**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**

2021-03-05

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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 recommended admission), send email announcement to all Year 1 & 2 students. Student may apply online at HC’s website (<https://hc.um.edu.mo/honours-programme/admission-application/>) * After the recommended admission application deadline, receive applicant’s information packages from HC. * Arrange interviews for all candidates 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 rank and select the most fitted candidates for recommendation to HC | College Master |
| Notification | * Return the ranking list to HC General Office * Notify the selected students on the recommendation and about HC’s upcoming conditional offer * Notify other students that they will be considered through HC's open admission process. | 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