

# An Enhanced Academic Advisory System

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& University Dean of Students*





# Briefing Session for Academic Advisors (March 26, 2012)

1. An enhanced academic advisory system - Prof. Dennis Ng
2. All-round student support and development - Mr. Raymond Leung
3. Developing a harmonious advisor-advisee relationship  
- Mrs. Liz Lau
4. Case sharing - Prof. Leung Yuen Sang  
Prof. Poon Wai Yin  
Prof. Wong Suk Ying
5. Sharing on advisory system for postgraduate students  
- Prof. Steven Ngai
6. Q & A



# Background

- o In Aug. 2005, AAPC approved the establishment of an Undergraduate Academic Advice Coordinator system at Department/Programme Level.
- o During the regular review, the roles of Academic Advice Coordinators yielded long and repeated discussions and the *modus operandi* in the academic advisory system was commented to be rather loose.
- o In Sep. 2008, QAC in its report commented that our extensive student support systems appear complex and multi-layered, and possibly lead to duplication in some cases. A road map of student support service was recommended.
- o In Jan. 2009, SCTL recommended to form a Task Force to work on a proposal for providing simple guide to students on the support services provided by various units of the University, including pastoral support.
- o A proposal on an enhanced advisory system was approved by the Senate in Dec. 2011.

# The Enhanced Academic Advisory System

- To give guidance to students in **academic matters** as well as to provide support in **other areas of all-round development**, which forms part of the whole student support and pastoral care system
- To cover both undergraduate and full-time postgraduate students
- To be overseen by a standing committee of SCTL





# Roles and Responsibilities

## Level I Advisor

- To provide general advice on academic issues and information on other whole-person development opportunities to students

## Level II Advisor

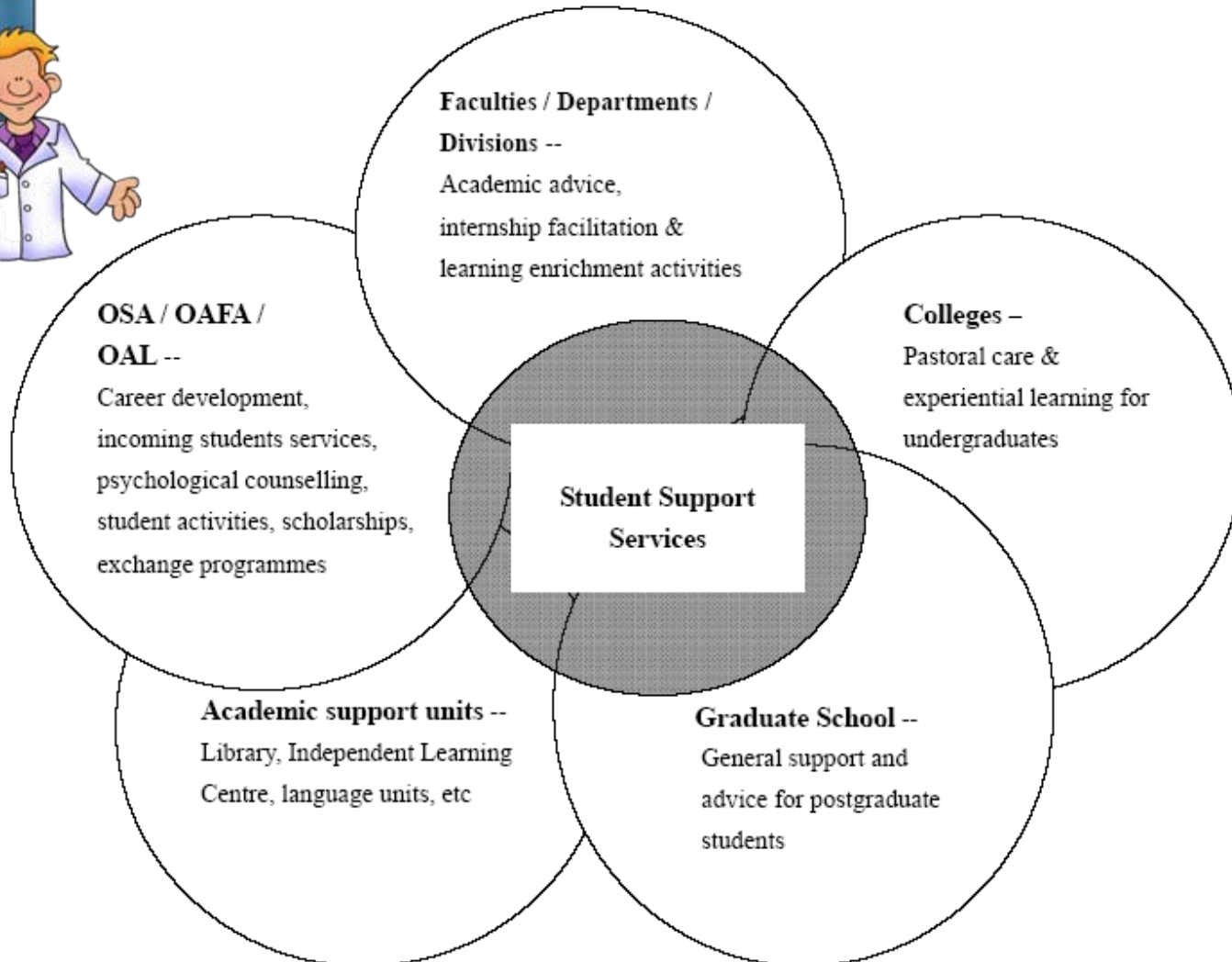
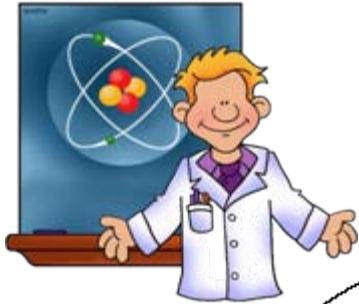
- To provide additional academic support to students with academic problems
- To endorse students on probation or extended probation for enrollment into appropriate courses in the next term
- To refer problem cases to the appropriate units for other suitable assistance

## Faculty Committee on Academic Advising

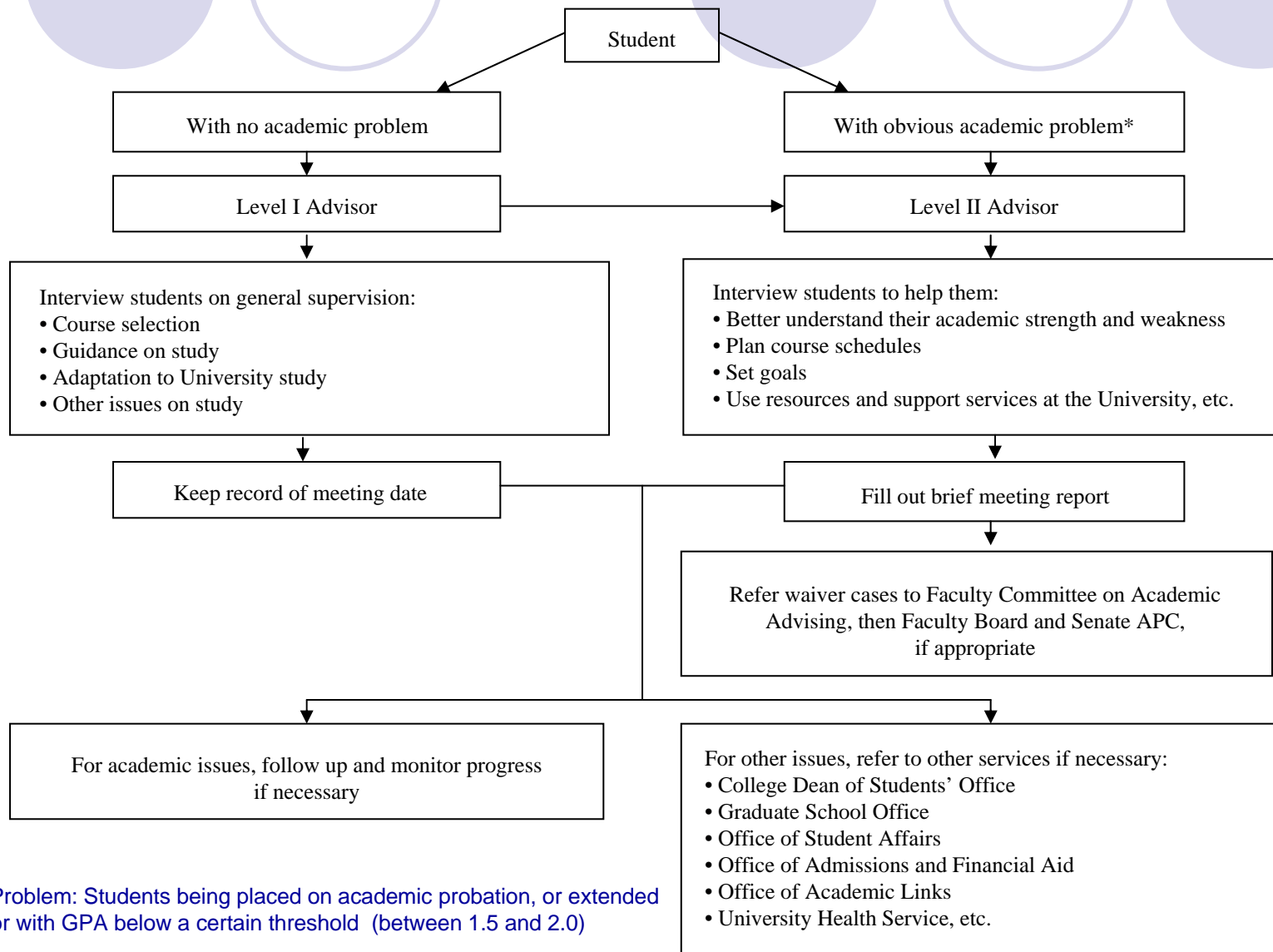
- To be chaired by the Associate/Assistant Dean concerned, who will serve as the case manager for severe cases
- To include all Level II advisors
- To give advice on all aspects of academic advising and monitor the implementation of the academic advisory system in the Faculty

## Other Student Support Units

# Holistic Student Support Services



# Operational Procedures



\* Academic Problem: Students being placed on academic probation, or extended probation, or with GPA below a certain threshold (between 1.5 and 2.0)

# Record Keeping

- Departments/Programmes are required to keep the meeting dates of students with Level I Advisors.
- Level II Advisors are required to fill out a meeting report, which must be kept in strict confidential.

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THE CHINESE UNIVERSITY OF HONG KONG

Department/Programme/Division of \_\_\_\_\_

## Report on Meeting with Student

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student\*: Undergraduate/Postgraduate

Type\*: Local / Mainland (Homeland: \_\_\_\_\_)

International (Origin: \_\_\_\_\_ / Place of Study: \_\_\_\_\_)

Others (e.g. EAS): \_\_\_\_\_

Year of study: \_\_\_\_\_

Appointment Date & Time: \_\_\_\_\_ Appointment Venue: \_\_\_\_\_

### 1. Issue(s) Discussed:

Study

Financial

Family

Physical

Interpersonal

Emotional

Others (please specify): \_\_\_\_\_



# CUSIS

- A platform for communication between students and advisors
- To allow students to access the information of their pre-assigned Level I Advisor
- To allow advisors to view the particulars of their advisees

ID	Name	Grade Basis	Units	Program	Study Mode	Subplan(s)	Admit Year	Study Year	College	Expected Graduation Date (For PG only)	Advisor Name	Action Date/Time
1155001912	FFXZ, Mfzlk 中文名	Non-Graded	0	Engineering Stream	F		2010	2	NA		Chan,Peter	8/30/2010 9:02
1155001882	JDX, Jwdkhhxz 中文名	Non-Graded	0	Engineering Stream	F		2010	2	SH		Chan,Peter	8/30/2010 9:02

# Advisors for Postgraduate Students

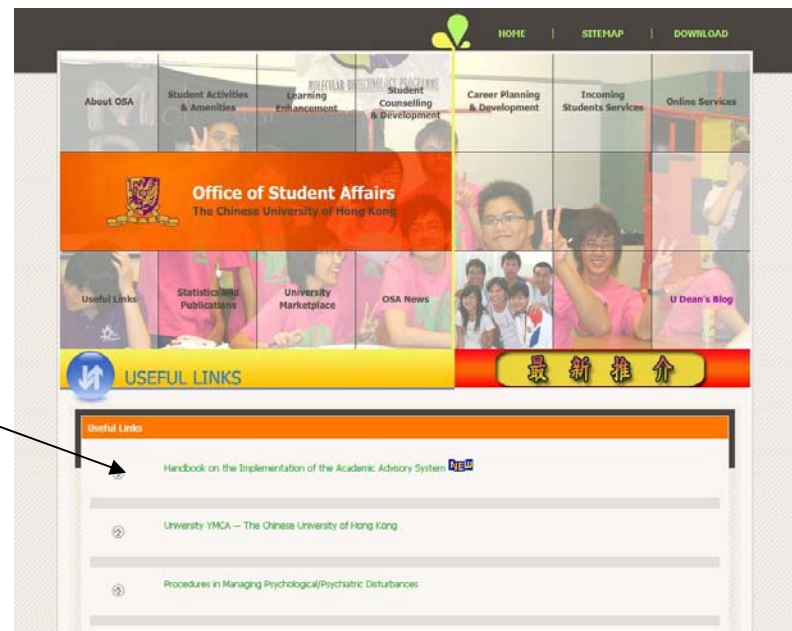
- o A similar academic advising system shall be adopted for Pg students.
- o Every full-time Pg student should be assigned a Level I Advisor.  
e.g. The thesis supervisor for RPg students  
The Programme Director for TPg students
- o For each Division, a Level II Advisor should also be appointed by the Division Head to handle problem cases.
- o Owing to the diversified nature of TPg programmes, Programme Directors can design their own advisory systems and submit their plans to the Faculty Committee on Academic Advising concerned for endorsement.



# Support for Advisors

- Pamphlet/booklet of general information in academic/personal counselling
- Information of other whole-person development opportunities (e.g. student activities, non-local students' support, career consultation and internship facilitation, finance matters, student exchange, etc.)
- Counselling/sharing sessions, particularly for all Level II Advisors

*Handbook on the Implementation of the Academic Advisory System* can be obtained at the page of **Useful Links** in the OSA's homepage:  
<http://www.cuhk.edu.hk/osa/link.htm>



# In the Handbook.....

## Potential Questions to ask an Advisee

*Applicable to all Advisors*

1. Why did you choose to come to CUHK?
2. Why did you choose to study in HK? (mainly for non-local/non-JUPAS students)
3. Place of birth? (mainly for non-local/non-JUPAS students)
4. Place lived/studied? (mainly for non-local/non-JUPAS students)
5. Present residence (on or off-campus)?
6. Intended major? Why? (for broad based admitted/mainland students)
7. Intended minor? Why?
8. Intended career? Why?
9. What academic disciplines (apart from major) seem to interest you the most?
10. What questions do you have about CUHK, your major, graduation requirement?
11. What would you say have been your most enjoyable learning experiences?
12. What would you say have been your least enjoyable learning experiences?
13. Do you have concerns about adjusting to the University?
14. What are you most excited about now?
15. Are you aware of the university resources/student services available to you?
16. What are your hobbies? What do you do for fun/leisure?
17. What kinds of student societies/associations/activities have you joined?
18. When you hear the word “advising”, what is the first thing that comes to mind?
19. How can I as your advisor help you most?
20. Is there anything else about yourself that you’d like to share or that you think I should be aware of, which might help me get to know you better or enable me to be a more effective advisor to you?



**Implementation Schedule of Academic Advisory System in an Academic Year**

**(Undergraduate Students)**

<i>Date</i>	<i>Action</i>	<i>Responsible Parties</i>
August	<ul style="list-style-type: none"> <li>To appoint Level I and Level II Advisors</li> </ul>	Programmes/ Departments
September	<ul style="list-style-type: none"> <li>To inform students of the advising system and their advisors</li> </ul>	Orientation units
	<ul style="list-style-type: none"> <li>To disseminate general information on academic/personal counselling for Level I and Level II Advisors</li> </ul>	OSA
	<ul style="list-style-type: none"> <li>To organize optional briefing sessions and training workshops for Advisors (particularly Level II Advisors)</li> </ul>	OSA and other relevant units
Recurrent	<ul style="list-style-type: none"> <li>Advisors to meet with advisees</li> </ul>	Programmes/ Departments
January	<ul style="list-style-type: none"> <li>To generate lists of students with academic problems and with Term GPA below a certain threshold (between 1.5 and 2.0) for Programmes/ Departments</li> </ul>	Registration and Examinations Section
Mid-January onward	<ul style="list-style-type: none"> <li>Level II Advisors to meet with marginal students and students on academic probation or extended probation</li> </ul>	Programmes/ Departments
June	<ul style="list-style-type: none"> <li>To generate lists of students with academic problems and with Term GPA below a certain threshold (between 1.5 and 2.0) for Programmes/ Departments</li> </ul>	Registration and Examinations Section
	<ul style="list-style-type: none"> <li>Level II Advisors to meet with marginal students and students on academic probation or extended probation</li> </ul>	Programmes/ Departments

*Remark: The Faculty Committee on Academic Advising will meet at least twice at appropriate times during an academic year.*

**Implementation Schedule of Academic Advisory System in an Academic Year**

**(Postgraduate Students)**

<i>Date</i>	<i>Action</i>	<i>Responsible Parties</i>
August	<ul style="list-style-type: none"> <li>Programme Directors of TPg Programmes to submit a brief plan of their proposed advisory systems to the Faculty Committee on Academic Advising, if any</li> </ul>	Programmes/ Departments
	<ul style="list-style-type: none"> <li>To appoint Level II Advisors</li> </ul>	Orientation units
	<ul style="list-style-type: none"> <li>To inform students of the advising system and their advisors</li> </ul>	
September	<ul style="list-style-type: none"> <li>To disseminate general information on academic/personal counselling for Level I and Level II Advisors</li> </ul>	OSA
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