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Supporting document check list

- Hard copy of the completed application forms;
- Copies of academic certificates and transcripts;
- A written personal statement (1,000 words maximum)^;
- CV;
- Reference letters*;
- Copy of ID card;
- Copies of English proficiency evidence (IELTS 6.5 or equivalent);
- A recent colour photo;
- A crossed cheque of HKD200 as application fee (payable to 'HKU SPACE')

^Your personal statement should focus on the following areas:

- Your reasons for applying for the course
- How your knowledge and experience links to the course content
- How the course relates to your longer term plans

*If you have been in full-time or part-time education within the past five years, at least one referee should be your academic tutor; if not, you may give two employment references.

Completed application form can be sent by post to below address or through one of HKU SPACE Enrolment Centres.

HKU SPACE PG Admission Team (Museum Studies)
Room 602B, 6/F, United Centre,
95 Queensway, Admiralty, Hong Kong.

HKU SPACE Application Cover

(Application Fee: HK\$200)

Course applied for:

- | | | | |
|--------------------------|--|--------|--------------|
| <input type="checkbox"/> | M.A. in Museum Studies | PE019A | AH 21-828-00 |
| <input type="checkbox"/> | M.Sc. in Museum Studies | PE018A | AH 21-829-00 |
| <input type="checkbox"/> | Postgraduate Diploma in Museum Studies | PE017A | AH 21-830-00 |
| <input type="checkbox"/> | Postgraduate Certificate in Museum Studies | PE097A | AH 21-127-00 |

Name of Applicant:

_____ / _____
(Family Name)

(Given Name)

HKID / Passport No.:

Permanent HK Resident:

YES

NO

Application Fee: HK\$200 is **non-refundable** and will cover the cost of processing your application. CHEQUE SHOULD BE MADE PAYABLE TO “HKU SPACE”. If you are offered a place, the School will notify you as to the method of payment of the course fee.

Other Relevant Information (Applicable to NEW or PAST students who have an update)

HKU SPACE ALUMNI

All new enrolled students in the School will automatically become ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please check this box.

Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required

Yes No

Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, where applicable, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed; and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.

7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access to information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website (<http://hkuspace.hku.hk/policy-statement/privacy-policy>).
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.pdf>. Being in partnership with other overseas Universities, it also endeavours to comply to their laws and regulations as far as practicable. However, the School is obliged to maintain part of the students' records in perpetuity for reasons stated in this PIC.

Notes on Class Arrangements under the COVID-19 Outbreak 有關2019冠狀病毒疫情期間的課堂安排

Given the COVID-19 situation might still be fluid, please note that the School may substitute face-to-face classes with online teaching if necessary. Our respective Programme Teams will contact students concerned with details of such arrangements before the class starts or during the classes as necessary.

Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong for employment or as dependants, who do not need prior approval before taking up part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

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.
2. I authorise the School to obtain and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

Signature: _____

Date: _____

REMINDER FOR APPLICATION (Remember to submit the following together with this application cover)

1. Two Reference letters - Pass reference forms to referees and ask them to complete return to you or direct to HKU SPACE. (The referee should be someone familiar with your employment (supervisor perhaps) or previous education who can comment on your ability to participate and succeed in the course. Please avoid ask for a reference from your friend or family member.)
2. Complete University of Leicester application form
3. Copy of HKID/password, academic certificates and transcripts (transcript should have an overall grade and explanation of marking scheme). Copy of your documents need to be certified true copy at our HKU SPACE Enrolment Centres.
4. One passport-sized photography
5. Crossed cheque HK\$200 for application fee (payable to 'HKU SPACE')

If you have any question about filing out your application form please do you hesitate to contact us:

Tel: 852 2910 7645 / Email: pg.cad@hkuspace.hku.hk

Postgraduate Application Form



Notes for Guidance

1. This form should be used if you wish to apply for a taught postgraduate course or research degree by full-time, part-time or distance learning mode, with the exception of the MA in Social Work and the Doctorate in Clinical Psychology. (Please refer to the postgraduate prospectus with regard to application arrangements for these degrees).
2. Before completing this form, please refer to the Postgraduate Prospectus (this is available on-line at <http://www.le.ac.uk/graduateoffice/pgprospectus/>) to check course availability and start dates. For your application to be successful you must meet the necessary English Language and academic entry requirements, full details can be found in the Postgraduate Prospectus.
3. Please complete the form in BLOCK CAPITALS or type, so that your information can be easily read.
4. When completing the form please ensure that you provide your full name (surname/family name and forenames) in the order they appear in your official documents i.e. passport. This is important because you will be registered in this name and if you successfully complete your course it is this name which will be on your certificate. It will only be changed during your studies if it is changed officially, for example, through marriage. Where this is the case a legal document (marriage certificate, standing declaration etc) will be required to make any changes.
5. If your supporting documents are not in English, we require officially translated versions as well as copies in the original language.
6. Some postgraduate courses have published deadlines; please refer to the academic department you wish to apply to for further details.
7. If you are applying for a postgraduate course or research degree by full-time or part-time study, please return the form with supporting documents (copies of transcripts, your completed references etc) to the **Postgraduate Admissions Office, University of Leicester, University Road, Leicester, LE1 7RH**. Applications for distance learning programmes should be returned directly to the academic department.
8. If your application is successful, a firm offer will be issued from the Postgraduate Admissions Office. With an offer you will receive useful information regarding admission to the University. Conditional offers may also be issued for applicants who:
 - i. Have not yet met the University's English language requirements.
 - ii. Need to provide further academic transcripts (i.e. final results).
 - iii. Need to provide other specified documentation (e.g. certified copies or translations).
9. In order to accept the offer, follow the instructions in your offer pack.
10. Instructions on how to register will be sent prior to your start date.

If you have any questions about filling out your application form please do not hesitate to contact the Postgraduate Admissions Office Tel: +44 (0)116 252 5381 · Email: pgadmissions@le.ac.uk

Data Protection Statement

By signing this form you are consenting to the University of Leicester using the information provided from time to time, along with any further information about you that the University may hold, for the purposes set out in the Postgraduate Data Protection Statement (http://www.le.ac.uk/ua/rg/dataprotection/html_docs/student_regform_dataprotection.htm).

The information that you provide on your application form will be used for the following purposes:

- To enable your application for entry to be considered and allow our Admissions Advisors, where applicable, to assist you through the application process;
- To enable the University to compile statistics, or to assist other organisations to do so. No statistical information will be published that would identify you personally;
- To enable the University to initiate your student record should you be offered a place at the University.



FOR OFFICE USE ONLY
APPLICATION NO:

Application for Admission to Graduate Studies

This form should be completed and returned (along with supporting documentation as required) to the Postgraduate Admissions Office, University of Leicester, University Road, Leicester LE1 7RH. Two sealed and stamped references should be included with this application form. Please complete this form in BLOCK CAPITALS or type.

PERSONAL DETAILS		
Surname/Family name:		First/given names:
Previous surname/Family name (if applicable):		Title (Dr, Mr, Mrs, Ms, Miss, etc):
Date of birth:	Sex (male or female):	Present nationality:
Country of birth:		Country of permanent residence:
ADDRESSES		
Permanent home address: (This must be completed)		Address for correspondence (if different from home address):
Postcode:		Postcode:
Tel:		Tel:
Fax:		Fax:
Email:		Email:

PROGRAMME OF STUDY	COURSE TITLE (for taught courses only)
<input type="checkbox"/> MA <input type="checkbox"/> MPhil <input type="checkbox"/> MSc <input type="checkbox"/> MEd (Research) <input type="checkbox"/> LLM <input type="checkbox"/> Occasional <input type="checkbox"/> MBA <input type="checkbox"/> Diploma <input type="checkbox"/> PhD <input type="checkbox"/> Certificate <input type="checkbox"/> Other <input type="checkbox"/> Pre-Masters <input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> distance learning Commencing in :..... (month, year)	Museum Studies
	DEPARTMENT (for taught courses and research degrees)

APPLICANTS FOR RESEARCH
Proposed start date: October <input type="checkbox"/> January <input type="checkbox"/> April <input type="checkbox"/> July <input type="checkbox"/> NB: Candidates accepted onto research degree programmes will normally be registered as Advanced Postgraduate Students. Subject to satisfactory progress and the approval of the Board of Graduate Studies, this registration will be transferred to a specific degree (MEd, MPhil or PhD) after one year.

University Staff Members Only
Please indicate whether you are applying for the remission of part time fees (forms available from Staff Development) Yes <input type="checkbox"/> No <input type="checkbox"/>

EDUCATION AND QUALIFICATIONS

Give details of further or higher education since leaving school. Please provide information on qualifications already obtained and examinations still to be taken.

Name of institution / address	Dates (month – year of attendance)	Qualification/award (include class & division or grade obtained if known)	Main subjects
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		

NB: Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application. In addition to diplomas and certificates, international applicants are requested to provide official copies of their entire course transcripts including explanations of the mark schemes used and, where possible, an indication of their class ranking/position in class.

ENGLISH LANGUAGE COMPETENCE

Students educated outside the UK in countries where English is not the first language must provide, before they can be admitted to their chosen degree programme at the University, evidence that they have sufficient command of both spoken and written English. Acceptable evidence includes: GCSE/O-level English Language at grade C or above; an overall score of 6.0-6.5 in the British Council IELTS test (depending on the department); a score of 600 (80/90 IBT) in TOEFL, with a score of 4.0 in the rest of Written English (TWE). You will be required to submit originals or certified copies of any certificates and score reports.

a) Is English your first language?

Yes

No

b) Is/was English the language of instruction of your first degree?

Yes

No

If yes, please provide written confirmation from the institution where you undertook your studies, that English was the language of instruction.

c) Please list any formal English Language qualifications with results obtained (ie IELTS, TOEFL, GCE, GCSE) and the dates you took the test, or will be taking the test.

English Qualification:	Result:	Date:
e.g. IELTS / HKALE	6 / D	13 Nov 2020

NB: The University offers an English Language Programme for International Students. The courses are designed to raise English Language skills to an acceptable level to enter a chosen degree course. Students will start at the appropriate stage of the Preparatory courses (September, January, May or July) depending on current language level. If you would like to receive further information on the English Language Programmes on offer, please tick the box



Graduate Reference Form
 Postgraduate Admissions Office
 University of Leicester, University Road
 Leicester LE1 7RH
 England

SECTION 1 TO THE APPLICANT		
This is one of two Graduate Reference Forms provided with your Application Form. Please complete this section before forwarding one form to each of your two referees, requesting that they complete Section 2. The forms should be sealed and stamped and returned with your application form.		
Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
PROGRAMME OF STUDY		COURSE TITLE (for taught courses only)
MA	MPhil	
MSc	MEd (Research)	
LLM	Occasional	
MBA	Diploma	
PhD	Certificate	DEPARTMENT (for taught courses and research degrees)
Other	Pre-Masters	
full time	part time	distance learning
Commencing in: (month, year)		
APPLICANTS FOR RESEARCH DEGREES:		
Give a brief description of your proposed research topics or interests, including the formal title of the proposed field of study.		
SECTION 2 TO THE REFEREE		
The above-named is applying for admission to graduate studies at the University of Leicester, and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidates suitability for the proposed course of study. When commenting on his/her academic performance please give, if possible, the applicants class ranking /position in class (including the total number of students in the class). If an exact position cannot be given, indicate the quartile in which you believe he/she has performed.		
Please return this form sealed and stamped to the applicant concerned. Thank you for providing a reference.		
Please note that the University may, if applicant/student makes a request, show this reference to the applicant/student.		
Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
Position:		
Relationship to Applicant:		
Address:		
Tel:	Fax:	
Email:		

REFERENCE

Applicants Name:

Signature of Referee:

Date:

TEAR OFF



Graduate Reference Form
 Postgraduate Admissions Office
 University of Leicester · University Road
 Leicester LE1 7RH · England

SECTION 1 TO THE APPLICANT

This is one of two Graduate Reference Forms provided with your Application Form. Please complete this section before forwarding one form to each of your two referees, requesting that they complete Section 2. The forms should be sealed and stamped and returned with your application form.

Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
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PROGRAMME OF STUDY	COURSE TITLE (for taught courses only)
<input type="checkbox"/> MA <input type="checkbox"/> MSc <input type="checkbox"/> LLM <input type="checkbox"/> MBA <input type="checkbox"/> PhD <input type="checkbox"/> Other	Museum Studies
<input type="checkbox"/> MPhil <input type="checkbox"/> MEd (Research) <input type="checkbox"/> Occasional <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Pre-Masters	
<input type="checkbox"/> full time <input type="checkbox"/> part time <input type="checkbox"/> distance learning	DEPARTMENT (for taught courses and research degrees)
Commencing in (month, year)	

APPLICANTS FOR RESEARCH DEGREES:

Give a brief description of your proposed research topics or interests, including the formal title of the proposed field of study.

TEAR OFF

SECTION 2 TO THE REFEREE

The above-named is applying for admission to graduate studies at the University of Leicester, and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidates suitability for the proposed course of study. When commenting on his/her academic performance please give, if possible, the applicants class ranking /position in class (including the total number of students in the class). If an exact position cannot be given, indicate the quartile in which you believe he/she has performed.

Please return this form sealed and stamped to the applicant concerned. Thank you for providing a reference.

Please note that the University may, if applicant/student makes a request, show this reference to the applicant/student.

Surname/Family name:	First names:	Title (Dr, Mr, Ms, etc):
Position:		
Relationship to Applicant:		
Address:		
tel:	Fax:	
Email:		

TEAR OFF

TEAR OFF

REFERENCE

Applicants Name:

Signature of Referee:

Date:

EMPLOYMENT DETAILS / OTHER EXPERIENCE

Give details of any industrial, professional or research experience relevant to your application. In particular, applicants for post-experience programmes (eg Education, the MBA, Social Work) should complete this section as fully as possible.

Continue on a separate sheet if necessary. Indicate here if you have done this

Employer	Title and duties of post	Dates from	Dates to

PERSONAL STATEMENT OR RESEARCH PROPOSAL

Taught course applicants (eg. MA/MSc/LLM/PGDip) – State your reasons for wishing to pursue the course for which you have applied. How your knowledge and experience links to the course content and how the course relates to your longer term plans.

Research applicants – Give a brief description of your proposed research topics or interests, including the formal title of the proposed field of study. Please list any academic work you have had published or which is currently in the press, together with the name of the publisher or journal which has accepted it.

Continue on a separate sheet if necessary. Indicate here if you have done this

FINANCIAL SUPPORT

It is important that you give full consideration to how you will be able to finance your studies. For internal purposes, it is useful for us to know how you intend to finance yourself. Please tick as many boxes as apply:

- self

 scholarship (if you are applying for or have obtained a scholarship please give details)
- family

 Name of scholarship(s) : _____
- employer

- other (please give details)

Which scholarship(s) have you obtained to date?

NB: No student may be admitted to the University without providing satisfactory evidence of their ability to meet the expenses of their proposed course.

SPECIAL NEEDS OR SUPPORT

Please state any support required as a consequence of any disability or medical condition stated under 'monitoring information'.

OTHER INFORMATION

Do you have any criminal convictions?

Yes

No

NB: You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions.

Applications to other institutions: Please give details of other institutions/programmes of study for which you are also applying at this time:

REFEREES	
Please give the names and addresses of your two referees below. Your two completed references (sealed and stamped) should be returned with this application form. Candidates for any of the post-experience programmes (eg Education, the MBA, Social Work), should ensure that they nominate a professional/industrial referee as well as an academic contact. Referees are required to comment on your academic suitability for your chosen course of study.	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
tel:	tel:
Fax:	Fax:
email:	email:

PASSPORT INFORMATION
If you need to apply for a visa to study in the UK, it is essential that you provide us with the following:
Passport Number
Country of issue
Date of issue Expiry date

DECLARATION	
I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I confirm that I have read the Data Protection Statement enclosed.	
Signed:	Date:

ALL APPLICANTS should note that the University reserves the right to make without notice changes in regulations, courses, fees etc at any time before or after a candidates admission. Admission to the University is subject to the requirement that the candidate will comply with the Universitys registration procedure and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force.

FINDING OUT ABOUT LEICESTER		
How did you first learn about your proposed programme of study at University of Leicester?		
<input type="checkbox"/> Press advertisement	<input type="checkbox"/> Internet	<input type="checkbox"/> Alumni
<input type="checkbox"/> Prospectus	<input type="checkbox"/> Met a University representative	<input type="checkbox"/> Advice from another education establishment
<input type="checkbox"/> Reference book on Graduate programme	<input type="checkbox"/> Careers Service	<input type="checkbox"/> British Council
<input type="checkbox"/> Employer	<input type="checkbox"/> Current student of the University	
<input type="checkbox"/> Other – Please specify		

MONITORING INFORMATION

The University is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. These statistics are used solely for the purpose of monitoring application and admission rates and form no part of the selection procedure.

Please return your form together with your application for graduate studies to the Postgraduate Admissions Office. The monitoring form will be separated from your application which will be forwarded to the Department for consideration.

Please tick the box which you feel describes your ethnic origin.

- (31) Asian or Asian British – Indian
- (32) Asian or Asian British – Pakistani
- (33) Asian or Asian British – Bangladeshi
- (34) Chinese or Other Ethnic background – Chinese
- (39) Other Asian background
- (11) White – British
- (12) White – Irish
- (19) Other White background
- (21) Black or Black British – Caribbean
- (22) Black or Black British – African
- (29) Other Black background
- (41) Mixed – White and Black Caribbean
- (42) Mixed – White and Black African
- (43) Mixed – White and Asian
- (49) Other Mixed background
- (80) Other Ethnic background
- (90) Not known
- (98) Information refused

TO BE COMPLETED BY ALL STUDENTS**DISABILITY/SPECIAL NEEDS**

Please tick the box next to the statement which is most appropriate to you.

- (0) You do not have a disability nor are aware of any additional support requirements in study or accommodation
- (1) You have dyslexia
- (2) You are blind/partially sighted
- (3) You are deaf/have a hearing impairment
- (4) You are a wheelchair user or have mobile difficulties
- (5) You need personal care support
- (6) You have mental health difficulties
- (7) You have an unseen disability, e.g. diabetes, epilepsy, asthma
- (8) You have two or more of the above disabilities/special needs
- (9) You have a disability not listed above

Please specify:

Course applied for: