

The Chinese University of Hong Kong
Shaw College Exchange Programmes 2023-24
Teacher Recommendation Form



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

Section 1 - To be completed by student

I. Personal Particulars

CUID No.: _____ (10 digits)

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

Major/Programme: _____ Year of Attendance: _____ Tel. No.: _____

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

Full Name of Your Referee: _____
(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 Shaw College Exchange Programmes 2023-24. 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:

Referee's Signature: _____

- Thank you for completing the recommendation. Shaw College will contact the referee for further information if necessary.
- Please submit the original form together with your application form and other supporting documents to Information Counter, LG 1, Wen Lan Tang, Shaw College **by 3pm, 18 November 2022**. It is the referee's decision to have the form sent by him/her or the student.