

THE UNIVERSITY OF HONG KONG

Application for Admission to the Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) Programmes

General Information and Instructions

I. Application Period

Applications are accepted and considered in three batches with the following deadlines:

- **December 31 (main round)**
- **May 31 (clearing round for September intake)**
- **September 30 (clearing round for January intake)**

Successful MPhil applicants will commence studies on either September 1 or January 1. Successful PhD applicants may commence studies on the first day of any calendar month. Due to the limited number of student places, it would be to your advantage if you submit your applications for the main round.

II. Submission of Application

Application for admission can be submitted by paper form using the form attached OR via the Online Application System. Details regarding the Online Application System are available at www.hku.hk/gradsch/online.

Applicants should submit **one** complete set of application documents including the following to apply for admission to the MPhil or PhD programme. Applicants who wish to apply for admission to more than one department should submit one complete set of application documents for **each** proposed department of study. The application documents include:

- (a) Application form (unless an electronic form has been submitted via the Online Application System)
- (b) Certificates and complete transcripts of undergraduate and postgraduate studies

Please submit official certificates and complete official transcripts of your undergraduate and postgraduate studies. Documents which are not in English should be accompanied by a formally translated version in English. If the policy of your institution is that the transcript should remain confidential, please request your institution to send it directly to the HKU Graduate School.

For current undergraduate or postgraduate students: it is to your advantage to submit an interim transcript showing the results of courses you have so far completed.

For qualifications obtained from HKU (except HKU SPACE): Certified certificates and official transcripts are not required but if you are a graduate, you are requested to submit a photocopy of the transcript with your application; if you are a current student, you are requested to attach a printout of your examination results from the Student Connect or a photocopy of your examination result slips.

- (c) Statement of research interest or research proposal

Please submit a statement of research interest or a research proposal according to the requirements of the Faculty and programme for which you will apply. *Please refer to the latter part of this document for details.* In general, a statement of research interest should include your reasons for undertaking graduate work at HKU while a research proposal should include the background, the objectives and the methodology/approach you propose to take in studying the subject matter.

- (d) Two academic referee's reports

Please invite two people who are familiar with your academic achievements to complete the academic referee's report form and send it directly to the Graduate School. Alternatively, you may request the referees to return the referee's report to you in a signed and sealed envelope, and send the unopened envelopes to the HKU Graduate School together with your other application documents.

- (e) Proof of payment of application fee (HK\$150 or US\$20)

Local applicants: Please deposit the amount to any branch of HSBC (account no. 002-222834-014 (Ref: 4001)) or transfer the amount using the ATM machine (account no. 002-222834-014). Please submit the **original** customer copy of the Account Deposit Form or the ATM customer advice with your application.

Overseas applicants: Please pay by bank draft (匯票) of HK\$150 or US\$20 payable to “The University of Hong Kong”

Note: Please write your full name and proposed department of study on the back of the pay-in-slip or bank draft for identification purposes. Overseas money transfer and cash will NOT be accepted.

Applicants who wish to apply via the online application system are required to pay the fee by credit card online.

Note: Your application will not be considered until the Graduate School has received the application fee. Failure to send in the application fee before the application deadline may cause unnecessary delay in the processing of your application.

- (f) Official score report of one of the following English language proficiency tests (for applicants from institutions outside HK where the language of instruction and examination is not entirely in English).

Please note the basic standards required by different faculties as indicated:

- Test of English as a Foreign Language (TOEFL) (taken within a two-year period) (**Institution code: 9671; Dept code: 99**)

Paper-based test	<ul style="list-style-type: none"> - An overall score of 550 or above - Additional requirement for applicants to the Faculty of Arts except the School of Chinese: 4 or above in the Test of Written English (TWE)
Internet-based test	<ul style="list-style-type: none"> - An overall score of 80 or above - Additional requirement for applicants to the Faculty of Arts except the School of Chinese: 25 or above in the Writing section

- International English Language Testing System (IELTS) (taken within a two-year period)
 - Arts Faculty: Band 7 with no subtest lower than 5.5
 - Other Faculties: Band 6 with no subtest lower than 5.5
- Overseas General Certificate of Education (GCE)
- International General Certificate of Secondary Education (IGCSE)
- Cambridge Test of Proficiency in English Language (CPE)
 - All Faculties: Grade C or above

Note: Applicants who took the TOEFL should request the Educational Testing Service (ETS) to send an official score report to the University direct. Original or certified copy of the Examinee’s score record will not be accepted.

- (g) Official score report of the GMAT or GRE (taken within a five-year period) (ONLY for applicants to the School of Business) (**Institution codes: GMAT - FS2-WL-48; GRE - 2482**)
- (h) Official score report of the GRE Subject Test in Psychology (taken within a five-year period) with a minimum score of 550 (ONLY for applicants to the Department of Psychology if they do not have a first degree in Psychology) (**Institution code: GRE - 2482**)
- (i) Other documents

Other documents which the applicants would like to bring to the attention of the University, e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary of relevant experience. Those applicants who are holding working visa and wish to apply for our part-time programmes and are strongly advised to provide evidence on the continuation in staying Hong Kong, e.g. supporting letter from employer.

Note: All documents should reach the Graduate School Office at Room P403, Graduate House, The University of Hong Kong, Pokfulam Road, Hong Kong, on or before the application deadline. Documents once submitted will not be returned. The documents will be destroyed if the application is unsuccessful. Do not send original or irreplaceable documents.

III. Application Acknowledgement

The Graduate School will send an acknowledgement email with an application number immediately to those on-line application and normally within four weeks of the receipt of the paper-based application. The email will contain instructions on how each applicant can check his/her own application status online. Applicants are strongly advised to quote the application number whenever they make any enquiries concerning their applications.

IV. Interview/Test

The Graduate School will send the application papers to the relevant Faculty/School/Department/Centre/Institute for review after the deadline of each round of application. Applicants may be required to attend an interview and/or sit for a test arranged by the proposed department of study as part of the selection process.

V. Notification of Results

The Graduate School will inform all applicants of the result of their applications in writing in about three to four months after the deadline of application. Applicants may also check the result on the web and the details will be given in the application acknowledgement email/letter (section III above).

VI. Postgraduate Studentships (PGS)

Full-time MPhil and PhD students who hold a first degree at second class honours first division (or equivalent) or above are eligible for receiving Postgraduate Studentships during the normative study period. The University's Board of Graduate Studies, which has sole and absolute discretion in granting the award of the Postgraduate Studentship, may also take into consideration the candidates' results in Master's degrees. Studentships are tenable on an annual basis and are renewable upon satisfactory progress and the availability of funding. The current value of the monthly stipend is HK\$13,100 and the value of the Studentship is subject to review by the University from time to time. Please indicate whether you would like to receive a Postgraduate Studentship on the application form. No separate application form for a Postgraduate Studentship is required.

A Postgraduate Studentship holder may be required to undertake in each year, under supervision, duties which carry educational benefits for the holder. The amount of such work to be performed by a student receiving the above amount of Studentship shall not exceed 100 hours. Apart from the work undertaken in this capacity, the Studentship holder shall not undertake any other employment either within or outside the University during the tenure of the Studentship.

VII. Related Regulations and Procedures

Regulations and Procedures for the Degrees of Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) and the Regulations Governing Postgraduate Studentships can be downloaded from <http://www.hku.hk/gradsch/web/regulations/>.

VIII. Enquiries

For academic related matters, e.g. choice of research area and proposed supervisor, please contact the Postgraduate Admissions Advisor of the Faculty/School/Department/Centre/Institute concerned. The list of Postgraduate Admissions Advisors can be found in the "Guide to Application for Admission" or the Graduate School homepage (<http://www.hku.hk/gradsch/apply>).

For administrative matters, please contact the Graduate School office (email: gradsch@hku.hk; tel: (852) 2857-3470; fax: (852) 2857-3543). Detailed information on application can also be found in the Graduate School homepage (<http://www.hku.hk/gradsch>) under the section "Information for Applicants".

September 2009

MPhil	PhD
Faculty of Architecture	
Research Proposal Form: Form 274/504 Length: No limit Format: No specific requirement	
Faculty of Arts (including Centre for Applied English Studies)	
Research Proposal Form: No standardized form Length: 3 to 4 pages Format: Double-spaced Instructions: It should include a brief account of the applicant's academic history (including what he/she studied and what in particular has interested him/her; also, where relevant, the reason why he/she wants to undertake research at HKU). The proposal should set out the area of study he/she proposes to work in, and the research he/she intends to do in it. The Faculty understands that the proposal at this stage will be provisional, but it should show that the applicant knows something about the field, has started on the relevant reading, and has a sense of the interesting research questions and problems likely to be faced, of the methodology proposed and, if relevant, the resources required. The applicant should append a preliminary bibliography. Applicants are advised to visit the individual departmental websites for the respective departments' guidelines on the format of research proposal required.	Research Proposal Form: No standardized form Length: 4 to 5 pages Format: Double-spaced Instructions: It should outline a clearly considered and defined research topic, with an account of research questions and methodology proposed, an explanation of the value and originality of the research, and a bibliography. Applicants are advised to visit the individual departmental websites for the respective departments' guidelines on the format of research proposal required.
Faculty of Business & Economics	
Statement of Research Interest	Research Proposal Form: Form 273/504 Length: 6 to 8 pages Format: Double-spaced, font size: 12 point
Faculty of Dentistry	
Research Proposal Form: Form D. 82/903 Length: 1 to 2 pages (500-1000 words), A4 papers Format: Single-spaced, font size: 11 or 12 point	
Faculty of Education (including Institute of Human Performance)	
Research Proposal Summary Form: Form 154/1109 Length: 6 pages Format: No specific requirement Important notes: All MPhil theses should be written in English. For applicants whose research topic is in Chinese Language Education, special approval may be granted for their thesis to be written in Chinese. Applications for such special approval should be submitted at the time of application for admission. If an applicant intends to write the thesis in Chinese, the 6-page research proposal summary should still be written in English.	Research Proposal Summary and a Detailed Research Proposal (a) Research Proposal Summary Form: Form 153/1109 Length: 4 pages Format: No specific requirement (b) Detailed Research Proposal Format: A4-size, double-spaced, point 12 font size (around 20 pages) Important notes: All PhD theses should be written in English. For applicants whose research topic is in Chinese Language Education, special approval may be granted for their thesis to be written in Chinese. Applications for such special approval should be submitted at the time of application for admission. If an applicant intends to write the thesis in Chinese, the 4-page research proposal summary should still be written in English but the detailed research proposal can be written in Chinese.
Faculty of Engineering	
Research Proposal Form: Form 272/504 Length: No limit Format: No specific requirement	
Faculty of Law	
Research Proposal Form: Form 272/504 Length: 4 pages Format: No specific requirement	Research Proposal Form: Form 272/504 Length: No limit Format: No specific requirement
Li Ka Shing Faculty of Medicine	
Statement of Research Interest	Research Proposal Form: Form 272/504 Length: No limit Format: No specific requirement
Faculty of Science	
Statement of Research Interest	Research Proposal Form: No standardized form Length: No limit Format: No specific requirement
Faculty of Social Sciences (including Ctr. of Asian Studies, Ctr. of Buddhist Studies, Journalism & Media Studies Ctr., Kadoorie Institute and Social Sci. Research Ctr.)	
Research Proposal Form: Form 272/504 Length: No limit Format: No specific requirement	



THE UNIVERSITY OF HONG KONG

Application for Admission to the Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) Programmes

59/805 amended (Sept 09)

FOR INTERNAL USE
Application No.
Date Rec'd
Data entered by
Date
Form sent to Dept/cc Faculty
Date

Please read the General Information and Instructions before completing this form. You should provide all the information requested in this section. If you are admitted to the University, it will be filed for reference. It will be accessible only to those responsible for processing your application, or for administrative and academic aspects of your candidature.

1. Programme Applied for

Degree [] PhD [] MPhil
Mode of study [] Full-time [] Part-time
Would you like to apply for the Postgraduate Studentship? (for full-time applicants ONLY) [] Yes [] No
Proposed department of study
Discipline (for School of Humanities ONLY)
Proposed field of study
Proposed supervisor (if applicable)
Proposed registration date [0][1][][][] (Monthly admission for PhD students. MPhil students can only commence their studies in September or January.)

2. Personal Information (The name provided below must be identical to your HKID card or your identity document in your home country.)

[] Mr [] Miss [] Ms [] Mrs [] Others
Surname
Middle names
Given names
Name in Chinese characters (if any)
C.C. code (for HKID card holder only)
Sex [] Male [] Female HKID card no. ()
Passport no. (if not holding HKID card)
Date of birth [][][][][] HKU student no. (if applicable) [][][][][][][][][][]
Correspondence address
POSTAL CODE
Day-time contact phone no(s). 1. 2.
Fax no.
Email addresses 1. 2.
Do you have the right of abode in Hong Kong? (For statistical purposes only.) [] Yes [] No
Do you need a student visa to study at HKU? [] Yes [] No

Previous programme(s) of study at the University:

Applicants who previously studied at The University of Hong Kong must complete this section. Please indicate:
(a) whether you have been de-registered by the University due to outstanding fee payment (outstanding fees must be settled before an offer of admission would be made) Yes No

(b) whether you were discontinued from studies by the University (by regulation, you shall not be re-admitted to the same programme of study. This will not however affect your chance of admission to other programmes.) Yes No

If the answer to (a) or (b) is yes, please specify the curriculum and year of study: _____

Note: Failure to provide such information may lead to disqualification even after admission.

3. Current Academic Studies

1	Title of degree: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time												
	Major subject: _____	Year(s) of study: ____ GPA (if applicable): ____ out of ____												
	Institution: _____													
	Country: _____	Expected date of award: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Language of instruction: <input type="checkbox"/> in English <input type="checkbox"/> not in English	By <input type="checkbox"/> coursework <input type="checkbox"/> research <input type="checkbox"/> both												

2	Title of degree: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time												
	Major subject: _____	Year(s) of study: ____ GPA (if applicable): ____ out of ____												
	Institution: _____													
	Country: _____	Expected date of award: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Language of instruction: <input type="checkbox"/> in English <input type="checkbox"/> not in English	By <input type="checkbox"/> coursework <input type="checkbox"/> research <input type="checkbox"/> both												

4. Academic Qualifications (Please list in reverse chronological order and attach separate sheet if necessary.)

1.	Title of degree: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time												
	Major subject: _____	Year(s) of study: _____												
	Honours (if applicable): _____	GPA (if applicable): _____ out of _____												
	Institution: _____													
	Country: _____	Date of award: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Language of instruction: <input type="checkbox"/> in English <input type="checkbox"/> not in English	By <input type="checkbox"/> coursework <input type="checkbox"/> research <input type="checkbox"/> both												

2	Title of degree: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time												
	Major subject: _____	Year(s) of study: _____												
	Honours (if applicable): _____	GPA (if applicable): _____ out of _____												
	Institution: _____													
	Country: _____	Date of award: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Language of instruction: <input type="checkbox"/> in English <input type="checkbox"/> not in English	By <input type="checkbox"/> coursework <input type="checkbox"/> research <input type="checkbox"/> both												

3	Title of degree: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time												
	Major subject: _____	Year(s) of study: _____												
	Honours (if applicable): _____	GPA (if applicable): _____ out of _____												
	Institution: _____													
	Country: _____	Date of award: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>												
	Language of instruction: <input type="checkbox"/> in English <input type="checkbox"/> not in English	By <input type="checkbox"/> coursework <input type="checkbox"/> research <input type="checkbox"/> both												

5. Professional Qualifications (Please list in reverse chronological order and attach separate sheet if necessary.)

Type of Membership	Abbreviation	Awarding institution	Date of award

6. Working Experience (Please list in reverse chronological order and attach separate sheet if necessary.)

Company/Institution	Position/Staff grade	Mode	Employment period	
			From	To
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	____ / ____ Month Year	____ / ____ Month Year
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	____ / ____ Month Year	____ / ____ Month Year

7. English Language Proficiency Test

(for applicants from institutions outside HK where the language of instruction and examination is not entirely in English)

	Date of test	Identification Number	Score
TOEFL (Paper/ Internet based*)			
IELTS			
Others:			

* Please delete as appropriate.

8. Academic Referees (Please nominate two referees.)

Name		Name	
Position		Position	
Organization		Organization	
Address		Address	

9. Additional Relevant Information

Please provide in the space below any additional relevant information that may be of assistance to the University in considering your application. (e.g. list of publications, academic awards received and summary of relevant experience. Please attach separate sheet if necessary.)

10. Declaration

I declare that the information and documents provided in support of this application are, to the best of my knowledge, accurate and complete and understand that my application will be disqualified if any information or document provided is found to be false. I agree that if I am admitted, my candidature will be probationary in the first instance and subject to the relevant degree regulations of the University.

Date _____

Signature _____

11. Source of Information

Please tick the appropriate box(es) to indicate where you learned of our research postgraduate programmes:

- | | | |
|--|---|--|
| <input type="checkbox"/> South China Morning Post | <input type="checkbox"/> HKU World Wide Web | <input type="checkbox"/> Staff/students from HKU |
| <input type="checkbox"/> Ming Pao Daily | <input type="checkbox"/> Graduate School posters | <input type="checkbox"/> Overseas newspaper/magazine |
| <input type="checkbox"/> Promotion activities (e.g. road show, seminar, postgraduate fair, information day.) | <input type="checkbox"/> Homepage of the Association of Commonwealth Universities | <input type="checkbox"/> Others: _____ |

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application forms designated for various purposes, e.g. for admission to a programme of study, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
 - a) as a basis for selection of applicants;
 - b) as evidence for verification of the applicant's examination results, academic records and other information; and
 - c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student files will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

Declaration

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance.
2. I authorize the University of Hong Kong to use, check and process my data as required for my application.
3. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain a student of this University.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Signature _____

Date _____

THE UNIVERSITY OF HONG KONG

Application for Admission to the Doctor of Philosophy (PhD)
and Master of Philosophy (MPhil) Programmes

Checklist for submitting an application:

- Application form
- Proof of payment of application fee (local applicant) or bank draft (non-local applicant)
Bank draft no. _____
- Academic certificates and complete transcripts of your undergraduate and postgraduate studies #
- Two academic referee's reports
(to be sent directly by the referees or in a sealed envelope signed by the referee)
- Statement of research interest **OR** research proposal
(please refer to II(c) of the General Information and Instructions)
- Official score report of TOEFL, IELTS, GCE, IGCSE or CPE*
(for applicants from institutions outside HK where the language of instruction and examination is not entirely in English)
- Official score report of GMAT or GRE*
(for applicants to the School of Business)
- Official score report of GRE Subject Test in Psychology*
(for applicants to the Department of Psychology if they do not have a first degree in Psychology)
- Other documents which you would like to bring to the attention of the University
(e.g. list of publications, documentary evidence of academic awards received and professional qualifications, and summary of relevant experience)

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

Note: Candidates are required to supply certified true copies of academic certificates and transcripts upon request. Documents which are not in English should be accompanied by a formally translated version in English. For current undergraduate or postgraduate students, it is to your advantage to submit an interim transcript showing the results of courses you have completed so far.

Documents once submitted will NOT be returned or reused for future applications.

September 2009

Application Number:

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 referee:

Date:

Title of referee:

Professor Dr. Mr. Miss Ms. Mrs.

Name of referee:

Grid for name of referee

Email address:

Grid for email address

Address of referee:

Grid for address of referee

POSTAL CODE

Please return this form to the Graduate School, The University of Hong Kong, Pokfulam Road, Hong Kong as soon as possible.