

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application forms designated for various purposes, e.g. for admission to a programme of study, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
 - a) as a basis for selection of applicants;
 - b) as evidence for verification of the applicant's examination results, academic records and other information; and
 - c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student files will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

Declaration

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance.
2. I authorize the University of Hong Kong to use, check and process my data as required for my application. I accept that all the data in this form and those the University is authorized to obtain will be used for purposes related to the processing and administration of my application in the university context.
3. I authorize The University of Hong Kong to obtain, and the relevant examination authorities, assessment bodies or academic institutions in Hong Kong and elsewhere to release, any and all information about my public examination results, records of studies or professional qualifications, I also authorize the University to use my data in this form for the purpose of obtaining such information.
4. I understand that upon successful application, my data will become a part of my student record and may be used for all purposes as prescribed under relevant rules and regulations as well as attendant procedures, so long as I remain student of this University.
5. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Signature _____

Date _____

THE UNIVERSITY OF HONG KONG

Transcript Request Form

- I. **To the Applicant:** Applicants who did not attach their original official transcript, should complete the first part of this form and send it to the appropriate officer of institute from which the transcript is requested.

Name of Applicant: _____ (_____)
in English in Chinese, if any

University Attended: _____

Dates of Attendance: From _____ To _____

Title of Degree: _____ Date of Award: _____

Programme applied for admission at The University of Hong Kong:

Master of Advanced Pharmacy

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- II. **To the Officer responsible for issuing transcripts:** The applicant named above has applied for admission to a postgraduate curriculum at The University of Hong Kong. Please send a copy of the official transcript together with this form directly to:

Department of Pharmacology and Pharmacy
LKS Faculty of Medicine
The University of Hong Kong
L2-55, Laboratory Block
21 Sassoon Road, Pokfulam
Hong Kong
(Ref.: Master of Advanced Pharmacy)

THE UNIVERSITY OF HONG KONG
Master of Advanced Pharmacy

SUPPORTING DOCUMENTS

NOTES ON SUBMISSION OF SUPPORTING DOCUMENTS (To be uploaded on the application system)

An email notification will be sent to you within 48 hours, please follow the instructions in the email and upload your supporting documents in pdf format for our preliminary consideration by logging in at: <https://tpg-admission-addon.its.hku.hk/applicant>

All documents should be submitted within one month starting from the date you receive the email notification. Your application number should be included on the file name of each document.

Transcripts, diplomas, certificates and other submitted documents which are not in English should be accompanied by a certified translation in English. Certified translation may be provided by your home institution.

Submission of originals/certified true copies of your documents is not necessary for the application. You will be asked to submit the original/certified true copies when your application is accepted.

☐ Academic transcripts¹

- If you have requested the transcript to be sent directly from the issuing university, please provide copy of transcript request form or application

☐ TOEFL/IELTS* official score report (if applicable)

- An applicant who is seeking admission on the basis of a qualification from a university or comparable institution outside Hong Kong of which the language of teaching and/or examination is not English is required to obtain one of the above examination results.

☐ Degree Certificates

- Applicants with mainland qualification are required to submit Online Verification Report of BOTH Higher Education Qualification and Degree Certificates issued by CHSI (学信网) <<https://www.chsi.com.cn/jyzyx/202207/20220729/2207454837.html>> with a validity period of 6 months.)

☐ Written statement of intent (approximately 300 words)

- Describe why you want to attend the Master of Advance Pharmacy Programme at HKU. Discuss your professional and scholarly goals and how that fits with the stream you intend to apply for.

☐ Curriculum vitae (inclusive of publications and academic awards, if any)

¹ An official transcript is a document issued by an academic qualification awarding university/institution, detailing a student's complete academic record, including courses completed, grades attained, and the academic qualification achieved. you are required to arrange with your degree awarding university/institution to directly post your official transcript(s) to our Programme Office by the submission deadline for verification purpose. Please allow sufficient time for postal delivery.

To be filled in by referee through auto-generated invitation email:

- ☐ 2 Referee's Reports² (preferably 1 academic referee and 1 workplace referee, if available)
 - Your referee may use the academic referee's report or write a reference letter describing why he/she believes you are suitable for admission to this programme.
 - Your referee can mail the document directly to the department or return the document in a sealed envelope for you to mail to us. Your referee can also fill in the referee report sent by the application system

For pharmacists applying to Clinical Practice/Community Health streams

(For local pharmacy graduates completing internship in this summer, these documents are typically not available until the following August and can be provided to the programme later before first day of class.)

- ☐ Registration Certificate with the Pharmacy & Poison Board of Hong Kong³
- ☐ Annual Practicing Certificate with the Pharmacy & Poison Board of Hong Kong³ (to be submitted annually)
- ☐ Registration Certificate with other overseas Pharmacy Registration Authorities³ (if applicable)

² The completed referee reports with referee's signature shall either be returned to applicant in a signed and sealed envelope or directly sent to the Programme Office by the referee. To avoid delay in processing the application, applicants are reminded to check referees' information (e.g. email address, contact number) and follow up with the referee(s) as appropriate. We also accept the referee reports or references to be sent electronically to mapharm@hku.hk.

³ Please note that the University will only ACCEPT originals or copies of the documents that have been duly declared as true copies before a notary public (e.g. a Commissioner for Oaths at a City District Office in Hong Kong). Copies of documents may be certified by the appropriate officials of your home institute if you are an overseas applicant. No photocopies will be accepted.