SUPPORTING DOCUMENTS

Please upload the following required documents (including this checklist) for our preliminary consideration by logging in https://www.aal.hku.hk/tpg/login.html before the application deadline and within four weeks from the date of the creation of your account; or post, as appropriate, the following documents (including this checklist) directly to the School of Biological Sciences, The University of Hong Kong, Pokfulam Road, 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 a 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 copy of your documents.

Enclosed (Please tick as appropriate.)

☐ Transcripts (including HKU graduates). 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).

☐ List of publications (if appropriate)

☐ Referees’ reports (Please use the standard form below)

# 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 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.

^ For applicant with mainland qualification: Verification Report of Graduation Certificate and Transcript issued by CHSI (学信网) & CHESICC (全国高等学校学生信息咨询与就业指导中心) and Verification Report of the Bachelor Degree Certificate issued by CDGDC (学位与研究生教育发展中心) are also acceptable.

*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: ___________________ (__________________) 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 the field of Food Industry: (Part-time)
Management and Marketing

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

School of Biological Sciences
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MSc in the field of Food Industry: Management and Marketing)
CONFIDENTIAL

THE UNIVERSITY OF HONG KONG

Master of Science (MSc) in the field of Food Industry: Management and Marketing

Referee Report

To the applicant: Please fill in your name on the line provided below. Give one such form to each of your two referees and ask them to return the form either by email to biotpg@hku.hk or by post to School of Biological Sciences.

Name of applicant: Mr./Mrs./Ms./Miss* 

Block capitals, surname first and underlined

To the referee: The applicant has given us your name as someone who would be prepared to write a reference in connection with his/her application for admission to the Master of Science (MSc) in the field of Food Industry: Management and Marketing. The Admissions Committee would be most grateful if you would complete the information below, and state overleaf your views of the applicant’s capabilities for undertaking this degree. Please accept our thanks in advance. The application will be considered immediately until end of July. To ensure that the application can be given due consideration, it would be appreciated to receive an early response of your reference and not later than July 31, 2020. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

The following background about the programme might be helpful to you: It is a two-year, part-time, interdisciplinary postgraduate degree. Students with biological science background preferably in food and nutritional sciences are accepted. It is a small programme (about 20-25 students each year) and students are expected to participate in class discussion. The programme involves a considerable commitment of time, as students usually have to attend courses on weekday evenings, and on Saturday afternoons. Written work contributes an important part of the programme, including possibly a project of approximately 10,000 words. (All written and verbal communication is in English).

Name of Referee: Prof./Dr./Mr./Mrs./Ms.* 

Block capitals, surname first and underlined

Position: ____________________________

Address: ____________________________

* Please delete as appropriate

P.T.O.
How long have you known the applicant? __________________________________________

In what capacity? ______________________________________________________________

Please indicate the applicant's major strengths:

____________________________________________________________________________

Please indicate any potential weaknesses which the applicant has, in your view, for the Master of Science (MSc) in the field of Food Industry: Management and Marketing degree programme:

____________________________________________________________________________

Any other comments:

____________________________________________________________________________

_________________________________ ________________
Signature of Referee Date

Thank you very much

Please return the completed form either by email to biotpg@hku.hk or by post to

School of Biological Sciences
The University of Hong Kong
Pokfulam Road
Hong Kong

An earlier response would be most helpful.