

香港中文大學  
研究院課程入學申請 (2013-14)  
申請須知

(申請人可選擇於網上提交申請而無須填寫此表格)

本申請表並不適用於以下課程：

- 工商管理學院：行政人員工商管理碩士，全日制工商管理碩士，工商管理碩士(晚間制)，工商管理碩士(週末制)，工商管理碩士(醫療)，環球行政人員工商管理碩士，金融學理學碩士，市場學理學碩士。
  - 教育學院：學位教師教育文憑。
- 以上申請人須填寫指定申請表格，請向有關學部查詢。
- 法律學院：所有法律學院之課程只接受網上報名。
  - 香港博士研究生獎學金計劃申請：只接受網上報名(截止報名日期為 2012 年 12 月 1 日)。

1. 截止報名日期

各項課程之截止申請日期有別，詳情請參閱研究院概覽或研究院網頁 [www.cuhk.edu.hk/gss](http://www.cuhk.edu.hk/gss)。

2. 遞交表格

請將填妥之申請表，連同下列文件，於截止日期前送交或寄往申報課程之主辦學部。所有遞交之文件概不退還。申請人須為每項課程遞交獨立的申請表及所需文件。申請人提交之資料須整全及屬實，若填報或遞交之資料失實，其入學申請及修業資格將被取消。

2.1 報名費繳費收條(請參考 3.2 所列)。

2.2 各項學歷 / 專業資格證明副本一份(例如大學畢業證書、考試證明及其他資歷文件)。

2.3 所有大學程度學歷之學業成績表正本，列明全部曾修讀之科目及考試成績。

(i) 其他大學學歷：學業成績表必須置於由大學發出的密封信封，副本恕不接受。申請人須填妥於本報名表之「呈交成績表附頁」(如不敷應用，請自行複印)，將附頁寄往其大學以申請學業成績表。學業成績表須以密封信封直接郵寄至有關學部。如證明文件及學業成績表所用語言非中文或英文，必須連同由官方機構或大學確認的中文或英文翻譯本一併遞交。

(ii) 香港中文大學學歷(學士學位或高級學位)：可呈交香港中文大學發出之學業成績表副本，成績報告單恕不接受。申請人須填妥附於本報名表之「呈交成績表附頁」(如不敷應用，請自行複印)，連同成績表副本，直接寄回有關學部。中大學生若同時持有其他大學之學歷，亦必須根據 2.3(i)所列程序呈交有關學歷。如有需要，本大學或會要求申請人提交學業成績表之正本。

2.4 如申請人持有由海外大學頒發的學位，而其修讀形式是以遙距學習，或該學位是於短時期內完成課程而取得，申請人或須提供由香港學術及職業資歷評審局就所取得資歷發出的評核報告。如有需要，有關學部 / 研究院將另行通知申請人。

2.5 機密推薦書，由兩名諮詢人各填一份，盡快或不遲於課程截止報名日期後兩星期內密封逕寄有關學部。

2.6 下列資歷文件中任何一份之副本，以證明申請人已符合研究院之英語能力規定：

(i) 以下任何一項考試的英語科及格成績：香港高級程度會考、香港高等程度會考、香港中文大學入學試；或

(ii) 由香港或其他英語國家大學頒發之學位；或

(iii) 以下任何一項公開試之有效的官方成績單：

TOEFL、GMAT (Verbal)、中華人民共和國大學英語考試 (CET6)、中華人民共和國全國英語等級考試 (PETS-5) (於筆試和口試取得合格成績)、IELTS (學術) (香港博士研究生獎學金計劃只接受 TOEFL 或 IELTS (學術) 的成績)；或

(iv) 由香港或其他英語國家認可機構頒發之專業資格。

2.7 申請人香港身份證之副本或於申請表內填報之身份證明文件之副本。

2.8 載於研究院概覽內個別課程要求之指定文件。

2.9 如有需要，本大學或會要求申請人提交補充資料或證明文件。

3. 報名費

3.1 每項課程報名費為港幣\$180。無論取錄與否，報名費一經繳交，概不退還。

3.2 本地申請人請以以下方法付款：

(i) 若持有香港上海滙豐銀行或恒生銀行的銀行咭，可透過銀行櫃員機，直接將報名費存入賬號 293-005005-011，請將收據之正本連同報名表寄回課程之主辦學部；或

(ii) 於研究院院務室以「易辦事」之方式付款。

3.3 海外或國內申請人需繳交港幣\$180之銀行本票(可於當地之銀行購買)，抬頭為「香港中文大學」。

3.4 經互聯網報名的申請人，可以信用卡或港幣支票 / 本票 / 滙票繳交報名費。

4. 遴選

有關學部將於收到報名表及所需文件後隨即展開遴選工作。個別課程可能要求申請人參加入學試或面試，有關學部將另行通知申請人。

5. 申請結果

申請結果將於 2013 年 2 月中至 8 月於研究院網頁([www.cuhk.edu.hk/gss](http://www.cuhk.edu.hk/gss))內陸續公布，獲取錄之申請人將於 2013 年 8 月底前收到入學通知書，未獲取錄者恕不另函通知。

香港博士研究生獎學金計劃申請結果將於 2013 年 3 月下旬於該計劃網頁([www.rgc.edu.hk/hkphd](http://www.rgc.edu.hk/hkphd))公布。

6. 資料處理

申請人於申請表上所填寫之資料將作以下用途：

6.1 甄選報讀 2013-14 年度本校所開辦之研究院課程的申請以及其他相關用途；

6.2 向本港及海外有關院校 / 機構查核申請人之公開試及校內修業成績；

6.3 核對申請人是否曾在本校或其他院校就讀；

6.4 如獲取錄，於申請人註冊後作為其部份學生紀錄，有關紀錄將按本校規定用於與該學生學業相關之一切事宜；及

6.5 如有需要，或會轉交本校其他部門作審核、聯絡、行政及策劃之用。

7. 查詢

有關入學申請事宜，請向學部查詢，聯絡方法載於研究院概覽。已遞交申請表者，查詢時必須標明其申請編號及報讀之課程名稱。

8. 研究院辦公時間

星期一至四 上午 8 時 45 分至下午 1 時及下午 2 時至 5 時 30 分

星期五 上午 8 時 45 分至下午 1 時及下午 2 時至 5 時 45 分

星期六、日及公眾假期休息

# THE CHINESE UNIVERSITY OF HONG KONG

Application for Admission to Postgraduate Studies (2013-14)

## NOTES FOR APPLICANTS

(Applicants may submit online applications instead of submitting this application form)

This application form is NOT applicable to the following programmes:

- Faculty of Business Administration: Executive MBA, Full-time MBA, MBA (Evening Mode), MBA (Weekend Mode), MBA in Health Care, One MBA Global Executive MBA Programme, MSc in Finance, MSc in Marketing.

- Faculty of Education: Postgraduate Diploma in Education.

*Applicants for the above programmes should use specific application forms required by the programmes concerned, please contact respective Divisions for details.*

- Faculty of Law: All programmes offered by the Faculty of Law only accept online application.
- Hong Kong PhD Fellowship Scheme (HKPFS): only accept online application. (Application deadline: 1 December 2012)

### 1. Application Deadline

Different programmes have different application deadlines. Please refer to the Postgraduate Prospectus or the homepage of Graduate School [www.cuhk.edu.hk/gss](http://www.cuhk.edu.hk/gss) for details.

### 2. Submission of Application Form

Completed application forms should be submitted by hand or by post to the relevant Divisions by the deadline together with the documents listed below. All documents submitted will not be returned. Applicants are required to submit a separate application form along with the supporting documents for each programme. Applicants are required to provide true, accurate and complete information in support of their applications. Any misrepresentation will result in disqualification of their applications and subsequent enrolments in the University.

- 2.1 Receipt of application fee (refer to item 3.2 below);
- 2.2 Copies of certificates of academic/professional qualifications (e.g., university certificate of graduation, examination certificates and other qualifications);
- 2.3 Official transcripts (with a complete record of courses attended and examination results) of all tertiary level studies;
  - (i) Non-CUHK qualifications: **Photocopies will not be accepted.** Applicants should complete the attached "Transcript Submission Covering Sheet" (please make additional copies for use, if necessary) and send it to their universities to apply for transcripts. Transcripts should be returned directly to relevant Divisions in sealed envelope. Certificates and transcripts, which are not in English or Chinese, should be accompanied by an official certified translation in either English or Chinese.
  - (ii) CUHK qualifications (Bachelor's or higher degrees): Photocopies of **transcripts** issued by CUHK are accepted, but **Academic Reports will NOT be accepted.** Applicants should first complete the "Transcript Submission Covering Sheet" and attach it to the transcript copy. Please return the transcript copy to the relevant Divisions directly. CUHK students with other qualifications not awarded by CUHK are required to follow the requirement listed in 2.3(i). The University reserves the right to require applicants to submit the original transcript if deemed necessary;
- 2.4 Applicants with degrees awarded by overseas universities by distance learning or by completing a curriculum of short duration may be required to provide assessment report from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) on the level of qualification obtained. If necessary, applicants will be notified by Divisions concerned / the Graduate School separately;
- 2.5 Confidential recommendations from two referees to be sent directly to relevant Divisions as soon as possible or not later than two weeks after the application deadline of the programme;
- 2.6 One photocopy of any one of the following score reports/certificates, showing that the applicant has fulfilled the English Language Proficiency Requirement for admission to the Graduate School;
  - (i) a pass in English of HKALE, or HKHLE, or CUHK Matriculation Examination; or
  - (ii) a degree from a university in Hong Kong or an English speaking country; or
  - (iii) valid official score report of TOEFL, or GMAT (Verbal), or College English Test (CET6) of PRC, or Public English Test System (PETS-5) of PRC (with pass grades in both written and oral parts), or IELTS (Academic) (HKPFS only accepts score report of TOEFL or IELTS (Academic)); or
  - (iv) a recognized professional qualification awarded in Hong Kong or in an English speaking country.
- 2.7 One photocopy of the applicant's HKID card or other identity document as given in the Application Form;
- 2.8 Specific materials to be submitted as listed in the Postgraduate Prospectus; and
- 2.9 The University may require applicants to submit additional information or documentary proof if deemed necessary.

### 3. Application Fee

- 3.1 The application fee for admission to one postgraduate programme is HK\$180. The application fee, once paid, is not refundable.
- 3.2 Local applicants should pay the application fee by the following means:
  - (i) Automatic Teller Machine (ATM) cardholder of HSBC or Hang Seng Bank can pay at these banks' ATMs by direct crediting the amount into the CUHK bank account '293-005005-011'. For proof of payment, original copy of the ATM receipt should be attached to the application form before submitting to relevant divisions; or
  - (ii) By EPS at the counter of the Graduate School Office.

- 3.3 Overseas or Mainland applicants should pay the application fee by enclosing a bank draft of HK\$180 made payable to “The Chinese University of Hong Kong”.
- 3.4 Applicants who apply via the Internet may choose to pay the application fee by credit card or cheque/bank draft (in HK dollar).

#### **4. Selection Process**

Divisions will begin the selection process upon receipt of the applications and supporting documents. Individual programmes may require applicants to take an entrance test or attend interviews. Applicants will be notified by Divisions concerned separately.

#### **5. Application Results**

Application results will be posted on the homepage of the Graduate School ([www.cuhk.edu.hk/gss](http://www.cuhk.edu.hk/gss)) from mid-February to August 2013. Successful applicants will receive the offer letter by August 2013. Applicants will not be informed separately if their applications are not successful.

Application results of the HKPFS will be posted on the homepage of the Research Grants Council ([www.rgc.edu.hk/hkphd](http://www.rgc.edu.hk/hkphd)) in late March 2013.

#### **6. Handling of Information**

The information collected from the application form will be used for the following purposes:

- 6.1 as a basis for selection of applicants for admission in 2013-14 to postgraduate programmes offered by the University and other related purposes;
- 6.2 for verifying information about the applicant's public examination results and academic record in relevant institutions in Hong Kong and elsewhere;
- 6.3 for identifying records of previous studies as a student in the University or other institutions;
- 6.4 as part of the applicant's student record upon registration for a programme, which will be used for all purposes relating to his/her studies in accordance with the procedures of the University; and
- 6.5 if necessary, may be transferred to other units within the University to facilitate verifications, communication, operations and planning.

#### **7. Inquiry**

Please refer to the Postgraduate Prospectus for the contact information. Those who have submitted applications should always quote the Application No. and programme applied.

#### **8. Office Hours of the Graduate School**

Monday – Thursday      8:45 a.m. – 1:00 p.m. and 2:00 p.m. – 5:30 p.m.

Friday                      8:45 a.m. – 1:00 p.m. and 2:00 p.m. – 5:45 p.m.

Close on Saturdays, Sundays and public holidays



## C.1

\* Mode of study: e.g., full-time, part-time, distance learning \* 修課方式：例如全日制，兼讀制，遙距授課

(From 起) \_\_\_\_\_ (To 迄)

## Date 日期



香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG  
呈交成績表附頁

## TRANSCRIPT SUBMISSION COVERING SHEET

申請人請注意:

1. 請填寫此附頁內各項;
2. 請向您已畢業或現正就讀之大學申請學業成績表, 由該大學把已密封之成績表連同本附頁逕寄擬申請入學之學部 / 課程。  
若您持有香港中文大學的學歷(學士學位或高級學位), 您可以呈交成績表之副本。請填妥此附頁連副本直接寄往擬申請入學之學部 / 課程;
3. 若您獲得多間院校頒授之學歷, 請自行複印本附頁。

Notes for applicants:

1. Complete all sections of this Transcript Submission Covering Sheet;
2. Apply to your former / current university for an official transcript. The official transcript should be put in a sealed envelope, together with this covering sheet, and to be sent directly to the Division / Programme which you wish to apply for.  
If you possess qualifications at Bachelor's or higher degree level awarded by CUHK, you may send the photocopies of transcript instead of applying for a new one. Please attach this covering sheet to the photocopies of transcript and send to the Division / Programme which you wish to apply for;
3. Make copies of this covering sheet for use if you apply transcripts from more than one university.

## I. 個人資料 Personal Particulars:

姓名 (中文)	(英文)
Name (in Chinese) _____	(in English) _____
聯絡電話	電郵地址
Contact phone no. _____	E-mail address _____

## II. 擬報讀之香港中文大學研究院課程:

Postgraduate Programme Applied for at The Chinese University of Hong Kong:

課程 Programme	學位 / 文憑 Degree / Diploma	修讀方式 Mode of Study
學部 / 課程之地址 (請參閱研究院概覽) Address of Division / Programme (Please refer to the Postgraduate Prospectus)		

## III. 申請人之修業資料:

Information on University/Institution Attendance:

大學 / 學院名稱 University / Institution Attended	修業日期 (起 / 訖) Date of Attendance (From / To)	修讀學位及頒發日期 Degree and Date of Conferment

致: 簽發學業成績表之負責人

上述申請人現向本校申請攻讀研究院課程, 請將其學業成績表乙份密封連同本附頁逕寄有關學部 / 課程 (地址請見 II)。

## To : Officer responsible for issuing transcripts

The applicant whose name appears above is applying for admission to a postgraduate programme at this University. Please send the official transcript in a sealed envelope together with this covering sheet to the relevant Division / Programme (please refer to Section II for the address).

香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG  
機密推薦書  
CONFIDENTIAL RECOMMENDATION

## 第一部分 (由申請人填寫)

## Section I (To be completed by the applicant)

申請人姓名 (中文)

(英文)

Name of applicant (in Chinese) \_\_\_\_\_

(in English) \_\_\_\_\_

擬報讀之香港中文大學研究院課程：

Postgraduate programme applied for at The Chinese University of Hong Kong:

課程 Programme	學位 / 文憑 Degree / Diploma	修讀方式 Mode of study
學部 / 課程之地址 (請參閱研究院概覽) Address of Division / Programme (Please refer to the Postgraduate Prospectus)		

## 第二部分 (由諮詢人填寫)

## Section II (To be completed by the referee)

## 1. 台端認識申請人多久及如何認識？

For how long and in what capacity have you known the applicant?

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## 2. 請就表中所列各項資料將申請人與 台端所曾教導之學生或共事之僱員作一比較。

How would you rank the applicant in the following characteristics in comparison with other students you have taught or other employees you have worked with or supervised?

	優異 Excellent (upper 5%)	良好 Good (6-20%)	滿意 Satisfactory (21-50%)	普通或以下 Average or below (lower 50%)	無從判斷 No basis for judgement
智 能 Intellectual ability					
對擬攻讀學科之知識程度 Knowledge in subject of proposed study					
中 文 程 度 Chinese proficiency					
英 文 程 度 English proficiency					
主 動 性 Initiative					
毅 力 Perseverance					
判 斷 力 Judgement					
從 事 學 術 研究之能力 Ability for conducting scholastic research					



3. 台端認為申請人之學術成績能否準確地反映其學術研究之能力？

In your opinion, is the applicant's scholastic record, as you know it, an accurate index of his / her scholastic ability?

能 Yes

☐

否 No

☐

若答案是「否」者，請略述有關申請人之獨立研習或研究工作表現。

If your answer is "No", please explain briefly, possibly with reference to the applicant's performance in independent study or in research participation programme.

4. 請提供 台端認為有助甄別申請人之評語。如有需要可另附紙張書寫。

In the space below, please add any comment you think will be of assistance in assessing the applicant. A separate sheet may be appended if necessary.

5. 台端會否推薦申請人攻讀擬申請之課程？

Would you recommend the applicant to pursue postgraduate studies for the applied programme?

極力推薦

☐

可以推薦

☐

不予推薦

☐

Highly recommend

Recommend

Not recommend

姓名

Name

職位

Position

(請用正楷) (in block letters)

大學/工作機構名稱

Institution

通訊地址

Correspondence address

電話

Tel. no.

電郵地址

E-mail address

簽名

Signature

日期

Date

附註：此推薦書乃機密文件。為免延誤，請 台端於收到表格後盡快或不遲於課程截止報名日期後兩星期內，填妥有關資料，直接寄交有關學部 / 課程（聯絡地址見第一部分），或密封後由申請人逕寄有關學部 / 課程。研究院或學部於需要時或會直接聯絡 台端。

此推薦書將於遴選過程完畢後立即銷毀。

Note: This is a strictly CONFIDENTIAL document. It should be sent directly to the relevant Division / Programme (please refer to Section I for the correspondence address) as soon as possible or not later than two weeks after the application deadline, or put in a sealed envelope and forward to the applicant for sending to the Division / Programme concerned. The Graduate School or Graduate Division concerned may contact you if necessary.

This Confidential Recommendation will be discarded once the selection process has been completed.

香港中文大學  
THE CHINESE UNIVERSITY OF HONG KONG  
機密推薦書  
CONFIDENTIAL RECOMMENDATION

第一部分 (由申請人填寫)

Section I (To be completed by the applicant)

申請人姓名 (中文)

Name of applicant (in Chinese)

(英文)

(in English)

擬報讀之香港中文大學研究院課程：

Postgraduate programme applied for at The Chinese University of Hong Kong:

課程 Programme	學位 / 文憑 Degree / Diploma	修讀方式 Mode of study
學部 / 課程之地址 (請參閱研究院概覽) Address of Division / Programme (Please refer to the Postgraduate Prospectus)		

第二部分 (由諮詢人填寫)

Section II (To be completed by the referee)

1. 台端認識申請人多久及如何認識？

For how long and in what capacity have you known the applicant?

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2. 請就表中所列各項資料將申請人與 台端所曾教導之學生或共事之僱員作一比較。

How would you rank the applicant in the following characteristics in comparison with other students you have taught or other employees you have worked with or supervised?

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智 能 Intellectual ability					
對擬攻讀學科之知識程度 Knowledge in subject of proposed study					
中 文 程 度 Chinese proficiency					
英 文 程 度 English proficiency					
主 動 性 Initiative					
毅 力 Perseverance					
判 斷 力 Judgement					
從 事 學 術 研究之能力 Ability for conducting scholastic research					

3. 台端認為申請人之學術成績能否準確地反映其學術研究之能力？

In your opinion, is the applicant's scholastic record, as you know it, an accurate index of his / her scholastic ability?

能 Yes

☐

否 No

☐

若答案是「否」者，請略述有關申請人之獨立研習或研究工作表現。

If your answer is "No", please explain briefly, possibly with reference to the applicant's performance in independent study or in research participation programme.

4. 請提供 台端認為有助甄別申請人之評語。如有需要可另附紙張書寫。

In the space below, please add any comment you think will be of assistance in assessing the applicant. A separate sheet may be appended if necessary.

5. 台端會否推薦申請人攻讀擬申請之課程？

Would you recommend the applicant to pursue postgraduate studies for the applied programme?

極力推薦

☐

可以推薦

☐

不予推薦

☐

Highly recommend

Recommend

Not recommend

姓名

Name

職位

Position

(請用正楷) (in block letters)

大學/工作機構名稱

Institution

通訊地址

Correspondence address

電話

Tel. no.

電郵地址

E-mail address

簽名

Signature

日期

Date

附註：此推薦書乃機密文件。為免延誤，請 台端於收到表格後盡快或不遲於課程截止報名日期後兩星期內，填妥有關資料，直接寄交有關學部 / 課程（聯絡地址見第一部分），或密封後由申請人逕寄有關學部 / 課程。研究院或學部於需要時或會直接聯絡 台端。

此推薦書將於遴選過程完畢後立即銷毀。

Note: This is a strictly CONFIDENTIAL document. It should be sent directly to the relevant Division / Programme (please refer to Section I for the correspondence address) as soon as possible or not later than two weeks after the application deadline, or put in a sealed envelope and forward to the applicant for sending to the Division / Programme concerned. The Graduate School or Graduate Division concerned may contact you if necessary.

This Confidential Recommendation will be discarded once the selection process has been completed.

只適用於申請報讀香港中文大學研究院課程。

For application for admission to postgraduate studies at The Chinese University of Hong Kong.

申請編號:

Application No.

Mailing Label 郵寄標籤

為方便書信聯絡，請填寫下列郵寄標籤，然後連同申請表格一併遞交。(可填寫中文以便郵遞傳送)

In order to facilitate subsequent correspondences, please complete the following mailing labels and return this sheet with your application form.

姓名  
Name

地址

Address

姓名

Name

地址

Address

姓名

Name

地址

Address