**The Hong Kong Polytechnic University**

**Department of Building and Real Estate**

**Academic Advising for Students**

**The Notes of Group Meeting**

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| **Name of Academic Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Communication: Face-to-face meeting** (Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)/  **Online discussion** (Zoom/Microsoft Teams/WeChat/others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) / **Others** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **No. of Students Attended the Meeting:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Items Discussed** (E.g. Learning Objectives, Study Plan, Subject Registration, Progress Pattern, Career, WIE, Student Exchange, etc)  **Intended Follow-up Action(s) (by Students)**  **Intended Follow-up Action(s) (by Advisor)**  **Students’ Reflection (by Students)** | | | |

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**Acknowledged the above discussion by Students:**

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| **Student’s Name** | **Student ID** | **Programme (for non-freshmen)/**  **Year of Studies** | **Signed by Student on acknowledging the discussion in the meeting** |
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| **Acknowledged the above discussion by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed by Advisor** |
| Note:  (i) The form will be uploaded to the AR Student Record System  (ii) Academic Advisor is suggested to write the advice in an objective and neutral way.  (iii) Academic Advisor is suggested to return this log sheet within 1 week to Undergraduate Secretary of Department for central filing. Follow-up Action(s) if any should be taken before central filing. |

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