

I. Suggested Working Guidelines for Academic Advisors

1. Academic and teaching staff play the role of academic advisors. They **meet students at least once every year** to assist students with various aspects of their learning experience and render **Professional Advice** such as the following:
 - (a) Provide assistance with **goal setting** and **development of study plans**
 - (b) Discuss with students their academic progress
 - (c) Share information about the curricula and course requirements of the Programme
 - (d) Give advice on students' holistic development and future career development, if appropriate
 - (e) Provide assistance in exploring the possible short—and long-term benefits of the educational options and opportunities available from the first (home) major as well as other Second Majors/Minors.
Reference: List of Second Major/Minor (<https://curriculum.eduhk.hk/>)
 - (f) Foster a **supportive relationship** with students
 - (g) Promote students' **self-direction and accountability**
E.g. Encourage students to join overseas exchanges and non-local learning activities
 - (h) Make effective referrals and direct students to **other sources of advice under SAO:**
 - **Student Development Tutors** of University Life Planning Scheme for personal development (Email: ulife@eduhk.hk)
 - **Counsellors** for psychological counselling (https://www.eduhk.hk/sao/info/counselling_services/psychological_counselling)
 - **Career Guidance** (https://www.eduhk.hk/sao/info/career/career_guidance/)
2. Academic advisors are required to report their advising meetings to their departments. "[Record Form of Advising Meeting](#)" could be obtainable from the AA website as an optional tool.
3. Departments/ programmes to promote AA during programme assembly/orientation.

II. Suggested time-frame and tips for carrying out AA

If you will be:

(1) teaching your advisees in the first semester,

- **(in September for building the relationship)** you may introduce yourself and the advisor's role in AA after class, e.g. share your learning experience; encourage them to learn DegreeWorks (DWs) to prepare a study plan in their freshman year/ adjust their study plan in senior year. (See Tip #1)
- **(in October & November for explaining the purpose of academic planning in group meetings or via emails and mobile Apps)** you may explain the importance of setting up academic goals/study plans and analyze the possible career paths with student advisees after reviewing the programme structure/requirements. (See Tip #2)
- **(in December & January assist student advisees in working out a preliminary study plan)** you need to arrange at least one individual advising meeting for each advisee to discuss their study plan before the submission deadline of the study plan and to remind them to submit the revised/approved study plan via DWs after the meeting. (See Tip #3)

(1) **NOT** teaching your advisees in the first semester,

- **(in September for getting to know each other)** you may search for the names of your student advisees via the AA website (<https://www.eduhk.hk/advising/>) and contact them via email to introduce yourself and share your learning experience. (See Tip #1)
- **(in October & November for building relationships and explaining the purpose of academic planning in group meetings or via emails and mobile apps)** you may have never met them before, thus a first meeting with your student advisees in a group can help to build up a trustful relationship. In the first group meeting, you may explain the importance of setting up academic goals/study plans and discuss with them the possible career paths after reviewing the programme structure. You may encourage them to learn DegreeWorks (DWs) to prepare their study plan. (See Tip #2)
- **(in December & January for assisting student advisees in working out a preliminary study plan)** you can provide possible timeslots for individual advising meetings with your student advisees to discuss their study plans before the submission deadline and to remind them to submit their revised/advisor approved study plan via DWs after the meeting. (See Tip #3)

Tip #1: *Your student advisees probably will not reply to your email because they don't know much about you so "Don't Give Up!". Please, let them know the advisor's role in AA and how you can help them.*

Tip #2: *Your student advisees and you may not have interest in conversation without concrete topics in the advising meeting. You are strongly encouraged to discuss with them the following topics: learning strategies and examples of assessment rubrics, the public/international examinations, volunteer/internship interests. If your student advisees are **HD/PGDE students, they are more concerned about the requirements of Field Experience**, the contents of the teaching plan, the teaching cultures in the practice schools, and their future careers.*

Tip #3: *Your student advisees are probably incapable of making a study plan in DWs. Please encourage them to study the "[Operational Guide](#)", or contact OCIO Help Desk. If your student advisees think that the study plan is negligible for some reasons, e.g the programme has less feasibility for course selection, the advising meeting can be focused on discussing their concerns about adjusting to the University and their career plan.*