



2024/25 Academic year

Major Academic-related Student Activities in BRE

Common questions and contact persons

STUDENT AFFAIRS TEAM

Department of Building and Real Estate
The Hong Kong Polytechnic University



Academic Advising

- During Academic Advising, Academic Advisors (AAs) help students make informed decisions about their programme and General University Requirements (GUR) studies.
- Students are required to meet with their AAs at least twice a year, ideally once per semester, either individually or in groups. Meeting notes (prepared by AAs) will be recorded in the Student Record System.
- The list of matching AAs and students is distributed via email at the beginning of each Semester 1 and recorded in eStudent.
- BRE requires two compulsory AA meetings: 1) the first-year students must meet their AAs before applying for programme selection; 2) students are required to meet AAs after completing Work-Integrated Education (WIE), typically in the summer of their second or third year.
- Starting from Semester 2, 2024/25, AA meetings will also be arranged in large subject classes, such as BRE217 and BRE365.

Work-Integrated Education (WIE)

- WIE is a credit-bearing, work-based learning element compulsory for all full-time undergraduates.
- Students are required to complete **at least four weeks** of relevant, structured, and measurable work experience during the summer. For part-time work, the minimum duration is **176 hours** or **22 full days**.
- Students are typically expected to undertake WIE during the summer of the second or third year. **A mandatory briefing session** is conducted every Semester 1 for second-year and senior-year-one students.
- Only **one** WIE record will be maintained for each BRE student.
- Students can either find a job on their own, with prior approval from the Department, or apply for job opportunities provided by the Department.
- Students **must** meet with their Academic Advisors before submitting the completed set of WIE Assessment Reports/documents to the Blackboard before the designated deadline.
- Subject registration and assessment are conducted each semester. Either a "Pass" or "Fail" will be assigned as the academic result.

BRE Exchange Programme

- The BRE Exchange Programme provides all full-time UGC-funded undergraduates with the opportunity to apply for a one-semester outbound exchange with partner universities in various countries.

- Exchange programme will NOT be regarded as WIE activity. However, it can be counted as BRE 365 International Study. Please indicate this when submitting AR41c.
- **No** additional tuition fee is required for the exchange. Students only pay the normal tuition at PolyU.
- Exchange Period (Apply one academic year ahead of departure):
 - Either in semester 1 or semester 2.
 - Students are recommended to undertake exchange no later than semester 2 of Year 3 (by the time when students are in the host institution).
 - The maximum period of exchange is two semesters for four years, including one semester for overseas and one semester for Mainland China or Taiwan. The sponsorship from GEO is only available for the first GEO outbound exchange activity.
- Financial Support (as of 2024/25):
 - GEO Scholarship for Student Exchange (\$4100 - \$19000)/GEO Funding for Student Exchange (\$2900 - \$13300), FCE Outbound Exchange Scholarship (with award amounts ranging from \$1000 to \$7000), and the Hardship Fund Programme. Students will be informed through mass emails from the GEO.
 - The amount of Sponsorship will vary according to different exchange destinations.
- Credit transfer:
 - Students can have a face-to-face credit transfer consultation with Dr Yi Wen every Friday afternoon (4:00 - 5:00 pm) at ZS739 or arrange an online credit transfer consultation by sending an email for an appointment.
 - Students can review past approved subject-matching records via BRE [Student Exchange Website](#).
 - Students are allowed to transfer **five** subjects during the exchange.
 - Students are required to provide some photos (with annotations where necessary) as a record of their exchange experience for departmental promotions.
 - For credit transfer, please contact Dr Yi Wen, Student Exchange Officer, Email: wen.yi@polyu.edu.hk, or Tel: 2766 4261.



BRE365 International Study Tour

- Students need to form their own tour groups and establish an **organizing committee**. The organizing committee needs to contain at least 4 key members: Chairperson, Vice-Chairperson for tour planning, Vice-Chairperson for budgeting and financial control, and Secretary for documentation.

- Students are responsible for conducting background research, selecting the destination, and determining the tour period. Additionally, students must invite tour supervisors (**two academic staff** from BRE), plan the tour schedule, manage payment transactions with relevant parties, and prepare a report and presentation.
- Most tour groups organized their study tour between 2nd semester and summer semester. Group sizes generally range from 20 to 40 students.
- Normally, a study tour will last for at least 7 days (including two-way travel), and **70% of the tour schedule** must be academic-related activities in order to get approval from the Head of the Department.
- The ground rules for selecting destinations:
 - Destinations that have been visited twice by tour groups in the previous year cannot be selected as tour destinations for the current year.
 - No country or city can be visited by more than two tour groups in the current year.
 - The subject lecturer of BRE365 may moderate if more groups than allowed choose the same destination.
- Assessment: the post-tour report and presentation (40% each), and individual assessment (20%)
- Financial support is available through university funds and sponsorships.
- Contact person: Mr WK Kong, Email: bskong@polyu.edu.hk, or Tel: 2766 5880.

Mentorship

- The BRE Mentorship Scheme matches full-time students from year 1 to year 3 with senior professional mentors in the industry. The programme provides valuable opportunities for BRE students to connect with well-established professionals in the industry, paving the way for their future career development.
- The mentorship programme calls for new applications annually, on a first-come-first-served basis.
- The mentees who participate in this scheme are expected to be proactive in initiating contact with the mentors and responsive to their mentor's feedback, guidance, advice, and any requests for meetings or updates.

Unless otherwise specified, all queries/requests will be handled by Ms Janice Lau, Executive Officer (Student Affairs and Services):
Email: bsjanlau@polyu.edu.hk, Tel: 2766 5885.

