User Guide for Online Platform - Submission of Confidential Reference for Admission to Hong Kong Baptist University Taught Postgraduate Programmes

Section A: How to sign in to the online platform?

I.   Access the online platform

Please click the hyperlink (https://iss.hkbu.edu.hk/amsappl_pg/ref_signin.jsf?user=XXXXXXXXXX) provided in our invitation email (Email subject: [HKBU 香港浸會大學] Invitation for a Confidential Reference 邀請填寫推薦表格).

II.   *Sign in to the online platform- Creating You Own Password (For first time users only)*

Step 1.   On your first login to the online platform, you will need to create a password for your account. Please refer to the rules below for creating a secure password. The red ✖ will change to a green ✓ when the rule is complied.

Rules for creating a secure password:

Length between 8 - 14 characters

Contains Uppercase character(s)

Contains Lowercase character(s)

Contains Number(s)

Contains special character(s): !-.~_@

Step 2.   Input the password again in the **Re-type new password** field.

Create Password

Referee ID.	:	XXXXXXXXXX
New password (8 - 14 characters)	:	●●●●●●●●●

1. Please create a password

Show Password ⚠

Password must comply with all rules below:
✓ Length between 8 - 14 characters
✓ Contains Uppercase character(s)
✓ Contains Lowercase character(s)
✓ Contains Number(s)
✓ Contains special character(s): !-.~_@

Re-type new password   :

2. Please input the password again

Please click **Submit** to create your password.

Clear   Submit

Step 3.   Click **Submit** to create your password, and sign in the online platform.

Create Password

Referee ID.	:	XXXXXXXXXX
New password (8 - 14 characters)	:	●●●●●●●●

Show Password ⚠

Password must comply with all rules below:
✓ Length between 8 - 14 characters
✓ Contains Uppercase character(s)
✓ Contains Lowercase character(s)
✓ Contains Number(s)
✓ Contains special character(s): !-.~_@

Re-type new password   :   ●●●●●●●●

3. Click **Submit**

Please click **Submit** to create your password.

Clear   Submit

III.   Confirming your Preferred Salutation and Name (For first time users only)

Step 1.   Fill in your preferred salutation.

Step 2.   Fill in your full name.

Step 3.   Click **Save** to confirm and go to the next page.

IV.   Sign in to the online platform - Direct Sign In (For non-first time users only)

Step 1.   Input your password.

Step 2.   Click **Submit** to sign in.

Section B: How to submit the confidential reference for the applicant?

Please follow the steps below to submit the reference for the applicant.

Step 1. Click **Select** of the respective applicant to go to the reference page. If you have more than one nominator, you will see a list of applicants on this page.

Prepare for your Reference and select the applicant

You have been nominated as the Referee of the following applicant(s) of the Taught Postgraduate programmes of the Hong Kong Baptist University.

We would appreciate your assistance in assessing the suitability of the applicant(s) for postgraduate study at the University by completing the online Confidential Reference Form (Form). If you wish to provide an additional document such as a reference letter, you may also upload it and submit alongside the Form. You are appreciated to complete the above **within two weeks** from the invitation of your reference.

In the following table, you will find the list of nominator(s) as well as:
- the details such as applicant name, application number and the name of applied programme
- the status of each reference which will change to **Submitted online** upon your successful submission of the Form

You may also refer to our **User Guide**. If you need any further assistance during the process, please contact us by submitting an **Enquiry Form** (please select "Referee" under "TPG" as the Enquiry Type).

To begin, please click the **Select** button next to the applicant name.

Seq.	Select	Applicant Name	Application No.	Programme Applied For	Status	Record Expiry Date
1	Select	CHAN Siu Man	T20000001	MA in Communication (Shenzhen)	Pending	2020-07-12
2	Select	CHAN Tai Man	T19000018	Doctor of Business Administration	Pending	2020-07-12

1. Click **Select**

Change Password

Step 2. Read the **Notes to Referee**

Applicant Name: CHAN Siu Man

Programme Applied For: MA in Communication (Shenzhen)

2. Click **Choose file**

| Confidential Reference | Notes | Upload Guideline |

Notes to Referee

An applicant applying for admission to one of our taught postgraduate programmes has named you as his/her referee. Therefore, we would like to seek your comments on the applicant's suitability for postgraduate studies. Your comments will serve as one of the references for our evaluation of the applicant for admission purpose. Please click the tab "Confidential Reference" to complete the Confidential Reference Form. If you wish to provide any relevant documents such as recommendation letter for the applicants, please upload the documents in section IV subsequent to your completion and "Save" of section I to III of the form. You are reminded to click "Submit" to confirm submission of the form.

Please contact our staff at (852) 3411 5127 if you need assistance.

All information provided will be treated in strict confidence.

Personal Information Collection Statement (PICS)

Persons who supply personal data to the Hong Kong Baptist University (the University) are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of the admission selection and will not be used for other purposes.
2. Personal data provided are used by the staff members of the University who are involved in the processing of the applications and admissions.
3. Confidential references will be disposed of within one year after the completion of the relevant application and admission intake.
4. Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction could be made and addressed to: Graduate School (AAB 904, Level 9, Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon)

推薦人須知

一名「修課式研究生課程」申請人提名您為其入學申請之推薦人，因此本校現邀請您為該名申請人的學術能力進行評核。請到"Confidential Reference"分頁填寫表格。如有其他補充文件（例如：推薦信），請先填寫表格首三部份並按 "Save"儲存，及後於表格第四部份上載。請謹記於填寫表格後按 "Submit"提交表格。

如需協助，請電(852) 3411 5127與本院職員聯絡。

大學對您所提供的資料將嚴格保密，所有資料均按照香港個人資料（私隱）條例的規定處理。謝謝。

個人資料收集聲明

個人資料提供者注意事項：

1. 本校所收集的個人資料只供課程申請之用，並不作其他用途。
2. 本校所收集的個人資料只供與課程申請有關的職員使用。
3. 申請人的推薦信將於課程申請處理完成後一年內銷毀。
4. 按照個人資料（私隱）條例，申請人有權查閱及/或更正申請文件內的個人資料。如有需要，請與研究院聯絡(地址：香港九龍塘香港浸會大學浸會大學道校園教學及行政大樓9樓904室)。

User Guide for Online Platform - Submission of Confidential Reference for Admission to Hong Kong Baptist University Taught Postgraduate Programmes

Step 3. Click **Confidential Reference**.

3. Click **Confidential Reference**

| Confidential Reference | Notes | Upload Guideline |

* Required Field (必須填寫部份)

Step 4. Amend the **Organisation** and/or **Position Held** if they are inappropriate.

Section I: Referee's Particulars (第一部份：推薦人資料) #

Name of Referee (推薦人姓名)	:	Cheng
Email Address (電郵地址)	:	
Organisation (機構名稱) *	:	ABC Limited
Position Held (職位) *	:	Manager
Telephone Number (聯絡電話)	:	

4. Amend the **Organisation** and/or **Position Held** if they are inappropriate

The University may contact you to verify and validate the reference if necessary. (本校或會與您聯絡以核實以下評核內容。)

Step 5. Answer **question 1 to 5** in section III.

5. Answer **question 1 to 5** in section III

Section III: Referee's Evaluation (第三部份：推薦人評核)

1. How long have you known the applicant? (您與申請人認識了多久？)*
   ◯ Less than one year (少於一年)

Step 6. Upon completion of the above steps 4 and 5, please click Save and check if the information are saved successfully.

5. Would you recommend the applicant for the postgraduate programme s/he is applying for? (你是否推薦申請人修讀所申請的研究生課程?) 5 = Highly Recommended (極力推薦); 1 = Not Recommended (不予推薦)*

| Highly Recommended (極力推薦) | | | | Not Recommended (不予推薦) |
| ◉ 5 | ◯ 4 | ◯ 3 | ◯ 2 | ◯ 1 |

6. Click **Save**

Save

Information has been saved.

Information saved successfully.

Step 7. If you do not have to provide any additional document such as a reference letter for the applicant, please directly go to step 11. Otherwise, please go through steps 8-10. **Please be reminded that you have not completed the submission of Confidential Reference at this stage.**

If you would like to provide an additional document, you follow steps 8-10 to upload it in Section IV. Only **PDF files** with file size not exceeding **2MB** are accepted.

Step 8.   Click **Choose File** to select the file from your device.

Section IV: Uploading other supporting documents (第四部份：上載其他補充資料)

6.   Other relevant documents such as recommendation letter (if any) ([如適用] 如你希望提交   信)，請以PDF格式上載。):

8. Click **Choose File**

Please select the document(s) from your device: ? : Choose File 未選擇任何檔案   Upload

Step 9.   Click **Upload**

Section IV: Uploading other supporting documents (第四部份：上載其他補充資料)

6.   Other relevant documents such as recommendation letter (if any) ([如適用] 如你希望提交與申請人相關的額外文件 (例如推   ):

9. Click **Upload**

Please select the document(s) from your device: ? : 選擇檔案 Recommendation Letter.pdf   Upload

Step 10.   Upon your successful upload of the document, click the file name to check if you have uploaded the correct document.

Section IV: Uploading other supporting documents (第四部份

6.   Other relevant documents such as recommendation le   信，請以PDF格式上載。):

10. Click the file name to check if you have uploaded the correct document.

	File Name ?		Size (Bytes)
☐	Recommendation Letter.PDF	Other reference document 2019-09-16 [6:19 PM]	83449

Delete

If the file(s) is correct, please go to Step 11 directly.

Step 10a. If you need to change/delete the uploaded file(s), please check the box(es) next to the File Name(s).

Step 10b. Click **Delete**.

Section IV: Uploading o   (第四部份：上載其他補充資料)

6.   Other relevant   文件 (例如推薦信)，請以PDF格式上載):

10a. Check the **box(es)** next to the file(s) to the be deleted.

	File Name ?	Description	Upload Date ⬥	Size (Bytes)
☐	Recommendation Letter.PDF	Other reference document	2019-09-16 [6:19 PM]	83449

Delete

10b. Click **Delete**

Submit

Step 10c. Click **OK** in the pop up dialogue box to proceed.

issuat.hkbu.edu.hk says

Do you really want to delete the selected record(s)?

11c. Click **OK**

OK   Cancel

Step 10d. Repeat Steps 8-10 to upload the correct file(s).

Step 11. Click **Submit** and Click **OK** in the pop up dialogue box.

Section IV: Uploading other supporting documents (第四部份：上載其他補充資料)

6. Other relevant documents such as recommendation letter (if any) ([如適用] 如你希望提交與申請人相關的額外文件 (例如推薦信)，請以PDF格式上載。):

	File Name ?	Description	Upload Date ⬥	Size (Bytes)
☐	Recommendation Letter.PDF	Other reference document	2019-09-16 [6:19 PM]	83449

Delete

issuat.hkbu.edu.hk 顯示

Are you sure you want to submit your reference? Please note that you cannot view the uploaded reference after submission.

Submit

11. Click **Submit** and **OK**

確定   取消

Step 12. After completing Step 11, you will be redirected to the main page of the platform. The status will change from "Pending" to "**Submitted Online**".

Prepare for your Reference and select the applicant

You have been nominated as the Referee of the following applicant(s) of the Taught Postgraduate programmes of the Hong Kong Baptist University.

We would appreciate your assistance in assessing the suitability of the applicant(s) for postgraduate study at the University by completing the online Confidential Reference Form (Form). If you wish to provide an additional document such as a reference letter, you may also upload it and submit alongside the Form. You are appreciated to complete the above **within two weeks** from the invitation of your reference.

In the following table, you will find the list of nominator(s) as well as:
- the details such as applicant name, application number and the name of applied programme
- the status of each reference which will change to **Submitted online** upon yo~~...~~

You may also refer to our User Guide. If you need any further assistance du~~...~~   eferee" under "TPG" as the Enquiry Type).

12. **Status** will be updated to **Submitted online**

To begin, please click the **Select** button next to the applicant name.

Seq.	Select	Applicant Name	Application No.	Programme Applied For	Status	Record Expiry Date
1		CHAN Siu Man	T20000001	MA in Communication (Shenzhen)	Submitted online	
2	Select	CHAN Tai Man	T19000018	Doctor of Business Administration	Pending	2020-07-12

Change Password

Step 13. You have successfully submitted the Reference for the applicant. Please be reminded to sign out of the online platform by clicking the **Sign out** button.

Sign out	Ms Cheng [XXXXXXXXXX	
🏠	Preferred Name	Reference

Please note:

1. The applicant will receive a notification email upon your successful submission of the reference.
2. The University may contact you to verify and validate the reference if necessary.
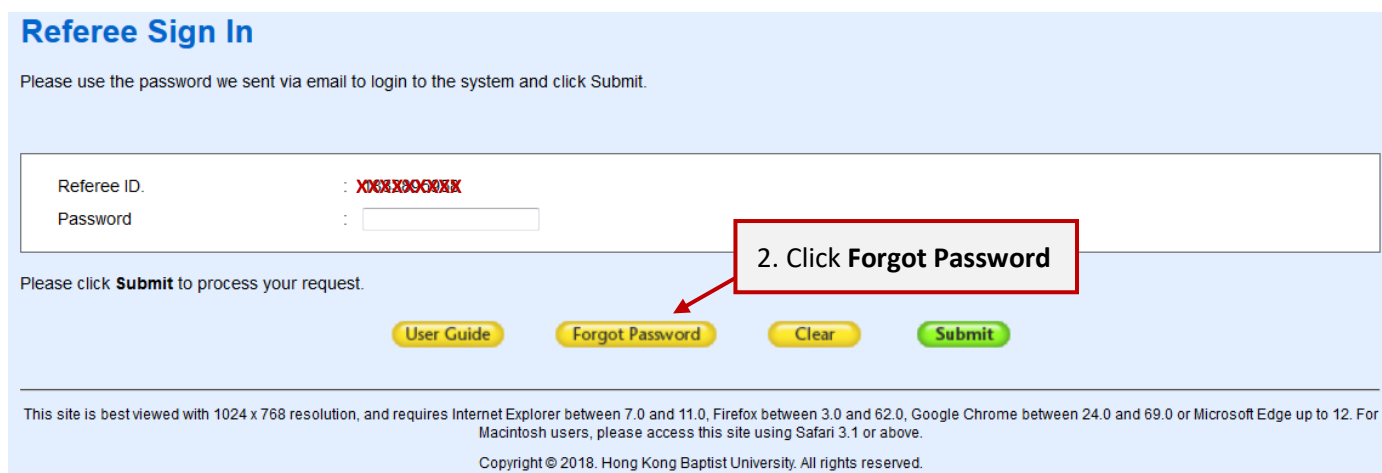
Section C: How to retrieve the password? (For non-first time users only)

If you have forgotten your password, you may use the **Forgot Password** function to retrieve the password. A new password will be sent to you via email. Please keep your new password for future use.

Step 1. Refer to Section B of the user guide for details of how to access the online platform.

Step 2. Click **Forgot Password** on the sign in page.

Referee Sign In

Please use the password we sent via email to login to the system and click Submit.

Referee ID. : XXXXXXXXX
Password :

Please click **Submit** to process your request.

2. Click **Forgot Password**

User Guide   Forgot Password   Clear   Submit

This site is best viewed with 1024 x 768 resolution, and requires Internet Explorer between 7.0 and 11.0, Firefox between 3.0 and 62.0, Google Chrome between 24.0 and 69.0 or Microsoft Edge up to 12. For Macintosh users, please access this site using Safari 3.1 or above.

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Step 3. Input the email address that you received the email invitation for the online platform.

Referee Password Assistance

Forgot your password? Please fill in the information below and we will send a new pass

Login URL / Referee ID. : XXXXXXXXX
Your e-mail account :

3. Input your **email address** via which the email invitation was received

Clear   Reset Password

Step 4. Click **Reset Password** to confirm your request.

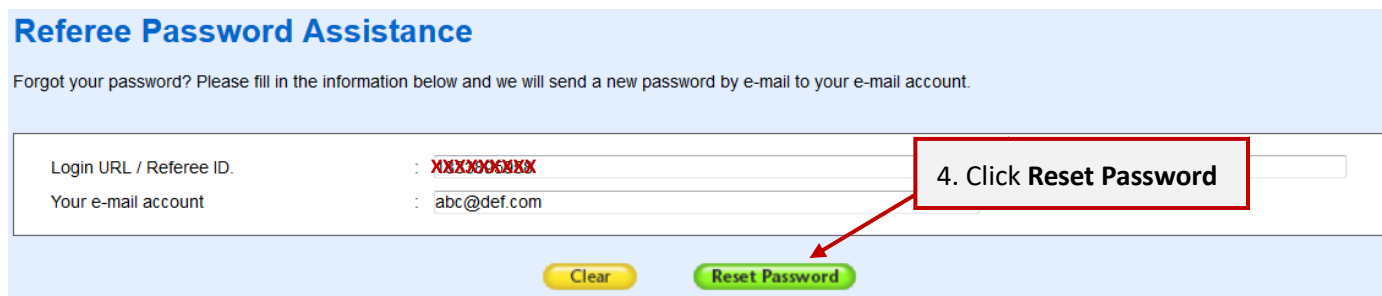**Referee Password Assistance**

Forgot your password? Please fill in the information below and we will send a new password by e-mail to your e-mail account.

Login URL / Referee ID. : XXXXXXXXX
Your e-mail account : abc@def.com

4. Click **Reset Password**

Clear   Reset Password

Step 5. An email with the password will be sent to your email address immediately.

We thank you for your submission of the reference. Your invaluable comments will help the assessment of the applicant's suitability for postgraduate studies at the University.

For any enquiries, please contact Academic Registry (Taught Postgraduate Studies Section):

Email: hkbu_tpg@hkbu.edu.hk

Enquiry Hotline: (852) 3411 5127

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

第一部份：如何登入網上平台？

(甲) 進入網上平台

請點擊本校邀請電郵（主題：[HKBU 香港浸會大學] Invitation for a Confidential Reference 邀請填寫推薦表格）內的超連結（https://iss.hkbu.edu.hk/amsappl_pg/ref_signin.jsf?user=XXXXXXXXXX）

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

[HKBU 香港浸會大學] Invitation for a Confidential Reference 邀請填寫推薦表格
1 message

gs@hkbu.edu.hk <gs@hkbu.edu.hk>
To:

Dear Sir/Madam

An applicant, applying for admission to our taught postgraduate programmes, has named you as his/her referee. Therefore, we would like to seek your comments on the applicant's suitability for postgraduate studies. Your comments will serve as one of the references for our evaluation of the applicant for admission purpose.

Please click the hyperlink below and login to the University's Referee Online Platform to complete the Confidential Reference Form **within two weeks** from today.

https://issuat.hkbu.edu.hk/amsappl_pg/ref_signin.jsf?user=XXXXXXXX

For your easy access to the Online Platform, please click HERE for the user guide (https://gs.hkbu.edu.hk/f/upload/1064/referee_user_guide_eng.pdf).

If you require further assistance, please contact the Graduate School via the Enquiry Form (https://gs.hkbu.edu.hk/enquiry) or the hotline ([852] 3411 5127).

Thank you for your attention.

Graduate School
Hong Kong Baptist University

This is an automatically generated e-mail. Please do not reply.

尊敬的先生/女士

一名「修課式研究生課程」申請人提名您為其入學申請之推薦人，因此本校現
核。

https://issuat.hkbu.edu.hk/amsappl_pg/ref_signin.jsf?user=XXXXXXXX

請於**兩星期**內按以下連結登入本校的「推薦人網上系統」並完成上述評核。於登入網上系統前，請**按此**閱讀該系統的使用指南 (https://gs.hkbu.edu.hk/f/upload/1064/referee_user_guide_chi.pdf)。

如有疑問，請提交查詢表格(https://gs.hkbu.edu.hk/enquiry) 或致電熱線 (852) 3411 5127 與研究院職員聯絡。謝謝。

香港浸會大學研究院

此電郵經由電腦系統自動傳送，請不要透過此電郵回覆。

點擊此超連結進入網上平台

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

(乙) 登錄平台 - 建立登入密碼（僅限首次登入）

步驟一、 首次登入者需要於建立密碼 (Create Password) 頁面上為此帳號建立密碼。請遵循有關規定於新密碼欄 (New Password) 輸入你的密碼。在密碼符合相關規定時，旁邊的紅色 **✕** 號將顯示為綠色 **✓** 號。

請參照以下規定：
密碼長度須於 8 至 14 個字符之間
密碼須包含大寫字符
密碼須包含小寫字符
密碼須包含數字
密碼須包含特殊字符：！- 。~_ @

步驟二、 請於重新輸入密碼欄 (Re-type new password) 輸入你的密碼。

步驟三、 點擊提交鍵 (Submit) 以確認密碼及登錄平台。

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

(丙) 確認你的稱謂及名稱（僅限首次登入）

步驟一、 選擇你的稱謂

步驟二、 輸入你的名稱

Confirmation of your Preferred Salutation and Name

Before going further to complete the Confidential Reference Form, you are invited to take some time to confirm your preferred salutation and name below. The information will be used for the purpose of communication with you and your nominator(s) throughout the reference process. If you are nominated by more than one applicant to be his/her referee, you will not need to repeat this step again as long as the same email address ha

* Required Field

Preferred Name * ? : [Ms ▼]
--Salutation--
Prof
Dr
Ir
Mr
Ms

一、選擇你的稱謂

二、輸入你的名稱

Please click **Save** to save your (

[Reset] [Save]

步驟三、 點擊保存鍵 (Save) 以確認並進入下一頁

Confirmation of your Preferred Salutation and Name

Before going further to complete the Confidential Reference Form, you are invited to take some time to confirm your preferred salutation and name below. The information will be used for the purpose of communication with you and your nominator(s) throughout the reference process. If you are nominated by more than one applicant to be his/her referee, you will not need to repeat this step again as long as the same email address has been provided.

* Required Field

Preferred Name * ? : [Ms ▼] Cheng
--Salutation--
Prof
Dr
Ir
Mr
Ms

三、點擊保存鍵 (Save)

Please click **Save** to save your (

[Reset] [Save]

(丁) 登錄平台 – 直接登錄（非首次登入）

步驟一、 請於密碼欄 (Password) 直接輸入你的密碼。
步驟二、 點擊提交鍵 (Submit) 以登錄平台。

Referee Sign In

Please use the password we sent via email to login to the system and click Submit.

一、輸入你的密碼

| Referee ID. | : | XXXXXXXX3 |
| Password | : | |

二、點擊提交鍵 (Submit) 以登錄平台

Please click **Submit** to process your request.

[User Guide] [Forgot Password] [Clear] [Submit]

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

第二部份：如何提交保密推薦表及其他推薦文件？

請按照以下步驟提交申請人的保密推薦表。

步驟一、 點擊選擇鍵 (Select) 以選擇相應申請人。如果你獲超過一名申請者提名，你將在此頁面上看到相關申請人的名單。

Prepare for your Reference and select the applicant

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To begin, please click the **Select** button next to the applicant name.

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1	Select	CHAN Siu Man	T20000001	MA in Communication (Shenzhen)	Pending	2020-07-12
2	Select	CHAN Tai Man	T19000018	Doctor of Business Administration	Pending	2020-07-12

一、點擊選擇鍵 (Select) 以選擇相應申請人

步驟二、 閱讀載於 Notes 頁面上的推薦人須知。

Applicant Name: CHAN Siu Man
Programme Applied For: MA in Communication (Shenzhen)

| Confidential Reference | Notes | Upload Guideline |

Notes to Referee

An applicant applying for admission to one of our taught postgraduate programmes has named you as his/her referee. Therefore, we would like to seek your comments on the applicant's suitability for postgraduate studies. Your comments will serve as one of the references for our evaluation of the applicant for admission purpose. Please click the tab "Confidential Reference" to complete the Confidential Reference Form. If you wish to provide any relevant documents such as recommendation letter for the applicants, please upload the documents in section IV subsequent to your completion and "Save" of section I to III of the form. You are reminded to click "Submit" to confirm submission of the form.

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2. Personal data provided are used by the staff members of the University who are involved in the processing of the applications and admissions.
3. Confidential references will be disposed of within one year after the completion of the relevant application and admission intake.
4. Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction could be made and addressed to: Graduate School (AAB 904, Level 9, Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon)

推薦人須知

一名「修課式研究生課程」申請人提名您為其入學申請之推薦人，因此本校現邀請您為該名申請人的學術能力進行評核。請到"Confidential Reference"分頁填寫表格。如有其他補充文件（例如：推薦信），請先填寫表格首三部份並按 "Save" 儲存，及後於表格第四部份上載。請謹記於填寫表格後按 "Submit" 提交表格。

如需協助，請電(852) 3411 5127與本院職員聯絡。
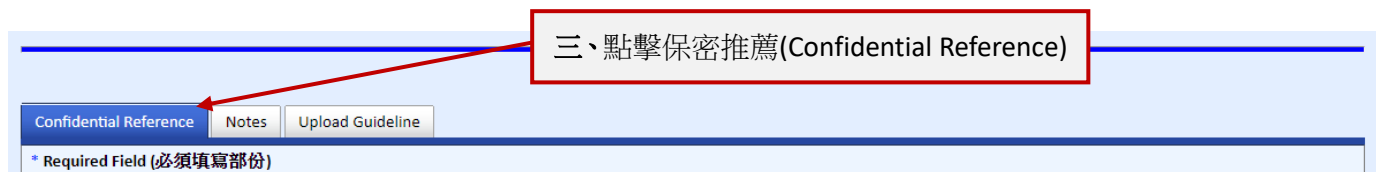
大學對您所提供的資料將嚴格保密，所有資料均按照香港個人資料（私隱）條例的規定處理。謝謝。

個人資料收集聲明

個人資料提供者注意事項：

1. 本校所收集的個人資料只供課程申請之用，並不作其他用途。
2. 本校所收集的個人資料只供與課程申請有關的職員使用。
3. 申請人的推薦信將於課程申請處理完成後一年內銷毀。
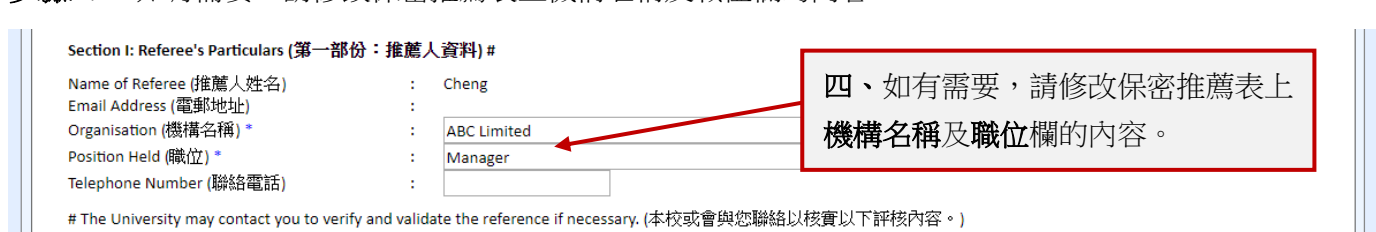4. 按照個人資料（私隱）條例，申請人有權查閱及/或更正申請文件內的個人資料。如有需要，請與研究院聯絡(地址：香港九龍塘香港浸會大學浸會大學道校園教學及行政大樓9樓904室)。

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南
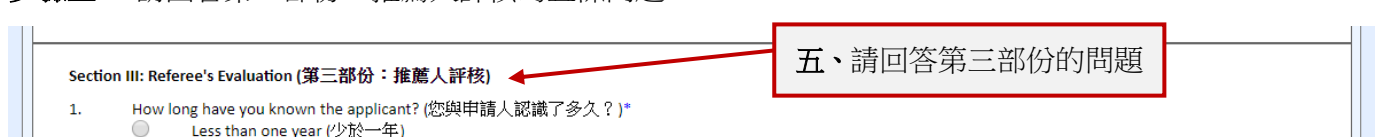
步驟三、 點擊保密推薦(Confidential Reference)以進入保密推薦表。

三、點擊保密推薦(Confidential Reference)

| Confidential Reference | Notes | Upload Guideline |

* Required Field (必須填寫部份)

步驟四、 如有需要，請修改保密推薦表上機構名稱及職位欄的內容。
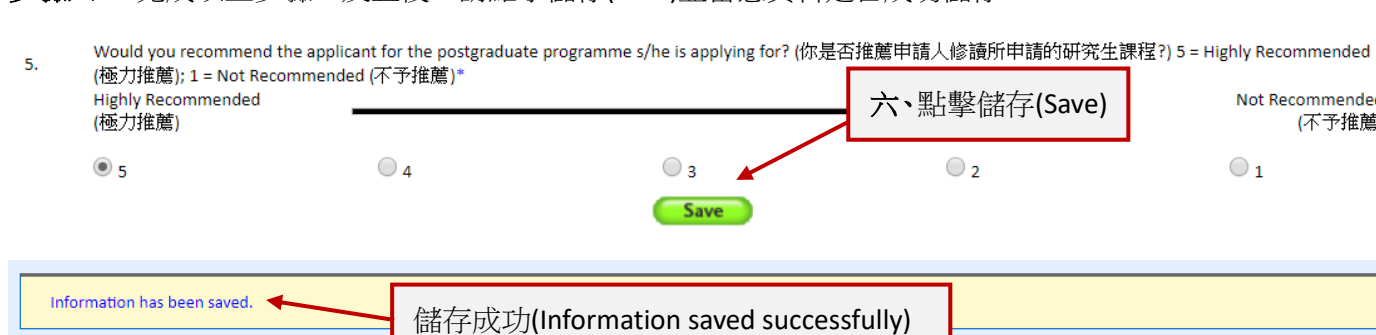
Section I: Referee's Particulars (第一部份：推薦人資料) #

Name of Referee (推薦人姓名)　　　：　Cheng
Email Address (電郵地址)　　　　　：
Organisation (機構名稱) *　　　　　：　ABC Limited
Position Held (職位) *　　　　　　：　Manager
Telephone Number (聯絡電話)　　　：

四、如有需要，請修改保密推薦表上**機構名稱**及**職位**欄的內容。

The University may contact you to verify and validate the reference if necessary. (本校或會與您聯絡以核實以下評核內容。)

步驟五、 請回答第三部份：推薦人評核的五條問題。

五、請回答第三部份的問題

Section III: Referee's Evaluation (第三部份：推薦人評核)

1. How long have you known the applicant? (您與申請人認識了多久？)*
   ○ Less than one year (少於一年)

步驟六、 完成以上步驟四及五後，請點擊儲存(Save)並留意資料是否成功儲存。

5. Would you recommend the applicant for the postgraduate programme s/he is applying for? (你是否推薦申請人修讀所申請的研究生課程？) 5 = Highly Recommended (極力推薦); 1 = Not Recommended (不予推薦)*

Highly Recommended (極力推薦)　　　　　　　　　　　　　　　　　　　　　　　Not Recommended (不予推薦)

六、點擊儲存(Save)

○ 5　　　　○ 4　　　　○ 3　　　　○ 2　　　　○ 1

Save

Information has been saved.

儲存成功(Information saved successfully)

步驟七、 如果你希望為申請人提交推薦信或其他推薦文件，請參考步驟八至十。否則請直接跳到步驟十一。**請注意，你在此階段並未成功提交該保密推薦。**

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香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

如果你希望為申請人提交推薦信或其他推薦文件，請參考以下步驟八至十。請注意：你只可為每位申請人上傳**最多兩個 PDF 格式的檔案**，而每個檔案不大於 **2MB**。

步驟八、 點擊瀏覽(Choose File) 以選擇有關檔案

步驟九、 點擊上傳(Upload) 以上傳該檔案。

步驟十、 上傳檔案後，請點擊已上傳的檔案名字以查看相關檔案是否正確無誤

如果確認已上傳檔案正確無誤，請直接跳到步驟十一。

步驟十(甲)、 如果你需要更改/刪除有關檔案，請點擊該檔案左邊的方格。
步驟十(乙)、 點擊刪除(Delete) 以刪除有關檔案。

步驟十(丙)、 在彈出之對話框點擊確定 (Confirm) 以確認刪除有關檔案。

步驟十(丁)、 重覆以上步驟八至十重新上傳正確的檔案。

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

步驟十一、 請點擊提交(Submit) 及在彈出之對話框點擊確定 (Confirm) 以提交該保密推薦

Section IV: Uploading other supporting documents (第四部份：上載其他補充資料)

6. Other relevant documents such as recommendation letter (if any) ([如適用] 如你希望提交與申請人相關的額外文件 (例如推薦信)，請以PDF格式上載。):

	File Name ❓	Description	Upload Date ⬍	Size (Bytes)
☐	Recommendation Letter.PDF	Other reference document	2019-09-16 [6:19 PM]	83449

Delete

Submit

十一、請點擊提交(Submit)
及確定(Confirm)

issuat.hkbu.edu.hk 顯示

Are you sure you want to submit your reference? Please note that you cannot view the uploaded reference after submission.

確定　　取消

步驟十二、 完成步驟十一後，平台將跳回主頁面，而相關申請人的狀態亦將更新為已遞交 (Submitted Online)，表示你已成功為申請人提交有關推薦。

Prepare for your Reference and select the applicant

You have been nominated as the Referee of the following applicant(s) of the Taught Postgraduate programmes of the Hong Kong Baptist University.

We would appreciate your assistance in assessing the suitability of the applicant(s) for postgraduate study at the University by completing the online Confidential Reference Form (Form). If you wish to provide an additional document such as a reference letter, you may also upload it and submit alongside the Form. You are appreciated to complete the above **within two weeks** from the invitation of your reference.

In the following table, you will find the list of nominator(s) as well as:
- the details such as applicant name, application number and the name of applied programme
- the status of each reference which will change to **Submitted online** upon your successf

狀態更新為已遞交 (Submitted Online)

You may also refer to our **User Guide**. If you need any further assistance during the p... "Referee" under "TPG" as the Enquiry Type).

To begin, please click the **Select** button next to the applicant name.

Seq.	Select	Applicant Name	Application No.	Programme Applied For	Status	Record Expiry Date
1		CHAN Siu Man	T20000001	MA in Communication (Shenzhen)	Submitted online	
2	Select	CHAN Tai Man	T19000018	Doctor of Business Administration	Pending	2020-07-12

Change Password

步驟十三、 請點擊登出鍵 (Sign out) 以登出本平台。

Sign out | Ms Cheng [XXXXXXXXXX]

Preferred Name | Reference

十三、點擊登出 (Sign out)
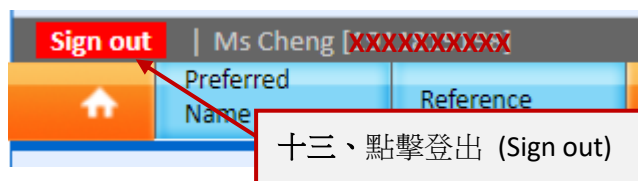
請注意：
1. 你成功為申請人提交有關推薦時，本平台亦將發送電郵通知該申請人。
2. 如有需要，本校可能會聯絡你以驗證有關推薦。

香港浸會大學修課式研究生課程入學保密推薦-網上平台使用指南

第三部份：如何取回密碼？(非首次登入者)

如果您忘記了密碼，請使用忘記密碼 (Forgot Password) 功能以重設密碼。新的密碼將會以電郵發送到你的郵箱。重設密碼後，你原來建立的密碼將不能使用。

步驟一、 參考本指南第二部份以進入網上平台

步驟二、 點擊忘記密碼 (Forgot Password)進入重設密碼頁面

Referee Sign In

Please use the password we sent via email to login to the system and click Submit.

| Referee ID. | : XXXXXXXXXX |
| Password | : |

Please click **Submit** to process your request.

（二、點擊忘記密碼 (Forgot Password)）

User Guide　Forgot Password　Clear　Submit

This site is best viewed with 1024 x 768 resolution, and requires Internet Explorer between 7.0 and 11.0, Firefox between 3.0 and 62.0, Google Chrome between 24.0 and 69.0 or Microsoft Edge up to 12. For Macintosh users, please access this site using Safari 3.1 or above.

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步驟三、 於重設密碼頁面上，請輸入你的電郵地址。此電郵地址必須與你收取邀請電郵的地址相同。

Referee Password Assistance

Forgot your password? Please fill in the information below and we will send a new password by e-mail to your e-mail account.

| Login URL / Referee ID. | : XXXXXXXXXX |
| Your e-mail account | : |

（三、請輸入你的電郵地址。此電郵地址必須與你收取邀請電郵的地址相同）

Clear　Reset Password

步驟四、 輸入電郵地址後，請點擊重設密碼 (Reset Password)以重設密碼。

Referee Password Assistance

Forgot your password? Please fill in the information below and we will send a new password by e-mail to your e-mail account.

| Login URL / Referee ID. | : XXXXXXXXXX |
| Your e-mail account | : abc@def.com |

（四、點擊重設密碼 (Reset Password)）

Clear　Reset Password

步驟五、 系統即時將新的密碼經電郵發送到上述的郵箱。

我們感謝你提交的推薦。您的寶貴意見將有助於本校對該申請人進行評核。

如有任何查詢，請以下列方法與本校教務處修課式研究生課程事務組聯絡
電郵：　　　　　　　hkbu_tpg@hkbu.edu.hk
查詢熱線：　　　　　(852) 3411 5127