



Academic Advising Platform
(AAP)
User Manual for Students

Version 1.0
September 2025



Document Classification:

Public	Internal	Confidential	Strictly Confidential
	X		

Amendment History

Version	Date	Project ID	Project Name or Brief Description	By
1.0	16 Sep 2025	AAP	Initial version	Jackal Cheung

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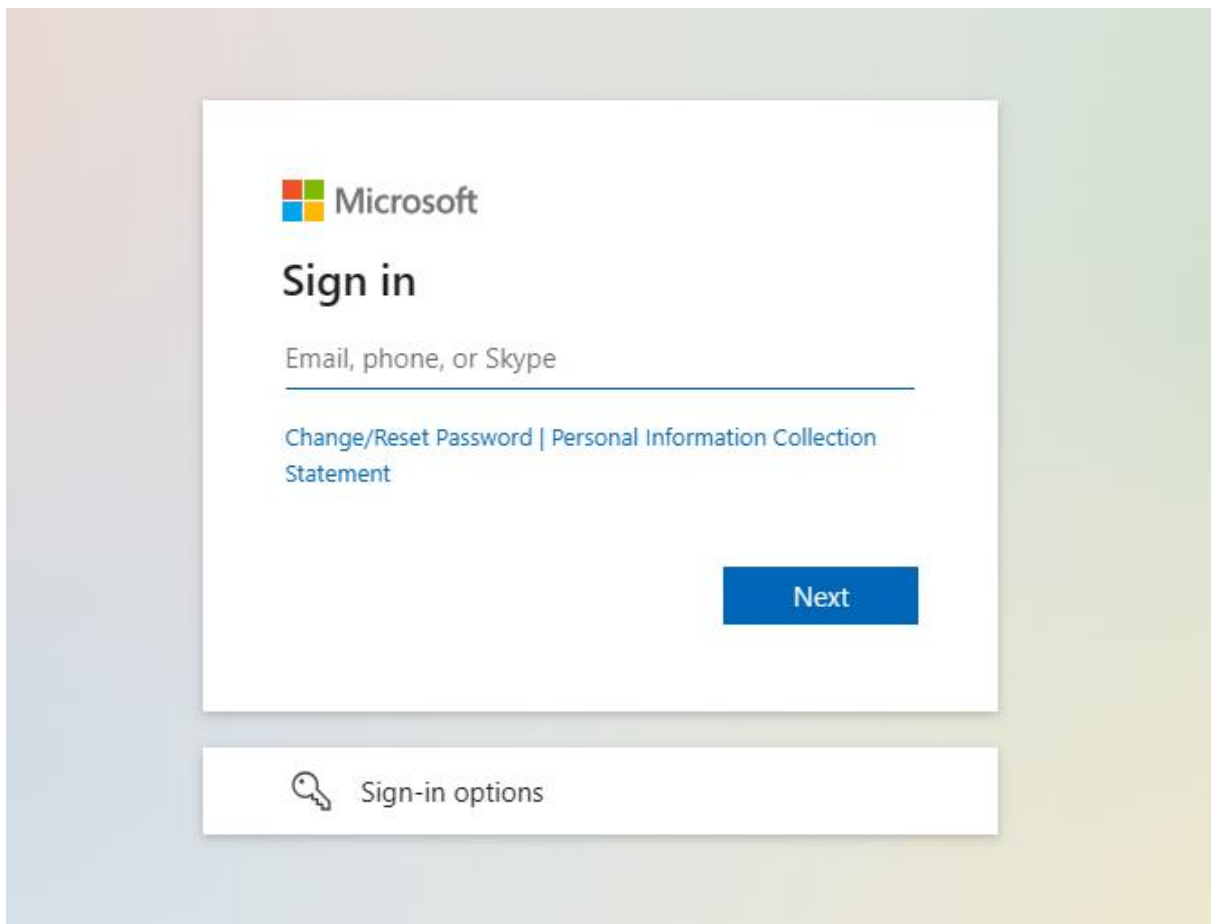
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1. Introduction

The Academic Advising Platform will facilitate the mapping of students to advisors and provide export functionalities for updating the Academic Advising Website. The development will be conducted in phases, with the first phase focusing on the "Advisor & Student Mapping"

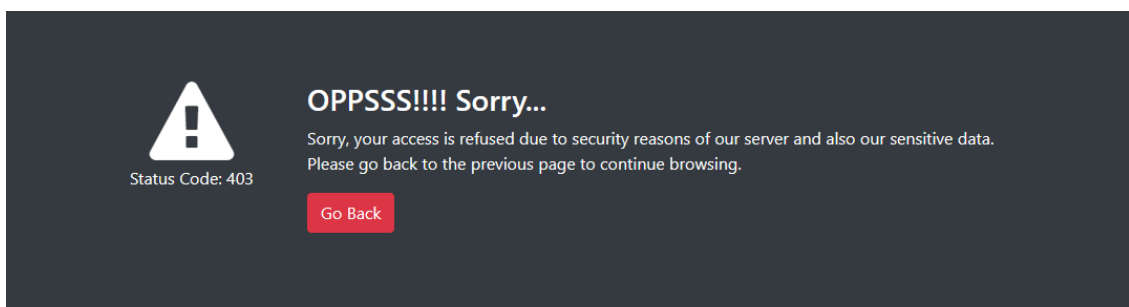
2. Login and access AAP

- Go to the domain (<https://pappl.eduhk.hk/AAP>) and login to your own account



Login Page

- If your account does not have access to AAP, you will get the status code 403



3. Student Page

3.1. My Profile (Home Page)

Student's home page

- This page displays three sections, including "Student Information," "Programme Information," and "Advisor Information" content.

3.2. Preparation for Advising Meeting

This page including 5 steps to create the meeting.

3.2.1. Step 1 (Information)

Click “Start to fill in the form” button

3.2.2. Step 2 (Schedule)

The screenshot shows the 'Schedule' step of the Academic Advising Platform. At the top, a progress bar indicates five steps: 1. Information, 2. Schedule (current step), 3. Information Sheet, 4. Preview, and 5. Finish. The main heading is 'Schedule a meeting with advisor'. Below this, there are two required fields: 'Advisor / Program' with a dropdown menu showing 'Select Advisor / Program', and 'Meeting Date' with a date picker showing 'Select date'. A blue 'Next' button is positioned below these fields. At the bottom, a note states: 'All fields marked with an asterisk (*) are required.'

Select “Advisor / Program”, “Meeting Date” and click “Next” button
(Please note that the meeting date can be adjusted by Advisor. Once adjusted, student will receive an email notification)

3.2.3. Step 3 (Information Sheet)

The screenshot shows the 'Information Sheet' step of the Academic Advising Platform. The progress bar at the top shows steps 1 through 5, with step 3 'Information Sheet' highlighted. The heading is 'Information Sheet'. The form contains five questions, each with radio button or checkbox options:

- 1. Do you have concerns about adjusting to the University? *
☐ Yes
☐ No
- 2. Are you thinking of changing your major? *
☐ Yes
☐ No
- 3. Do you plan to join/ take: *
☐ Second Major/Minor
☐ Summer course(s)
☐ Overseas exchange
☐ Non-local internship
☐ Internship/Immersion/Field Visit
☐ Activities in GBA
☐ Other
- 4. Do you have any specific career goals? *
☐ Yes
☐ No
- 5. Do you want to know more about your potential future career? *
☐ Yes
☐ No

At the bottom, there are two buttons: 'Previous' (disabled) and 'Next' (active).

Fill in the questions and click “Next” button

3.2.4. Step 4 (Preview)

The screenshot shows the 'Preview' step of a five-step process. At the top, a progress bar has five steps: 1. Information, 2. Schedule, 3. Information Sheet, 4. Preview (highlighted in blue), and 5. Finish. The main content area is titled 'Preview' and contains the following information:

- Advisor / Program:** BAILEY-LAU Po Lin, Becky (Honours Project Coordinator) / A5B061 - Year 1 (2024-25)
- Is Local Student:** Yes
- Meeting Date:** 30/04/2025 14:39
- 1. Do you have concerns about adjusting to the University?**
No
- 2. Are you thinking of changing your major?**
No
- 3. Do you plan to join/ take: ***
 - ☒ Second Major/Minor
 - ☒ Summer course(s)
 - ☐ Overseas exchange
 - ☐ Non-local internship
 - ☐ Internship/Immersion/Field Visit
 - ☐ Activities in CBA
 - ☐ OtherSecond Major/Minor, Summer course(s)
- 4. Do you have any specific career goals?**
No
- 5. Do you want to know more about your potential future career?**
No

At the bottom, there are two buttons: 'Previous' (disabled) and 'Submit' (active, with a right arrow).

You can review your result in this page. Click “Submit” button if no changes are needed.

3.2.5. Step 5 (Finish)

The screenshot shows the 'Finish' step of the five-step process. The progress bar at the top highlights step 5, 'Finish', in blue. The main content area is titled 'Success' and contains the following information:

- Success**
- Your submission has been successfully received. Thank you!
- [Submit New Form](#) button
- All fields marked with an asterisk (*) are required.

Displays the success message.

3.2.6. Re-submission

The screenshot shows the 'Schedule' step (Step 2) of the AAP process. The progress bar at the top indicates the sequence: 1 Information, 2 Schedule, 3 Information Sheet, 4 Preview, and 5 Finish. The main heading is 'Schedule a meeting with advisor'. Below this, there is a dropdown menu for 'Advisor / Program' with the selected value 'BAILEY-LAU Po Lin, Becky (Honours Project Coordinator) / A5B058 - Year 1 (2024-25)'. A 'Meeting Date' field shows '20/09/2025 10:33'. A red-bordered box contains the following text: 'As you have already arranged a meeting, contact your advisor sa_staffuser09uat@s.edu.hk if you wish to change the meeting date. Press "Next" to add remarks to your advisor.' Below this box is a green 'Next' button with a right arrow. At the bottom, a note states: 'All fields marked with an asterisk (*) are required.'

The screenshot shows the 'Information Sheet' step (Step 3) of the AAP process. The progress bar at the top indicates the sequence: 1 Information, 2 Schedule, 3 Information Sheet, 4 Preview, and 5 Finish. The main heading is 'Add remarks'. Below this, a red-bordered box contains the following text: 'You cannot update the information sheet submitted to your advisor, please add remarks if you wish to provide any additional information.' Below this box is a large text area for 'Remarks:' with a character count '0 / 1000'. Below the 'Add remarks' section is the 'Information Sheet' section. It contains three questions, each with radio button options: 1. 'Do you have concerns about adjusting to the University?' with options 'Yes' and 'No' (selected). 2. 'Are you thinking of changing your major?' with options 'Yes' and 'No' (selected). 3. 'Do you plan to join/ take:' with options 'Second Major/Minor', 'Summer course(s)', 'Overseas exchange', and 'Non-local internship' (all unselected).

New submissions will not be available until the next meeting has passed. However, students can still leave remarks for the advisor.

3.3. Meeting Records

Academic Advising Platform | My Profile | Preparation for Advising Meeting | **Meeting Records**

ADVISEE MEETING RECORDS

Academic Year: 2024-25 (Current) | Program: A5B061 - BACHELOR OF EDUCATION (HONOURS) (EARLY CHILDHOOD E | Meeting Status: All

Meeting Scheduled

Field	Value
Advisor Name	Po Lin, Becky BAILEY-LAU
Term Code	202409
Program Code	A5B061
Meeting Date	30/04/2025 14:39
Submitted Date	22/04/2025 14:57
Remarks	-
Q1. Do you have concerns about adjusting to the University?	No
Q2. Are you thinking of changing your major?	No
Q3. Do you plan to join/ take:	Second Major/Minor Summer course(s)
Q4. Do you have any specific career goals?	No
Q5. Do you want to know more about your potential future career?	No

Meeting Finished

Field	Value
Advisor Name	Po Lin, Becky BAILEY-LAU
Term Code	202409
Program Code	A5B061
Meeting Date	29/03/2025 12:00
Submitted Date	25/03/2025 10:08
Remarks	-
Q1. Do you have concerns about adjusting to the University?	No
Q2. Are you thinking of changing your major?	No
Q3. Do you plan to join/ take:	Second Major/Minor Overseas exchange
Q4. Do you have any specific career goals?	No
Q5. Do you want to know more about your potential future career?	No

Meeting Finished

Field	Value
Advisor Name	Po Keung, Eric TSANG
Term Code	202409
Program Code	A5B061
Meeting Date	12/03/2025 15:17
Submitted Date	11/03/2025 15:21
Remarks	-
Q1. Do you have concerns about adjusting to the University?	Yes
Please indicate your concerns:	a
Q2. Are you thinking of changing your major?	Yes
Please indicate your intention:	a
Q3. Do you plan to join/ take:	Second Major/Minor
Q4. Do you have any specific career goals?	Yes
Please indicate your planned career:	a
Q5. Do you want to know more about your potential future career?	Yes

This page displays all advisee meeting records. You can search by “Academic Year”, “Program” and “Meeting Status”

4. Survey Form

4.1. Student

4.1.1. Step 1 (Information)

1 Information | 2 Part I | 3 Part II | 4 Part III | 5 Preview | 6 Finish

EVALUATION OF ACADEMIC ADVISING 2024/25 (STUDENTS)

Notes in completing the evaluation form:

- a. Please answer all the questions.
- b. Please choose one answer only for each question.
- c. Please click the appropriate choice.
- d. All data will be presented anonymously.

Next (Start to fill in the form) →

All fields marked with an asterisk (*) are required.

Click “Next (Start to fill in the form)” to start

4.1.2. Step 2 (Part I)

1
Information

2
Part I

3
Part II

4
Part III

5
Preview

6
Finish

PART I: GENERAL INFORMATION

1. Programme:*

A5B061 - BACHELOR OF EDUCATION (HONOURS) (EARLY CHILDHOOD EDUCATION) (FIVE-YEAR FULL-TIME) ▼

2. In a semester, I contacted my academic advisor through the following means:*

	Never	Once	Twice	Three times	Four times or more
a) Email:	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Phone:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Face-to-face meeting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
d) Zoom meeting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
e) Video call by WhatsApp:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
f) Others (please specify, e.g. Microsoft Teams):	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. In a semester, I used "DegreeWorks" (the web-based degree audit tool) in my studies:*

☒ Never ☐ 1-2 times ☐ 3-4 times ☐ 5-6 times ☐ 7 times or more

4. I have a Student Development Tutor (SDT) offered by Student Affairs Office (SAO) under the University Life Planning Scheme. *

☒ Yes ☐ No

Next →

Fill in the answers and click “Next” button

4.1.3. Step 3 (Part II)

1
Information
2
Part I
3
Part II
4
Part III
5
Preview
6
Finish

PART II: VIEWS ON ACADEMIC ADVISING

	Strongly Agree	Agree	Slightly Agree	Slightly Disagree	Disagree	Strongly Disagree	Not applicable / never access
1. My academic advisor helps me identify my academic goals and develop study plans. *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. My academic advisor encourages me to take initiatives to formulate my study plans and monitor progress of my studies. *	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. My academic advisor provides guidance for the courses I take. *	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. My academic advisor provides advice to enhance my study skills. *	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. My academic advisor provides information about institutional policies, procedures, programmes of study and referral sources. *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The meeting(s) duration with my academic advisor is appropriate. *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. My academic advisor develops a supportive relationship with me. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The functions in "DegreeWorks" are easy to use. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
9. The functions in "DegreeWorks" are easy to use. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
10. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies. *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
11. "DegreeWorks" is effective in making plans for my studies (e.g. to develop study plan and prepare course registration). *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
12. Overall, academic advising helps me achieve my intellectual and personal goals in my studies. *	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous
Next →

All fields marked with an asterisk (*) are required.

Fill in the answers and click the “Next”

4.1.4. Step 4 (Part III)

1 Information **2** Part I **3** Part II **4** Part III 5 Preview 6 Finish

PART III: OTHER COMMENTS

Other Comments: (e.g. What has been the most beneficial about your advising experience? Your suggestions for improving academic advising at EdUHK or your great experience of online meeting with your academic advisor.)

0 / 1000

Previous Next →

All fields marked with an asterisk (*) are required.

Input the comments (Optional) and click “Next” button

4.1.5. Step 5 (Preview)

1 Information **2** Part I **3** Part II **4** Part III **5** Preview 6 Finish

Preview

PART I: GENERAL INFORMATION

1. Programme
ASB061 - BACHELOR OF EDUCATION (HONOURS) (EARLY CHILDHOOD EDUCATION) (FIVE-YEAR FULL-TIME)

2. In a semester, I contacted my academic advisor through the following means:

a) Email: Twice
b) Phone: Once
c) Face-to-face meeting: Three times
d) Zoom meeting: Three times
e) Video call by WhatsApp: Three times
f) Others (please specify, e.g. Microsoft Teams): Never (Not provided)

3. In a semester, I used "DegreeWorks" (the web-based degree audit tool) in my studies.
Never

4. I have a Student Development Tutor (SDT) offered by Student Affairs Office (SAO) under the University Life Planning Scheme. *
Yes

PART II: VIEWS ON ACADEMIC ADVISING

1. My academic advisor helps me identify my academic goals and develop study plans.
Agree

2. My academic advisor encourages me to take initiatives to formulate my study plans and monitor progress of my studies.
Slightly Agree

3. My academic advisor provides guidance for the courses I take.
Slightly Agree

4. My academic advisor provides advice to enhance my study skills.
Slightly Agree

5. My academic advisor provides information about institutional policies, procedures, programmes of study and referral sources.
.

6. The meeting(s) duration with my academic advisor is appropriate.
Agree

7. My academic advisor develops a supportive relationship with me.
Slightly Disagree

8. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference.
Slightly Disagree

9. The functions in "DegreeWorks" are easy to use.
Not applicable / never access

10. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies.
Not applicable / never access

11. "DegreeWorks" is effective in making plans for my studies (e.g. to develop study plan and prepare course registration).
Not applicable / never access

12. Overall, academic advising helps me achieve my intellectual and personal goals in my studies.
Agree

PART III: OTHER COMMENTS

Other Comments: (e.g. What has been the most beneficial about your advising experience? Your suggestions for improving academic advising at EdUHK or your great experience of online meeting with your academic advisor.)
Not provided

[Previous](#) [Submit](#) →

All fields marked with an asterisk (*) are required.

Preview the answers and click "Submit" button if no changes are needed

4.1.6. Step 6 (Finish)

1 Information 2 Part I 3 Part II 4 Part III 5 Preview 6 Finish

THANK YOU VERY MUCH FOR YOUR SUPPORT

Your response has been successfully received. Thank you!

[Go back to Academic Advising homepage](#)

All fields marked with an asterisk (*) are required.

Displays the success message

4.2. Survey Refill

Survey Already Submitted

Thank you for your participation!

Please note that if you submit this survey more than once, only your most recent response will be recorded; all previous entries will be automatically replaced. Please [click here](#) to confirm your resubmission.

[Go back to Academic Advising homepage](#)

Both student and advisor can refill and re-submit the survey by clicking "here" in the survey page