

The Hong Kong Polytechnic University
Department of Construction Management and Intelligence
Academic Advising for Student
The Notes of Individual Meeting

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

- 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

Acknowledged the above discussion by:

Signed by Advisor: Name of Academic 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 the 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.