School of Architecture
THE CHINESE UNIVERSITY OF HONG KONG

MASTER OF ARCHITECTURE (MArch) ADMISSIONS 2017-18

School of Architecture
THE CHINESE UNIVERSITY OF HONG KONG

Application Requirements

1. Undergraduate degree in architecture or its equivalent
2. Fulfillment of the English language proficiency requirement
3. Completed application form (to be submitted via Graduate School Online Application System)
4. Design portfolio
5. Statement of purpose
6. Supporting documents
   a) Official transcripts with grading scheme from the University attended by applicants *
   b) Copies of degree certificates
   c) Copies of certificates of academic/professional qualifications, if any
   d) English language proficiency test reports, if any*
   e) Confidential recommendations from two referees*
   f) Employer's evaluation form*
   g) Record of practical experience
   h) Proof of nine-month practical experience
   i) Declaration of academic integrity
   j) Copy of HK identity card or passport
   k) Application fee receipt (not necessary for credit card payment through online application)

All application materials shall be submitted directly to the School of Architecture no later than 31 January 2017. More information on the supporting documents required by the University can be found at the Graduate School website.

*The supporting documents must reach the School of Architecture directly from the University/institution/ referees/employers or in sealed envelopes and sent by the applicant together with other materials.

SCHOOL OF ARCHITECTURE
香港中文大學建築學院
THE CHINESE UNIVERSITY OF HONG KONG
ROOM 106 AIT BUILDING, SHATIN, HONG KONG
TEL +852 3943 6583 FAX +852 3942 0982
EMAIL ARCHITECTURE@CUHK.EDU.HK
WWW.ARCH.CUHK.EDU.HK

School of Architecture
THE CHINESE UNIVERSITY OF HONG KONG

Application Procedures

1) Apply for admission via Graduate School Online Application System.

2) Submit the application materials directly to the School of Architecture by post or in person to the following address no later than 31 January 2017.

   Address: Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong
   (Attention: MArch Admissions)

- ☐ Printed copy of online application form
- ☐ Design portfolio in hardcopy and softcopy in PDF format [Note 1]
- ☐ Statement of Purpose
- ☐ Official transcripts with grading scheme from the University attended by applicants [Note 2]
- ☐ Copies of degree certificates [Note 3]
- ☐ Copies of certificates of academic/professional qualifications, if any
- ☐ English language proficiency test reports, if any [Note 4]
- ☐ Confidential recommendations from two referees [Note 5]
- ☐ Employer's evaluation form
- ☐ Record of practical experience
- ☐ Proof of nine-month practical experience [Note 6]
- ☐ Declaration of academic integrity
- ☐ Copy of HK identity card or passport
- ☐ Application fee receipt (not necessary for credit card payment through online application)

Please note that all application materials, including the design portfolio, will be discarded upon completion of the admission exercise and will not be returned.

Notes

1. The design portfolio should be accompanied by a commentary with a maximum of 1,500 words. It should not exceed A4 size (portrait or landscape) nor contain more than 20 pages. No 3D objects will be accepted. Please also submit a disc containing the softcopy of your portfolio in PDF format. Do not upload your portfolio to the online application system.

   In general, the portfolio should present and illustrate your (a) previous academic work, (b) independent work and (c) work from practical experience in a concise way. It should not be a loose collection of materials, but a clearly structured documentation to reflect your educational and practical experience. Proper credit and context must be given for all work shown in the portfolio, including authors, collaborators, and professional offices in which the work was completed. Please briefly describe your role in each of the project from practical experience as shown in the portfolio. Failure to credit work properly may result in the portfolio being discounted or the applicant being disqualified. Please indicate clearly your full name and application number on the cover of the portfolio for ease of identification.

2. Official transcripts together with the Transcript Submission Covering Sheet must be sent from the University or in sealed envelope and sent by the applicants. Applicants should download the Transcript Submission Covering Sheet from the online application system and send it to their respective University to apply for transcripts. There should be explanatory notes printed/ attached to the transcripts indicating the grading scheme of the University. Certificates and transcripts which are not in English or Chinese should be accompanied by an official certified translation in either English or Chinese. Please note that photocopy/ certified true copy of transcripts will not be accepted.

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3. Applicants with degrees awarded by overseas universities by distance learning or by completing a curriculum of short duration are required to provide assessment report from the Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ) on the level of qualification obtained by the application deadline.

4. Applicants must fulfill the English language proficiency requirement prescribed by the University no later than **31 January 2017**. Applicants who hold a degree from a non-English speaking country are required to take and submit one of the following original score reports for assessment:
   - TOEFL (paper-based 550 / computer-based 213 / internet-based 79); or
   - GMAT (verbal; Band 21); or
   - IELTS (academic band 6.5)

   The original score reports must be sent from the institutions concerned to the School of Architecture directly. Photocopy/ certified true copy of transcripts will not be accepted.

5. Applicants are required to submit confidential recommendations from two referees through either one of the methods below:
   a. Download the Confidential Recommendation Form from the online application system and send the form to your referees. The completed forms should be sent back to the School of Architecture directly by your referees in a sealed envelope no later than **31 January 2017**.

   b. Fill in the contact details of your referees on the online application system. Invitations for confidential recommendations will be sent out to the referees automatically, and the referees are required to input their recommendations online within 14 days from the date of invitation. If your referees missed the deadline, please provide them the form in hardcopy to complete the confidential recommendations.

6. The minimum period of practical experience is nine (9) months and should be gained after the completion of an undergraduate degree in architecture or its equivalent. Of this, five (5) consecutive months should be gained as a full-time employee in an architectural office, either based in Hong Kong or abroad. The remaining four (4) months can consist of equivalent experience, including working in other areas of the construction industry, research studies in related fields, or participation in community development projects.

   The requirement for practical training can be waived for applicants who possess a 5-year undergraduate professional degree in Architecture recognised by the country where the school is located.

   Applicants are required to submit the proof for fulfilling the nine-month practical experience no later than **15 June 2017**. The letter should include the start and end dates of employment, the position, and that it was full-time employment. The ultimate judgment and decision as to whether the conditions for admission are fulfilled by the applicants shall be vested with the School of Architecture. As a general policy, no refund will be arranged upon acceptance of an offer except under special circumstances as deemed by the School of Architecture.

IMPORTANT NOTES:
The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students, and adopts a policy of zero tolerance on cheating in examinations or plagiarism. Any related offence will lead to disciplinary action including termination of studies at the University.

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School of Architecture
THE CHINESE UNIVERSITY OF HONG KONG

Admission to Master of Architecture Programme 2017-18

Statement of Purpose

Name of applicant: Telephone No.:
Application No.: Email address:

University of Bachelor Degree:
Address of the University:
Name of programme:
Study mode (please tick): Full-time ☐; Part-time ☐; Distance learning ☐
Duration and place of study: years; (country)
Date of conferment of degree:
Overall cumulative GPA/grades:

Explain your reasons for applying to this programme within one page:

Please complete this form and return by post or in person to the School of Architecture no later than 31 January 2017.
Address: Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong
(Attention: MArch Admissions)

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School of Architecture
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Admission to Master of Architecture Programme 2017-18

Declaration of Academic Integrity

The Chinese University of Hong Kong places very high importance on honesty in academic work submitted by students, and adopts a policy of zero tolerance on cheating in examinations or plagiarism. Any related offence will lead to disciplinary action including termination of studies at the University.

I hereby affirm that all application materials submitted herewith are my own work, and that proper credit and context have been given for all work shown including author, collaborators, and professional office in which the work was completed.

Date: .
Signature: .
Name of applicant: .
Application No.: .

Please complete this form and return by post or in person to the School of Architecture no later than 31 January 2017.
Address: Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong
(Attention: MArch Admissions)

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Admission to Master of Architecture Programme 2017-18
Record of Practical Experience

Name of applicant: .
Application No.: .
Telephone No.: .
Email address: .

List the experience that fulfills the practical experience requirement in chronological order.

Start and end dates	Firm or institution, position	FT/PT	Evidence submitted
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Please complete this form and return by post or in person to the School of Architecture no later than 31 January 2017. The proof should be submitted to the School as soon as possible but no later than 15 June 2017.
Address: Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong
(Attention: MArch Admissions)

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Admission to Master of Architecture Programme 2017-18
Employer's Evaluation Form

Name of applicant:
Application No.:

The person above has applied for admission to the Master of Architecture programme at The Chinese University of Hong Kong. As the direct supervisor, your candid evaluation of the applicant's ability to succeed in the programme and to contribute to the profession would be greatly appreciated. Please answer these questions and send this form to the School of Architecture no later than 31 January 2017.

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

How do you judge the applicant's abilities, compared to his or her peers?

	outstanding	good	average	poor	unable to judge
Ability to work within and anticipate requirements					
Design skills					
Management potential					
Initiative and motivation					
Ability to work with others					

What do you consider the applicant's strengths?

What are the applicant's weaknesses?

What other information would be relevant in considering this application?

Date:
Signature of the evaluator:
Name in print:
Name of organisation:
Address:

Telephone No.:
E-mail address:

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Please return the completed form by post or by email to the School of Architecture directly by employer no later than 31 January 2017.
Address: Room 106, AIT Building, The Chinese University of Hong Kong, Shatin, Hong Kong (Attention: MArch Admissions)
Email: kelvin.wong@cuhk.edu.hk