

Application for Master of Arts in Landscape Architecture

Registration No.: 253133

Academic Year 2023/24

Notes for Applicants

- Please read the programme entrance requirements before completing the application form.
 - Undergraduate degree in landscape architecture or nearest cognate discipline (2:2) classification;
 - A portfolio of creative works and work experience;
 - IELTS 6.0 overall with no less than 5.5 in any band or equivalent (e.g. HKDSE Level 4 etc.). Applicants whose previous education qualification (within the past 2 years) has been taught and assessed in English would be considered as meeting the English language proficiency requirement; &
 - Applicants will be invited to attend an interview.
- Please submit the completed application form and copy(ies) of relevant documents including your Hong Kong ID card, academic transcript(s)/certificate(s), proof of employment, personal statement, reference and portfolio to the institute by one of the following methods. A passport size photo should be submitted together with the application (printed versions are not accepted). Late submission of passport photo may lead to late collection of Student Identity Card.

Mail*	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Attn: Academic Service Team 2) Please state 'Application for MALA' on the envelope (Submission of application by mail will be at the applicant's own risk in case of lost mail.)	
E-mail*	thei-fde@thei.edu.hk	
In-Person	Address	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Please bring along the true copies of relevant documents for verification)
	Office Hours:	
	Monday – Friday	9:00 a.m. – 12:30 p.m. 2:00 p.m. – 5:30p.m.
	Saturday	On designated dates only
	Sunday & Public Holidays	Closed
The opening hours might be changed subject to the development of COVID-19. Applicants may contact the Registry (3890 8000) for opening hours before submitting application in person.		

* Applicants who submit the application by mail or email are required to bring the true copies of supporting documents for verification at the Registry at a later time.

- Incomplete application forms will be regarded as unsuccessful applications.
- This application form, together with certified copies of your qualification and other relevant documents, should be sent to the University of Gloucestershire (UoG) via Technological and Higher Education Institute of Hong Kong (THEi).

Section 1 – Particulars of Applicant		
Full Name (English):	Mr/Ms/Miss	Please stick your recent passport photo here (Printed version is not accepted)
Full Name (Chinese):	先生/女士/小姐	
HKID / Passport No.:		
Date of Birth (DD/MM/YYYY):		
Country of Birth		
Legal Nationality		
Mobile Phone No.:		
Home Telephone No.:		
Email Address:		
Correspondence Address:		

Section 2 – Academic and Professional Qualifications (highest qualification first) (Please attach copy(ies) of transcript(s)/certificate(s).)			
From / To (MM/YYYY)	School/Institution/ Examination Attended	Qualification Obtained	Date of Award (MM/YY)

Section 3 – Working Experience, if any (most recent first) (Please add paper if required.)			
From / To (MM/YYYY)	Name of Company	Position	Full time / Part time

Section 4 – Personal Statement
Please submit a typed brief personal statement (1,000 words maximum) to support your application stating in detail your interest in this area, the reason(s) for applying for this programme, any professional, voluntary or other experience that might qualify you for the programme and your future aspirations upon completing the programme.

Section 5 – Disability Details

(Please provide information on any disability, long term condition, or special education needs, such as dyslexia, that you have which allows the Institute to provide corresponding assistance in your study. This information, however, does not affect your application.)

Do you have a disability, learning need or health issue that may require reasonable adjustments to your learning environment?

- No
 Yes (Description of disability: _____)

Section 6 – Criminal Conviction Details

(Please note that this information does not affect your application.)

Do you have any criminal convictions?

- No
 Yes

Section 7 – References

(Please provide a copy of academic / personal reference supporting your application, or provide details of your referee and we will contact them directly.)

Type of Reference	Academic / Personal
Referee's Title	Prof / Dr / Mr / Ms / Miss
Referee's Full Name	
Referee's Position	
Referee's Institution / Company	
Referee's Email Address	

Section 8 – Source(s) of knowing this programme

(You may select “✓” more than one.)

- UoG Website THEi Website Email
 Leaflet Yahoo / Google Friends
 Others. Please specify: _____

Section 9 – Applicant’s Declaration and Signature

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by the University of Gloucestershire (UoG) and Technological and Higher Education Institute of Hong Kong (THEi).
2. I understand that, upon my registration in a programme in UoG and THEi, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in UoG/THEi and VTC’s member institutions including admission, registration, academic and administrative communication, alumni management and contacts, research, statistical analysis, counselling and support services, and marketing, including direct marketing.
3. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of my application without notice and cancellation of any resultant registration, and any fees paid will NOT be refunded.
4. I agree to abide by rules and regulations of UoG and THEi if I am admitted to the programme as a student.
5. VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. For the Privacy Policy Statement of VTC, please visit <http://www.vtc.edu.hk/html/en/privacy.html>.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and event of VTC and its member institutions.

If you do not agree with the above arrangement, please tick the box.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to thei-reg@thei.edu.hk or by fax to 3890 8123.

Applicant’s Signature:

Date:

Section 10 – Check List

Have you...

- | |
|--|
| <input type="checkbox"/> Completed all sections of this application? |
| <input type="checkbox"/> Enclosed a typed personal statement? (please refer to Section 4) |
| <input type="checkbox"/> Enclosed a recent passport size photo? |
| <input type="checkbox"/> Enclosed a copy of your HKID card? |
| <input type="checkbox"/> Enclosed certified copies of qualifications including official academic transcripts and certificates? |
| <input type="checkbox"/> Enclosed your portfolio or provide a hyperlink for viewing your portfolio? |
| <input type="checkbox"/> Enclosed your reference or provide details of your referee in Section 7? |

Your application cannot be processed if you do not provide all the completed documentation requested in this checklist.

Section 11 – For Office Use	
Application Received on:	(by)
Faculty Office	
Interview on:	
Application Successful:	Yes / No (by)
Registry	
Hong Kong Identity Card Verified:	Yes / No
Academic Transcripts and Employment Proof Verified and Copies Collected:	Yes / No
Payment of 1st Installment of tuition fee	Yes / No
Student Record Created on:	(by)