Application Requirements

1. Undergraduate degree in architecture or its equivalent
2. Fulfillment of the English language proficiency requirement form
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

All application materials shall be uploaded (except item e and f) to the School of Architecture application materials collection platform no later than 31 December 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.

#The supporting documents must be submitted directly by referees/employers on Graduate School Online Confidential Recommendation System or sent directly to School of Architecture via email (marc@arch.cuhk.edu.hk) no later than 31 December 2017.
Application Procedures

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

2) Upload the application materials to the School of Architecture application materials collection platform no later than 31 December 2017.
   - A_Copyright of online application form
   - B_Design portfolio in PDF format
   - C_Statement of Purpose
   - D_Official transcripts with grading scheme from the University attended by applicants
   - E_Copies of degree certificates
   - F_Copies of certificates of academic/professional qualifications, if any
   - G_English language proficiency test reports, if any
   - H_Confidential recommendations from two referees
   - I_Record of practical experience
   - J_Proof of nine-month practical experience
   - K_Declaration of academic integrity
   - L_Copy of HK identity card or passport
   - M_CV, if any

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

Notes

A. Copy of online application form generated upon completion of application on Graduate School Online Application System.

B. Design Portfolio Requirements:
   i_Cover
   - Indicate clearly your full name and application number on the cover of the portfolio for ease of identification
   - Include the date and programme you are applying to

   ii_Format
   - 20 pages single sided
   - Landscape orientation
   - PDF format smaller than 10MB, as softcopy

   iii_Content
   - 4 Academic projects only
   - Each project to be titled
   - Chronological order, with the most recent project placed first
   - Include architectural drawings (Plans, Sections, etc.)
   - Include evidence of the Design Process, i.e. the thinking behind each project
   - 2 pages maximum dedicated to Professional work
   - No models of physical artifacts can be sent

   iv_Credit and Plagiarism
   - 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
   - Failure to credit work properly or appropriating other people's work is a serious offence and may result in the portfolio being discounted or the applicant being disqualified.
C. Applicants should answer the following three questions (300 words):
   i. Why you wish to study at CUHK SOA
   ii. What are the topics you wish to pursue in the M.Arch course
   iii. Possible thesis proposal with references and bibliography

D. 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.

E. 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.

F. Certificates of academic/professional qualifications should be sorted in chronological order in submission.

G. Applicants must fulfill the English language proficiency requirement prescribed by the University no later than 31 December 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 / internet-based 79); or
   - GMAT (verbal; Band 21); or
   - IELTS (academic band 6.5)

TOEFL and IELTS are considered valid for two years from the test date. GMAT is considered valid for five years from the test date. 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.

H. Applicants are required to submit confidential recommendations from two referees through either one of the methods below:
   i. 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 via email no later than 31 December 2017.
   
i. 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.

I. Record of practical experiences should be listed in chronological order in submission.
J. 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 2018. 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.

K. 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. Applicants are required to submit Academic Honesty Declaration for application materials submitted.

L. All non Hong Kong applicants are required to submit the copy of passport.

M. Applicants should list their accomplishments and professional qualifications in chronological order.
Admission to Master of Architecture Programme 2018-19

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: __________________________

Applicants should answer the following three questions (300 words):
a. Why you wish to study at CUHK SOA
b. What are the topics you wish to pursue in the M.Arch course
c. Possible thesis proposal with references and bibliography
Admission to Master of Architecture Programme 2018-19

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.: 
Admission to Master of Architecture Programme 2018-19

**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.

<table>
<thead>
<tr>
<th>Start and end dates</th>
<th>Firm or institution, position</th>
<th>FT/PT</th>
<th>Evidence submitted</th>
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Admission to Master of Architecture Programme 2018-19

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 December 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?

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<thead>
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<th></th>
<th>outstanding</th>
<th>good</th>
<th>average</th>
<th>poor</th>
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<td>Ability to work within and</td>
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<td>anticipate requirements</td>
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<td>Initiative and motivation</td>
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<td>Ability to work with others</td>
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</table>

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:  

Please return the completed form to School of Architecture via email (marc@arch.cuhk.edu.hk) no later than 31 December 2017.