NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload the following documents before the respective application deadlines and within four weeks from the date of the creation of your account; AND post the certified true copies of your documents to the School of Nursing (5/F, Academic Building, 3 Sassoon Road, Pokfulam). Your application number and Programme (i.e. “Doctor of Nursing”) 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)

☐ Certified true copies of academic transcripts# (please send the Transcript Request Form along with your transcript application form to the institute from which the transcript is requested, if applicable)

☐ Certified true copies of HKID

☐ Certified true copies of Certificate of Registration and valid practising certificate

☐ Statement of proposed research area

☐ Two academic referee’s reports (to be sent directly by the referees or in a sealed envelope signed by the referee)

☐ Official score report of TOEFL, IELTS, GCE, IGCSE or CPE* (for applicants from institutions outside Hong Kong where the language of instruction and examination is not entirely in English)

☐ Other documents which you would like to bring the attention of the University (e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary or relevant experience)

# 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.

* The University will NOT accept any examinee’s score record sheet. Please arrange with the examining organization/institution to send us an official score report.

Documents once submitted will not be returned.

Sept 2022
THE UNIVERSITY OF HONG KONG
LKS FACULTY OF MEDICINE
SCHOOL OF NURSING

Doctor of Nursing

Transcript Request Form

I. To the Applicant:

Applicant who did not attach his/her 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

________________________________________

Dates of Attendance: From ________________ To ________________

Title of _______ Date of Award: ________________

Programme applied for admission at The University of Hong Kong:

Doctor of Nursing (DNurs) (Full-time/Part-time)*

* Please delete as appropriate

II. To the Officer responsible for issuing transcripts:

The applicant named above has applied for admission to a taught postgraduate programme at The University of Hong Kong. Please send one copy of the official transcript together with this form directly to:

DNurs Programme Office
School of Nursing
The University of Hong Kong
5/F, Academic Building
3 Sassoon Road
Pokfulam, Hong Kong
Note to applicant:
Applicants should complete Section I below, then send one copy of this form to each of two referees with the request that the referee should complete Section II and return the form directly to DNurs Programme Office, School of Nursing, The University of Hong Kong, 5/F, Academic Building, 3 Sassoon Road, Pokfulam, Hong Kong before the application deadline either by post, or email at dnurs@hku.hk. Alternatively, the referee may return the completed report to applicant in a signed and sealed envelope, and the applicant can send the unopened envelope together with the application documents.

Note to referee:
The applicant named below is applying for admission to the degree programme indicated. Please complete Section II of this report and return it directly to DNurs Programme Office, School of Nursing, The University of Hong Kong, 5/F, Academic Building, 3 Sassoon Road, Pokfulam, Hong Kong before the application deadline either by post, or email at dnurs@hku.hk. Alternatively, you may return the completed report to the applicant in a signed and sealed envelope. All information given here will be treated as strictly confidential. It will be used only for the purpose of determining whether the candidate will be admitted; and it will be accessible only to those responsible for processing the application. The reference will be destroyed after that decision has been made. The University will be most grateful for your full and candid assessment.

Section I (to be completed by the applicant)

Name of applicant (surname): ____________________________
(given name): ____________________________
Programme applied for: ____________________________

* Please delete as appropriate.

Section II (to be completed by the referee)

1. How long have you known the applicant?
   In what capacity have you known the applicant? ____________________________

2. How would you rate the applicant’s ability to carry out graduate work at the level applied for? (Please tick as appropriate)

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Adequate</th>
<th>Less than adequate</th>
<th>No basis for judgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powers of analysis and reasoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imagination and originality</td>
<td></td>
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<tr>
<td>Motivation</td>
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<td>Breadth of knowledge</td>
<td></td>
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<tr>
<td>Skills of writing and argumentation</td>
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<tr>
<td>Capacity for independent work</td>
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<tr>
<td>Intellectual ability overall</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
3. Compared with other students you have taught, how would you rate the applicant's intellectual achievement?  
(Please tick as appropriate)

<table>
<thead>
<tr>
<th>Top 10%</th>
<th>Next 20%</th>
<th>Next 40%</th>
<th>Next 20%</th>
<th>Bottom 10%</th>
</tr>
</thead>
</table>

4. Please make any further comments as appropriate (e.g. on the research proposal/statement of research interest).

5. What is your overall recommendation?

- [ ] Recommend enthusiastically
- [ ] Recommend strongly
- [ ] Recommend
- [ ] Recommend with reservation
- [ ] Do not recommend

Signature of referees: ___________________________  Date: ___________________________

Title of referee:  

<table>
<thead>
<tr>
<th>Professor</th>
<th>Dr.</th>
<th>Mr.</th>
<th>Miss</th>
<th>Ms.</th>
<th>Mrs.</th>
</tr>
</thead>
</table>

Name of referee: ___________________________

Contact Tel No.: ___________________________

Email address: ___________________________

Address of referee: ___________________________

Please return this form to DNurs Programme Office, School of Nursing, The University of Hong Kong, 5/F, Academic Building, 3 Sassoon Road, Pokfulam, Hong Kong as soon as possible.

Sept 2022
THE UNIVERSITY OF HONG KONG
LKS FACULTY OF MEDICINE
SCHOOL OF NURSING

Doctor of Nursing

Statement of Proposed Research Area

This 2,000-word Statement of Proposed Research Area in single-spaces should be about 4 pages. Please submit to the DNurs Programme Office by email (dnurs@hku.hk).

Applicant Name: ____________________________________________

Proposed Topic / Title of Research: ____________________________________________

__________________________________________________________________________

__________________________________________________________________________