THE UNIVERSITY OF HONG KONG

Master of Science in Conservation

SUPPORTING DOCUMENTS

Please post the following required documents directly to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, 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.

Enclosed (Please tick as appropriate.)

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<tr>
<td>☐</td>
<td>Originals or certified true copies of academic transcripts# (except HKU graduates). You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.</td>
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<tr>
<td>☐</td>
<td>TOEFL/IELTS * official score report (if requested).</td>
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<tr>
<td>☐</td>
<td>Referee’s Report (Please use the standard form below)</td>
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<tr>
<td>☐</td>
<td>Curriculum vitae (with list of projects and publications, if any)</td>
</tr>
<tr>
<td>☐</td>
<td>Correspondence address labels (see below)</td>
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<tr>
<td>☐</td>
<td>Other documentary proof of English language proficiency (if appropriate)</td>
</tr>
</tbody>
</table>

# 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 City 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. **No uncertified photocopies will be accepted.**

*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: ___________________________ (English)  ___________________________ (Chinese, if applicable)

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 Conservation (Full Time)

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

Faculty Office
Faculty of Architecture
The University of Hong Kong
Pokfulam Road, Hong Kong
[Ref.: Application for MSc(Conservation) Programme]
REFEREE’S REPORT FORM

Instruction for applicant: complete Part I of both forms before sending them to your referees. Please note that your referees should preferably be a senior member of an academic institution, a government organization, a significant private practice firm, a non-governmental organization or an inter-governmental organization. Your referee must not be a family member or close relative.

Instruction for referee: complete Parts II, III and IV of the form and return it by post to the Faculty of Architecture, The University of Hong Kong, Pokfulam Road, Hong Kong by 26 March 2021. Please mark on the envelope “[Ref: MSc(Conservation) Programme, Referee’s Report Form]”, after the address. **Do not send the completed Referee’s Report Form back to the applicant.**

Part I (to be completed by the applicant)

Name of applicant:

Programme applied for: Full-time Master of Science in Conservation:

Part II (to be completed by the referee)

Name of referee:

Name and address of referee’s firm, institute or organization:

E-mail / telephone / fax of referee’s firm, institute or organization: / / / 

Position of referee held in the firm, institute or organization:

* Please delete as appropriate.

Part III (to be completed by the referee)

How long have you known the applicant and in what capacity?
Why do you think the applicant is suitable for the Architectural Conservation Programme?

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**Part IV** (to be completed by the referee)

**Assessment of applicant** (please tick on the lines)

<table>
<thead>
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<th>Exceptional</th>
<th>Very good</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
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<tr>
<td>Social and political awareness</td>
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<td>Breadth of general knowledge</td>
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<td>Concern for conservation</td>
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<td>Oral presentation skill</td>
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<td>English proficiency (verbal)</td>
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<tr>
<td>Working within deadline</td>
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What, in your opinion, are the applicant’s strengths?

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What, in your opinion, are the applicant’s weaknesses?

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Referee’s signature

Date

FOR OFFICIAL USE ONLY

This referee’s report has been read and assessed by:

__________________________________________  ______________________________
Head, Division of Landscape Architecture    Date
REFEREE’S REPORT FORM

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**Part I** (to be completed by the applicant)

Name of applicant:

________________________________________

Programme applied for: Full-time Master of Science in Conservation

**Part II** (to be completed by the referee)

Name of referee:

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Name and address of referee’s firm, institute or organization:

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E-mail / telephone / fax of referee’s firm, institute or organization:

/ / /

Position of referee held in the firm, institute or organization:

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Part III (to be completed by the referee)

How long have you known the applicant and in what capacity?

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Why do you think the applicant is suitable for the Architectural Conservation Programme?

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Part IV (to be completed by the referee)

Assessment of applicant (please tick on the lines)

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What, in your opinion, are the applicant’s strengths?

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__________________________________________  ______________________
Referee’s signature                                           Date

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This referee’s report has been read and assessed by:

__________________________________________  ______________________
Head, Division of Landscape Architecture                                           Date