Notes on Submission of Supporting Documents

Please upload the following required documents and this 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 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 “✓” take the boxes below where appropriate):

- [ ] This completed checklist.
- [ ] For all undergraduate and postgraduate qualifications attained from HKU, applicants should attach a copy of final transcript with complete record of courses attended, examination results, overall result and date of award.
- [ ] For all undergraduate and postgraduate qualifications attained from institutions other than HKU, applicants should attach copies of graduation certificate and final transcript with complete record of courses attended, examination results, overall result and date of award.
- [ ] 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.
- [ ] TOEFL / IELTS [please delete as appropriate] 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 to Miss Mandy CHAU (University’s TOEFL code: 9671) directly. Original/certified copy of the examinee’s score record will not be accepted.

I have also asked:

- [ ] my two academic referees to post their academic referee’s reports to Miss Mandy CHAU before the application deadline and within four weeks from the date of the creation of my application account.
- [ ] my home institutions to post transcripts directly to Miss Mandy CHAU. (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.
THE UNIVERSITY OF HONG KONG
Master of Arts in Translation Programme

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 Miss Mandy CHAU, School of Chinese before the application 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 Translation

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></th>
<th>Excellent</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>
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<tbody>
<tr>
<td>Intellectual capacity</td>
<td>_____</td>
<td>____</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>Analytical power and reasoning</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>
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<tr>
<td>Imagination and originality</td>
<td>_____</td>
<td>____</td>
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<tr>
<td>Motivation and perseverance</td>
<td>_____</td>
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<tr>
<td>Skills of writing and argumentation</td>
<td>Excellent (Top 5%)</td>
<td>Good (Top 6-20%)</td>
<td>Satisfactory (Top 21-50%)</td>
<td>Average or below (Lower than 50%)</td>
<td>No basis for judgement</td>
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<td>Ability for conducting scholastic research</td>
<td>_______</td>
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<td>Capacity for independent work</td>
<td>_______</td>
<td>_______</td>
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<tr>
<td>Reliability and sense of responsibility</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
<td>_______</td>
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</tbody>
</table>

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 to Miss Mandy CHAU, School of Chinese, Room 8.01, 8/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong.
Advanced Standing may be granted to candidates in the field of Translation in recognition of studies completed successfully before admission to the curriculum. Candidates who are awarded Advanced Standing will not be granted any further credit transfer for those studies for which Advanced Standing has been granted. The amount of credits to be granted for Advanced Standing shall be determined by the Board of the Faculty, in accordance with the following conditions:

1. A candidate may be granted a total of not more than 20% of the total credits normally required under a curriculum for Advanced Standing unless otherwise approved by the Senate.

2. An application for Advanced Standing will only be considered if the previous studies were done within 5 years before admission to the curriculum.

3. Advanced Standing will not be granted for elective course and capstone experience.

4. Credits granted for Advanced Standing shall not normally be included in the calculation of the GPA unless permitted by the Board of the Faculty but will be recorded on the transcript of the candidate.

5. There is no reduction in composition fees.

6. The Programme Chairperson for the Committee of the M.A. in Translation will consider each application in consultation with the teacher(s) for the course concerned and make a recommendation to the Higher Arts Degrees Committee and the Board of the Faculty of Arts for final approval.

7. Application in writing shall be made at the same time of application for admission to the M.A. in Translation and should be accompanied by a copy of the academic transcript to support the application.
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 Translation

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:

Miss Mandy CHAU (tel. no. 3917 5274)
Programme Committee for M.A. in Translation
School of Chinese
Room 8.01, 8/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong, Pokfulam, Hong Kong