

INSTRUCTIONS ON COMPLETING THE APPLICATION FORM

- (a) Please use a black ball pen to complete the form clearly in English, and in BLOCK letters.
- (b) You must provide the data as required, otherwise, the University may not be able to process your application. Items marked with '*' are for statistical purposes / for facilitating the provision of appropriate services; you may choose to provide the relevant information as you wish to.
- (c) Please see 'Personal Data (Privacy) Statement' in the *Guidebook for Research Postgraduate Programmes* before you complete the form.

PERSONAL DETAILS

TITLE	Enter the appropriate code in the box: 1 Mr 2 Ms 3 Dr																																										
NAME	Enter your name as shown on your HKID card. For those who do not possess a HKID card, enter your name as shown on your passport or other ID proof.																																										
HONG KONG IDENTITY CARD NUMBER	Leave the boxes blank if you do not have a HKID card.																																										
PASSPORT NUMBER/ OTHER ID NUMBER	For applicants without an HKID card, enter the passport number, or other ID number.																																										
ADDRESS	Local applicants should provide a Hong Kong correspondence address. This will be used for ALL mailing correspondence. Please note that large package of course materials may be sent to you at this address. Non-local applicants providing an overseas address should write 'O2' in the 'Area Code'. Course materials can be mailed to students living overseas at the students' expense.																																										
AREA	Please enter the area code that best matches your correspondence address. <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Hong Kong Island</td> <td style="width: 10%;">H1</td> <td style="width: 60%;">Wanchai and Eastern</td> </tr> <tr> <td></td> <td>H2</td> <td>Central and Western</td> </tr> <tr> <td></td> <td>H3</td> <td>Southern</td> </tr> <tr> <td>Kowloon</td> <td>K1</td> <td>Yau Tsim and Mongkok</td> </tr> <tr> <td></td> <td>K2</td> <td>Shum Shui Po</td> </tr> <tr> <td></td> <td>K3</td> <td>Kowloon City and Wong Tai Sin</td> </tr> <tr> <td></td> <td>K4</td> <td>Kwun Tong</td> </tr> <tr> <td>New Territories</td> <td>N1</td> <td>Tsuen Wan and Kwai Tsing</td> </tr> <tr> <td></td> <td>N2</td> <td>Sha Tin</td> </tr> <tr> <td></td> <td>N3</td> <td>Tai Po and North</td> </tr> <tr> <td></td> <td>N4</td> <td>Tuen Mun and Yuen Long</td> </tr> <tr> <td></td> <td>N5</td> <td>Sai Kung</td> </tr> <tr> <td>Others</td> <td>O1</td> <td>Other areas in Hong Kong (e.g. outlying islands)</td> </tr> <tr> <td></td> <td>O2</td> <td>Others (non-local address)</td> </tr> </table>	Hong Kong Island	H1	Wanchai and Eastern		H2	Central and Western		H3	Southern	Kowloon	K1	Yau Tsim and Mongkok		K2	Shum Shui Po		K3	Kowloon City and Wong Tai Sin		K4	Kwun Tong	New Territories	N1	Tsuen Wan and Kwai Tsing		N2	Sha Tin		N3	Tai Po and North		N4	Tuen Mun and Yuen Long		N5	Sai Kung	Others	O1	Other areas in Hong Kong (e.g. outlying islands)		O2	Others (non-local address)
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MARITAL STATUS *	Enter the appropriate code : <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">S</td> <td>Single</td> </tr> <tr> <td>M</td> <td>Married</td> </tr> <tr> <td>D</td> <td>Divorced</td> </tr> <tr> <td>O</td> <td>Others</td> </tr> </table>	S	Single	M	Married	D	Divorced	O	Others																																		
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OCCUPATION *

Enter the code which best matches your present occupation.

- 01 Full-time homemakers
- 02 Homemakers with part-time jobs
- 03 Administrators and managers in government departments
- 04 Administrators and managers in the industrial and commercial sectors
- 05 Teachers in primary schools and kindergartens and nursery workers
- 06 Teachers in secondary schools
- 07 Teachers in post-secondary schools and tertiary education institutions
- 08 Other teachers, instructors, educational advisers, etc.
- 09 Medical and health-related professions including: doctors, dentists, pharmacists, dispensers, nurses, opticians, radiographers, occupational therapists, health inspectors, etc.
- 10 Social workers in government and voluntary agencies
- 11 Other professions including accountants, company secretaries, lawyers, architects, surveyors, town planners, librarians, clergy, advertising and public relations officers, statisticians, translators & interpreters, market researchers, systems analysts, etc.
- 12 Authors, journalists, artists, actors, musicians, producers, etc.
- 13 Qualified scientists and engineers
- 14 Technical personnel including technicians, data processors and drafting technicians
- 15 Tradespeople (electricians, plumbers, machinists, welders, woodworkers, etc.)
- 16 Workers in farming, mining, construction and other manufacturing
- 17 Communications and transport: air, sea, road and MTR including: drivers, porters, seafarers, pilots, telephone operators, telegraph operators, postal workers, messengers
- 18 Secretaries, clerks, tellers, receptionists and office support staff
- 19 Police, firefighters, correctional service staff
- 20 Service occupations: shopkeepers, shop assistants, sales representatives, hotel and restaurant workers, domestic helpers, hair-dressers, photographers, recreation workers, etc
- 21 Retired
- 22 Unemployed (not homemakers)
- 23 Full-time students
- 24 In prison (but not including staff) ♦
- 25 Under long-term residential or hospital care (but not including staff) ♦
- 26 Others

♦ Your indication of this information is essential for the University to provide you with appropriate services (e.g. special examination arrangements) for you. The University will liaise with your institution to arrange such services as far as practicable.

EMAIL ADDRESS

Complete the information clearly, paying special attention to numerals and symbols. During the application stage, the University may communicate with you through this email address. After course registration, the University will provide you with a University email account for communication. You will also be alerted about emails sent to your University email account through this email address.

EDUCATION *

Enter the code which best matches your highest level of education.

- 12 First degree of university or other tertiary education institute
- 13 Post-graduate degree
- 14 Professional qualification: below advanced level equivalent
- 15 Professional qualification: advanced level equivalent
- 16 Professional qualification: degree level equivalent or above
- 17 Others

DISABILITIES OR SPECIAL EDUCATIONAL NEEDS *

To allow us to provide appropriate and feasible services[^] (e.g. special examination arrangements) to persons with disabilities or Special Educational Needs (SEN), please indicate the relevant type of disability or SEN if such circumstances apply to you. Otherwise, leave this section blank. Such information will not affect your chances of admission. Your provision of this information is voluntary but very important. If you do not provide it before a programme/course commences, you may

not be able to complete the programme/course due to failure to meet its compulsory requirements.

^The University will try to provide the required services according to circumstances, however, it may not always be possible to do so if there are insufficient resources or other constraints.

Code

- 1 Hearing impairment (profound hearing loss to stone deaf)
- 2 Hearing impairment (mild to severe hearing loss)
- 3 Visual impairment (profound low vision to totally blind)
- 4 Visual impairment (mild to severe low vision)
- 5 Physical disabilities (wheelchair/crutch/calipers user)
- 6 Other physical disabilities (please specify)
- 7 Visceral disability/chronic illness (please specify)
- 8 Speech and language impairment (e.g. dyslexia)
- 9 Specific learning disabilities (please specify)
- 10 Attention deficit/hyperactivity disorder
- 11 Autism spectrum disorder
- 12 Intellectual disabilities
- 13 Mental illness
- 99 Others (please specify)

Remarks: If you entered item 6, 7, 9 or 99 in the application form, please specify the details of your disability type or special educational needs.

COURSE CHOICE (applicable to EdD and DEng only)

You should enter in this section the course code of the post-graduate level course that you plan to take in the coursework component of the EdD/DEng programme. Please refer to the *EdD/DEng website* for a list of the courses available and their presentation schedule. You should note that students are strongly encouraged to complete the first taught course before starting the second one. Those who wish to study the second course without completing the first course should consult the Programme Leader.

The University will have the right to specify a course(s) to be studied if deemed necessary to ensure adequate relevant knowledge of the proposed research topic.

THESIS PROPOSAL (applicable to EdD and DEng only)

Applicants should write the title of the proposed thesis in this section. A proposal of about 2-3 pages (typewritten or word-processed) which covers the following issues related to the proposed research should be submitted with the completed *application form*.

- Title of thesis
- Objectives
- Scope and background (*please identify the key issues/problems to be addressed*)
- Methodology
- Significance and value

RESEARCH STUDIES (applicable to PhD and MPhil only)

Applicant should indicate their areas of research interests in this section.

POST-SECONDARY AND UNIVERSITY EDUCATION

- a) Applicants should enter a full record of their post-secondary education in chronological order in the table provided.
- b) Applicants who possess awards conferred by any academic institution should indicate the qualification obtained, the award classification (if any) and the date of acquiring the award.
- c) Applicants currently pursuing a programme in an academic institution (including HKMU) should indicate the period of their current study, the qualification expected to be obtained and the expected date of the award. Applicants in the final year of their studies are required to produce documentary evidence in the form of an official transcript of their academic record, or a letter of certification stating that they have satisfied the requirements for award of the degree, including the class of honours awarded if applicable, as soon as it is available.

- d) Applicants are advised to arrange for official transcripts with the complete record of the course(s) attended and examination results for all tertiary level studies to be mailed directly by the institutions concerned to the Research Postgraduate Team, Registry.
- e) Copies of certificates and official transcripts of all post-secondary academic/professional qualifications should be attached to the application form.
- f) Transcripts and certificates which are not in English or Chinese should be accompanied by a formal certified translation in English.

OTHER ACADEMIC/PROFESSIONAL QUALIFICATIONS

Applicants in possession of any academic/professional qualifications (including membership of professional associations) should enter details in this section and submit copies of certificates and transcripts.

LANGUAGE PROFICIENCY

Applicants in possession of any English proficiency qualifications should enter details in this section and submit copies of certificates.

RELEVANT WORK EXPERIENCE

Applicants should enter details of their full-time work experience and any other relevant part-time work experience in chronological order in this section.

OTHER RELEVANT INFORMATION

Any additional relevant information which may be of assistance to the University in considering the application should be provided in this section. Additional sheets may be appended if necessary.

REFERENCES

- a) Applicants should nominate two referees who can inform the University of their academic ability, character and capacity for post-graduate study in this section.
- b) Applicants may nominate one 'academic' and one 'professional' referee to substantiate their application for post-graduate studies.
- c) The names of referees 1 and 2 should be inserted respectively on the reference forms enclosed with the application form. The referee should be requested to have the form completed and returned **directly** to the Research Postgraduate Team, Registry **before the application deadline**.

USE OF PERSONAL DATA

If you **AGREE** that the University may use your personal data for promotion of the University's education and training programmes, activities and services, please tick the box to indicate your consent and sign on this part. Otherwise, leave this part blank.

DECLARATION

- a) Applicants should check to make sure that all sections have been completed.
- b) Applicants should sign and date the application form. An application form that does not bear the signature of the applicant will not be processed.

-- End --