

THE UNIVERSITY OF HONG KONG

Master of Arts in English Studies Programme (2019-2020)

Notes on Checklist of Supporting Documents

Please upload the following required documents and this completed checklist for our preliminary consideration by logging in <http://www.aal.hku.hk/tpg/login.html> before the application deadline and within four weeks from the date of the creation of your application account. Your application number and name 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.

Please note that you are not required to submit original/certified true copy of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit certified true copy of your documents^{1,2,3}.

I have uploaded the following documents in support of my application (please “✓” the boxes below where appropriate):

<input type="checkbox"/>	1. This completed checklist
<input type="checkbox"/>	2. Certificates and complete transcripts of undergraduate and postgraduate studies (mandatory) (a) For all undergraduate and postgraduate qualifications attained from HKU , applicants should attach a copy of final transcript with a complete record on courses attended, examination results, overall result and date of award; (b) For all undergraduate and postgraduate qualifications attained from institutions other than HKU , applicants should attach copies of graduation certificate and final transcript with a complete record on courses attended, examination results, overall result and date of award; (c) For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcripts.
<input type="checkbox"/>	3. One recent ENGLISH writing sample (mandatory, 800-1000 words in Times New Roman with font size 11, saved in one-page document in JPEG format). It could be an essay, a review of a book, a creative short story, or an opinion piece about a cultural topic or any other area that you think is relevant to English Studies.
<input type="checkbox"/>	4. TOEFL/IELTS [<i>please delete as appropriate</i>] official score report (if applicable) for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. As an original/certified copy of the examinee’s TOEFL score record will not be accepted, applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report directly to: Ms. Anny HUI, School of English, Room 7.35, 7/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong

I have also asked

<input type="checkbox"/>	1. my two academic referees to post their academic referee’s reports to the School of English <u>confidentially and directly</u> before the application deadline and within four weeks from the date of the creation of my application account (mandatory). (Please refer to the attached “Academic Referee’s Report” template for instructions.)
<input type="checkbox"/>	2. my home institution(s) to post my transcript(s) <u>confidentially and directly</u> to the School of English before the application deadline and within four weeks from the date of the creation of my application account, as I have not uploaded an official/certified transcript (if applicable). (Please complete the attached “Transcript Request Form” and send it to the appropriate officer of institution from which the transcript is issued.)

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) a notary public (e.g. a Commissioner for Oaths at a District Office in Hong Kong); or (ii) your home institution if you are an overseas applicant.

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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. Anny HUI of the School of English **before the deadline and within four weeks from the date of the creation of your application account**. 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.: _____

Deadline for returning report: _____

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.)*

	Excellent (Top 5%)	Good (Top 6-20%)	Satisfactory (Top 21-50%)	Average or below (Lower than 50%)	No basis for judgement
Intellectual capacity	_____	_____	_____	_____	_____
Analytical power and reasoning	_____	_____	_____	_____	_____
Knowledge of his/her field of study	_____	_____	_____	_____	_____
Judgement	_____	_____	_____	_____	_____
Imagination and originality	_____	_____	_____	_____	_____
Motivation and perseverance	_____	_____	_____	_____	_____

	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 describe the applicant's potential and explain any other dimensions of the applicant's experience and skills that are relevant to the application.

6. What is your overall recommendation for the applicant to pursue postgraduate studies?
(Please tick as appropriate.)

<input type="checkbox"/>	Recommend very strongly
<input type="checkbox"/>	Recommend strongly
<input type="checkbox"/>	Recommend with reservation
<input type="checkbox"/>	Do not recommend

Signature of referee: _____ Date: _____

Title and name of referee: _____

Position: _____

Institution: _____

Address: _____

Email: _____ Telephone no.: _____

This referee report should be posted confidentially and directly to Ms. Anny HUI, School of English, Room 7.35, 7/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong. Thank you very much.

THE UNIVERSITY OF HONG KONG

Transcript Request Form

- I. **To the Applicant:** Applicant who does not have 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 (2019-2020)

(Mode of Study: FT/PT*)

* Please delete as appropriate.

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- 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. Anny Hui (tel. no. 3917 2749)

School of English

Room 7.35, 7/F, Run Run Shaw Tower

Centennial Campus

The University of Hong Kong, Pokfulam, Hong Kong