THE UNIVERSITY OF HONG KONG

Master of Housing Management

SUPPORTING DOCUMENTS

Please post the following required documents directly to the Faculty of Architecture, 4/F, Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: MHousMan) by the application deadline. Your application number should be marked on each document.

Enclosed (Please tick as appropriate.)

☐ Originals or certified true copies of academic transcripts#. You may complete the Transcript Request Forms below and send it to the institute from which the transcript is requested, if applicable.

☐ TOEFL/IELTS/GCE/IGCSE/CPE/GMAT* official score report (if requested).

☐ List of publications (if appropriate).

☐ Referee’s Report (Please use the standard form below, if provided)

☐ Certification of working experience

☐ Result slips of Professional Diploma in Housing Management offered by HKU SPACE (ONLY for applicants applying with this qualification)

# 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 photocopies will be accepted.

*Please delete as appropriate. Please note that the University’s TOEFL code is 9671.
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 Housing Management (Part-time/Full-time)*

*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:

Faculty of Architecture
4/F, Knowles Building
The University of Hong Kong
Pokfulam Road
Hong Kong
(Ref.: MHousMan)
THE UNIVERSITY OF HONG KONG

Master of Housing Management

ACADEMIC/PROFESSIONAL REFEREE’S REPORT*

(Note to applicant: The two referees given in Item 8 of the application form must be one academic and the other professional*. Please complete Section 1 below and send a copy to one of your two referees with the request that he/she completes Section 2 and returns it directly to the Faculty of Architecture, 4/F., Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: M HouMan) by 31 December 2018/31 January 2019. Please indicate “M HM Referee Report” on the envelope.)

(Note to referee: The applicant named below is applying for admission to the courses leading to the degree of Master of Housing Management. It would be very helpful to the University in assessing this application if you would kindly complete Section 2 of this report and return it directly to the Faculty of Architecture, 4/F., Knowles Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Ref.: M HouMan), by 31 December 2018/31 January 2019. Please indicate “M HM Referee Report” on the envelope. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.)

SECTION 1

Name of applicant ____________________________________________________________

(in block letters, surname first)

SECTION 2

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

   Your relationship with the applicant: academic/professional (specify)
   (please circle as appropriate)
   Number of years of acquaintance: _____________________________________________

   Please complete section 2 or 3 below as appropriate. If you are in a position to comment on both aspects, please complete sections 2 and 3.

2. How do you rate the applicant's academic ability?
   (please tick the appropriate column)

   A  B  C  D  F
   (Excellent) (Good) (Adequate) (Marginal) (Poor)

   Academic Performance
   _____________________________________________

   Analytical and Reasoning Capability
   _____________________________________________

   Imagination and Innovation
   _____________________________________________

   Learning Potential
   _____________________________________________

   Maturity and Independence
   _____________________________________________

This referee report constitutes a very important part of the assessment. Please note that friends and relatives' referee reports will NOT be considered.

* Please delete as appropriate.
+ A professional referee should be in a senior position who is able to comment on the applicant's professional ability.
3. How do you rate the applicant's ability at work? (This question to be filled in by professional referee only) (please tick the appropriate column)

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<th>A (Excellent)</th>
<th>B (Good)</th>
<th>C (Adequate)</th>
<th>D (Marginal)</th>
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<td>Administrative Work</td>
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<td>Analytical and Reasoning Capability</td>
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4. Please make any further comments on the applicant's strengths and weaknesses, and use an attached letter if more appropriate.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

5. In what ways might the applicant profit from the Master's programme for which he is applying?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

6. How would you recommend the applicant? (Please tick as appropriate)

A  (Recommend enthusiastically)  
B  (Recommend with confidence)   
C  (Recommend)                   
D  (Recommend with reservation)  
F  (Do not recommend)            

Signature of referee ___________________________ Date ___________________________

Name and position ______________________________

Address ______________________________________

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Academic Performance

Analytical and Reasoning Capability

Imagination and Innovation

Learning Potential

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Administrative Work
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A (Recommend enthusiastically) [ ]
B (Recommend with confidence) [ ]
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Signature of referee ___________________________ Date ___________________________
Name and position ________________________________________________
Address _________________________________________________________

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