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

1. This completed checklist.

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 of 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 of 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 transcript.

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.

4. TOEFL/IELTS [please delete as appropriate] 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. Connie KONG, 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:

1. my two academic referees to post their academic referee’s reports to the School of English confidentially and directly 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.)

2. my home institution(s) to post my transcript(s) confidentially and directly 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.
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. Connie KONG 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.)

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Excellent (Top 5%)</th>
<th>Good (Top 6-20%)</th>
<th>Satisfactory (Top 21-50%)</th>
<th>Average or below (Lower than 50%)</th>
<th>No basis for judgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual capacity</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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<tr>
<td>Analytical power and reasoning</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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<tr>
<td>Knowledge of his/her field of study</td>
<td>_______</td>
<td>_______</td>
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<td>Judgement</td>
<td>_______</td>
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<td>_______</td>
</tr>
<tr>
<td>Imagination and originality</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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<tr>
<td>Motivation and perseverance</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>
Skills of writing and argumentation

Excellent (Top 5%)
Good (Top 6-20%)
Satisfactory (Top 21-50%)
Average or below (Lower than 50%)
No basis for judgement

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.)

[ ] Recommend very strongly
[ ] Recommend strongly
[ ] 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 posted confidentially and directly to Ms. Connie KONG, 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 (2020/2021)
(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 the respective Programme Committee:

Ms. Connie KONG (tel. no. 3917 7278)
School of English
Room 7.35, 7/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong