

**The Hong Kong Polytechnic University**  
**Department of Building and Real Estate**  
**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.

<b>Student's Name</b>	<b>Student ID</b>	<b>Programme (for non-freshmen)/ Year of Studies</b>

(If space above is not enough for filling, please add one more duplicate page to complete the record.)

**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 Undergraduate Secretary of Department for central filing. Follow-up Action(s) if any should be taken before central filing.

- End -