



Quick Reference Guide for Student Advisers

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Table of Contents

Section 1

Structure of the Academic Advising System at HKU

- | | |
|---|---|
| 1) What is academic advising? | 6 |
| 2) How is the HKU academic advising system structured? | 6 |
| 3) How do Faculties contribute to the academic advising system? | 7 |
| 4) What is the function of Academic Advising Office? | 8 |
| 5) How is residence-based academic advising offered? | 8 |
| 6) How is web-based academic advising supported? | 9 |
| 7) What are the different roles of academic advisers in the University? | 9 |

Section 2

The Role of a Student Adviser

- | | |
|---|----|
| 8) What is peer advising? | 12 |
| 9) What are the basic responsibilities of a student adviser at HKU? | 12 |
| 10) What are the advantages of being a student adviser? | 13 |
| 11) How are ethical principles applied to academic advising? | 13 |

Section 3

Advising Strategies and Referrals

- | | |
|--|----|
| 12) What methods are used for student-to-student advising? | 15 |
| 13) How can student advisers make use of effective communication strategies? | 16 |

14) What should I do when advisees have very specific academic questions that are difficult to answer?	18
15) What supporting units on campus are available for referrals?	19
16) Are there other ways of providing outreach to support academic advising?	28

Section 4

Key Information about the Curriculum at HKU

17) What is the structure of the undergraduate curriculum?	29
18) In which year of study are the different components typically taken?	31
19) What are the common learning experiences of the curriculum?	31
20) What are the study load requirements?	33
21) Can students take courses that are not offered by their home Faculties?	33
22) How can a student learn more about a study programme and its courses and assessment?	34
23) How is GPA calculated?	34
24) How is honours classification determined?	35
25) Where can I find more information about academic policies and the curriculum structure?	36

FAQ	37
------------	-----------

References	37
-------------------	-----------

About AAO

The mission of the Academic Advising Office (AAO) is to provide quality and accessible advisory services to support and enhance the academic success and development of undergraduate students. AAO is staffed with seasoned academic advisers and experienced administrators who are committed to helping students, especially in the first year, to make a smooth transition and develop appropriate study plans.

AAO works closely with Faculties, CEDARS and halls of residence to co-ordinate and implement university-wide academic advising initiatives, adviser professional development, and sharing of best practices. In addition, it provides administrative support to the University Academic Advising Committee, which oversees the overall academic advising strategies for undergraduate students.

About this Guide

This guide is designed to provide a foundation for your role as a student adviser and offer quick references on university-wide academic issues. It supplements resources and training provided by your Faculty, Hall or Residential College.

Feedback

If you have any suggestions about this guide or comments on your experience as a student adviser, please email AAO at aaoffice@hku.hk.

Contact Us

Address: Room 07, Upper Ground Floor, Knowles Building,
The University of Hong Kong

Website: <http://aao.hku.hk>

Email: aaoffice@hku.hk

Tel: 2219 4686

Fax: 2858 2317

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Section 1

The Structure of the Academic Advising System at HKU

This section paints an overview of how the academic advising system is structured at HKU. After reading this section, you will understand how academic advising is defined at HKU and be able to distinguish various components of the academic advising network.

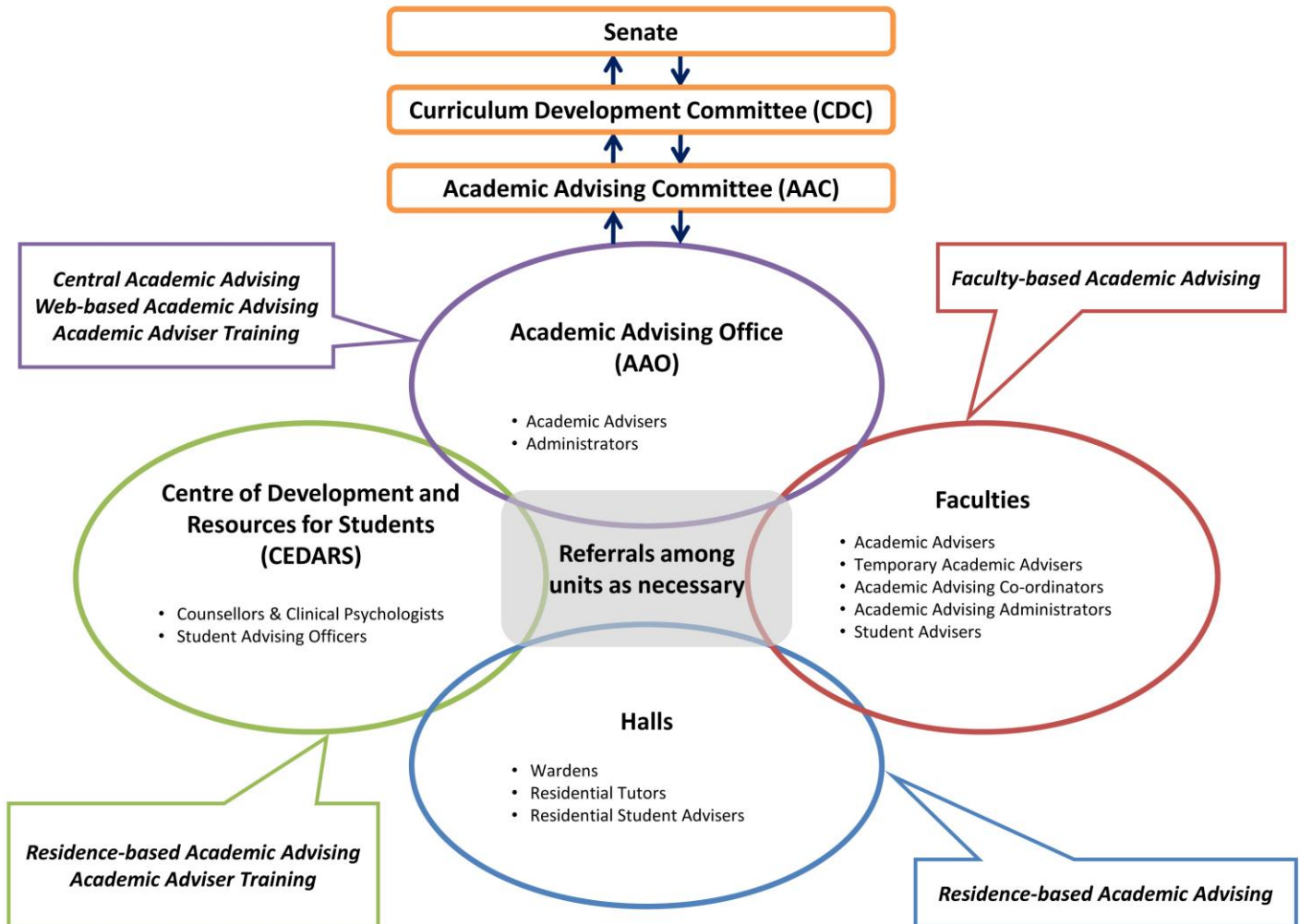
1 What is academic advising?

Academic advising is a developmental process in which students are provided with support in clarifying their academic, career and life goals, developing plans to achieve these goals, and evaluating their own progress. Academic advising is also a process in which students are empowered to think critically, explore available options, and take personal responsibility for decision-making with the guidance of their teachers and academic advisers.

2 How is the HKU academic advising system structured?

At HKU, the Academic Advising Committee oversees undergraduate academic advising strategies and initiatives across the University. Advising services are available to students via four channels: Faculty-based academic advising, central academic advising, residence-based academic advising and web-based academic. All interact with each other to form a comprehensive University advising network.

University Academic Advising System



3 How do Faculties contribute to the academic advising system?

Faculties contribute to the academic advising system by:

- Appointment of an overall Academic Advising Co-ordinator to oversee academic advising in the Faculty and represent Faculty on the Academic Advising Committee. For the most current contact details of Faculty Academic Advising Co-ordinators, please refer to: <http://aao.hku.hk/faculty-staff/aca-adv/coord-admin/>.

- Selection of advisers for each Major and Minor programmes, or for Faculties offering professional programmes, appointed advisers for each curriculum or year of study;
- Assignment of Faculty Academic Adviser (FAA) to every new student; Procedures on how to find the assignment of a FAA in SIS are featured in this video: <http://aao.hku.hk/video/video-04/>.
- Assignment of Faculty Temporary Academic Advisers (TAA) to help students explore available Major/Minor options.
- Development of Faculty Student Adviser (FSA) or peer support system.

Note: All first-year undergraduate students are assigned to a FAA upon registration at the University. Students are required to meet with his or her FAA at least once every semester in their first year of study.

4 What is the function of Academic Advising Office?

The Academic Advising Office (AAO) is a central unit that coordinates academic advising initiatives and developments across Faculties and advises students on the overall University requirements and general academic procedures and options.

5 How is residence-based academic advising offered?

Each hall of residence and the residential colleges on Lung Wah Street will appoint senior undergraduate students to serve as Residential Student Advisers (RSA) to help advise freshmen on hall or residential college matters and on striking balance between studying and hall activities. RSAs are supervised by the

Wardens / Masters of their respective halls of residence / residential college.

6 How is web-based academic advising supported?

- *AAO academic advising website (<http://aao.hku.hk/>):*
It serves as the first point of contact for students looking for academic guidance. Each of the Faculties provides online programme and curricula information and may select to provide other web-based advising services.
- *Advising features through SIS:*
SIS is an IT solution to support student administration operations. SIS includes several academic advising tools. For a complete student's guide to the adviser/advisee functions in SIS, please check: [http://intraweb.hku.hk/reserved_1/sisandhcm/sis/reference-materials/Adviser_advisee_guide\(for_students\).pdf](http://intraweb.hku.hk/reserved_1/sisandhcm/sis/reference-materials/Adviser_advisee_guide(for_students).pdf).
- *Annie, virtual student adviser developed by AAO:*
Annie is a virtual student adviser developed by AAO. She provides interactive and around-the-clock assistance on general academic information. Find Annie at <http://aao.hku.hk>.

7 What are the different roles of academic advisers in the University?

Position	Overview of Academic Advising Role	Targeted Students
Faculty Academic Advisers	<ul style="list-style-type: none"> • Current professors and teachers in Faculty • Principal academic adviser of students 	Undergraduate students as assigned by Faculty

	<ul style="list-style-type: none"> • Advise on Faculty and all study-related matters • Focus attention on academic planning for first-year students • Make appropriate referrals as necessary 	
Major Programme and Professional Programme Advisers	<ul style="list-style-type: none"> • Current professors and teachers in Faculty • Advise on specific academic matters for the programme represented 	Undergraduate students enrolled in Programme
Faculty Administrators	<ul style="list-style-type: none"> • Professional administrative staff • Explain policy, regulations and procedures of Faculty 	Undergraduate students enrolled in courses within Faculty
Faculty Temporary Academic Advisers	<ul style="list-style-type: none"> • Current teachers and administrators in Faculty • Advise on academic matters for the Faculty • Specialized on helping students exploring Major/Minor and questions for a particular subject area 	Open to all undergraduate students upon request in SIS
AAO Academic Advisers	<ul style="list-style-type: none"> • Professional administrative staff • Advise on overall University regulations, general academic requirements, 	Open to all undergraduate students

	<p>development of study plan, and academic progress</p> <ul style="list-style-type: none"> • Advise on issues that involve more than one Faculty/unit and liaise between different units 	
Faculty Student Advisers	<ul style="list-style-type: none"> • Students in second year or above with good academic standing • Selection determined by Faculty • Provide general support and explanation of academic procedures to peers • Direct peers to appropriate units on campus 	<p>Services provided to peers studying in the same Faculty. Specific arrangements determined by Faculty. Supervision by the Faculty Academic Co-ordinator.</p>
Residential Student Advisers	<ul style="list-style-type: none"> • Students in second year or above with good academic standing and active performance in hall / residential college life. Selection determined by Warden • Advice on academic matters and hall / residential college life, support academic activities in halls / residential colleges • Direct peers to appropriate units on campus 	<p>Services provided to peers living in hall / residential colleges. Specific arrangements determined by Hall Wardens, masters and CEDARS.</p>

Section 2

The Role of a Student Adviser

This section of the guide explains the concept of peer advising and outlines general advising responsibilities. In addition, you will be provided guidance on how ethical principles are applied to advising.

8 What is peer advising?

Most students already turn to fellow students for advice in informal ways. Peer advising is also centered on the notion of “students helping students” (Ender & Newton, 2000). However, a formal peer advising structure can help ensure that accurate academic information is being delivered in a way that students understand and channel appropriate referrals. Peer advising programmes are also notably different from student helper roles. “Peer advisers are students who have been selected and trained to offer academic advising services to their peers” (Koring & Campbell, 2005). Intentionally designed responsibilities towards attainment of academic goals are established.

9 What are the basic responsibilities of a student adviser at HKU?

This list outlines general responsibilities of student advisers. Your specific duties will be determined by your Hall warden, Master of Residential College or Faculty supervisor.

- To have a basic understanding of the curriculum structure and academic resources at HKU.
- To care about the academic success of fellow students and model this caring attitude when helping others.

- To provide support on the academic transition to the University and share successful study strategies with students.
- To collaborate with your Faculty or Hall/ Residential College to offer student activities of academic interest and assist in centrally organized academic activities.
- To maintain a high level of sensitivity to students of different cultures, needs and academic backgrounds.
- To make effective referrals and direct advisees to other available campus resources and support services as necessary. (Please check Question 15 in Section 3 of this guide for details.)

10 What are the advantages of being a student adviser?

Peer-to-peer relationships impacts students' growth and typically build a positive association with the university experience. Advantages for peer advisers include: Build recognition around campus, form relationships with other peer advisers and advisees, develop personal leadership skills, gain valuable experience, and obtain additional access to mentors and supervisors.

11 How are ethical principles applied to academic advising?

The following points help guide ethical decisions related to academic advising. (Lowenstein, 2008)

- **Enhance learning whenever possible**

Help your fellow students overcome obstacles and maximize the overall learning experience.

- **Treat students equitably**

Do not play favourites among your fellow students, nor exert

more effort to those you like better or whose values are more compatible with your own.

- **Allow for autonomous decisions**

This principle is derived from the ideal of respect for persons. Treat your fellow students as rational, autonomous decision-makers.

- **Respect confidentiality**

Respect your fellow student's confidentiality when advising and do not share issues discussed with other students. If concerns arise during advising, contact your supervisor or an AAO staff member.

- **Support the institution's policies and staff**

By accepting the role as a student adviser, you undertake a commitment to abide by and to respect the regulations of HKU.

- **Maintain the credibility of the advising programme**

Any behaviour that undercuts credibility runs a risk of harming a student's educational experience and loss of credibility of the entire student advising programme. You will be trained to impart accurate information and make appropriate referrals, however if you are unsure how to handle a situation please ask.

Section 3

Advising Strategies and Referrals

This section of the guide outlines different advising methods, provides tips on effective communication, and highlights making referrals to other campus units.

12 What methods are used for student-to-student advising?

The most common advising methods are individual, group, and virtual. The method you use to conduct advising will depend on the goals of your Hall / Residential College or Faculty and needs of your advisees.

- **Individual Advising**

Individual advising is a one-on-one meeting between the adviser and advisee. Individual advising is ideal for discussing specific academic issues and personalized goals of the advisee.

- **Group Advising**

Most group advising sessions include a brief presentation and discussion. It is a particularly efficient method for offering general advice, collecting group feedback, and delivering key information to students in similar situations.

- **Virtual Advising**

Virtual advising allows flexibility to accommodate a variety of situations and in a communication method you and your fellow students are already comfortable in using with one another. Instant messaging and other forms of social media can be utilized to support advising. Please refer to Question 6 for further

information.

13 How can student advisers make use of effective communication strategies?

Communication is perhaps your most critical skill as a student adviser. When it comes to effective communication, being a good listener and asking questions are key aspects.

(1) Being a Good Listener

- **Give your undivided attention**

If a student comes to seek your advice, stop what you're doing and turn your attention to the advisee.

- **Don't interrupt**

Take the time to fully listen. When you interrupt, you give the impression that you are not interested in what is being said. Even if you think you have heard this type of academic issue before and know how to handle it, allow your fellow students to finish their explanation and ensure you comprehend their specific situations.

- **Respond verbally and non-verbally**

When you respond verbally, you might summarize and ask related follow-up questions. Non-verbal gestures include nodding your head, smiling, eye contact, and mirroring the body language of the other person. All these indicate that you are interested in what is being said and in many cases make the person feel more comfortable.

(2) Asking Questions

You are encouraged to adopt a developmental approach to advising. That is, when your fellow student approaches you for

help, avoid quickly prescribing a solution. Asking open-ended question can allow time for your fellow student to reflect on their specific situation and help identify possible options. Common examples include:

- What do you enjoy about being a student at HKU?
- What have been your favourite courses at HKU?
- Tell me more about how you selected that Major.
- Explain to me more about how you prefer to study.
- Describe to me how you like to spend your time on campus.
- Help me understand what you want accomplish while you are at HKU.
- Why do you think this happened?
- What do you think would happen if you did that?
- What do you think you'll do different next semester?
- How do you think this would impact your academic goals?
- What do you think will happen next?
- What does that mean to you?
- Why do you feel that way?
- How do you balance your studies and extra-curricular activities?
- Tell me about your adjustment in coming to Hong Kong/HKU.
- Which types of assignments did you enjoy most from that class?

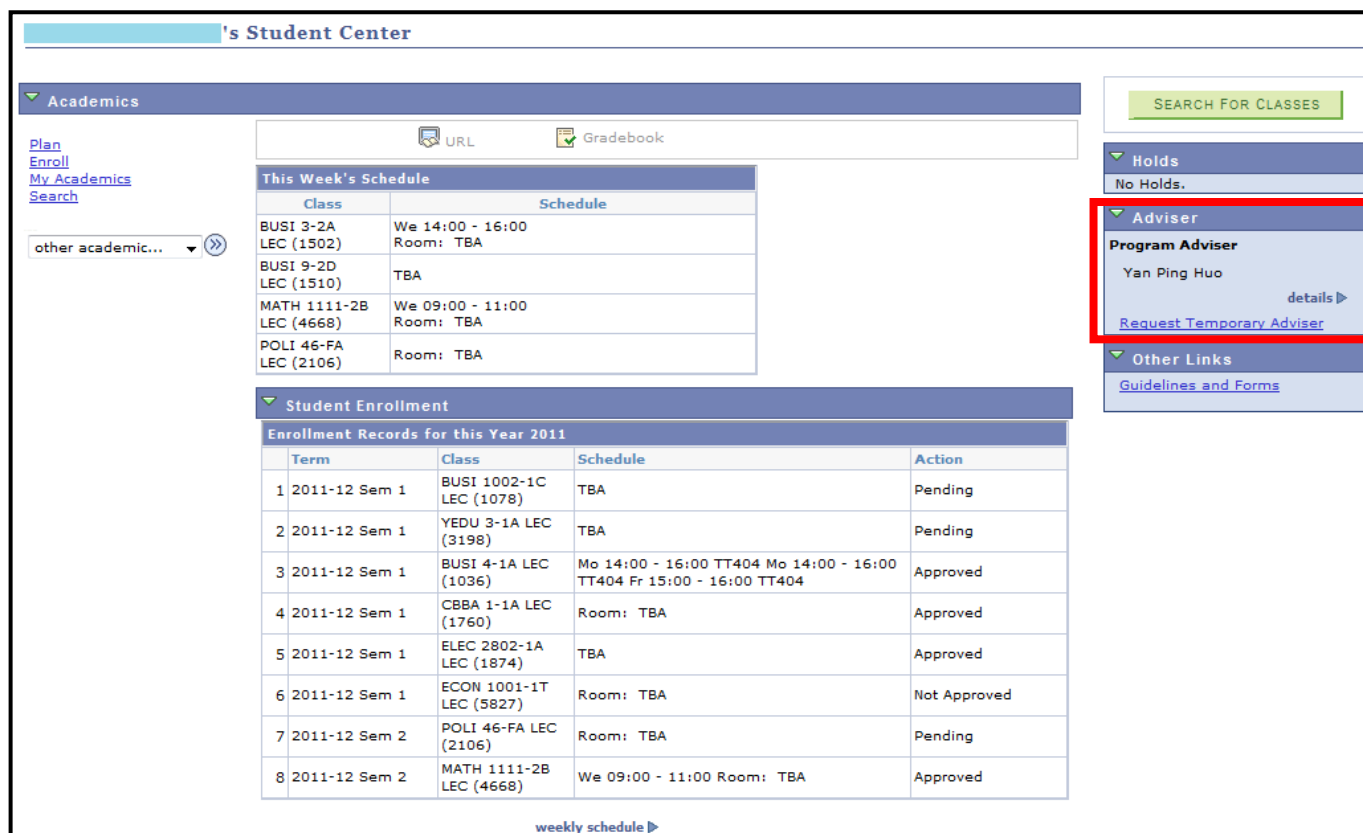
Also, questions can be a great way to get the conversation started. Identify at least a few questions that you can regularly use. Don't just rely on questions from this list — create your own and ask related questions based on the specific situation.

14 What should I do when advisees have very specific academic questions that are difficult to answer?

If your fellow students encounter some specific study issues which you find hard to address, don't panic. There are multiple campus services and resources that you can refer them to:

- Faculty Academic Advisers

Every new student has been assigned a Faculty Academic Adviser. If your fellow students have any concerns regarding their studies, encourage them to contact their Faculty Academic Advisers. They can view their advisers in SIS under Self Service>Student Centre>Adviser Section:



The screenshot displays a student center interface with the following components:

- Academics** section with links for Plan, Enroll, My Academics, and Search.
- URL** and **Gradebook** input fields.
- This Week's Schedule** table:

Class	Schedule
BUSI 3-2A LEC (1502)	We 14:00 - 16:00 Room: TBA
BUSI 9-2D LEC (1510)	TBA
MATH 1111-2B LEC (4668)	We 09:00 - 11:00 Room: TBA
POLI 46-FA LEC (2106)	Room: TBA

- Student Enrollment** section with a table of enrollment records for 2011:

Term	Class	Schedule	Action
1 2011-12 Sem 1	BUSI 1002-1C LEC (1078)	TBA	Pending
2 2011-12 Sem 1	YEDU 3-1A LEC (3198)	TBA	Pending
3 2011-12 Sem 1	BUSI 4-1A LEC (1036)	Mo 14:00 - 16:00 TT404 Mo 14:00 - 16:00 TT404 Fr 15:00 - 16:00 TT404	Approved
4 2011-12 Sem 1	CBBA 1-1A LEC (1760)	Room: TBA	Approved
5 2011-12 Sem 1	ELEC 2802-1A LEC (1874)	TBA	Approved
6 2011-12 Sem 1	ECON 1001-1T LEC (5827)	Room: TBA	Not Approved
7 2011-12 Sem 2	POLI 46-FA LEC (2106)	Room: TBA	Pending
8 2011-12 Sem 2	MATH 1111-2B LEC (4668)	We 09:00 - 11:00 Room: TBA	Approved

- SEARCH FOR CLASSES** button.
- Holds** section: No Holds.
- Adviser** section (highlighted in red):
 - Program Adviser**: Yan Ping Huo
 - [Request Temporary Adviser](#)
 - [details ▶](#)
- Other Links** section: [Guidelines and Forms](#)

- Temporary Academic Advisers
If your fellow students need advice on deciding a Major or Minor, please encourage them to request Temporary Academic Advisers, who are current teachers specializing in helping students explore specific discipline options, through SIS. Check out this video to find out more: <http://aao.hku.hk/video/video-03/>. For a listing of available majors or minors, refer to <http://aao.hku.hk/plan-of-study/major-and-minor/>.
- Faculty Offices
If your fellow students have questions on policies, regulations or procedures, you can suggest them to contact their Faculty Offices. The contact information can be found at <http://aao.hku.hk/faculty-staff/contacts/>.
- Academic Advising Office
AAO Academic Advisers can help students with overall University regulations, general academic requirements, development of an academic plan, and academic progress. To contact AAO, please call 2219 4686 or email them at aaoffice@hku.hk. For further contact details, please look at <http://aao.hku.hk/contact-us/>.

15 What supporting units on campus are available for referrals?

Advising relies on a partnership between the adviser, advisee, and supporting units across the campus community. In addition to directing your peers to their Faculties and Halls / Residential Colleges, it is essential to know what other units on campus are also available to help students.

Academic Services / Procedural Matters		
Units	If students have issues with —	Contact Information
Academic Advising Office	<ul style="list-style-type: none"> ▪ Academic planning and trajectory of studies ▪ General advice on academic performance ▪ Course enrolment procedures ▪ University requirements 	<p>Tel: 22194686</p> <p>Email: aaoffice@hku.hk</p> <p>Address: Room UG 07, Knowles Building</p> <p>Website: http://aao.hku.hk</p>
Academic Support and Examinations Section	<p>Student Data and Certification:</p> <ul style="list-style-type: none"> ▪ Database of student records in all curricula and programmes ▪ Application of exit documents (e.g. transcripts, testimonials, certificate of graduation, certifications) <p>Transfer of Studies</p> <ul style="list-style-type: none"> ▪ Procedures of internal transfer of studies <p>Others</p> <ul style="list-style-type: none"> ▪ Hall / Residential College admission ▪ Tuition Fee 	<p>Tel: 2859 2433</p> <p>Email: asoffice@hku.hk</p> <p>Address: Room G04, Ground Floor, Run Run Shaw Building</p> <p>Website: http://www.ase.hku.hk</p>

Examinations Unit	<ul style="list-style-type: none"> ▪ Examination regulations ▪ Examination timetable 	<p>Tel: 2859 2439 / 2859 2434</p> <p>Email: exam@hku.hk</p> <p>Website: http://www.exam.hku.hk</p>
Common Core and Language Support		
Common Core Curriculum Office	<ul style="list-style-type: none"> ▪ Common core curriculum 	<p>Tel: 2219 4957</p> <p>Email: commoncore@hku.hk</p> <p>Address: Room 136, 1/F, Main Building</p> <p>Website: http://commoncore.hku.hk</p>
Centre for Applied English Studies (CAES)	<ul style="list-style-type: none"> ▪ Self-directed English learning opportunities ▪ Compulsory credit bearing English courses ▪ Special English courses (summer programme, one-off workshop, etc) 	<p>Tel: 3917 2004</p> <p>Email: caes@hku.hk</p> <p>Address: Room 6.60, 6/F, Run Run Shaw Tower</p> <p>Website: http://caes.hku.hk (general) http://www2.caes.hku.hk/advisors/ (CAES for Academic Advisers)</p>

School of Chinese	<ul style="list-style-type: none"> ▪ Chinese language courses ▪ Chinese language enhancement programme ▪ Chinese language courses for international undergraduate students 	<p>Tel: 3917 1199 (General) / 3917 8476 (Chinese Language Enhancement Programme) / 3917 2048 (Chinese Language Centre)</p> <p>Email: chinese@hku.hk</p> <p>Address: Room 801, Run Run Shaw Tower</p> <p>Website: http://www.hku.hk/chinese</p>
School of Modern Languages and Culture	<ul style="list-style-type: none"> ▪ Foreign language courses 	<p>Tel: 3917 2000</p> <p>Email: smlc@hku.hk</p> <p>Address: Room 5.01, 5/F, Run Run Shaw Tower</p> <p>Website: http://www.smlc.hku.hk/</p>

Student Life and Non-Academic Matters		
Centre of Development and Resources for Students (CEDARS)		
Units	If students have issues with —	Contact Information
CEDARS, Campus Life Section	<ul style="list-style-type: none"> ▪ Financial assistance and fee deferment ▪ Personal finances and budgeting ▪ Accommodation needs ▪ Support for non-local students ▪ Visa formalities (for Mainland students, please contact China Affairs Office, Tel: 2241 5886) ▪ Adjustment issues 	<p>Tel: 2859 2305</p> <p>Email: cedars@hku.hk</p> <p>Address: 3/F, Meng Wah Complex</p> <p>Website: http://cedars.hku.hk</p>
CEDARS, Careers and Placement Section	<ul style="list-style-type: none"> ▪ Career planning resources ▪ Career preparation (training workshops, individual career advice, job application review, mock interview) ▪ Job opportunities and job notices ▪ Recruitment talks and career fairs ▪ Graduate employment 	<p>Tel: 2859 2314</p> <p>Email: careers@hku.hk</p> <p>Address: 3/F, Meng Wah Complex</p> <p>Website: http://cedars.hku.hk</p>

	<p>statistics</p> <ul style="list-style-type: none"> ▪ Internship opportunities 	
<p>CEDARS, Counselling and Person Enrichment (CoPE), Section</p>	<ul style="list-style-type: none"> ▪ Counselling services to students on personal, emotional or non-academic issues ▪ Person enrichment workshops ▪ Study Smart Series—generic study skills ▪ SEN Support for students with disabilities or special educational needs ▪ Inclusion funds 	<p>Tel: 2857 8388</p> <p>Email: cedars-cope@hku.hk</p> <p>Address: 4/F, Meng Wah Complex</p> <p>Website: http://cedars.hku.hk</p>
<p>CEDARS, Student Development Section</p>	<ul style="list-style-type: none"> ▪ Educational funds ▪ Sustainability leadership programme ▪ Community engagement programme ▪ Empowerment education 	<p>Tel: 2857 8387</p> <p>Email: cedars-programmes@hku.hk</p> <p>Address: Room 216, 2/F, Knowles Building</p> <p>Website: http://cedars.hku.hk</p>

Postgraduate Studies, Exchange, Hall / Residential College life, Finance and Computer Problems

Units	If students have issues with —	Contact Information
Graduate School	<ul style="list-style-type: none"> ▪ MPhil and PhD programmes 	<p>Tel: 2857 3470</p> <p>Email: gradsch@hku.hk</p> <p>Address: Room P403, Graduate House</p> <p>Website: http://www.hku.hk/gradsch</p>
Office of International Student Exchange	<ul style="list-style-type: none"> ▪ Exchange programme ▪ Summer programme ▪ Special programme 	<p>Tel: 2219 4121</p> <p>Address: Global Lounge, G/F, Fong Shu Chuen Amenities Centre</p> <p>Website: http://www.hku.hk/exchange</p> <p>Outgoing General Enquiries: Email: goabroad@hku.hk</p> <p>Incoming General Enquiries Email: exchange@hku.hk</p>

Hall Education Development Office	<ul style="list-style-type: none"> ▪ Hall education courses ▪ Residence-based Academic Advising System 	Tel: 3604 2302 Email: HEDO@hku.hk Website: http://www.hedo.hku.hk/
SIS Project Office	<ul style="list-style-type: none"> ▪ Technical issues regarding the Student Information System (SIS) ▪ Students' guide to SIS 	Tel: 2819 0777 Email: AskSIS@hku.hk Website: http://www.its.hku.hk/service-desk/sis

For general administrative support regarding student study, please contact Faculty Office:

Faculty Office	Contact Information
Architecture	Tel: 2859 2149 Email : faculty@arch.hku.hk Address: 4/F, Knowles Building
Arts	Tel: 3917 8977 Email : arts@hku.hk Address: Room 4.05. 4/F, Run Run Shaw Tower
Business and Economics	Tel: 3917 5343 Email : fbeinfo@hku.hk Address: Room 401, K. K. Leung Building

Dentistry	<p>Tel: 2859 0390 Email : dental@hku.hk Address: Prince Philip Dental Hospital, 34 Hospital Road, Sai Ying Pun</p>
Education	<p>Tel: 2859 2357 Email : edfac@hku.hk Address: Room 219, Runme Shaw Building</p>
Engineering	<p>Tel: 2859 2803 Email : enggfac@hkucc.hku.hk Address: Room 529, Haking Wong Building</p>
Law	<p>Tel: 3917 2951 Email : lawfac@hku.hk Address: 10/F, Cheng Yu Tung Tower</p>
Medicine	<p>Tel: 3917 9175 Email : medfac@hku.hk Address: 6/F, William MW Mong Block, 21 Sassoon Road</p>
Science	<p>Tel: 3917 2683 Email : science@hku.hk Address: G/F, Chong Yuet Ming Physics Building</p>
Social Science	<p>Tel: 39171234 / 39171235 Email : socsc@hku.hk Address: 11/F, The Jockey Club Tower</p>

16 Are there other ways of providing outreach to support academic advising?

Student advisers might also be involved in other activities, such as:

- Conduct workshops on academic matters (e.g., study skills).
- Participate in first year experience programme and orientation events to promote the academic advising system. For the first year experience programme, please visit:
<http://wp.cedars.hku.hk/web/fye/>.
- Develop social media outreach to disseminate information on academic procedures and events.
- Arrange information booths at university-wide events or specific locations on campus.
- Write articles on academic success for student publications.
- Organize social events to celebrate academic achievements.

Should student advisers have any ideas or need any help in outreaching their peers, please contact the AAO.

Section 4

Key Information about the Curriculum at HKU

This section of the guide gets into the details of the undergraduate curriculum structure.

17 What is the structure of the undergraduate curriculum?

The HKU curriculum adopts an enabling structure. The main components and credits requirement are summarized in the following table:

4-Year (2012) Curriculum

Component	Course	Number of Credits	Proportion
Compulsory Courses	Common Core ³	36 credits	22.5%
	English ⁴	12 credits	
	Chinese ¹	6 credits	
Specialization	Major	72-96 credits	30% – 40%
	Minor	36-48 credits	15% – 20%
Electives	Electives for all students	Remainder to complete 240 credits	17.5% – 32.5%
Total Number of Required Credits ²		240 credits	100.0%

¹ Putonghua-speaking students of the 4-year (2012) curriculum should take CUND9002 “Practical Chinese and Hong Kong Society” or CUND9003 “Cantonese for Non-Cantonese Speaking Students”. Students who have not studied Chinese language during their secondary education / who have not

attained the requisite level of competence in the Chinese language to take the curriculum-specific Chinese language enhancement course can apply

(i) to take credit-bearing Cantonese or Putonghua language courses offered by the School of Chinese especially for international and exchange students (as listed at <http://web.chinese.hku.hk/putonghua%20and%20cantonese/c1.html>);

OR

(ii) to be exempted from the Chinese language requirement and take an elective course in lieu.

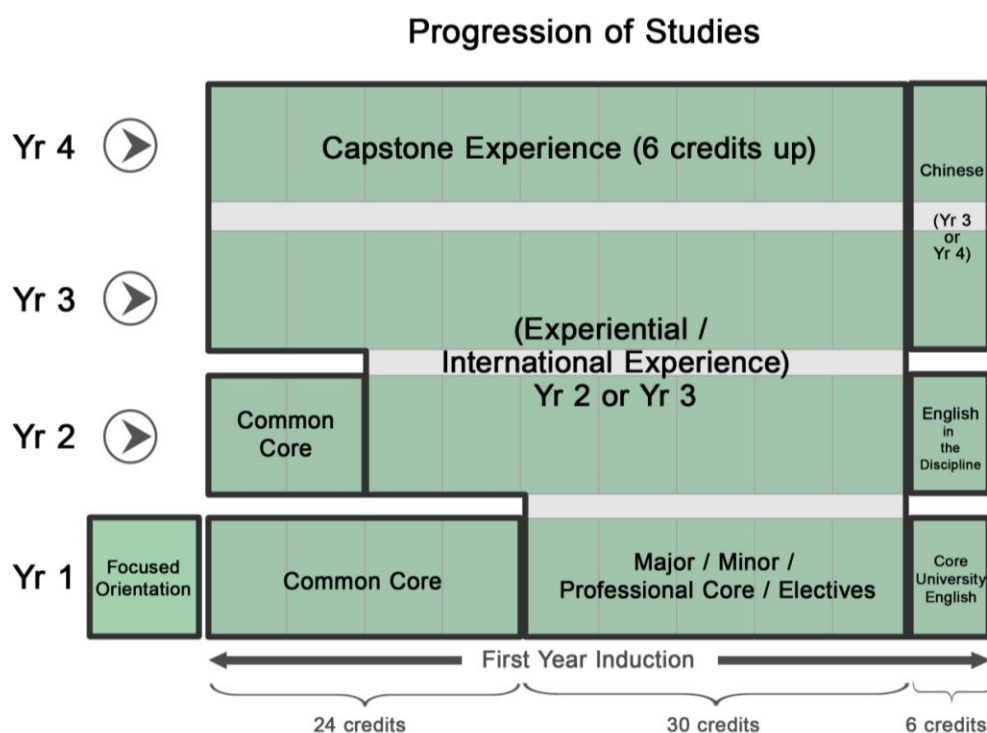
² Students are allowed to take additional credits up to 6 credits per semester, or 12 credits per academic year, including the summer semester.

³ Students registered for double degree studies are required to successfully complete 24 credits of courses in the Common Core Curriculum within the curriculum of the first degree, as appropriate. However if they opt out of the double degree to focus on one degree only, they will need to make up the 12 credits of Common Core courses.

⁴ For Core University English, students who have achieved Level 5** in English Language in the Hong Kong Diploma of Secondary Education Examination, or equivalent, may at the discretion of the Faculty be exempted from this requirement and should take an elective course in lieu; For the English in the Discipline (ED) requirement, (i) students who have passed the ED courses for a Major but subsequently change that Major are required to pass the ED course for the new Major, or either of the double Majors finally declared upon graduation irrespective of whether the second Major is offered within or outside of the candidates' home Faculty; (ii) students declaring double Majors can, if they fail in the ED course for one of the Majors, either (a) re-take and successfully complete that failed ED course, or (b) successfully complete the ED course for the other Major, irrespective of whether the Major is offered within or outside of the students' home Faculty; (iii) students who undertake studies in double Majors or double degrees are not required to take a second ED course but may be advised by the Faculty to do so.

18 In which year of study are the different components typically taken?

This model shows the distribution of the major components in the 4-Year (2012) Curriculum. There may be variations in some curricula including determination of which components are non-compulsory (e.g., international experience).



19 What are the common learning experiences of the curriculum?

(1) Common Core

- An essential part of academic induction to facilitate the transition from secondary school to university.
- Designed to provide key common learning experience for all HKU students and to broaden their horizons beyond their chosen disciplinary fields of study.

- Includes four Areas of Inquiry (Aois) in which students are required to take 36 credits of Common Core courses with at least one course from each of four Aois.
- Normally completed within the first three years of study.
- Up to 12 credits of comparable courses earned on exchange, of one semester or one year, can be applied for transfer.
- For further information, please look at the website of common core at <http://commoncore.hku.hk/>

(2) Capstone Experience

- Integration of knowledge in senior years of study, which may take the forms of undergraduate research, field work projects, internship and so on, and is an integral part of the Major programme or the “professional core” for professional curricula.
- Carries a minimum of 6 credits and is a graduation requirement.
- For further information, please look at: <http://tl.hku.hk/staff/capstone-experience-and-urfp/>

(3) Experiential Learning

- Requires students to tackle real-life issues and problems by drawing on theoretical knowledge that they have learnt in the formal curriculum.
- Forms of experiential learning include service learning, practicum, and internship.
- The Gallant Ho Experimental Learning Centre (<http://ghelc.hku.hk/>) is responsible for facilitating and promoting experiential learning at the University.
- For further information, please look at: <http://tl.hku.hk/reform/experiential-learning/>

(4) International Experience

- Nurturing global citizens through education opportunities to work or intern in organizations overseas.
- Participating in reciprocal academic exchange with over 180 partner institutions in 25 countries.
- For further information, please contact the Office of International Student Exchange (OISE) at <http://www.als.hku.hk/admission/exchange/>

20 What are the study load requirements?

	4-Year (2012) Curriculum	
	Normative Period of Study	Maximum Period of Registration
	4 years	6 years
Normative Study Load	240 credits (60x 4)	360 credits (60x 6)
Maximum Study Load (credits x years)	288 credits (72 x 4)	432 credits (72 x 6)

*Maximum period of registration for individual degrees is specified in the curriculum regulations.

21 Can students take courses that are not offered by their home Faculties?

One important aim of the enabling curriculum is to “open up” the non-home Faculty curricula to all students.

To facilitate students taking non-home Faculty courses, the following principles have been adopted:

- Except for courses belonging to the “professional core” of professional curricula, all compulsory and elective courses in Major programmes of curricula that are offered as a second Major or Minor should be made available to all students to enable them to declare a Major or Minor, if they so choose.
- Some courses in the “professional core” may also be open to students of all Faculties.
- Students enrolled in “professional curricula” can also take courses offered by other Faculties as electives, a Minor or even a Major, within the credit limits specified by the University.

Note: Students are expected to meet pre-requisite requirements of courses, and no timetable clashes for courses are permitted.

22 How can a student learn more about a study programme and its courses and assessment?

Every undergraduate curriculum and Major/Minor programme has provided a Credit Unit Statement for First Degree Curricula defining the requirements (in terms of learning modes, study hours, contact hours, output requirements, etc.) of its standard 6-credit courses, the types of courses offered and the modes of assessment which students will find useful during programme/course selection.

23 How is GPA calculated?

“Grade Point Average” is a numerical measure of a candidate’s academic achievement over a specified period of time, and is

calculated by the total of the product of grade points earned for each course attempted (including failed courses) and its credit value being divided by the total number of credits attempted. For the exact GPA calculation formula, please see <http://aao.hku.hk/glossary/> under the term “Grade Point Average”. Although official GPA calculations are displayed in a student’s SIS account, advisees can plan ahead with the GPA calculator at <http://aao.hku.hk/sy3/plan-of-study/cgpa-calculator/>.

24 How is honours classification determined?

Honours classification shall be awarded in five divisions: First Class Honours, Second Class Honours Division One, Second Class Honours Division Two, Third Class Honours, and Pass. As approved by Senate, the classification of honours of students admitted in 2012-13 shall be determined by the Board of Examiners for the degree in accordance with the following Cumulative Grade Point Average (CGPA) scores, with all courses taken (including failed courses) carrying equal weighting .

<u>Class of honours</u>	<u>CGPA range</u>	<u>Grade</u>	<u>GP Scale</u>
First Class Honours	3.60–4.30	A+	4.3
		A	4.0
		A-	3.7
Second Class Honours Division One	(2.40–3.59)	B+	3.3
Division Two	3.00–3.59	B	3.0
Third Class Honours	2.40–2.99	B-	2.7
		C+	2.3
		C	2.0
Pass	1.70–2.39	C-	1.7
		D+	1.3
		D	1.0
		F	0

25 Where can I find more information about academic policies and the curriculum structure?

- General Regulations, and Regulations for First Degree Curricula
<http://aao.hku.hk/faculty-staff/cur-reg-date/syllabus/>
- Undergraduate Degree Regulations and Syllabuses
<http://aao.hku.hk/faculty-staff/cur-reg-date/syllabus/>
- Available Majors and Minors
<http://aao.hku.hk/faculty-staff/cur-reg-date/major-minor/>

FAQ

Some of the most common questions you and your fellow students might ask about your studies are listed at <http://aao.hku.hk/faq/>. You may also refer to the videos on academic success at <http://wp.cedars.hku.hk/web/faqvideos/>. For other questions, please refer to your Warden or Faculty Office.

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Academic Advising Office

Website: <http://aao.hku.hk>

Email: aaoffice@hku.hk

Tel: 2219 4686