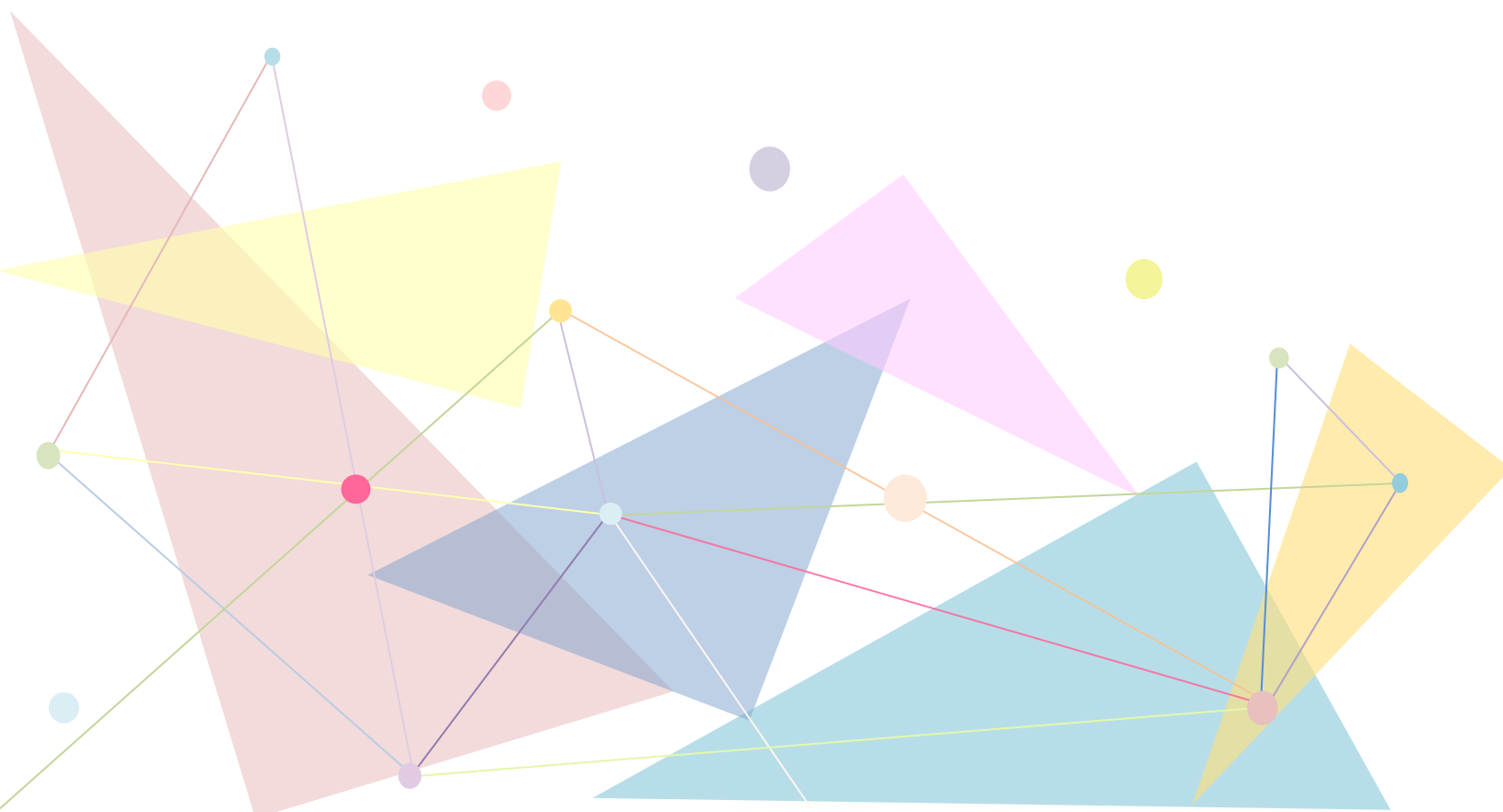


Student Guide to Academic Advising

2020/21



Contents

Welcome Message	2
I. What is Academic Advising?	3
II. Why do you need Academic Advising?	4
III. Who should you look for?	4
IV. How to meet your Academic Advisor and Academic Advising Officer?	6
V. Other Resources/ Support Services at PolyU.....	7
Appendix 1	9

Welcome Message

Welcome to The Hong Kong Polytechnic University. My warmest congratulations on your achievement of a significant milestone in your life.

Whether you are loaded with ideas to achieve your various goals in the university, or looking for some inspiration and guidance on planning your university journey, my team and I are here to be your best allies. One of the unique features of university education is that you will be given the opportunities to equip yourself with the knowledge and skills for your future career, as well as to craft your own learning experience.

In this guide to academic advising, we would like to introduce this student support service, which aims to help you transition to university life and to guide you in your own university journey. You will be matched with an Academic Advisor from your home department, as well as an Academic Advising Officer from the Student Affairs Office. They are all ready to assist, guide, support and empower you as you thrive in your study at PolyU.

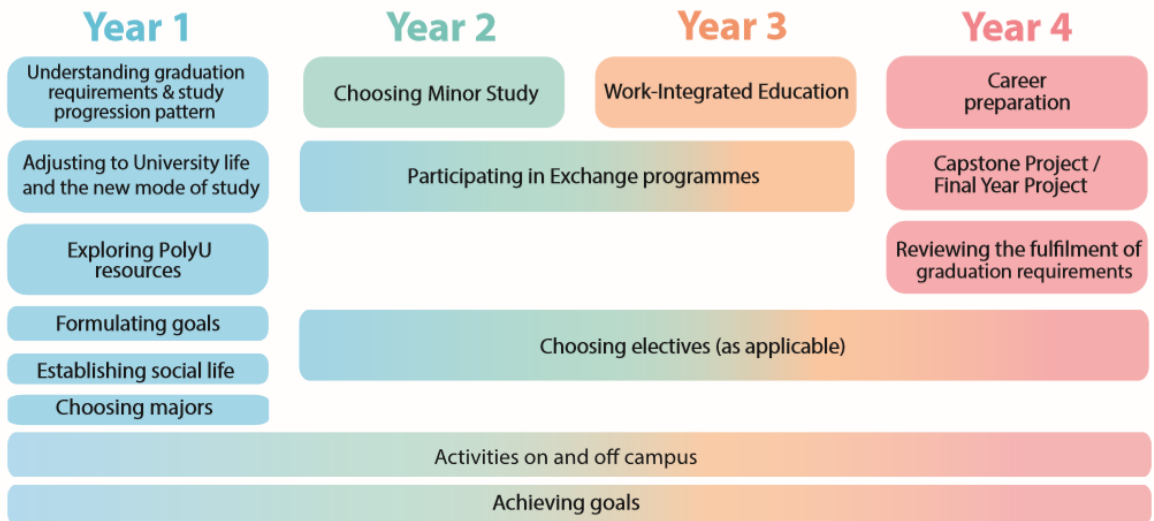
I hope you will learn more about academic advising and make good use of the service. I am sure you will discover beyond your expectation in the process.

Have a fruitful and rewarding university life.

Dr LIT Siu-wai
Head
Counselling and Wellness Section
Student Affairs Office

What is Academic Advising?

Academic advising in PolyU is designed to help you achieve your study goals, as well as to make the best use of your university years in personal growth and development. It helps you in the following important events and key decisions:



Academic advising at PolyU will help you to:

1. Appreciate the meaning of university education and the institutional mission of PolyU.
2. Get a better picture of being a university student at PolyU.
3. Assist you in making constructive and realistic choices in your study.
4. Explore your goals and values in both personal and academic aspects that foster success in your study.
5. Understand the graduation requirements and University policies.
6. Understand your academic strengths and weaknesses.
7. Develop a study plan to achieve your goals.
8. Make informed choices for your study plan (e.g. Minor Study)
9. Develop decision making skills and enhance your sense of self-direction.
10. Cultivate your sense of belonging to your own Department and the University.
11. Utilize support services in the University, such as services provided by the Student Affairs Office (SAO).

I. Why do you need Academic Advising?

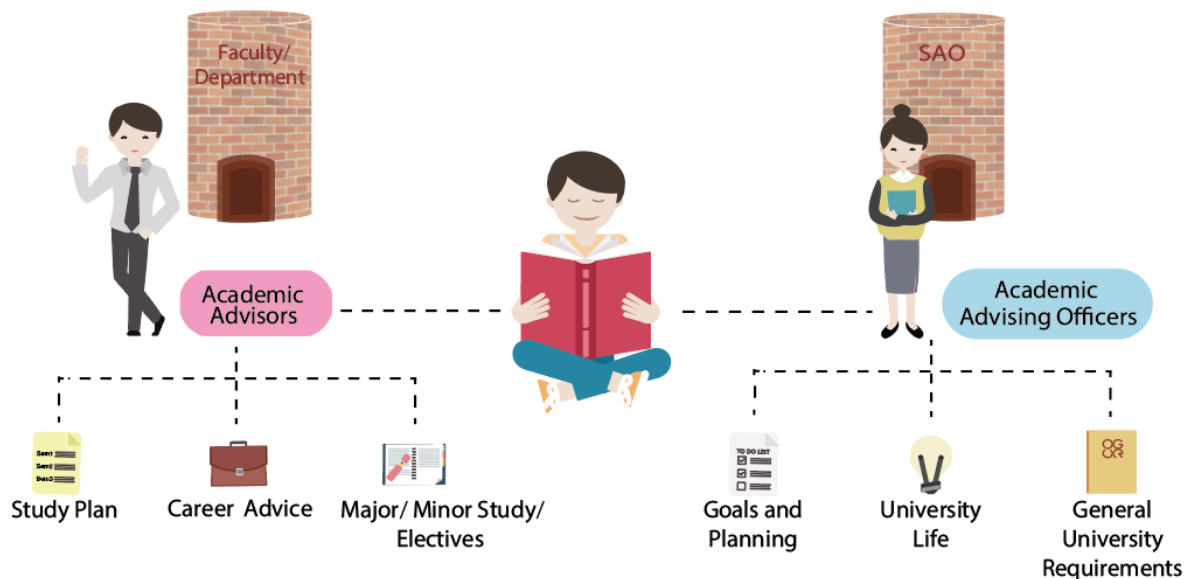
Apart from fulfilling the graduation requirements and managing your study, you may also want to realize your dreams, establish social networks, and achieve various goals in your university life. Academic advising will provide you guidance and support as you are doing these.

II. Who should you look for?

PolyU adopts the 2-tier academic advising system: a) Department-based academic advising; and b) Academic advising at the institutional level operated by SAO.

Academic Advising System @ PolyU

Under the 2-tier Academic Advising System at PolyU, you will receive support from your Faculty/ Department and SAO



From Faculty/ Department

Academic Advisor

You will be assigned to an Academic Advisor in the Faculty/ Department. You can find the information on your Academic Advisor via eStudent. The primary role of your Academic Advisor is to advise you on your major study and minor/ free elective choices. It is expected that your Academic Advisor will meet with you periodically (at least once a year individually or in a group). Please check the website of your Faculty/ Department for more information.

Undergraduate Secretary

In each Faculty/ Department, an Undergraduate Secretary will also provide you with updated information regarding policies, regulations and procedures on your academic study. Please feel free to contact the Undergraduate Secretary in case you have any questions regarding your academic study.

From SAO

Academic Advising Officer

You will be assigned an Academic Advising Officer from SAO who will advise you on matters primarily related to the GUR and issues related to your study plan. You can arrange to visit your Academic Advising Officer to get face-to-face help, or get advice via telephone, email or online platforms (e.g. Skype).

eAdvising

The eAdvising platform provides and advice essential information and related to university adjustment challenges and graduation requirements. You can also find resources related to your academic performance and study plan, and tips for making academic choices on this platform.

All newly admitted students are expected to complete the core modules of eAdvising within the first year in PolyU, and attend to the elective modules according to their developmental needs and university goals.

To access the eAdvising modules, log in to the “LEARN@PolyU” and under “My Course” find the course name “GUR & Academic Advising”.

Contact Us

Tel: 3400 8203

Email: cws.aaenq@polyu.edu.hk

Website: www.polyu.edu.hk/sao/cws

III. How to meet your Academic Advisor and Academic Advising Officer?

You are strongly encouraged to make appointments with your Academic Advisor in Faculty/ Department and Academic Advising Officer in a proactive manner.

Meeting your Academic Advisor in your Faculty/ Department

Each department sets out their own practice in arranging meetings with Academic Advisors. You should search the name and contact information of your Academic Advisor in eStudent or from documents distributed by your Faculty/ Department, and meet them at least once in an academic year.

Meeting your Academic Advising Officer

You can find the Academic Advising Officer of your programme of study from the SAO website. To meet your Academic Advising Officer, you can make appointment online via Academic Advising Appointment System at <https://www38.polyu.edu.hk/acnsl/>. Before meeting your Academic Advising Officer, it would be beneficial to fill in the Information Worksheet (See Appendix 1 to this document) to help your Academic Advising Officer gain better understanding on you and your academic needs.

Points to note before the advising session

1. Reflect on your own study goals, performance and progress.
2. Bring a current progression pattern with you (and review it before you arrive)
3. Review your study progress by looking at the relevant information in your Programme Document/Programme Guide as well as eStudent.
4. Bring the relevant information if you want to talk about career opportunities, final-year project ideas, internship or other service learning experiences.
5. Write down the questions that you may wish to discuss with your Academic Advisor/ Counsellor.
6. Be punctual: Please notify the Academic Advisor/ Academic Advising Officer in advance if you cannot attend the scheduled meeting or need to reschedule your meeting.
7. Keep updating your Academic Advisor/ Academic Advising Officer on your latest decision.

Make the most of your University Learning Experience

We have observed cases where students learned to adopt different lifestyle during university study, as there are plenty of flexibility and choices for learning, recreation; social or part-time work activities. With so many activities competing for your attention, it is crucial for you to determine your goals and priorities in university life. Academic advising in PolyU is designed to help you develop the sense of self-direction and self-management, facilitate students to make informed and intelligent academic choices about your study at PolyU that suit your intellectual, professional and personal goals.

How can I maximize my experience in the advising process?

The advisee is an equal partner in the advising process. As an advisee you are ultimately responsible for your educational choices and decisions. You are expected to:

1. Clarify personal abilities, interests, and goals for academics and life.
2. Contact and schedule appointments with your Departmental Academic Advisor and Academic Advising Officer regularly or when in need of assistance.
3. Prepare for advising sessions. Understand and review your academic progress before meeting your Academic Advisor/ Academic Advising Officer. Study the Programme Document.
4. Become knowledgeable and adhere to institutional policies, procedures, and requirements.
5. Have an open mind and be ready to consider advice given by teachers, Academic Advisor/ Academic Advising Officer and other staff.
6. Read your PolyU e-mails and other important communications from the University, your Academic Advisor and Academic Advising Officer.
7. Access and use eStudent for academic updates, updated information, registration, and other purposes.
8. Accept the final responsibility for all decisions made and your graduation requirements.

IV. Other Resources/ Support Services at PolyU

- **Academic Registry (AR):** The policies and regulations governing your undergraduate studies can be seen in the website and publications of the Academic Registry (<https://www.polyu.edu.hk/ar/web/en/home/index.html>).
- **Office of General University Requirements (OGUR):** It provides GUR information to 4-year and SY undergraduate programme students, including GUR subjects library (<http://www.polyu.edu.hk/ogur/>).
- **Information Technology Services Office (ITS):** It provides printing and scanning services at both the ITS Student Computer Centre (SCC) and the Pao Yue-kong Library for PolyU students (https://www.polyu.edu.hk/its/student_handbook/).
- **Pao Yue-kong Library:** Orientation classes are normally conducted at the beginning of each academic year to help students understand Library services. Topical workshops and various information literacy programmes are run on a regular basis. Please watch out for announcements and enroll via the website of the Library (<http://www.lib.polyu.edu.hk>).
- **English Language Centre (ELC):** It offers a wide range of facilities for students to improve their English, including the Centre for Independent Language Learning. You are strongly encouraged to polish your English skills during your four years of study (<https://elc.polyu.edu.hk/>).
- **Chinese Language Centre (CLC):** It offers facilities (such as the Language Laboratory) and courses for students to improve their Chinese skills (<https://www.polyu.edu.hk/clc/web/en/>).
- **Mathematics Learning Support Centre (MLSC):** It offers tutorial classes for students who need supplementary help in Mathematics and Statistics (https://www.polyu.edu.hk/ama/math_learning_support_centre/).

Appendix 1:

The Hong Kong Polytechnic University
Academic Advising Information Worksheet

Name:		Student ID:	
Personal Email:		Secondary School:	
Mobile No:		Programme of Study:	
Hobbies/ Interests:			
Have you completed the e-advising online course?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

About your Plans and Goals	About yourself	
<p>What are your goals for your university study? (can be academic or non-academic, or both)</p>	<p>Use a word or short phrase to describe yourself.</p>	<p>Which of the following(s) would you like to work on to facilitate your study at PolyU?</p> <p><input type="checkbox"/> Academic foundation/ abilities</p> <p><input type="checkbox"/> Study skills</p> <p><input type="checkbox"/> Time management skills</p> <p><input type="checkbox"/> Motivation to study</p> <p><input type="checkbox"/> Attitude to study</p> <p><input type="checkbox"/> Self-discipline</p> <p><input type="checkbox"/> Ability to deal with difficulties</p> <p><input type="checkbox"/> Passive in seeking help</p> <p><input type="checkbox"/> E.Q</p> <p><input type="checkbox"/> Getting support from family/ friends</p> <p><input type="checkbox"/> Getting support from the faculty/department</p> <p><input type="checkbox"/> Financial matters</p> <p><input type="checkbox"/> Study Environment</p> <p><input type="checkbox"/> Others: _____</p>
<p>Which of the following things you plan to do in university besides your major study?</p> <p><input type="checkbox"/> Exchange</p> <p><input type="checkbox"/> Taking a Minor</p> <p><input type="checkbox"/> Changing programme of study</p> <p><input type="checkbox"/> Living in hall/experience hall life</p> <p><input type="checkbox"/> Part-time job</p> <p><input type="checkbox"/> Become an ex-co of a student society</p> <p><input type="checkbox"/> Having no ideas at the moment</p> <p><input type="checkbox"/> Others: _____</p>	<p>Which of the below are YOUR strength(s) that will facilitate your study at PolyU?</p> <p><input type="checkbox"/> Good academic foundation/ abilities</p> <p><input type="checkbox"/> Good study skills</p> <p><input type="checkbox"/> Good time management skills</p> <p><input type="checkbox"/> Strong motivation to study</p> <p><input type="checkbox"/> Good attitude to study</p> <p><input type="checkbox"/> Good self-discipline</p> <p><input type="checkbox"/> High resilience (i.e. ability to deal with difficulties)</p> <p><input type="checkbox"/> Willing to seek help</p> <p><input type="checkbox"/> High E.Q</p> <p><input type="checkbox"/> Good support from family/ friends</p> <p><input type="checkbox"/> Good Support from faculty/department</p> <p><input type="checkbox"/> Financial stability</p> <p><input type="checkbox"/> Good study environment</p> <p><input type="checkbox"/> Others: _____</p>	<p>Briefly tell me how you would work on them.</p>
<p>What is your expected GPA at graduation?</p>		
<p>Are you confident that you will graduate on time? Why or why not?</p>		