**The Chinese University of Hong Kong**



**Shaw College Exchange Programmes 2020/21**

**Teacher Recommendation Form**

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

**Section 1 - To be completed by student**

1. **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 2020-21. 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| * *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 12 noon, 11 November 2019*.** *It is the referee’s decision to have the form sent by him/her or the student. (Faxed or scanned copy is not acceptable)* |