
Breadth of general knowledge	—	—	—	—	—
Concern for conservation	—	—	—	—	—
Oral presentation skill	—	—	—	—	—
English proficiency (verbal)	—	—	—	—	—
English proficiency (written)	—	—	—	—	—
Response to criticism	—	—	—	—	—
Organizational ability	—	—	—	—	—
Working with others	—	—	—	—	—
Working within deadline	—	—	—	—	—
Leadership qualities	—	—	—	—	—
Commitment to responsibilities	—	—	—	—	—

(Part IV – continue)

What, in your opinion, are the applicant's strengths?

What, in your opinion, are the applicant's weaknesses?

Referee's signature

Date

FOR OFFICIAL USE ONLY

This referee's report has been read and assessed by:

Head, Department of Real Estate and Construction

Date

Head, Division of Architectural Conservation Programme

Date

DIVISION OF ARCHITECTURAL CONSERVATION PROGRAMMES

REFEREE'S REPORT FORM

Instruction for applicant: complete Part I of both forms before sending them to your referees. Please note that your referees should preferably be a senior member of an academic institution, a government organization, a significant private practice firm, a non-governmental organization or an inter-governmental organization. Your referee must not be a family member or close relative.

Instruction for referee: complete Parts II, III and IV of the form and return it by post to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by **31 May 2019**. Please mark on the envelope "[Ref: Division of Architectural Conservation Programme, Referee's Report Form]", after the address. **Do not send the completed Referee's Report Form back to the applicant.**

Part I (to be completed by the **applicant**)

Name of applicant:

Programme applied for (tick in box):

Part-time Postgraduate Diploma in Conservation

Part-time / Full-time* Master of Science in Conservation

Part II (to be completed by the **referee**)

Name of referee:

Name and address of referee's firm, institute or organization:

E-mail / telephone / fax of referee's firm, institute or organization:

_____ / _____ / _____

Position of referee held in the firm, institute or organization:

* Please delete as appropriate.

Part III (to be completed by the referee)

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

Why do you think the applicant is suitable for the Architectural Conservation Programme?

Part IV (to be completed by the referee)

Assessment of applicant (please tick on the lines)

	Exceptional (5)	Very good (4)	Good (3)	Average (2)	Poor (1)
Analytical ability	—	—	—	—	—
Social and political awareness	—	—	—	—	—
Breadth of general knowledge	—	—	—	—	—
Concern for conservation	—	—	—	—	—
Oral presentation skill	—	—	—	—	—
English proficiency (verbal)	—	—	—	—	—
English proficiency (written)	—	—	—	—	—
Response to criticism	—	—	—	—	—
Organizational ability	—	—	—	—	—
Working with others	—	—	—	—	—
Working within deadline	—	—	—	—	—
Leadership qualities	—	—	—	—	—
Commitment to responsibilities	—	—	—	—	—

(Part IV – continue)

What, in your opinion, are the applicant's strengths?

What, in your opinion, are the applicant's weaknesses?

Referee's signature

Date

FOR OFFICIAL USE ONLY

This referee's report has been read and assessed by:

Head, Department of Real Estate and Construction

Date

Head, Division of Architectural Conservation Programme

Date

Please fill in the following correspondence address labels (applicant only):

Name: _____ Address: _____	Name: _____ Address: _____

Name: _____ Address: _____	Name: _____ Address: _____