

NEW ASIA COLLEGE
Confidential Recommendation

for New Asia College Outgoing Student Exchange Programmes (2019-20)

Section 1 - To be completed by student**I. Personal Particulars**

Name of Student: _____ (in English) _____ (in Chinese)
Name in Full (Surname first)

CUID No.: _____ (10 digits)

Major/Programme: _____ Year of Attendance: _____

Email Address: _____ Telephone No.: _____

II. Reference (Your referee must be a current full-time CUHK teaching staff)

Name of Your Referee: _____
Name in Full (Surname first)

Department/Unit: _____ Position: _____

Email Address: _____ Telephone No.: _____

I, the undersigned, hereby agree to waive my right to view and access this recommendation form after completion by my referee named above. I also understand and agree that I am responsible to follow up with my referee on completion and submission of the recommendation form.

Signature of Student: _____ Date: _____

Section 2 - To be completed by the referee named above

The above-named student is applying for New Asia College Outgoing Student Exchange Programmes (2019-20) and submitted a request for exemption from the selection interview if he/she is shortlisted. The information provided below will help New Asia College to evaluate the student's readiness for exchange and decide whether he/she can be exempted from the interview. Please assess the following aspects of the student:

	Excellent	Good	Satisfactory	Average	Below Average
1. Planning and preparation for exchange	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Adaptability and personal suitability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Language proficiency (in English or other target language, where relevant)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you recommend the student to exempt from interview?

Recommend

Do not recommend

With reservation (please comment)

Other Comments:

Referee's Signature: _____ Date: _____

Thank you for completing the recommendation. **REFEREE please send this form in sealed envelope to Mr. Jack Wong, Dean of Students' Office, New Asia College or by email to jackwong@cuhk.edu.hk on or before 2 November 2018.**

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