

The Chinese University of Hong Kong  
Shaw College Exchange Programmes 2022-23  
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 2022-23. 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 cycling 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:

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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 1pm, 12 November 2021**. It is the referee's decision to have the form sent by him/her or the student.