**The Hong Kong Polytechnic University**

**Department of Building and Real Estate**

**Academic Advising for Student**

**The Notes of Individual Meeting**

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| **Name of Academic Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Programme (for non-freshmen):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Communication: Face-to-face meeting** (Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)/ **Online discussion** (Zoom/Microsoft Teams/WeChat/others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) / **Others** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Items Discussed** (E.g. Learning Objectives, Study Plan, Subject Registration, Progress Pattern, Career, WIE, Student Exchange, etc)**Intended Follow-up Action(s) (by Student)****Intended Follow-up Action(s) (by Advisor)****Student’s Reflection (by Student)** |
| **Acknowledged the above discussion by:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signed by Student 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.  |

If you have queries, please contact Ms Janice Lau, Executive Officer (Student Affairs and Services) at bsjanlau@polyu.edu.hk.

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