



**The Chinese University of Hong Kong
Shaw College Exchange Programmes 2024/25
Teacher Recommendation Form**

Notes: Shaw College will only accept ONE Teacher Recommendation Form from each student.

Section 1 - To be completed by student

I. Personal Particulars

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

Student I.D. No.: _____ Major/Programme: _____

Year of Study: _____ Contact No.: _____ Email Address: _____

II. Reference (Your referee **must be a current full-time teaching staff at CUHK**. Shaw College may contact him/her if necessary.)

Name of Referee: Prof. / Dr. / Mr. / Mrs. / Ms. / Miss* _____
(* Please delete as appropriate) Name in Full (Surname first)

Department/Unit: _____ Contact No.: _____

Email Address: _____

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 Shaw College Exchange Programmes 2024/25. Your recommendation will provide information on the student's readiness for exchange from another perspective. In which, the student's readiness for exchange in the following aspects will be assessed: (1) planning and preparation for exchange, (2) adaptability and personal suitability, (3) language proficiency, and (4) communication skill.

Recommendation

Please rate the strength of your recommendation to the student by circling one recommendation scale.

Do Not Recommend ← 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 → **Strongly Recommend**

Strongly Recommend: The student is very ready for exchange.

Do Not Recommend: The student's readiness for exchange is under question.

Your comments on the student's suitability for taking an exchange programme:

Signature of Referee: _____ Date: _____

Note:

1. Thank you for completing the recommendation form.
2. It is the referee's decision to have the form sent by him/her or the student.
3. Referee may either send the form to Ms. Stella Wong by email (stellawong@cuhk.edu.hk). Alternatively, the form could be delivered by student, together with other supporting documents, to Information Counter at LG1, Wen Lan Tang, Shaw College.
4. Please send the form by 15:00, 10 November 2023 (Friday).