NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS

Please upload the following documents (including this checklist) for our preliminary consideration by logging in https://www.admissions.hku.hk/tpg/login.html or email, as appropriate, the following documents (including this checklist) directly to biotpg@hku.hk before the application deadline and within four weeks from the date of the creation of your 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 a certified translation in English. Certified translation may be provided by your home institution.

Please note that you are not required to submit original / certified true copy of your documents to the University during the application stage. Should you be given an admission offer by the University, you will receive notification to submit the original / certified copy of your documents. All documents once submitted will NOT be returned. They will be destroyed if the application is unsuccessful.

Enclosed (Please tick as appropriate)

☐ A copy of your Hong Kong Identity Card if you are a local applicant; or a copy of your passport if you are a non-local applicant (mandatory)

☐ Official transcripts of undergraduate studies (mandatory)
  (a) Applicants (including HKU graduates) should attach a copy of final transcript* with a complete record of courses attended, examination results, overall result and date of award;
  (b) For all current studies undertaken either in this University or other institutions which have yet to be completed, applicants should attach a copy of their most up-to-date transcript*.

☐ For qualifications obtained in China (mandatory)
  (a) an official transcript* with a complete record of courses attended, examination results, overall result and date of award (in Chinese and English version) issued by the Registry of institution are required.
  (b) Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) of Bachelor’s Degree (in English and Chinese version) 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) must be required. Please set the validity period of the report as 6 month or the longest available.
  (c) Bachelor Degree Certificate (学士学位证书) in English and Chinese version) issued by the Registry of institution or apply Credential report (认证报告) issued by CDGDC (学位与研究生教育发展中心) are also acceptable. Please set the validity period of the report as 6 month or the longest available.
  (d) For all current studies which have yet to be completed, applicants should attach a copy of their most up-to-date official transcript*.

☐ TOEFL/IELTS official score report (if applicable) for applicants from universities or comparable institutions outside Hong Kong of which the language of teaching and/or examination is not English. (Note: The University’s TOFEL code is 9671.)

☐ List of publications (if appropriate)

☐ Referees’ reports (Please use the standard form below)

# 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. 公証行 (for qualifications obtained in China), a Commissioner for Oaths at a 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.

* Please delete as appropriate.
CONFIDENTIAL

THE UNIVERSITY OF HONG KONG

Master of Science in Environmental Management

Referee Report

To the applicant: Please fill in your name on the line provided below. Give one such form to each of your two referees and ask them to return the form by email (biotpg@hku.hk).

Name of applicant: Mr./Mrs./Ms./Miss*  
Block capitals, surname first and underlined

To the referee: The applicant has given us your name as someone who would be prepared to write a reference in connection with his/her application for admission to the Master of Science in Environmental Management. The Admissions Committee would be most grateful if you would complete the information below, and state overleaf your views of the applicant’s capabilities for undertaking this degree. Please accept our thanks in advance. The applications will be considered immediately until all places are filled. To ensure that the application can be given due consideration, it would be appreciated to receive an early response of your reference and not later than the closing date. The closing dates for non-local and local applications are April 29, 2022 and June 30, 2022 respectively. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to their personal data, including referee reports.

It might be helpful for you to know a little about the programme: It is a one-year full-time or two-year part-time, interdisciplinary postgraduate degree. Students from a wide variety of backgrounds, including Engineering, Science and the Social Sciences are accepted. This programme has about 70 students each year and students are expected to participate in class discussion. The programme involves a considerable commitment of time, as students usually have to attend two three-hour sessions on weekday evenings, and lecture or field trip may be occasionally held on Saturdays. Written work forms an important part of the programme, including a dissertation of at least 15,000 words or project. (All written and verbal communication is in English). For more details, you may visit our website: https://www.scifac.hku.hk/pg/prospective/pg/envm/

Name of Referee: Prof./Dr./Mr./Mrs./Ms.*  
Block capitals, surname first and underlined

Position: ____________________________________________

Address: ____________________________________________
__________________________________________

* Please delete as appropriate.

P.T.O.
How long have you known the applicant?

In what capacity?

Please indicate the applicant’s major strengths:

Please indicate any potential weaknesses which the applicant has, in your view, for the Master of Science in Environmental Management degree programme:

Any other comments:

__________________________________________ ______________________
Signature of Referee Date

Thank you very much

An earlier response would be most helpful.