**The Hong Kong Polytechnic University**

**Department of Building and Real Estate**

**Academic Advising for 4-year students**

**Session Log Sheet - Individual Meeting Notes**

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| **Name of Academic Advisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Name of student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Programme:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Year:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Venue:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | |
| **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:** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signed by Advisee 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](mailto:bsjanlau@polyu.edu.hk).

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