

Confidential Reference for Admission to Taught Postgraduate Programmes 香港浸會大學修課式研究生課程入學保密推薦

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 return the completed Confidential Reference Form to the Academic Registry (Taught Postgraduate Studies Section) **directly** via the University's Referee Online Platform (i.e. via the hyperlink in the invitation email from the University). The User Guide for accessing the platform is provided [HERE](#) for your reference. Please contact our staff at (852) 3411 5127 if you need assistance.

All information provided will be treated in strict confidence.

Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction could be made and addressed to: Academic Registry (Taught Postgraduate Studies Section) (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。請填妥表格並[直接](#)上傳至本校的「推薦人網上系統」（詳見本校的邀請電郵，內附系統超連結），或[按此](#)參考該系統的登入指引。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。

私隱政策聲明及收集個人資料聲明

根據香港浸會大學「大學」私隱政策聲明及收集個人資料聲明（PPS/PICS），大學會按照 PPS/PICS 所概括之目的和用途收集、保存和/或處理學生的個人資料。詳情請參閱 <https://www.hkbu.edu.hk/eng/about/privacy.jsp> 大學的私隱政策聲明及收集個人資料聲明。

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，請與教務處修課式研究生課程事務組聯絡（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）。

Confidential Reference for Admission
入學保密推薦

Section I: Referee's Particulars*

第一部份：推薦人資料*

Name of Referee:

推薦人姓名：

Organisation:

機構名稱：

Email Address:

電郵地址：

Position Held:

職位：

Telephone Number:

聯絡電話：

* 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。

Section II: About the Applicant's Particulars

第二部份：有關申請人的資料

Name of Applicant:

申請人姓名：

Application Number:

申請編號：

Programme Applied For:

申請課程：

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

One to five years

一至五年

Six to ten years

六至十年

Above ten years

十年以上

2. In what capacity have you known the applicant?

您如何認識申請人？

I am/was his/her Professor/Teacher

我是/曾是申請人的教授/教師

I am/was his/her Employer/Supervisor

我是/曾是申請人的僱主/上司

Others, please specify:

其他，請註明：

3. Please rank the applicant with respect to the following items.

請您就下列項目對申請人進行評估。

Items 項目	Excellent 優異	Good 良好	Satisfactory 滿意	Average or Below Average 普通或以下	Unable to Assess 無法判斷
Academic Potential 學習能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills 溝通能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional Maturity 情緒管理	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for Problem Solving 解難能力	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diligence 勤奮程度	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Spirit 團隊精神	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Please give further comments as appropriate.

您有其他有助甄選申請人的評語嗎？

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？

Highly Recommended 極力推薦	←	→	Not Recommended 不予推薦
5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>
			1 <input type="checkbox"/>

Thank you for completing the confidential reference.

謝謝您。