

2018/19 APPLICATION FOR ADMISSION

Master of Science in Human Resource Management and Organisational Behaviour Programme (Full-time)

機密推薦書

CONFIDENTIAL RECOMMENDATION

申請人填寫第一部份後，須送交推薦人填寫第二部份。此表格應密封並於 **2018 年 4 月 30 日前****，由推薦人直接寄回香港新界屯門青山公路八號郭少明伉儷樓 1 樓 112/6 室嶺南大學管理學系人力資源管理及組織行為學碩士課程。

The applicant should complete Part A and invite his/her referees to complete Part B and return this form in sealed envelope **by 30 April 2018****. All recommendation forms should be sent directly to the **MSchRMOB, Department of Management, Lingnan University, Room 112/6, Simon and Eleanor Kwok Building, 8 Castle Peak Road, Tuen Mun, New Territories, Hong Kong.**

第一部份-由申請人填寫

PART A – To be completed by the applicant

申請人姓名: 先生/女士/小姐*

Name of Applicant: Mr / Ms / Miss*(delete if inapplicable) _____

(in BLOCK letters, surname first)

擬入讀課程: 人力資源管理及組織行為學碩士課程

Programme Applied for: Master of Science in Human Resource Management and Organisational Behaviour

第二部份-由推薦人填寫

PART B – To be completed by the referee

1. 請根據閣下對申請人的認識，在下列適當方格內加「√」

From your knowledge of the applicant, please comment on the following by putting 「√」 in the appropriate boxes below.

項目 Item	優 Excellent	良 Good	可 Fair	劣 Poor	不詳 Unknown
智能 Intellectual potential					
口語及書寫能力 Language Proficiency, both oral and written	中文 Chinese				
	英文 English				
分析能力 Analytical ability					
獨立思考及主動性 Independent thinking and initiative					
勤奮與毅力 Industry and perseverance					
可靠性及責任感 Reliability and sense of responsibility					
對擬修讀學科的認識程度 Knowledge of the proposed study					

** For information regarding closing date, please refer to: <http://www.ln.edu.hk/mgt/prog/>

2. 閣下與申請人認識多久及關係為何？

How long and in what capacity have you known the applicant?

3. 請評論申請人修讀上述課程之能力。

Please give your evaluation of the applicant's capacity to complete the proposed programme.

4. 其他評語

Other comments

[如不敷應用，請另頁書寫 Please use separate sheet(s) if necessary]

5. 推薦人簽名

Signature of Referee: _____ 日期

Date: _____

推薦人姓名

Name: _____
(請用正楷 in BLOCK letters)

職位名稱

Post: _____

機構/公司名稱

Name of Institution/Organisation: _____

地址

Address: _____

電話

Telephone No.: _____

傳真

Fax No.: _____

[如申請人向本校申請查閱此表格上的資料，根據個人資料(私隱)條例，本校須依其要求於申請入學程序完結後提供副本。

According to the Personal Data (Privacy) Ordinance, upon the applicant's request, the University shall provide a copy of the information given on this form to the applicant when the admission process is completed.]