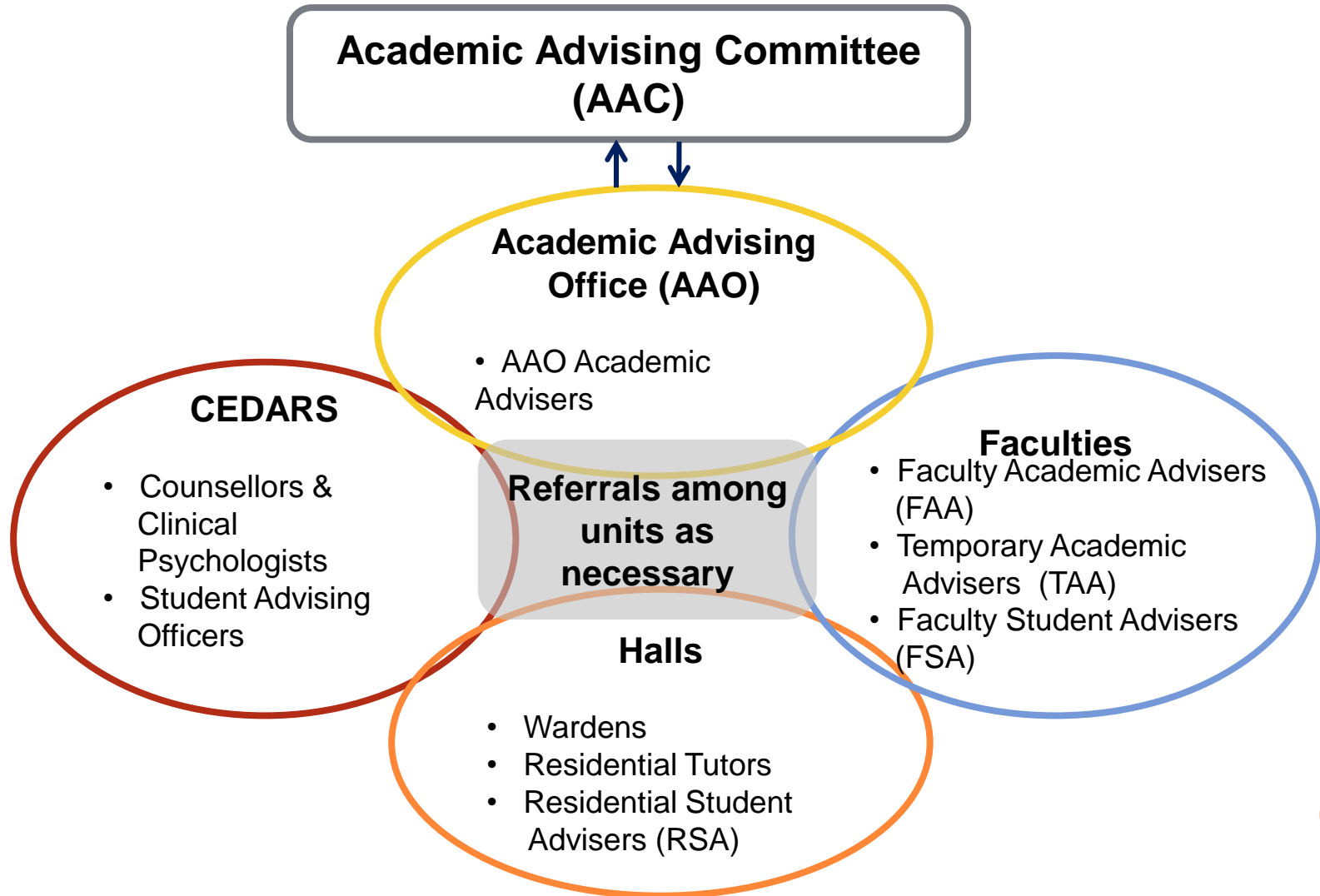


THE ESSENTIALS OF ACADEMIC ADVISING @ HKU

- Ms. Katherine Wan, Head, AAO
- Ms. Rachel Hong, Academic Adviser, AAO
- Professor WK Chan, Chairman of Academic Advising Committee & Associate Dean (Student Affairs), Faculty of Science

Academic Advising Office
January 28, 2016

THE ACADEMIC ADVISING SYSTEM IN HKU



ACADEMIC CONCERNS OF FIRST YEAR STUDENTS

- | | |
|--|-------|
| ○ Course selection | 4.43* |
| ○ Academic goal and study plan | 4.04 |
| ○ Adjustment to the University learning styles | 4.04 |
| ○ Curriculum structure of my programmes | 3.92 |
| ○ Selection of major / minor programmes | 3.89 |
| ○ Other matters such as | |
| • Common Core courses, exchange credits, management of study load, collaborative skills to handle team projects and balance between study and extra-curricular activities. | |

Source: AAO Survey 2015

* Ratings on a 5-point Likert Scale



STUDENTS SEEK ADVICE ON VARIOUS MATTERS

General Planning

- Setting academic plan
- Selecting Major/Minor
- Preparing for scholarship, internship, exchange
- Postgraduate study plan
- University regulations

Personal Issues

- Adjustment problems
- Time management
- Unclear goals and career plan
- Emotional / relationship / family issues

Study Problems

- Lack of study skills leading to poor performance
- Mismatch of interest / ability with current curriculum
- Seeking programme transfer



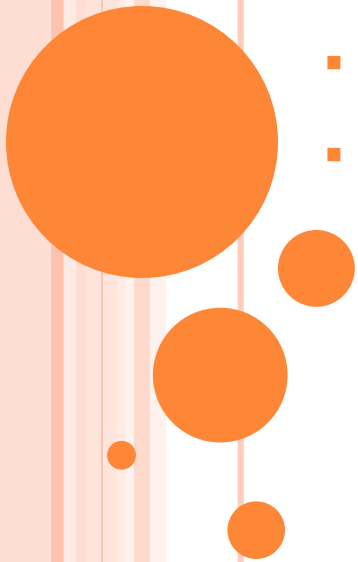
WHAT ARE THE BARRIERS TO ADVISING

That students did badly might be also one reason why they are reluctant to see Advisers.



STUDENTS ARE WORRIED HOW TO COMMUNICATE WITH THEIR PROFESSORS

- How should I greet my FAA? I don't know what is the proper manner and tone to talk with him.
- My English is terrible, what if Professor could not understand what I said? I don't even know how to pronounce her name.
- Seeing my Professor by myself gets me nervous.
- Professor might ask me questions about my failed courses that I couldn't answer.



WHAT IS THE ROLE OF A FACULTY ACADEMIC ADVISER

Advisers guide and support advisees to

- Clarify goals
- Make study plans that align with goals/ interests/abilities/future plan
- Take action and evaluate own progress
- Develop skills to overcome difficulties
- Take responsibility to make informed choices



SIMPLE ADVISING TOOLS IN SIS

View UG Advisees

[select all | unselect all]

	ID ▾	Name ▾	Advising Status ▾	Programme ▾	Year of Studies ▾	CGPA ▾	Add Comments	View Comments	Advisee Type
<input type="checkbox"/>	20095	CHAN, Bik			2	3.49	Add	View	Academic
<input checked="" type="checkbox"/>	20115	CHAN,			3	3.50	Add	View	Academic
<input checked="" type="checkbox"/>	20094	CHAN,			5	--	Add	View	Temporary
<input type="checkbox"/>	20095	LAM,			5	2.14	Add	View	Academic

No. of advisees: 4

Email Advisees

Advised in Sem 1

Advised in Sem 2

Add Comments

No Response

See details on p.36 -38 of Smart Guide for FAA



Your University Road Map

Graduation!



Job search

Capstone/
research project

Year 4

Internship

PG study plan

Seize off-campus
learning
opportunities

Overseas
exchange

Year 3

Declaring
major/minor

Volunteering

Year 2

Adapt &
Explore

Join student
societies

Year 1

Consider
your major

Set study
plan

Know your
classmates & Profs.



DO YOU KNOW HOW TO MAKE REFERRALS

There are many supporting units and offices in the academic advising network. Understand student's issues (including strong and weak students) and make referral.

See details on p. 23-28 Smart Guide for FAA



HOW TO HELP ACADEMICALLY AT RISK STUDENTS

Spot them early

- **Academic**
e.g. repeated absence, failed courses, missed exam, no-show to meet
- **Personal/Social/Family**
e.g. withdrawal, lack of motivation, loss in weight

Diagnose the causes

- Academic skills ?
- Motivation ?
- Study Strategies ?
- Non-academic interference ?

See details on p.16 -20 of Smart Guide for FAA



A STUDENT WILL BE RECOMMENDED FOR DISCONTINUATION IF HE OR SHE..

- Failed to obtain a minimum of 36 credits in two consecutive semesters not including the summer semester (except when stated not required); or
- Failed to achieve an average Semester GPA of at least 1.0 for two consecutive semesters not including the summer semester; or
- Exceeded the specified maximum period of registration for the curriculum - normally 150% of the normative period of study
- *other triggers – e.g. failing a particular course / requirement three times



EARLY ALERT SYSTEM IN THE FACULTY OF SCIENCE

- An informal “**probation system**” is established for those students who **have met FRC/CoD but are not required to discontinue**. The probation report needs to be submitted before/after the reading week (after the completion of half of the semester)
- Students with **GPA < 1.5 (but >1.0)** will receive a **warning letter** from the faculty. They are asked to **contact the faculty adviser** assigned to him/her. Students are encouraged to meet with the adviser if they have any problems.



EARLY ALERT SYSTEM IN THE FACULTY OF SCIENCE

- Students may receive **warning letters** from different departments for **absence in the class/tutorials/not submitting assignment**. The Faculty will check if a particular student is having problem in more than one courses.
- Any weak students who may have problems can be referred by individual teachers or the AAO to the faculty for follow up.



MECHANISMS OF FRC AND COD

- Trigger ⇒ Review by **Faculty Review Committee (FRC)**
 - Students may appeal at the Faculty level, on the basis of extenuating circumstances
- ⇒ Case forwarded to **Committee on Discontinuation (COD)**
 - Written submission by students +/- relevant parties
 - Face-to-face meeting with the COD



With the release of first semester result, this is a good time to contact your advisees and check on their progress.

Got More Questions? Contact AAO



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