

The Hong Kong Polytechnic University
Department of Building and Real Estate
Frequently Asked Questions (FAQs) for Students at BRE

1. What is Academic Advising at PolyU?

Undergraduate students could make use of academic advising to help you make informed and intelligent academic decisions/choices about your major and GUR study that suit your intellectual, professional and personal goals.

Academic advising also helps students in important events and decisions in different Student Learning Checkpoints. Each undergraduate student is paired up with a designated Academic Advisor from BRE.

More information is available here: <https://www.polyu.edu.hk/ous/undergraduate-studies-support/student/academic-advising/>.

2. How to arrange a meeting with the Academic Advisor?

- Students are strongly encouraged to make appointments with the Academic Advisors in a proactive manner. Students should have at least one academic advising meeting with the Academic Advisor, either individually or in small groups, during Semester 1 and Semester 2 respectively. The meetings can be conducted in person, face-to-face via social media, over the phone or through email.
- You could find the contact information of Academic Advisors under “My Advisor” in eStudent or you could refer to the matching list provided by BRE at the commencement of the academic year.
- BRE students must meet Academic Advisors (AAs) according to the **following milestones**:
 - Students in **the first year of studies** must meet with AAs before making online applications for **programme selection** via eStudent.
 - Students are required to meet AAs after taking **Work-Integrated Education (WIE)**. Students normally take WIE in the summer of year 2 or 3 studies.
- You may find the other important dates you may wish to visit your Academic Advisor are the subject registration period, the Add/Drop period, around or after exam time, before the selection of programme (Scheme)/stream (SUV), etc.
- If a student has a GPA lower than 1.7, he/ she will be put on Academic Probation in the following semester. Academic advisors will discuss the study plan for next semester for those students on academic probation within a week upon announcement of assessment results. Form AR150 will be completed by the Academic Advisor.

3. What are the formalities for Academic Advising?

Two forms should be completed during normal meetings:

- Meeting Notes for group meetings, or Meeting Notes for individual meetings for each meeting
- Consent form for students at BRE (completed after the first meeting)

In the case of Academic Probation, Academic Advisors will complete and send Form AR150 and Meeting Notes for individual meetings to the BRE General Office for the record after discussion with the student.

4. What are the topics or areas to be discussed in Academic Advising?

- 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
- Other

5. Points to note before the Advising Meeting?

(Extract from: <https://www.polyu.edu.hk/ous/undergraduate-studies-support/student/academic-advising/>)

Students are ultimately responsible for educational choices and decisions, and thus are expected to:

- Clarify personal abilities, interests, and goals for academics and life.
- Prepare for the advising meeting. Think of some questions to discuss with the Academic Advisors for e.g. study plan, career opportunities, final-year project ideas, internship or other learning experiences.
- Understand and review the academic progress before meeting the Academic Advisor. Study the Programme Requirements Document.
- Become knowledgeable and adhere to institutional policies, procedures, and requirements.
- Be punctual and notify the Academic Advisor in advance if students cannot attend the scheduled meeting or need to reschedule the meeting.
- Have an open mind and be ready to consider the advice given by the Academic Advisor and other staff.
- Read PolyU e-mails and other important communications from the University (particularly from BRE and Academic Advisors)
- Access and use eStudent for academic updates, updated information, registration, and other purposes.

- Accept the final responsibility for all decisions made and the graduation requirements.

6. The contacts of the central offices for further assistance

Further enquiries can be referred to BRE General Office and Central Offices, if applicable. The following are the contact methods of some central offices for reference:

- Office of Undergraduate Studies: <https://www.polyu.edu.hk/ous/>
- Academic Registry: <https://www.polyu.edu.hk/ar/>
- English Learning Centre: <https://www.polyu.edu.hk/elc/>
- Global Engagement Office: <https://www.polyu.edu.hk/geo/about-geo/>
- Library: <https://www.lib.polyu.edu.hk/>
- Mathematics Learning Support Centre: <https://www.polyu.edu.hk/ama/study/mathematics-learning-support-centre/>
- Non-local Student Services: <https://www.polyu.edu.hk/nlss/>
- Special Need Supports: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/special-needs-support/welcome-pack/>
- Student Affairs Office (for student development, counselling, career, sponsorship, etc): <https://www.polyu.edu.hk/sao/>