

**Confidential Recommendation**

for New Asia College Outgoing Student Exchange Programmes (2021-22)

**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 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.

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 (2021-22) 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. The score indicated below is used to calculate the composite score. Students receive exchange offers based on their composite score, therefore please assess all of the following aspects of the student:

	Score	5	4	3	2	1
		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](mailto:jackwong@cuhk.edu.hk) on or before **13 November 2020**.