THE UNIVERSITY OF HONG KONG

Master of Arts in Applied Linguistics Programme

Submission of Supporting Documents

Please upload all your supporting documents onto the online application system first. If you are given the offer of admission or selected for interview, you will be required to send us your official transcripts, original IELTS report and other relevant documents as soon as possible. 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.

When submitting the supporting documents, you can use the checklist below. (please “✓” tick the boxes below where appropriate):

- This completed checklist.
- For all undergraduate and postgraduate qualifications attained from HKU, applicants should attach a copy of the official final transcript including a complete record of courses attended, grades, 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 official final transcript including a complete record of courses attended, grades, overall result and date of award.
- For all current studies which have yet to be completed, applicants should attach a photocopy 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 Ms. Cecilia CHAN (University’s TOEFL code: 9671) directly. Original/certified true copy of the examinee’s score record will not be accepted.
- 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.)

I have also asked:

- my two academic referees to send their academic referee’s reports to the email account at caes-maal@hku.hk or by fax to (852) 2547 3409 before the first round or the second round of application deadline.

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, Verification Report of Graduation Certificate issued by CHSI (学信网) & CHESICC (全国高等学校学生信息咨询与就业指导中心) and Verification Report of the Bachelor Degree Certificate issued by CHESICC (全国高等学校学生信息咨询与就业指导中心) & CDGDC (学位与研究生教育发展中心) are also acceptable.
3. Certified true 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 the email account at caes-maal@hku.hk before December 28, 2020 (1st round)/February 22, 2021 (2nd round). 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.)

<table>
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<tr>
<th>Characteristic</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Average or below</th>
<th>No basis for judgement</th>
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<tbody>
<tr>
<td>Intellectual capacity</td>
<td>______</td>
<td>_____</td>
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<td>Analytical power and reasoning</td>
<td>______</td>
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<td>Knowledge of his/her field of study</td>
<td>______</td>
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<td>Judgement</td>
<td>______</td>
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<tr>
<td>Imagination and originality</td>
<td>______</td>
<td>_____</td>
<td>______</td>
<td>______</td>
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</tr>
</tbody>
</table>
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.)

☐ 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 returned to us by email at caes-maal@hku.hk (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 by September 13, 2021.

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.
THE UNIVERSITY OF HONG KONG

Transcript Request Form

I. To the Applicant: Applicant who has not attached 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 Applied Linguistics

(Mode of Study: FT/PT*)

* 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:

Ms. Cecilia CHAN (tel. no. 3917 7940)
Centre for Applied English Studies
Room 6.60, 6/F, Run Run Shaw Tower
Centennial Campus
The University of Hong Kong,
Pokfulam
Hong Kong
(Ref.: MA(AppliedLinguistics))