

The Hong Kong Polytechnic University
Department of Construction Management and Intelligence
Academic Advising for Students

The Notes of Group Meeting

Date: _____ **Time:** _____

No. of Students Attended the Meeting: _____

Communication: **Face-to-face meeting** (Venue: _____) / **Online discussion**
(Zoom/Microsoft Teams/WeChat/others: _____) / **Others** _____

Items Discussed

- Understanding of University policies/procedures
- Scheme/Major/Minor/Secondary Major
- Subject registration and progress of study
- General University Requirements
- Choice or change of study stream
- Academic performance and study skill
- WIE / Career-related matters / further education
- Exchange/International learning experience
- Scholarship / financial concerns
- Adjustment to university and/or lifestyle issues
- Stress or mental health issues
- Time Management
- Interpersonal relationship
- Goal setting
- Others (pls specify:)

Intended Follow-up Action(s) / Advice Given

Please go to next page.

