

SCHOOL OF COMMUNICATION, HKBU

CRITERIA AND PROCEDURES FOR APPLICATION FOR RESEARCH POSTGRADUATE STUDIES ADMISSION

Academic Criteria for Admission

The following are the minimal criteria only, which are consistent with and/or additional to the University admission requirements* for research postgraduate students. Meeting these criteria does not guarantee admission.

- Credentials documenting prerequisite academic work that gives evidence of ability to pursue a graduate program in your chosen area.
- An earned baccalaureate or higher degree from an accredited college or university prior to beginning graduate studies.
- An earned cumulative grade-point average (GPA) equivalent to at least 3.0 out of 4.0 in all previous undergraduate college-level course work, or 3.3 in all graduate course work.
- English requirement of TOEFL score (a minimum score of 550 for paper-based, or 213 for computer based, or 79 for internet-based) or International English Language Testing System (IELTS) at 6.5 are required of all non-local applicants who are non-native English speakers.
- Academic research ability evidenced in relevant research experience*/achievement for PhD applications.
* the evidence of research potential, such as publication and student work including refereed paper at a major relevant conference, peer review journal or/and creative works at important festivals, exhibitions or honour project ...etc.

We may consider the following for direct entry of the PhD program:-

- Applicants with non-honours bachelor's degree at GPA 3.5/4 or above.

MPhil admission is considered only in exceptional circumstance.

Application Procedures

Applications are considered for admissions at least once a year, depending upon the vacancies available in the School.

The deadlines to receive complete applications are as follows:

- For admission in the first semester: March 1
- For admission in the second semester: September 30, depending on availability of vacancies. (If there are no vacancies in the second semester, candidates' application papers will be reviewed in the next admission exercise in March in the following year.)

The deadlines listed above are the dates by which all documents must be received by the Office of Graduate School of the University.

Applying for graduate study in the School of Communication at Hong Kong Baptist University is a two-step process. The Office of Graduate School is responsible for collecting applications, establishing files, and forwarding copies of application materials to the Postgraduate Studies Committee in the School of Communication. The School's Postgraduate Studies Committee evaluates applications and makes admission recommendations.

Application files will not be reviewed until all required documents are received.

A complete application should include:

- a) Completed Application Form
- b) Photocopies of original certificate(s)/transcripts of all previous college and/or university work (Official transcript should be arranged to be sent directly from the College and/or university concerned to the University (non-returnable) bearing all academic records of the applicant's undergraduate and/or postgraduate studies to date upon receipt of the admission offer.)
- c) A 2,000 word "Statement of Purpose and Goals" outlining the applicant's academic interests.
- d) Research proposal
- e) A sample publication/research paper authored by the applicant (if any).
- f) TOEFL scores or equivalent (if required)
- g) At least two letters of reference

Admission Procedures

The Postgraduate Studies Committee in the School of Communication is responsible for reviewing research postgraduate applications. Shortly after the deadlines for application, the Postgraduate Studies Committee will follow a standardized screening procedure for making admission decisions. All application materials will be made available to faculty members in the School prior to the Committee's reviewing process. Input from the faculty will be solicited and taken into consideration.

At the meeting, the committee will arrive at an initial shortlist of qualified candidates. Short-listing decisions are based on credentials of applicants, available vacancies, proposed research areas, as well as advisor availability.

The Postgraduate Studies Committee will arrange interviews with top applicants on the shortlist. Based on the information from the interviews and earlier deliberation, the Postgraduate Studies Committee will make the admission decision for recommendation to the School and the University for action. A waitlist may be created to include top candidates in rank order besides those who have been selected for offering admissions.

- Please refer to the section on "Entrance Requirements" of the Postgraduate Prospectus (http://gs.hkbu.edu.hk/upload/pg_prospectus/) for the detailed University admission requirements.

FOR PROSPECTIVE APPLICANTS TO POSTGRADUATE STUDIES BY RESEARCH SCHOOL OF COMMUNICATION

(The following serves as a guide for preparation of your application materials)

Statement of Purpose and Goals

This statement should specify your educational and career goals. We are particularly interested in your responses to the following questions:

1. What topics, problems, or areas of communication do you wish to investigate in your graduate program?
2. What educational and personal experiences have led you to want to investigate these topics, problems, or areas in the School of Communication at Hong Kong Baptist University?
3. What in your educational background has prepared you to enter in the School of Communication at Hong Kong Baptist University?
4. What are your career goals?
5. What other information about the background and experiences would be helpful to us in making an admission decision?
6. Please attach a resume of your work experiences in communication-related fields.

References

Two, or more, letters of reference from persons acquainted with your academic program, scholastic ability, or professional performance are required. All completed Confidential Recommendation Forms (found in the application form) **MUST** be submitted together with separate reference letters using clearly identified, official academic or business letterhead. Every reference writer must supply as many of the following as are available: telephone number, FAX number, and e-mail address.

AT LEAST ONE of these means of direct contact **MUST** be supplied for a reference letter to be counted as an official letter of reference. Applications cannot be reviewed until at least two letters have been received. Since some people are very slow to write recommendation letters, you may want to ask more than three people to write letters. It may be appropriate to check with the people that you have asked to be sure that the letters have been sent. If you prefer, you may check with Office of Graduate School to see which letters have been received.

Sample Publication/Research Paper

Include a brief description of the assignment or project for which the paper was prepared so that the Graduate Studies Committee will be able to understand the context in which it was written. If your research is reported in a language other than English, include an extensive English summary as well as the original language version.

We realize that some well-qualified applicants may not have a research paper to submit. **DO NOT** let the lack of a research paper stop you from applying. **DO** expand your Goal Statement to include an explanation of the reasons you believe you are a strong candidate for a research-oriented graduate program even though you do not have examples of previous research.

Should you have any queries regarding the above matters, please feel free to contact Ms. Eve Cheung at Tel: 3411-5121 or e-mail: mkcheung@hkbu.edu.hk