**The Hong Kong Polytechnic University**

**Department of Building and Real Estate**

**Academic Advising for 4-year students**

**Session Log Sheet - Group Meeting Notes**

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| **Name of Academic Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Venue:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **No. of Students Attended the Meeting:** \_\_\_\_\_\_\_ | |
| **Achieved Session Goal(s)** (E.g. Building rapport, Setting learning objectives, developing study plan etc.) | | |
| **Items Discussed** (E.g. Subject Registration, Progress Pattern, Career, WIE, Student Exchange, etc)  **Intended Follow-up Action(s) (by Advisee or Advisor)** | | |

**Remarks (by Academic Advisor)**

**Student’s Reflection (by Advisee)**

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**Acknowledged the above discussion by Advisees:**

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| **Student Name** | **Student ID** | **Programme/**  **Year of Studies** | **Signed by Advisee 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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