

Application No. : _____

THE UNIVERSITY OF HONG KONG

Master of Arts in Art History Programme

Notes on Submission of Supporting Documents

Please email the following required documents and this checklist to the department (maah@hku.hk) for our preliminary consideration before 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.

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 attach the following documents in support of my application:

<input type="checkbox"/>	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.
<input type="checkbox"/>	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, grades, overall result, and date of award.
<input type="checkbox"/>	For all current studies which have yet to be completed, applicants should attach an official/certified copy of their most up-to-date transcripts.
<input type="checkbox"/>	TOEFL / IELTS [<i>please delete as appropriate</i>] 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 directly to: Department of Fine Arts, 1033 Run Run Shaw Tower, The University of Hong Kong, Pokfulam, Hong Kong (University's TOEFL code: 9671). Original/certified copy of the examinee's score record will not be accepted.
<input type="checkbox"/>	I have asked my two academic referees to email their academic referee's reports directly to the Department of Fine Arts (maah@hku.hk) before the application deadline.
<input type="checkbox"/>	I have asked my home institutions to post transcripts directly to: Department of Fine Arts, 1033 Run Run Shaw Tower, The University of Hong Kong, Pokfulam, Hong Kong. (You may complete the attached "Transcript Request Form" and send it to the appropriate officer of the institution from which the transcript is issued.)
<input type="checkbox"/>	A statement of purpose indicating your interest in this programme and your career goals (maximum 300 words).
<input type="checkbox"/>	A current c.v. or resumé.
<input type="checkbox"/>	An academic or professional writing sample in English.
<input type="checkbox"/>	If applying for financial aid, a scholarship application form.
<input type="checkbox"/>	If applying for financial aid, copies of relevant tax forms and bank statements.

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 email the report directly to the Department of Fine Arts (maah@hku.hk) **by March 4, 2019.**

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, confidential assessment.

SECTION I

Name of applicant: _____
(in block letters, surname first)

Application no.: _____

Programme applied for admission: **M.A. in Art History**

Deadline for returning report: **March 4, 2019**

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%)	very good (6-20%)	good (21-50%)	weak (lower 50%)	no basis for judgment
Analytical power & reasoning					
Knowledge of art history					
Writing skills					
English language skills					
Originality					
Motivation & perseverance					
Reliability & sense of responsibility					
Career potential					

4. How many students are there in your comparison group? _____

5. Please attach a letter describing the applicant's academic and/or professional skills and future potential.

6. What is your overall recommendation for the applicant? (*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 report should be sent from the referee's individual email account directly to the Department of Fine Arts (maah@hku.hk). The department thanks you in advance for providing this important service.

CONFIDENTIAL

THE UNIVERSITY OF HONG KONG

Application Form for the MA in Art History Scholarship

- Instructions:
1. **Please type.**
 2. The completed form, together with supporting documents should be uploaded with the rest of your MA application by the application deadline.
 3. Handwritten applications will not be considered.
 4. For any questions about this application, contact the MA Coordinator (maah@hku.hk).

Personal Particulars

(* Please delete as appropriate.)

Name in English: (Mr/Ms*) _____

Name in Chinese (if any): _____

Application No. _____

Financial Situation

1. Have you received any scholarships, grants, loans, or other aid based on financial need in the past three years? _____

If YES, list the source and type of award(s), amount(s), date(s), and institution(s) for which the award was intended to be used:

2. Have you applied for the Hong Kong Government's Extended Non-means-tested Loan Scheme (ENLS) in 2019-20? _____ (If YES, please tick the appropriate box.)

Awarded: Loan \$ _____
(**Please attach a copy of the grant/loan confirmation letter)

Result not yet known

Unsuccessful

3. Have you applied for University Financial Assistance from HKU in 2019-20? _____ (If YES, please tick the appropriate box.)

Awarded: Bursary \$ _____ Loan \$ _____
(**Please attach a copy of the award confirmation letter)

Result not yet known

Unsuccessful

4. Indicate your housing situation below:

Year:	2018-19	2017-18	2016-17
City:			
Did you live with family members or on your own?			
If renting your home, indicate monthly rent:			
If you owned/co-owned your home, indicate the home's value & monthly mortgage:			
Explanatory notes:			

5. Indicate your household income and assets below (*in Hong Kong dollars*):

Year:	2018-19	2017-18	2016-17
Were you employed? Full-time or part-time?			
Were you a student? Full-time or part-time?			
Your annual income from work and investments			
The value of property or investments that you own			
If married, your spouse's annual income			
If married, the value of property and investments your spouse owns			
If below 30 years of age, your parents' or guardians' annual income from all sources			
If below 30 years of age, the value of your parents' or guardians' property and investments			
Do you have any financial dependants? Please specify (e.g. number of children)			
Explanatory notes:			

6. Successful applicants normally can only receive partial tuition reduction; what resources do you have available to fund the remaining costs of the MA programme?
-

7. Please state any other information which you consider relevant to this application (including financial difficulties you have encountered, if any):
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Supporting Documents

Please attach the following documents:

1. A recent rental receipt, mortgage payment, or other indication of housing costs
2. Your three most recent annual tax statements
3. All your bank statements from January and July of the past three years (i.e. 6 statements per bank account)

Personal Information Collection Statement

1. This is a personal data collection statement made under the Personal Data (Privacy) Ordinance (“the Ordinance”).
2. Personal data provided by you to The University of Hong Kong (“the University”) through the completion of award application and, if awarded, through the award procedures and during studies at the University will be used for the University to perform its administrative, education, academic and research functions, and for the directly related purposes.
3. Unless otherwise specified, provision of personal data is voluntary. However, failure to provide the relevant personal data will render the University unable to perform the relevant functions, e.g. unable to consider your award application.
4. Without prejudice to the foregoing, the purposes and use of the personal data collected are elaborated as follows
5. As regards your award application, the personal data collected will be used for the purposes prescribed in the application forms/documents and will serve the following purposes:
 - a. as basis for award selection, and communication on award-related matters;
 - b. as evidence for verification of your identity, your qualifications and academic records in relevant institutions and organizations in Hong Kong or other places, and other information provided in the application forms/documents; and
 - c. identifying possible multiple applications and records of your previous and existing studies at the University and other institutions.

6. In case of application for an award funded by donation and/or administered by an external party, your personal data provided to the University may be transferred to the donor, donor representative and/or external administering party concerned for the purposes as stated in paragraph 5 above.
7. If your award application is successful, your personal data provided during the application process may be transferred to the student record system of the University, to become part of your official student records.
8. Personal data of the students of the University will be used for all purposes relating to studies at, activities conducted by, and facilities, services and benefits provided by the University (in particular those governed by the relevant regulations, policies and procedures of the University). Personal data and photo images of students may also be used by the Hong Kong University Students' Union for the production of membership cards and conduct of activities.
9. Personal data of the students of the University (including study records) will be used by the University, during studies at and after leaving the University, for conducting statistical analysis, research, survey, review and audit.
10. Upon leaving the University, personal data of the students of the University will also be used for maintaining contact, updating the latest developments of the University, and provision of information (such as activities of the University).
11. Your personal data will be kept confidential and handled by the authorized staff members of the University. The University may transfer your personal data to parties outside the University, for the above functions and purposes, such as processing of student visa, arrangements of activities (including but not limited to exchanges, internships, placements, and field trips), and granting of scholarships and financial aids, and when it is required by law.
12. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to request it to supply to you a copy of the data, and to apply for correction of the data, as necessary. Applications for access to personal data should be made by using the specified form and on payment of a fee. Requests for correction of personal data should be made in writing with supporting documentation. Please address such applications and requests to the Data Protection Officer, Registry, The University of Hong Kong, except for requests for access to examination-related personal data which should be submitted to the office of the home Faculty direct.
13. You may visit the following website for the Privacy Policy Statement of the University:
http://www.hku.hk/about/policies_reports/privacy_policy.html

Declaration

1. I have read and I agree to the Personal Information Collection Statement for Award Applicants.
2. **I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.**

Date _____

Signature _____

