THE CHINESE UNIVERSITY OF HONG KONG

Senate Committee on Teaching and Learning

**Implementation Checklist for an Enhanced Academic Advisory System
for the academic year 2020-2021**

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 Academic and Quality Section at tel. 3943 4186.

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

Section A

At the Faculty level, there were _____ meetings of the Faculty Committee on Academic Advising held in 2020-21.

Section B (Undergraduate Students)

1. There were _____ student case(s) settled by Level II[1] Advisors in 2020-21 without initiating the follow-up actions as stated in item 2 below.

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2. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2020-21:

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	
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: _____

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3. Records of the actions taken by Level II Advisors to help students are available and can be submitted to the Senate APC when the student concerned requests a waiver of University's regulations.
    ☐ Yes.
    ☐ Not available because _____

Section C (Postgraduate Students)

An academic advisory system similar to the one for undergraduate (Ug) students has been implemented for postgraduate (Pg) students[2]. 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.
    ☐ No, we have implemented a system different to the Ug one. An overall plan is attached.

2. In the case of RPg programmes, students who have been placed on probation have been assigned Level II Academic Advisors.
☐ Yes.
☐ No, this is because _____

3. There were _____ student case(s) settled by Level II Advisors in 2020-21 without initiating the follow-up actions as stated in item 4 below.

4. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2020-21:

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	
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

To facilitate your Faculty representative's presentation of the following items in the sharing session, please prepare your feedback to items 1-3 below in point forms by using the proposed powerpoint template provided by the Academic and Quality Section (AQS). A consolidated powerpoint collected from the eight faculties will be prepared by AQS.

1. Any difficulties/challenges encountered in implementing the Student Advisory System in 2020-21? Any suggestions to further enhance the system?

2. Please describe how your faculty has strengthened the academic advising in terms of (a)-(c) below in the past academic year.
   (a) Non-local students
       - Mainland students
       - International students
   (b) Higher Diploma (HD)/ Associate Degree (AD) entrants
   (c) Students with Special Educational Needs (SEN)

3. 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/english/teaching/academic-advisory-system.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/english/teaching/academic-advisory-system.html.

Completed by : _____
Chairman/Representative*,
Faculty Committee on Academic Advising,
Faculty of _____
Date : _____
Please delete as appropriate.