

Academic Advising Objectives:

- Considering the diversified learning backgrounds of school leavers under the New Secondary School curriculum & the flexible approach of admitting students to the new 4-year curriculum, a new structure of academic advising will be implemented, including two tiers of academic advising:
 - *Department-based* academic advising; and
 - Academic advising at the *institutional level* operated by *Office of General University Requirements (OGUR)*, Ms. Irene Cheng (TU435, 34008204)

Components of Academic Advising at ITC

- **Conveying the purposes of the University:** includes advice regarding aims of higher education, academic requirements, etc.
- **Information giving:** includes advice about registration, course offerings, educational opportunities, etc.
- **Programme planning:** includes advice on scheduling sequences, course planning, relationship between majors and occupations, etc.
- **Student referral:** referring students with special needs to specialised campus services at SAO and OGUR, etc.
- **Facilitating student development:** includes interest in student's goals and problems, establishment of rapport, development of the student's self-awareness, etc.

Academic Advising at ITC

- Year Tutors (2014)



Hua Tao (Dr.) Lam Jin (Dr.) Shin J.Y. (Dr.) Yee Rachel (Dr.) Leung Sunney (Dr.)

- Academic advisors (coordinators of the 6 Majors)
- Undergraduate Secretary (Ms. Cherry Chan)
- Academic Counsellor →
- ITC General Office



Ms. Irene Cheng

Office of General University
Requirements (OGUR)

Academic Advising at ITC

- Appointment of **Academic Advisors** (coordinators of the 6 Majors) and **Year Tutors** (at tutor-student ratio of 1:20)
- **Year 1:** each student will have a single **Year Tutor** throughout his/her entire study at ITC. They are required to meet once every semester to discuss different academic issues (e.g. study paths, interests, academic inspirations, etc.). **Suitable records of the student's progress upon each meeting will be kept.**
- **Year 2:** students are streamed into different majors. Apart from Year Tutor, students can talk with **Academic Advisors**. Students can also seek advices about various co-curricular activities so as to widen their horizons and acquire a global perspective from different sources such as **Departmental Student Exchange Officer** and **Career Officer**.

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Academic Advising at ITC

- **Year 3:** **Year Tutor** and **Academic Advisor** will serve as the source of direction and help students to select elective subjects, FYP, and even enroll in a minor programme to explore their alternative avenues of interest and career paths.
- **Year 4:** **Year Tutor**, **Career Officer** and **Academic Advisor** will advise students about a long-range self-development plan (e.g. the choice of career and postgraduate study)

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Implementation 2012/13 & 2013/14

1. Development of AA brochure
2. Meetings with students (email invitations & log book)
3. Establish Bb website: ITC1999 Academic Advising
4. AA Receptions 2013 and 2014
A casual gathering for first year students to chat with senior year students and alumni
5. Examination Preparation Workshops (Mar 2014)
It aims to orient students towards subject examination and helps students organize their subject materials to prepare for examination
6. AA Annual Report and Plan
It aims to review our AA programme and submit to AVP(UP)



YEAR TUTORS

Year Tutor 2012/13

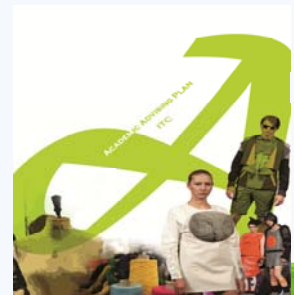
Dr. C. Wong (Dr. T.Y. Lo), Dr. K. Yick, Dr. J. Yip,
Dr. A. Luximon, Dr. D. Law

Year Tutor 2013/14

Dr. Z.J. Zheng, Dr. P. Hui, Dr. C. Lo, Dr. C.P. Ho,
Dr. R. Ng

Year Tutor 2014/15

Dr. S. Leung, Dr. J.Y. Shin, Dr. J. Lam, Dr. R. Yee,
Dr. T. Hua



Upcoming Events in 2014/15

1. Updates of AA brochure
2. Appointment of ITC student ambassadors (8 14490 Year 3 students)
3. AA Reception 2014 (3-Nov., 2014 at Resources Centre, 4:40-6:00pm)
4. Academic Supporting Workshops
 - *technical report writing (Oct 2014)*
 - *exam preparation (Dec 2014)*
 - *FYP preparation (Jan 2015)*
6. AA⁹ Annual Report 2014/15 and Plan (2015/16)



Academic Advising System

Academic Advising System

Academic Planning

- [Academic Development Proposals](#)

Subject Result Entry System

- [Input Subject Result](#)

Timetable Enquiry

- [Class](#)
- [Examination](#)



1. Log-in my PolyU
2. Academic → Timetable Enquiry
3. Click **[Class]** and Log-in

4. Log-in eAcademic

Academic Advising System

5. Login e-Academic

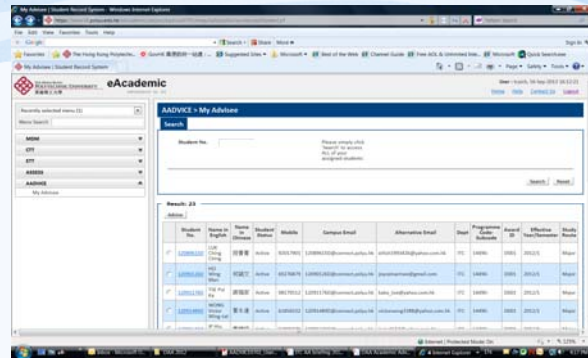
choose **[AADVICE]** > **[My Advisee]**

6. Click **[Search]** to retrieve all of your assigned students.

7. Select a student from the resulted box, click **[Advise]**.

Academic Advising System

- Click [Add], you may input the advice outcome, comments and/or meeting information to the comment box. It forms part of the student record and student is able to read your comments immediately upon your submission. OUS and GO can read your advice as well.
- You are able to read the student record including personal information, study, subject registration, class timetable, assessment, etc.
- In Jan 2014, you may also find a examination checklist which highlight student's stage of fulfillment as compared with his/her award requirements.



AADVICE > My Advisee

Advice - Student No. 12115399D (CHAN Idxkx) Yye

| | |
|------------------|---|
| Academic Advisor | Test MM |
| Comment | Suggest to take MM2013. Meet on 15 Feb 2013, 11a.m.] |

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AADVICE > My Advisee

Student No. 12115399D
 Student: CHAN Idxkx Yye
 Mobile: (852) 62430148
 Campus Email: Pindus Student.13@connect.polyu.hk
 Registration Year: 1
 Student Status: Active
 Enrolment Year: 2012

| Programme Code/Subject | Programme Title | Study Route | Effective Year/Term | Award ID |
|------------------------|-----------------|-------------|---------------------|----------|
| CS402-M02 (Primary) | | Single | 2012/1 | 0001 |

| Department | Name | Assign Type | Start Date | End Date | Email |
|------------|---------|-------------|-------------|-------------|----------------------|
| MMU | Test MM | Primary | 13-Dec-2012 | 31-Dec-2009 | s@infat.polyu.edu.hk |

Advice

| | | |
|---------|------------------|------------------|
| Comment | Academic Advisor | Create User/Date |
|---------|------------------|------------------|

Add

Cancel

Minor Study & Student Exchange Programme

Minor Study

1. Call for application: mid-October of each year
2. Students can submit their applications to and obtain approval from the Minor-offering Dept, starting from their 2nd year of study
3. The credit requirement of a Minor is 18 credits. Subject to approval by the Minor-offering department, students may count up to 6 credits from their Major (i.e. DSR) or GUR subjects towards their chosen Minor.
4. Only students with a GPA of 2.5 or above can be considered for Minor Study enrolment

SEP

1. Call for application: Feb/Mar of each year
2. 14490 students are invited to join the SEP in year 3, semesters 1 and 2, of the study.
3. Students should have good academic standing (GPA 3.0 or above for non-Design students, GPA 2.8 or above for Design students).

Remarks

1. The academic advising system is posted on ITC website.
2. Students are informed about academic advising and their assigned Year Tutor at the beginning of the semester by email.
3. To facilitate students' communication and discussion, **Blackboard (LMS) websites** (will last for 4 years) are established for each Year Tutor. Year Tutors can use one or more of a variety of delivery options, e.g. face-to-face, small group, email, telephone, Blackboard, social media, etc. so as to keep suitable connections with students.
4. **Consent Form** for Disclosure of Information in Academic Advising (sign & return to GO ASAP. They may also give and/or withdraw consent via eStudent.
5. Students should be reminded to update their contact information, particularly for **non-local students**.