



Confidential Recommendation Form Department of English, The Hang Seng University of Hong Kong

機密推薦書 香港恒生大學英文系

The applicant should complete Part A and send this form to the individual who will be providing your reference to complete Part B.

The completed form must be sent **directly** to the Department of English, the Hang Seng University of Hong Kong within two weeks after submitting the application.

Postal Address

Department of English, the Hang Seng University of Hong Kong,
Hang Shin Link, Siu Lek Yuen, Shatin, N.T., Hong Kong

Email Address

gelcs@hsu.edu.hk

(Remarks: Confidential Recommendation)

All information provided will be treated in strict confidence and in accordance to the relevant provisions of the Personal Data (Privacy) Ordinance.

申請人應填寫第一部分後，將此機密推薦書發送予推薦人完成第二部分。
填妥的表格須於遞交申請後兩週內直接寄往香港恒生大學英文系。

郵寄地址

香港新界沙田小瀝源行善里
香港恆生大學英文系

電郵地址

gelcs@hsu.edu.hk

(註明：機密推薦書)

閣下提供的所有資料將嚴格保密，並根據《個人資料（私隱）條例》規定處理。

Part A – To be completed by applicant

第一部分—由申請人填寫

Name of Applicant 申請人姓名	
Application Number 申請編號	
Programme Applied for 報讀課程	Master of Arts in Global English Literary and Cultural Studies 環球英語文學及文化研究文學碩士

Part B – To be completed by referee

第二部分—由推薦人填寫

1. How long and in what capacity have you known the applicant?

閣下認識申請人多久及如何認識申請人？

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2. How would you compare the applicant in the following characteristics with other students or employees in a similar capacity?

請就下表列出的各項特質，將申請人與閣下曾教導學生或共事僱員作比較。

	Excellent Top 10% 優秀	Above Average Top 25% 良好	Average Top 50% 平均	Below Average Bottom 50% 低於平均	Unable to judge 無從判斷
Academic achievement 學術成就					
Intellectual ability 智能					
Breadth of knowledge 知識廣度					
Communication Skills 溝通技巧					
Diligence 用功					
Creative qualities 創意					
Maturity and emotional stability 成熟和情緒穩定程度					
English language fluency (oral and written) 英語程度（說話及書寫）					

3. In your opinion, is the applicant's academic record accurately reflect his/her scholastic abilities?

閣下認為申請人的學習成績是否準確反映了他/她的學習能力？

Yes 是 No 否 Unable to judge 無從判斷

4. Please give any comment, as appropriate, which will be of assistance in assessing the applicant. Please attach a separate sheet if necessary.

請酌情提出任何有助於評估申請人的意見及評論。如有需要，請另紙填寫。

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**5. Would you recommend the application for the programme s/he is applying for?
你會推薦申請人入讀本課程嗎？**

	Strongly Recommended 高度推薦		Recommended 推薦
	Not Recommended 不予推薦		Strongly Not recommended 高度不予推薦
	Unable to judge 無從判斷		

Name of Referee 推薦人姓名		Referee's Signature 推薦人簽署	
Position/Title 職位		Organisation 機構名稱	
Address 聯絡地址			
Email Address 電郵地址			

The University may contact you to verify the reference if necessary.

This is a CONFIDENTIAL document. Please send this form **directly** to the Department of English, the Hang Seng University of Hong Kong by post or email.

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如有需要，大學會與閣下聯繫，以驗證本推薦書。

這是一份**機密**文件。請將填妥的表格**直接**寄往香港恒生大學英文系。

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