**UM Honours College (HC) Recommendation**

**Standard Operations Procedure (SOP)**

**曹光彪書院 推薦進入澳大榮譽學院 標準流程**

2019-01-25

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| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| Announcement | * In early January each year (one month prior to HC's deadline for pre-admission online), send email announcement to all Year 1 & 2 students. The requirements for student applicants are the same as those set forth by HC (<https://hc.um.edu.mo/honours-programme/admission-application-2/>)
* After the CKPC deadline for online application, collect and review all applicants' CVs and personal statements. Applicants with unacceptable information (such as missing CV) will be excluded.
* For all acceptable candidates, arrange interviews with the College Master
 | College Office |
| Interview and selection | * Conduct interviews with emphasis on the following factors:
	+ The combined score from college activities
	+ The breath and service nature of previous activities
	+ Student's experience and potential for leadership and service
	+ Student's talents and diversity beyond academic studies
* In order to give opportunities to more college students, those students without current long-term commitment in the college may be preferred
* Combine the factors above to select the most fitted candidates for recommendation to HC
* Fill in the HC recommendation form online
 | College Master |
| Notification | * Notify the selected students and inform them to complete the pre-admission online before the HC deadline
* Notify other students that they may still apply through HC's open admission. Inform students with unacceptable application information and urge them to correct it if they plan to apply through HC's open admission.
 | College Office  |

**Sample schedule for 2019**

* Jan 14 – Send email to Year 1 & 2 students
* Jan 22 – CKPC deadline for application online
* Jan 25 – Interview by Master
* Jan 28 – Inform finalists
* Before February 15 – Selected students complete pre-admission online
* Other students may apply through HC's open admission during February 25 – March 8