

THE CHINESE UNIVERSITY OF HONG KONG

Senate Committee on Teaching and Learning

Implementation Checklist for an Enhanced Academic Advisory System for the academic year 2014-15

This Checklist is intended to facilitate the reporting of your Faculty Committee on Academic Advising at the sharing session held after the completion of each academic year. Please tick "✓" the box or fill in the blanks below. If you have any questions on this checklist, please contact the Academic and Quality Section at tel. 3943 1263.

To be completed by the Chairman of the Faculty Committee on Academic Advising or his/her representative:

Section A

_____ meetings of the Faculty Committee on Academic Advising were held in 2014-15. (Please attach the minutes of the meetings held.)

Section B (Undergraduate Students)

1. Every student has been assigned a Level I Academic Advisor¹ by the Major Department, and the student should have met the academic advisor at least once a year for the purpose of general supervision, such as course selection, guided study, adaptation to University learning modes and disciplinary fundamentals.

Yes.

Not done because _____

2. Students with academic problems have been assigned designated Level II Academic Advisors¹.

Yes.

Not done because _____

3. Number of student case(s) settled by Level II Advisors in 2014-15 without initiating the follow-up actions as stated in column 4 below.

0 – 5 Cases

6 – 10 Cases

11 – 15 Cases

16 Cases or above

Not available for the time being because _____

4. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2014-15:

Follow-up actions	Number of Cases
Refer to University Health Services	
Refer to psychological counseling at Office of Student Affairs	
Refer to Learning Enhancement Officers (for non-local students)	
Seek emergency grant/loan	
Others: Please specify if possible.	

Number of problem case(s) settled by Level II Advisors after initiating the follow-up actions: _____

Section C (Postgraduate Students)

An academic advisory system similar to the one for undergraduate students has been implemented for postgraduate (Pg) students². Every full-time Pg student has been assigned a Level I Academic Advisor who can be the thesis supervisor in the case of Research Postgraduate (RPg) students and the Programme Director in the case of Taught Postgraduate (TPg) students.

1. In the case of TPg programmes, individual Programme Directors can design their own advisory systems:

Yes, we have designed/implemented* a system similar to the Ug one.
(Please attach the plan of the advisory system.)

**Please delete as appropriate.*

2. In the case of RPg programmes, students who have been placed on probation have been assigned Level II Academic Advisors.

Yes.

Not applicable because no student has been placed on probation in 2014-15.

3. Number of student case(s) settled by Level II Advisors in 2014-15 without initiating the follow-up actions as stated in column 4 below.

0 – 5 Cases

6 – 10 Cases

11 – 15 Cases

16 Cases or above

Not available for the time being because _____

4. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2014-15:

Follow-up actions	Number of Cases
Refer to University Health Services	
Refer to psychological counseling at Office of Student Affairs	
Seek emergency grant/loan	
Others: Please specify if possible.	

Number of problem case(s) settled by Level II Advisors after initiating the follow-up actions: _____

Section D (Optional)

1. Any difficulties/challenges encountered in implementing the Student Advisory System in 2014-15? Any suggestions to further enhance the System?

2. Please give a self-assessment of the effectiveness of the system at your faculty.

Note 1: For roles and responsibilities of Level I/II Advisors, please refer to Annex 5 of the *Handbook on the Implementation of the Academic Advisory System* at http://www.cuhk.edu.hk/osa/doc/AcademicAdvising_HB/index.html.

Note 2: Please refer to Section H of the *Handbook on the Implementation of the Academic Advisory System* at http://www.cuhk.edu.hk/osa/doc/AcademicAdvising_HB/index.html.

Completed by : _____

Chairman/Representative*,
Faculty Committee on Academic Advising,
Faculty of _____

Date : _____

**Please delete as appropriate.*