



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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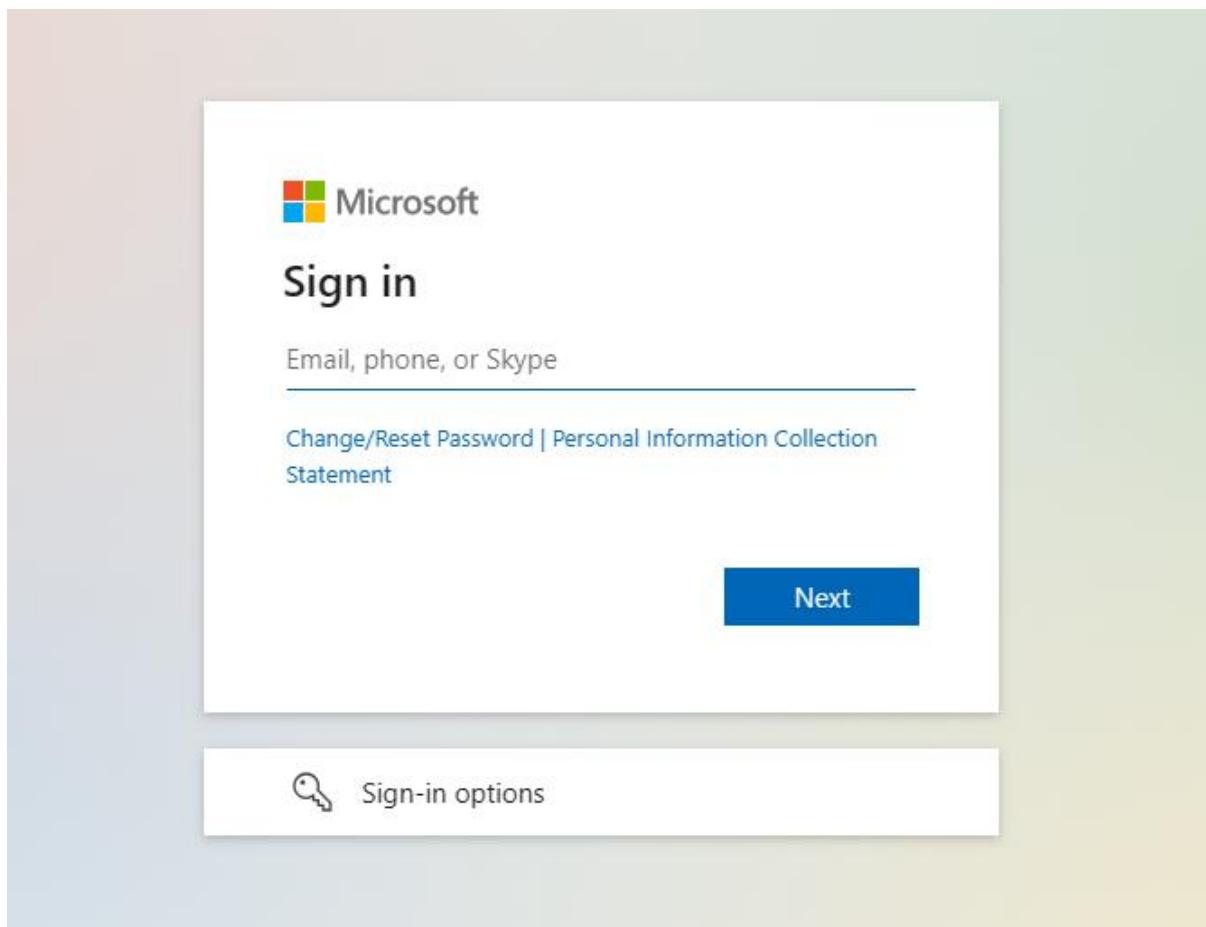
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1. Introduction

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"

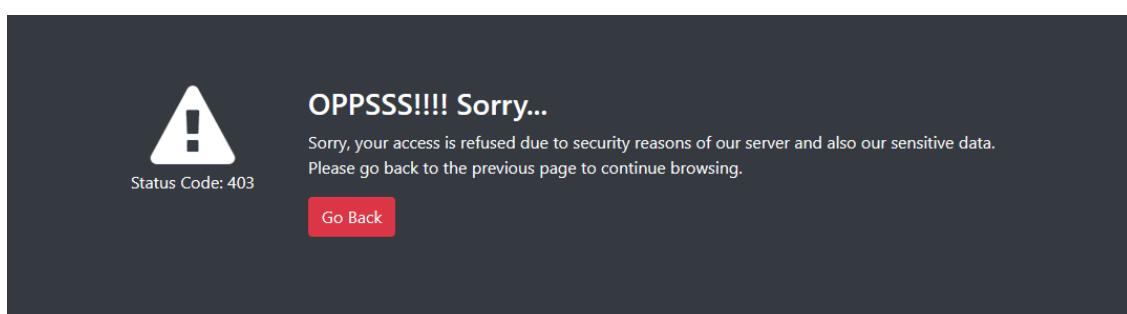
2. Login and access AAP

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



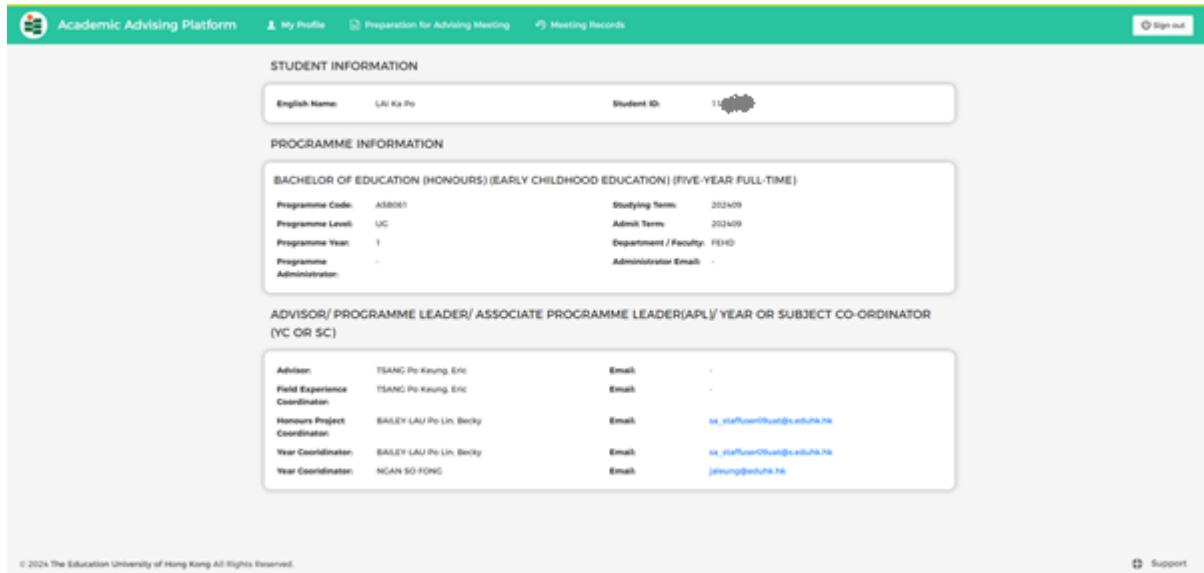
Login Page

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



3. Student Page

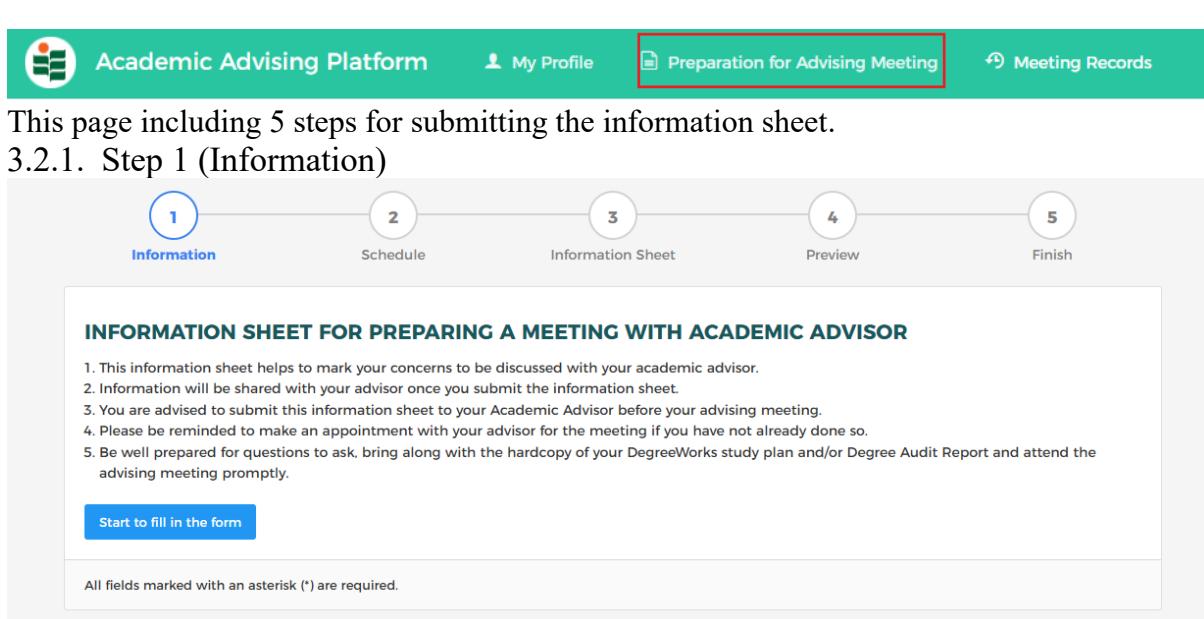
3.1. My Profile (Home Page)



Student's home page

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

3.2. Preparation for Advising Meeting



Click "Start to fill in the form" button

3.2.2. Step 2 (Schedule)



Schedule a meeting with advisor

Advisor / Program *
Select Advisor / Program

Meeting Date *
Select date

Next

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)



Information Sheet

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

Previous **Next**

Fill in the questions and click “Next” button

3.2.4. Step 4 (Preview)



Preview

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 GBA
- Other

Second 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

Previous **Submit** **→**

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

3.2.5. Step 5 (Finish)



Success

Your submission has been successfully received. Thank you!

Submit New Form

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

Displays the success message.

3.2.6. Re-submission

The screenshot shows the 'Schedule a meeting with advisor' step of a five-step process. The steps are: 1. Information (highlighted in green), 2. Schedule (highlighted in green), 3. Information Sheet, 4. Preview, and 5. Finish. The 'Information' and 'Schedule' steps are completed and highlighted in green. The 'Information Sheet' step is the current active step, indicated by a blue circle with the number 3. The 'Preview' and 'Finish' steps are not yet reached. The 'Information' and 'Schedule' sections are collapsed, indicated by a minus sign icon. The 'Information Sheet' section is expanded, showing a text area for 'Add remarks' with a red border around it. The 'Preview' and 'Finish' sections are collapsed, indicated by a plus sign icon.

Schedule a meeting with advisor

Advisor / Program *

BAILEY-LAU Po Lin, Becky (Honours Project Coordinator) / A5B058 - Year 1 (2024-25)

Meeting Date *

20/09/2025 10:33

As you have already arranged a meeting, contact your advisor sa_staffuser09uat@s.eduhk.hk if you wish to change the meeting date.
Press "Next" to add remarks to your advisor.

Next →

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

The screenshot shows the 'Information Sheet' step of a five-step process. The steps are: 1. Information (highlighted in green), 2. Schedule (highlighted in green), 3. Information Sheet (highlighted in blue), 4. Preview, and 5. Finish. The 'Information' and 'Schedule' steps are completed and highlighted in green. The 'Information Sheet' step is the current active step, indicated by a blue circle with the number 3. The 'Preview' and 'Finish' steps are not yet reached. The 'Information' and 'Schedule' sections are collapsed, indicated by a minus sign icon. The 'Information Sheet' section is expanded, showing a text area for 'Add remarks' with a red border around it. The 'Preview' and 'Finish' sections are collapsed, indicated by a plus sign icon.

Add remarks

You cannot update the information sheet submitted to your advisor. Please add remarks if you wish to provide any additional information.

Remarks:

0 / 1000

Information Sheet

1. Do you have concerns about adjusting to the University? *

Yes
 No

2. Are you thinking of changing your major? *

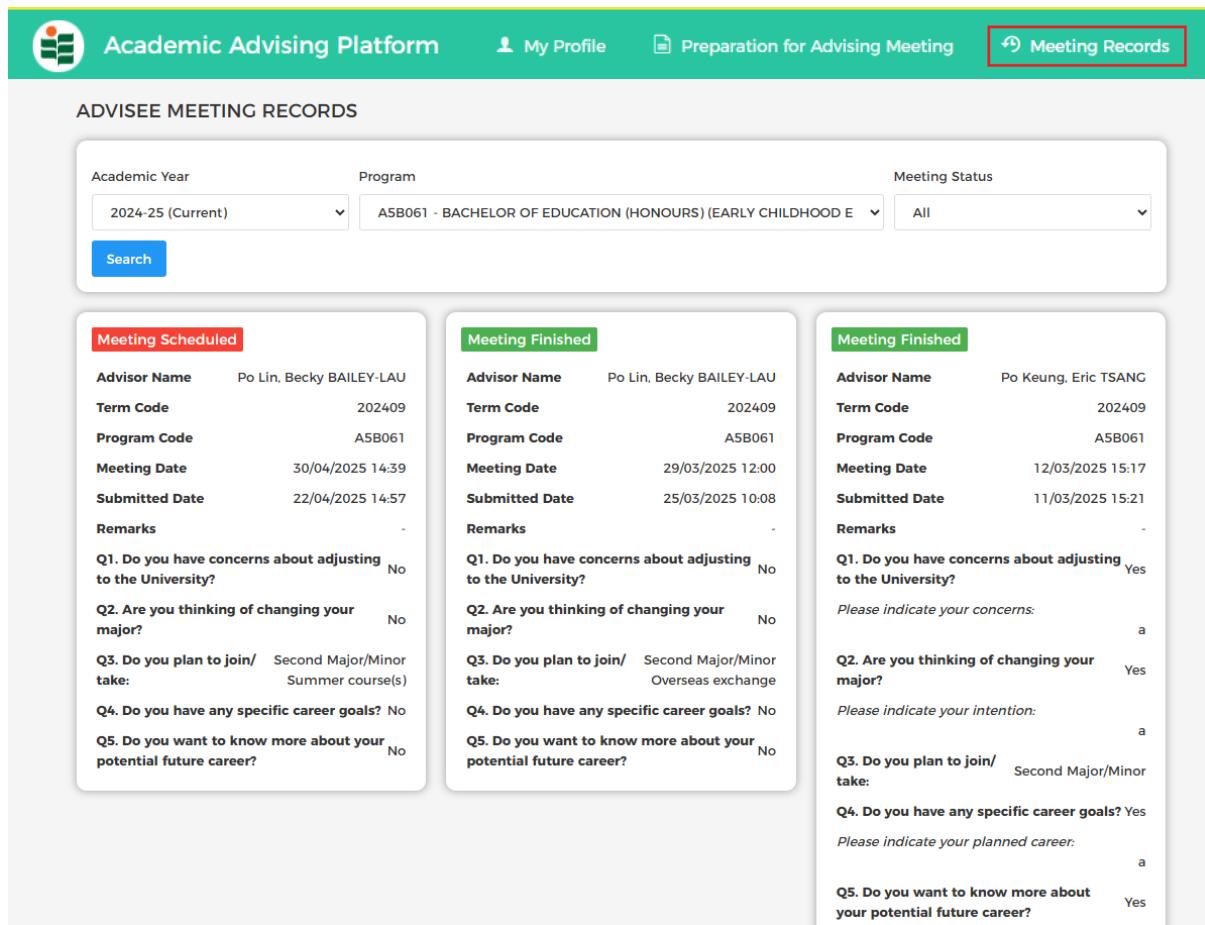
Yes
 No

3. Do you plan to join/take: *

Second Major/Minor
 Summer course(s)
 Overseas exchange
 Non-local internship

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



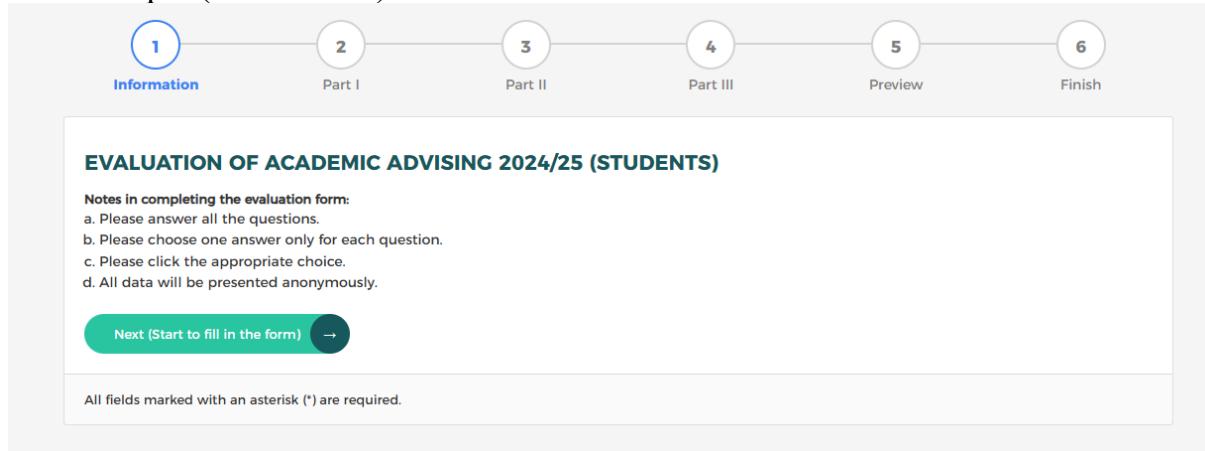
Meeting Scheduled	Meeting Finished	Meeting Finished
Advisor Name Po Lin, Becky BAILEY-LAU	Advisor Name Po Lin, Becky BAILEY-LAU	Advisor Name Po Keung, Eric TSANG
Term Code 202409	Term Code 202409	Term Code 202409
Program Code A5B061	Program Code A5B061	Program Code A5B061
Meeting Date 30/04/2025 14:39	Meeting Date 29/03/2025 12:00	Meeting Date 12/03/2025 15:17
Submitted Date 22/04/2025 14:57	Submitted Date 25/03/2025 10:08	Submitted Date 11/03/2025 15:21
Remarks -	Remarks -	Remarks -
Q1. Do you have concerns about adjusting to the University? No	Q1. Do you have concerns about adjusting to the University? No	Q1. Do you have concerns about adjusting to the University? Yes
Q2. Are you thinking of changing your major? No	Q2. Are you thinking of changing your major? No	Q2. Are you thinking of changing your major? Yes
Q3. Do you plan to join/ take: Second Major/Minor Summer course(s)	Q3. Do you plan to join/ take: Second Major/Minor Overseas exchange	Q3. Do you plan to join/ take: Second Major/Minor
Q4. Do you have any specific career goals? No	Q4. Do you have any specific career goals? No	Q4. Do you have any specific career goals? Yes
Q5. Do you want to know more about your potential future career? No	Q5. Do you want to know more about your potential future career? No	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)



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)

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:*

	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

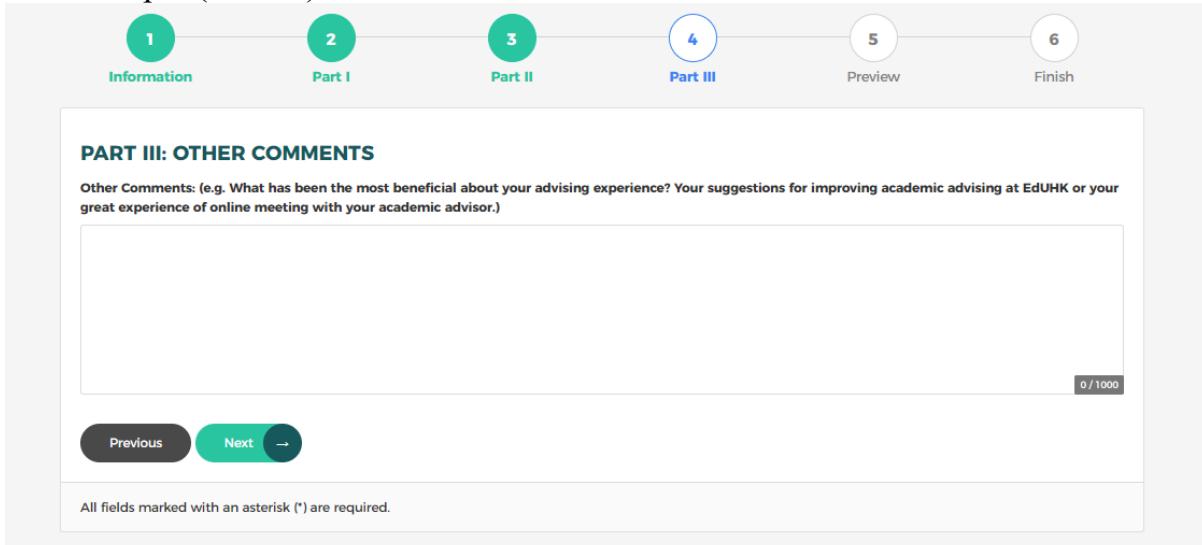
	Strongly Agree	Agree	Slightly Agree	Slightly Disagree	Disagree	Strongly Disagree	Not applicable / never access
1. My academic advisor helps me identify my academic goals and develop study plans.*	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input 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.edu.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)



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.)

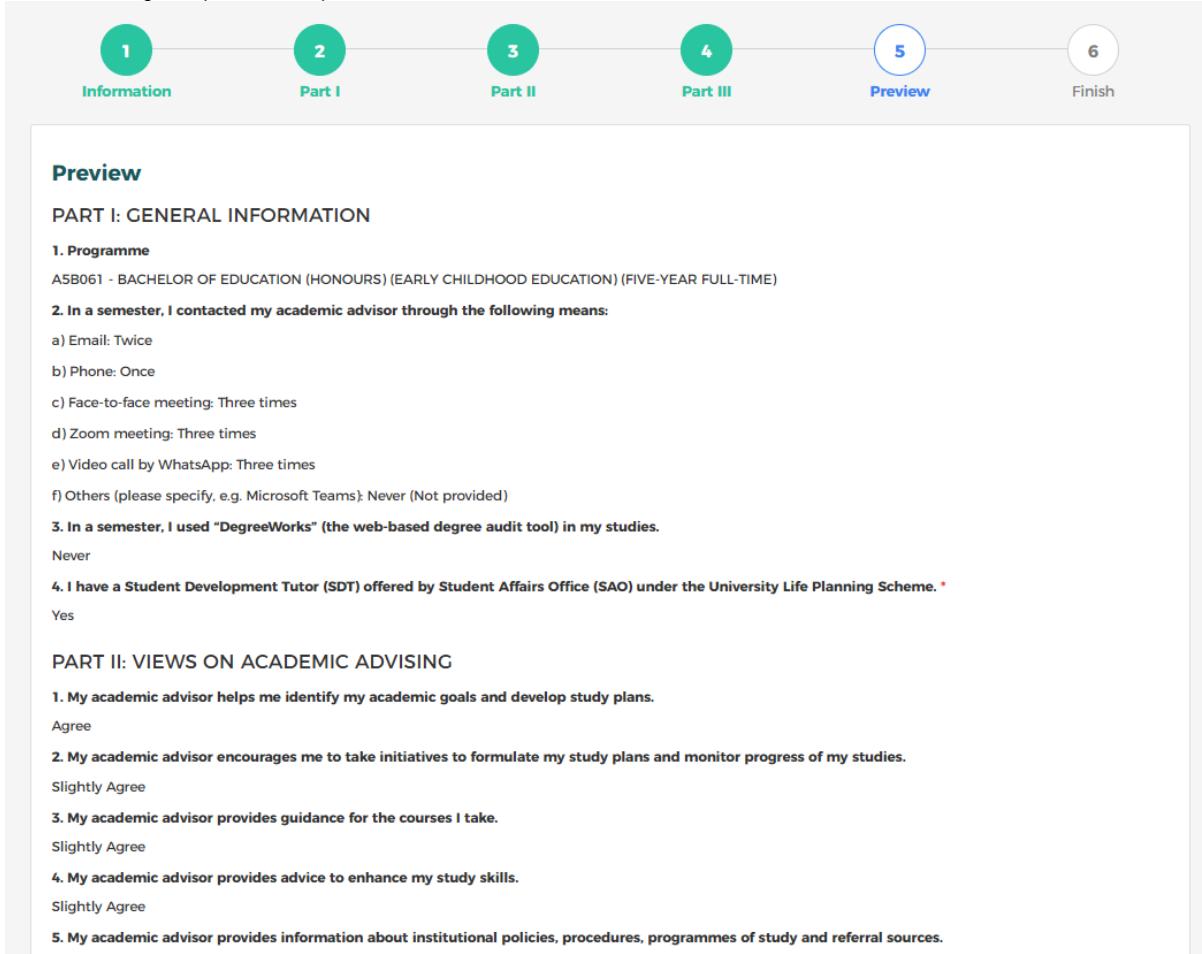
0 / 1000

Previous **Next** **→**

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

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

4.1.5. Step 5 (Preview)



Preview

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:

- 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

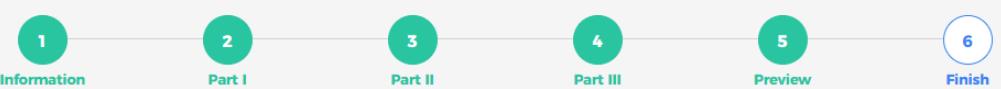
PART III: OTHER COMMENTS

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)



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