

**THE UNIVERSITY OF HONG KONG
FACULTY OF EDUCATION**

Doctor of Education (EdD)

Instructions for Submitting Supporting Documents

After submitting an online application, please **email** the following documents **in pdf format** directly to the Office of Research, Faculty of Education (hkuedd@hku.hk) by the application deadline (**12:00 noon, February 13, 2026**). Your application number and name should be marked on each document. **Any submissions after the stipulated deadline will NOT be considered.**

Posting of documents is not required at the application stage. Should an applicant be considered for admission, he/she will receive a notification from the Office of Research to submit the required documents. Please note that our request to submit documents does not necessarily mean that you will receive an offer of admission.

☐	HKID copy for local applicants or passport copy for non-local applications (with latest visa label from Hong Kong Immigration Department, if applicable).
☐	Official transcript(s) and certificate(s) of undergraduate and postgraduate studies (a) For qualifications attained from HKU or all other institutions : (i) Graduation certificate; and (ii) Official transcript with a complete record of courses attended, examination results, overall result and date of award (b) <u>Additional</u> documents required for qualifications obtained in the Chinese Mainland : (i) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表); and (ii) Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告), both issued by China Higher Education Student Information (CHSI) (學信網), in Chinese and English versions with the validity period of the reports as 6 months or the longest available (c) <u>Additional</u> documents required for Mainland applicants with overseas qualifications : Overseas Credential Evaluation Report (國外學歷學位認證書) issued by Chinese Service Center for Scholarly Exchange (CSCSE) (教育部留學服務中心) (d) For current studies undertaken at HKU or other institutions: The most up-to-date transcript
☐	Statement of Proposed Area of Professional Inquiry Applicants are required to submit a Statement of Proposed Area of Professional Inquiry of between 2,500 and 4,000 words. Please refer to the suggested framework provided in the proforma. <i>Important note: Under the General Regulations of the University, examination scripts and theses and dissertations for higher degrees shall be written <u>in English</u>. For applicants whose research topic is in Chinese Language Education, approval may be granted for their thesis to be written in Chinese. Applications for such approval should be submitted at the time of application for admission. If an applicant intends to write the thesis in Chinese, the Statement of Proposed Area of Professional Inquiry should still be written <u>in English</u>.</i>
☐	TOEFL/IELTS/GCE/IGCSE/CPE official score report (For applicants from universities or comparable institutions outside Hong Kong where the language of teaching and/or examination is not English. For admission, IELTS and TOEFL tests must be taken <u>within two years</u> prior to September 1 of each admissions year. TOEFL iBT Home Edition and IELTS One Skill Retake will not be accepted. HKU's TOEFL code is 9671.)
☐	Two academic referee's reports (to be sent by the referees directly to the Office of Research by post /email)
☐	List of publications/Curriculum vitae (if appropriate)

Notes:

- Documents not in English should be accompanied by an officially certified translation into English. This will normally be provided by the Registry of the awarding institution.
- Please include the back side of the transcript if it contains information of the grading system.
- Please note that the University may, at its discretion exercisable at any time, request you to produce original copies of certificates in support of all qualifications claimed by you in your application form, regardless of whether such certificates have been previously submitted to it.
- Please do not submit non-academically related documents.
- All documents once submitted will not be returned and will be destroyed if your application is not successful.

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EdD Statement of Proposed Area of Professional Inquiry

Notes:

1. These guidelines serve only as a suggested framework of a Statement of Proposed Area of Professional Inquiry. Applicants may, at their discretion, use other formats or add more section(s) to the statement.
 2. The length of a Statement of Proposed Area of Professional Inquiry should be between 2,500 and 4,000 words (10 to 15 pages, 12-point font size) excluding references. Each page should be double-spaced.
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Applicant's Name:

Proposed Area of Research:

(Please refer to the Faculty's research areas and provide the subject area in which you propose to work. A list of the research areas is available at "Programme Information" on the online application system.)

Proposed Title of Research:

Background of the Study (Suggested length: 1 page):

(Please write a one-page summary that describes the following: aims and objectives; research questions or issues to be investigated; the research approach to be used; and the expected outcomes and their theoretical and practical significance.)

Relevant Literature and Guiding Framework (Suggested length: 3 to 5 pages):

(Please highlight some key ideas from the literature relevant to your research, use them to develop a brief formulation of the framework for your professional inquiry, and give reasons for using this framework.)

Methodology (Suggested length: 3 to 6 pages):

(Please describe your particular research approach and how it addresses your questions. Indicate your proposed research context and where appropriate, such matters as key participants, methods of data collection, approaches of argument, data analysis and interpretation.)

Potential Significance of Proposed Research and Possible Outcomes (Suggested length: 1 page):

(Please indicate the expected outcomes of your research and their significance (theoretical and practical)).

References:

Declaration (Please tick the boxes below as appropriate):

- (i) ☐ I declare that my submitted research proposal is all my original work; or
- ☐ I have discussed my research proposal with the following person(s) and I indicate below the nature and extent of their contribution:

- (ii) ☐ I declare that the contents of this research proposal, in whole or in part, have not been published and have not been submitted to any institution before; or
- ☐ I declare that the contents of this research proposal, in whole or in part, have been published / submitted or accepted for publication and I indicate below the extent and the details of the publication(s):

- ☐ I declare that this research proposal, in whole or in part, has been submitted to the following institution(s) before and I indicate below the extent and the details of submission:

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ACADEMIC REFEREE'S REPORT

Note to applicant: Applicants should complete Section I below, then send one copy of this form to each of the two referees inviting the referee to complete Section II and return the form directly to the Office of Research, Faculty of Education, The University of Hong Kong, by **12:00 noon, February 13, 2026**.

Note to referee: The applicant named below is applying for admission to the degree programme indicated. Please complete Section II of this report and return it directly **by post to the Office of Research, Faculty of Education, The University of Hong Kong, Pokfulam Road, Hong Kong, or by email to hkuedd@hku.hk by 12:00 noon, February 13, 2026**. All information given in this form will be treated as strictly confidential. It will be used only for the purpose of determining whether the candidate will be admitted. The University would be most grateful for your full and candid assessment.

SECTION I

Name of applicant _____
(in block letters, surname first)

Programme applied for: EdD in the Faculty of Education

SECTION II

1. How long have you known the applicant? _____

In what capacity have you known the applicant? _____

2. How would you rate the applicant's ability to carry out graduate work at the level applied for?
(Please tick as appropriate)

	Excellent	Good	Adequate	Less than adequate	No basis for judgement
Powers of analysis and reasoning	_____	_____	_____	_____	_____
Imagination and originality	_____	_____	_____	_____	_____
Motivation	_____	_____	_____	_____	_____
Breadth of knowledge	_____	_____	_____	_____	_____
Skills of writing and argumentation	_____	_____	_____	_____	_____
Capacity for independent work	_____	_____	_____	_____	_____
Intellectual ability overall	_____	_____	_____	_____	_____

3. Compared with other students you have taught, how would you rate the applicant's intellectual achievement?
(Please tick as appropriate)

Top 10%	Next 20%	Next 40%	Next 20%	Bottom 10%
_____	_____	_____	_____	_____

4. The EdD degree at the University of Hong Kong is a professional doctoral degree with research and coursework components. Have you had the opportunity to read the applicant's Statement of Proposed Area of Professional Inquiry?

Yes / No *

Please comment on the suitability of the applicant for undertaking a professional doctoral degree with research and coursework component.

5. What is your overall recommendation?

☐	Recommend enthusiastically
☐	Recommend strongly
☐	Recommend
☐	Recommend with reservation
☐	Do not recommend

Signature of referee _____ Date _____

Name of referee (IN BLOCK LETTERS) Professor / Dr. / Mr. / Ms.*
(*Please delete as appropriate)

Position _____

Institution _____

Address _____

Email address _____

Please return this form to the Office of Research, Faculty of Education, The University of Hong Kong, Pokfulam Road, Hong Kong by **12:00 noon, February 13, 2026**. Thank you.