

Degree of Master of Philosophy (MPhil)

Notes for Applicants for Admission

I. GENERAL INFORMATION

1. *Entry Requirements*

To be eligible for admission to the degree of Master of Philosophy, an applicant shall have

- a) a first or second upper class honours degree from a tertiary education institution recognized for this purpose by the Research Degrees Committee, or
- b) obtained any other equivalent qualifications, or provided evidence of academic and professional attainments, acceptable for this purpose to the Research Degrees Committee.
- c) evidence of proficiency in English (e.g. TOEFL, IELTS)

2. *Application Periods*

Application for admission to the Master of Philosophy degree may be made throughout the year. Applicants will be considered in batches four times a year, February, May, August and November.

3. *Application Fee*

All applicants are required to pay a non-refundable application fee of HK\$200. Application fee should be paid in personal cheque or cashier order made payable to "The Open University of Hong Kong". Cash is not accepted.

4. *Application Procedures*

Each applicant can only submit one complete set of application papers as follows:

- (a) *Application form* (pages 1- 4)
to be completed and signed by the applicant
- (b) Present in person your *Hong Kong Identity Card/Passport* for verification during our office hours. Alternatively, if you prefer to apply by mail, you can send in a copy of your HKID card/Passport, with the mark 'copy' across the face.
- (c) HK\$200 *application fee* in cheque or cashier order
- (d) Completed *Research Degree Proposals* (Form RPROP)
- (e) *Reference Forms* (2 sets) (Form RREF)
to be completed and submitted directly to the Admissions Office of the Registry, OUHK, 30 Good Shepherd Street, Homantin, Kowloon by the referees.

- (f) *Supporting documents*
originals of official transcripts and copies of certificates

The completed application forms should be submitted by mail or in person to the following address.

Admissions Office, Registry
The Open University of Hong Kong
A0511, 30 Good Shepherd Street
Ho Man Tin
Kowloon

5. *Application Acknowledgement*

An application acknowledgement which consists of an application number will be sent to applicants by mail within 2 weeks of the submission of the application form. Applicants are advised to quote their application numbers in subsequent correspondence with OUHK.

Applicants who do not receive an application acknowledgment letter or the returned incomplete form within 5 weeks of the submission of their application should contact the Admissions Office without further delay by telephone: 27686610, by facsimile: 27613935 or by email: regadm@ouhk.edu.hk.

6. *Assessment of Application*

Applications will be assessed individually. Applicants may be required to attend interviews and/or tests as part of the selection process.

7. *Notification of Results*

Notification of the results of the applications will normally be sent to successful applicants well before the commencement of the programme. If an offer of a place is made, applicants must decide to accept or to decline the offer by a specified date. Unsuccessful applicants will also be notified in writing.

8. *Fees*

Tuition Fee per annum:	\$38,990 (The fee is revised to \$46,120 from 1 October 2014 onwards)
Continuation Fee:	\$19,495 per semester or part thereof
(Applicable after the first two years)	(The fee is revised to \$23,060 from 1 October 2014 onwards and is applicable from Year 4 onwards)

All fees paid will not be refunded.

II. INSTRUCTIONS ON COMPLETING THE APPLICATION FORM

Points to note before completing the application form

- (a) Please use a typewriter or a black ball pen to complete the form.
- (b) Please complete the form in English capital letters.
- (c) You must provide the data required by the application form so that we can process your application for admission. If you do not provide the data requested, the University may not be able to process your application. See 'Personal Data (Privacy) Statement' in the *Guidebook for MPhil Studies*. However, for items with '*', they are for statistical purposes or for facilitating the provision of appropriate services; you may choose to provide the relevant information or not to do so.

① PERSONAL DETAILS

TITLE	Enter the appropriate code in the box : 1 Mr 2 Ms 3 Dr		
NAME	Enter your name as printed on your Hong Kong Identity (HKID) card. For those who do not possess an HKID card, enter your name as shown on your passport or other ID proof.		
HKID NUMBER	Enter your HKID card number as shown on your HKID card. If you do not have an HKID card, you should leave all the boxes blank.		
PASSPORT NUMBER/ OTHER ID NUMBER	For applicants without an HKID card, enter the passport number. For applicants without an HKID card or a passport, enter other ID number.		
ADDRESS	This will be used for ALL mailing correspondence.		
AREA	Please enter the area code that best matches your correspondence address into the appropriate boxes.		
	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
	Others	O1	Other area in Hong Kong (e.g. outlying islands)
		O2	Others (non-local address)

MARITAL STATUS* Enter the appropriate code in the box : S Single
M Married
D Divorced
O Others

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 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, education 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, 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 representative, 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 appropriate services for you. The University would liaise with your institution to arrange such as far as practicable.

EDUCATION *

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

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

**SPECIAL
EDUCATIONAL
NEEDS ***

To allow us to provide appropriate and feasible services* to persons with Special Educational Needs (SEN), please write the relevant type of SEN if such circumstances apply to you. Otherwise, leave this section blank. Such information will not affect your chances of admission. Your indication of this information is voluntary but essential. If you do not do so before programme commencement, you may not be able to complete the programme due to 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 Disabilities0 (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 the 6th, 7th, 9th or 99th items in the application form, please specify the details of your disability type or special educational needs.

② AREAS OF RESEARCH INTERESTS

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

③ 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 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 current studies are required to produce documentary evidence in the form of an official transcript of their academic record or a letter of certification to the effect 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 Admissions Office, Registry.
- e) Copies of certificates 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.

④ OTHER ACADEMIC/PROFESSIONAL QUALIFICATIONS

Applicants in possession of any academic/professional qualifications (including membership of professional associations) other than those entered in Section 3 should enter details in this Section and submit copies of certificates and official transcripts.

⑤ LANGUAGE PROFICIENCY

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

⑥ 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.

⑦ ADDITIONAL 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.

⑧ 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 1 and 2 enclosed with the application form. The referee should be requested to have the form completed and returned directly to the Admissions Office, Registry **within two weeks** from the date the applicant submits his application.

⑨ NAME OF OUHK ACADEMIC STAFF CONTACTED

Applicants should discuss the proposed field of study with a member of the OUHK academic staff in the relevant School before submitting a formal application.

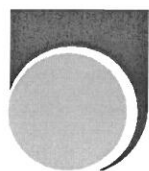
⑩ USE OF PERSONAL DATA

If you **AGREE** that the University may use your personal data for the purpose of 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.

⑪ DECLARATION

- a) Applicants should check Sections 1 to 11 of the application form 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 --



Degree of Master of Philosophy (MPhil) -

For Office Use
HKID check _____
Application No. _____

Application for Admission

① PERSONAL DETAILS

TITLE ☐

FULL NAME IN ENGLISH

SURNAME

FIRST NAMES

NAME IN CHINESE

SEX ☐

M=Male

F=Female

HKID NUMBER () DATE OF BIRTH

OR
PASSPORT NUMBER/
OTHER ID NUMBER

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

ADDRESS FOR ALL

CORRESPONDENCE

HONG KONG / KOWLOON / NEW TERRITORIES (Delete as appropriate)

AREA

HOME TEL NO. OFFICE TEL NO. Ext

MOBILE FAX NO.

MARITAL STATUS* ☐ OCCUPATION* EDUCATION*

SPECIAL EDUCATIONAL NEEDS* (please specify if entered 6th, 7th, 9th or 99th items)

② RESEARCH STUDIES

SCHOOL	
AREAS OF RESEARCH INTEREST (please write research area in full)	
LANGUAGE IN WHICH THESIS IS TO BE PRESENTED (please √ the appropriate box)	<input type="checkbox"/> English <input type="checkbox"/> Chinese

③ POST-SECONDARY AND UNIVERSITY EDUCATION List in chronological order

Please see page 5 of the Instructions. Copies of proof of qualifications and official transcripts must be attached.

From Month/Year	To Month/Year	Name of Institution	Qualification(s) Obtained	Honours Classification	Date of Award

OUHK Student Number: _____ (for OUHK students only)

④ OTHER ACADEMIC/PROFESSIONAL QUALIFICATIONS Copies of proof of qualification must be attached.

Academic/Professional Qualification	Name of Educational, Training or Professional Institution	Date of Award

⑤ LANGUAGE PROFICIENCY Copies of proof of qualification must be attached.

Title of Examination (e.g. TOEFL, IELTS)	Examination Board/Authority (e.g. ETS)	Date of Award	Grade/Score

⑥ RELEVANT WORK EXPERIENCE List in chronological order.

From Month/Year	To Month/Year	Full-time/ Part-time	Name of Organization	Position and Responsibilities

⑦ OTHER INFORMATION RELEVANT TO THIS APPLICATION

Please enter any additional information (with dates) such as published writings, original research, other relevant activities and pursuits, and scholarships or prizes gained, etc. which may be of assistance to the University in considering your application. You may append additional sheets if necessary.

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⑧ REFERENCES

Enter below the names and addresses of two persons who have consented to act as your referees. One of them must be an academic referee while the other can either be an academic or employment referee. Please give a Reference Form to each of them and ask them to return the forms directly to the Admissions Office of the Registry, OUHK.

Name	Position	Relationship
Address		Contact Tel No.

Name	Position	Relationship
Address		Contact Tel No.

⑨ NAME OF OUHK ACADEMIC STAFF CONTACTED

An applicant is expected to have discussed the proposed field of study with the academic staff in the relevant school before submitting a formal application.

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⑩ USE OF PERSONAL DATA

The University intends to use your personal data (i.e. your name, student number, contact details, and other relevant information) for promotion of our education and training programmes, activities and services, including but not limited to awards, scholarships, bursaries, grants, loans, banking/insurance/credit card, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications, but we will not use your data unless we have received your consent. The University will not, under any circumstances, transfer your personal data to a third party for direct marketing purposes.

Please tick the box to indicate your consent.

- ☐ I AGREE that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services as indicated above.

If you later decide to change your selection on 'Use of Personal Data', you may update your selection at MyOUHK (Personal Information). Alternatively, you may inform us by email at dpo2@ouhk.edu.hk with your full name, student number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for making such arrangements. For any enquiries, please contact the University Data Protection Officer, by email at dpo2@ouhk.edu.hk.

Full Name : _____

Student No./HKID No. (first 4 digits)/Passport No. (first 4 digits) : _____

Signature : _____

Date : _____

⑪ DECLARATION

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. I also understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrolment in the University. All fees paid are not refundable or transferable to another semester or for another use.
2. I understand that If I do not have the right of abode or right to land in Hong Kong, I should obtain from the HKSAR Government permission to study at the OUHK or a student visa before I can be formally registered and that I shall be fully responsible for obtaining such a visa or permission.
3. I have noted the contents of the 'Personal Data (Privacy) Statement as detailed in the *Guidebook for MPhil Studies*.
4. I understand that information for applicants will be destroyed after the admission exercise when no longer required.
5. If accepted for admission, I undertake not to register at this or another institution on any degree without the permission of the University.
6. I consent that if registered, I will conform to the Statutes and Regulations of the University.

Applicant's Signature _____

Date _____



香港公開大學
THE OPEN UNIVERSITY
OF HONG KONG

Degree of Master of Philosophy (MPhil)

RESEARCH DEGREE PROPOSALS

(To be filled in and typewritten by the Applicant)

You may submit additional sheets if the space provided is insufficient

1. Project Title:

2. Project Objectives:(Purpose of proposed investigation)

3. Scope and Background of Research:

(Please identify key issues/problems to be addressed)

4. Research Methodology:

P.T.O.

5. Project Significance and Value:**6. Details of Any External Collaboration:**

In these circumstances are there any complications associated with the publication of the thesis for this programme of work? Give reasons.

7. Ethical and Safety Approval

(Please attach approval letter where appropriate)

I confirm that approval has been obtained/is not required* in the following area(s):

Human research ethics

☐

Animal research ethics

☐

Radiation / biological / safety approval

☐

Signed: _____
(Applicant)

Date: _____

Name of Applicant: _____

OFFICE USE

Endorsed by: _____
(Principal Research Supervisor)

Date: _____

* Please delete as appropriate

(Please return the completed form to the Admissions Office, Registry, A0511 The Open University of Hong Kong, Ho Man Tin, Kowloon.)



Degree of Master of Philosophy (MPhil)

CONFIDENTIAL REFERENCE FORM (1)

This form should be used in connection with applications for ALL Master of Philosophy programmes. The applicant should enter his/her name and the programme title(s) in the space below and then send this form to his/her referee requesting that it be completed, and returned directly to the Admissions Office, within 2 weeks after submission of the application to the following address:

Admissions Office
Registry
The Open University of Hong Kong
30 Good Shepherd Street
Ho Man Tin, Kowloon

Name of Applicant: Mr/Mrs/Miss _____
(in block letters, surname first)

Area(s) of Research _____

It would be helpful to the University in assessing this application if you would kindly provide information on the points listed below. This reference form should be sent to the Admissions Office at the above address. The information will be treated as strictly confidential.

1. How long and under what circumstances have you known the applicant?

2. What is your assessment of the applicant's intellectual ability? (It would be helpful if, in the case of an applicant who has already graduated, you could indicate whether you consider the class of degree achieved fairly represented his/her academic calibre. If the applicant has not yet graduated, we should be grateful for a realistic assessment of his/her degree prospects.)

3. What is your opinion of the applicant's motivation towards and suitability for a career in the chosen field(s) of study? What do you consider to be his/her principal qualities and weaknesses in this respect?

P.T.O.

4. In which category would you place the applicant in relation to the abilities of postgraduate students of your experience? (please \sqrt as appropriate)

	outstanding (top 5%)	excellent (top 15%)	very good (top 25%)	good (top 40%)	average	below average	unable to access
Intellectual and analytical abilities							
Communication skill							
Diligence							
Capacity to work independently							
Capacity for original thought							
Capacity for organization							
Emotional maturity and stability							
Motivation to pursue advanced studies							

5. You are invited either in the following space or in a separate letter to amplify any of your judgements in question 3 or to make any further comments which you consider might be relevant.

[illegible]

Signature of Referee:

Date: _____

Name: _____

Position:

Address:

Contact Tel:



Degree of Master of Philosophy (MPhil)

CONFIDENTIAL REFERENCE FORM (2)

This form should be used in connection with applications for ALL Master of Philosophy programmes. The applicant should enter his/her name and the programme title(s) in the space below and then send this form to his/her referee requesting that it be completed, and returned directly to the Admissions Office, within 2 weeks after submission of the application to the following address:

Admissions Office
Registry
The Open University of Hong Kong
30 Good Shepherd Street
Ho Man Tin, Kowloon

Name of Applicant: Mr/Mrs/Miss _____
(in block letters, surname first)

Area(s) of Research _____

It would be helpful to the University in assessing this application if you would kindly provide information on the points listed below. This reference form should be sent to the Admissions Office at the above address. The information will be treated as strictly confidential.

1. How long and under what circumstances have you known the applicant?

2. What is your assessment of the applicant's intellectual ability? (It would be helpful if, in the case of an applicant who has already graduated, you could indicate whether you consider the class of degree achieved fairly represented his/her academic calibre. If the applicant has not yet graduated, we should be grateful for a realistic assessment of his/her degree prospects.)

3. What is your opinion of the applicant's motivation towards and suitability for a career in the chosen field(s) of study? What do you consider to be his/her principal qualities and weaknesses in this respect?

P.T.O.

4. In which category would you place the applicant in relation to the abilities of postgraduate students of your experience? (please $\sqrt{\quad}$ as appropriate)

	outstanding (top 5%)	excellent (top 15%)	very good (top 25%)	good (top 40%)	average	below average	unable to access
Intellectual and analytical abilities							
Communication skill							
Diligence							
Capacity to work independently							
Capacity for original thought							
Capacity for organization							
Emotional maturity and stability							
Motivation to pursue advanced studies							

5. You are invited either in the following space or in a separate letter to amplify any of your judgements in question 3 or to make any further comments which you consider might be relevant.

[illegible]

Signature of Referee:

Date: _____

Name: _____

Position:

Address:

Contact Tel:

Ref: ADM/MPhil

COVERING LETTER FOR TRANSCRIPT

This form must be enclosed with the requested information when it is forwarded to:

Admissions Office
The Open University of Hong Kong
A0511, 30 Good Shepherd Street
Ho Man Tin
Kowloon
(Master of Philosophy)

This form must therefore be passed by you to the issuing body when you request your information.

N.B. All transcript must be original forwarded by the issuing body;
no photocopies will be accepted. They will not be returned.

NAME AS ON APPLICATION FORM, INCLUDING ANY UNDERLINING

STUDENT NAME: _____

DEGREE: Master of Philosophy

CONTACT PHONE NUMBER: _____

ADDRESS: _____

