

The Hong Kong Polytechnic University
Department of Building Environment and Energy Engineering
Academic Advising for Students

Session Log sheet

Full Name:	Student ID:
Department: BEEE	Study Year:
Date of Session:	Cohort: 20___/___
Meeting Format: *Group / Individual /Other: _____ (please specify)	
Contact no:	

* Delete as appropriate

Items discussed (please ✓):

- ☐ personal study and professional goals;
- ☐ programme aims, curriculum structure and Programme Learning Outcomes;
- ☐ semester study plan, 2-year/4-year study plan;
- ☐ credit requirements for the programme;
- ☐ study pattern and progress of GUR subjects;
- ☐ study pattern and progress of subjects in the Major Programme;
- ☐ choice of discipline-specific electives in consideration of professional goal;
- ☐ option of Secondary Major and Minor study, Exchange and Fast-tracked programmes;
- ☐ selection of free elective subjects (for 2025/26 intake programme);
- ☐ academic regulations and requirements;
- ☐ personal enquiries;
- ☐ others: _____

Signature of Student: _____ **Date:** _____

(Please complete the above and return this log sheet to your Designated Academic Advisor for signature and send back this form to BEEE General office via email rainbowchc.cheng@polyu.edu.hk within 7 days after the meeting.)

Achieved session goal(s):

- ☐ Building rapport with my advisor
- ☐ Setting learning objectives for further study
- ☐ Developing a study plan
- ☐ Identifying special learning needs
- ☐ Others: _____

Intended Follow-Up Actions:

(Please specify any intended follow-up actions)

Signature of Designated Academic Advisor: _____ **Date:** _____