

THE UNIVERSITY OF HONG KONG

Master of Arts in Applied Linguistics Programme

Submission of Supporting Documents

Please post the following required documents and this checklist to Ms. Cecilia CHAN (tel no.: 3917 7940; email: csychan@hku.hk), Centre for Applied English Studies, Room 6.60, 6/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong 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.

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, examination results, overall result and date of award.
<input type="checkbox"/>	For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a photocopy 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 to Ms. Cecilia CHAN (University's TOEFL code: 9671) directly. Original/certified copy of the examinee's score record will not be accepted.
<input type="checkbox"/>	I have asked my two academic referees to send their academic referee's reports to Ms. Cecilia CHAN by post or by fax to (852) 2547 3409 before the application deadline and within four weeks from the date of the creation of my application account.
<input type="checkbox"/>	I have asked my home institutions to send transcripts directly to Ms. Cecilia CHAN. (Please complete the attached "Transcript Request Form" and send it to the appropriate officer of institution from which the transcript is issued.)

Important 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 Applied Linguistics 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 return the report directly to *Ms. Cecilia CHAN, Centre for Applied English Studies, Room 6.60, 6/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong before February 12, 2019 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 any 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 Applied Linguistics**

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%)	Good (Top 6-20%)	Satisfactory (Top 21-50%)	Average or below (Lower than 50%)	No basis for judgement
Intellectual capacity	_____	_____	_____	_____	_____
Analytical power and reasoning	_____	_____	_____	_____	_____
Knowledge of his/her field of study	_____	_____	_____	_____	_____
Judgement	_____	_____	_____	_____	_____
Imagination and originality	_____	_____	_____	_____	_____

	Excellent (Top 5%)	Good (Top 6-20%)	Satisfactory (Top 21-50%)	Average or below (Lower than 50%)	No basis for judgement
Motivation and perseverance	_____	_____	_____	_____	_____
Skills of writing and argumentation	_____	_____	_____	_____	_____
Ability for conducting scholastic research	_____	_____	_____	_____	_____
Capacity for independent work	_____	_____	_____	_____	_____
Reliability and sense of responsibility	_____	_____	_____	_____	_____

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.)

<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 referee report should be returned to *Ms. Cecilia CHAN, Centre for Applied English Studies, Room 6.60, 6/F, Run Run Shaw Tower, Centennial Campus, The University of Hong Kong, Pokfulam, Hong Kong* (or fax to (852) 2547 3409).

THE UNIVERSITY OF HONG KONG
FACULTY OF ARTS

Master of Arts in Applied Linguistics Programme

Guidelines for Application for Advanced Standing

Applicants who have successfully completed courses in English-medium postgraduate programmes at The University of Hong Kong or an institution of an equivalent standing may apply to the MA in Applied Linguistics Programme Committee, on a case-by-case basis, for advanced standing for 6 credits (one core course), in accordance with TPG 3 of the Regulations for Taught Postgraduate Curricula and subject to the following conditions:

1. The previous course was completed within the last 5 years.
2. The previous course is similar to a core course in the MA in Applied Linguistics.
3. There is no reduction in composition fees.
4. The Course Director for the M.A. in Applied Linguistics 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.
5. Application in writing shall be made at the same time of application for admission to the M.A. in Applied Linguistics and should be accompanied by a copy of the academic transcript to support the application.

