



Academic Advising Platform
(AAP)
User Manual for Students

Version 2.0
August 2026



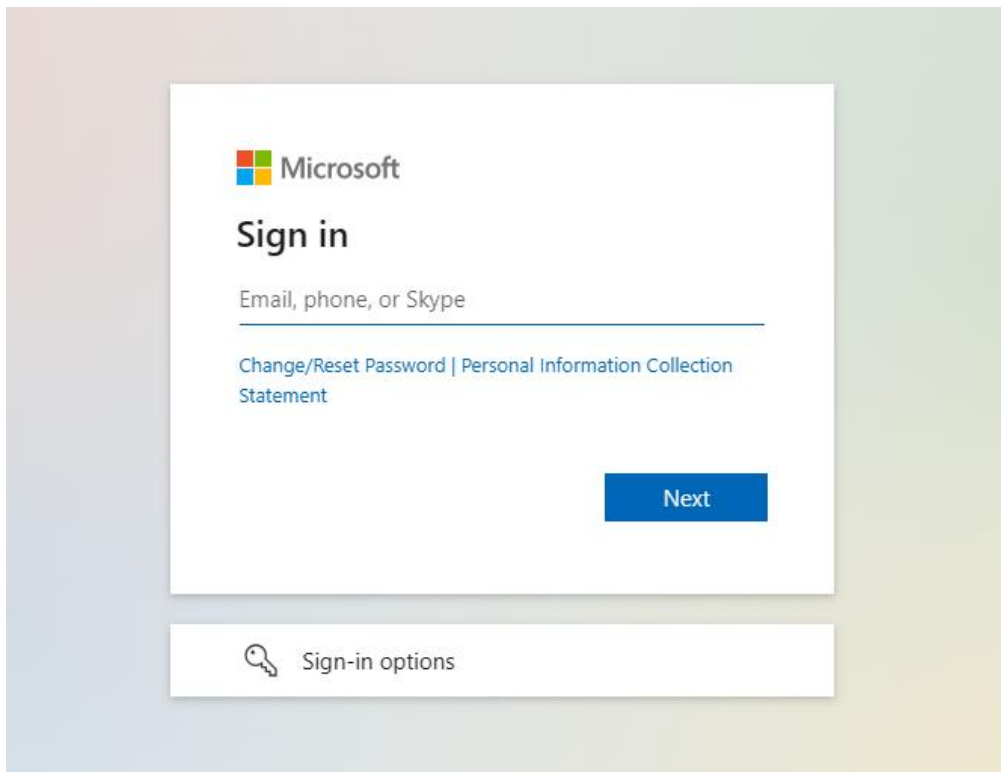
Table of Content

1.	Introduction.....	3
2.	Login and access AAP	3
3.	Student Page.....	4
3.1.	My Profile (Home Page).....	4
3.2.	Preparation for Advising Meeting	4
3.2.1.	Step 1 (Information).....	4
3.2.2.	Step 2 (Schedule).....	5
3.2.3.	Step 3 (Information Sheet).....	6
3.2.4.	Step 4 (Preview).....	7
3.2.5.	Step 5 (Finish).....	7
3.2.6.	Re-submission.....	8
3.3.	Meeting Records	9
4.	Survey Form.....	10
4.1.	Student – non-Senior Year Entrants	10
4.1.1.	Step 1 (Information).....	10
4.1.2.	Step 2 (Part I: General Information)	10
4.1.3.	Step 3 (Part II: Views on Academic Advising)	11
4.1.4.	Step 4 (Part III: Other Comments).....	12
4.1.5.	Step 5 (Preview).....	12
4.1.6.	Step 6 (Finish).....	13
4.1.7.	Survey Refill	13
4.2.	Student – Senior Year Entrants.....	14
4.2.1.	Step 1 (Information).....	14
4.2.2.	Step 2 (Part I: General Information)	14
4.2.3.	Step 3 (Part II: Views on Academic Advising)	15
4.2.4.	Step 4 (Part III: Other Comments).....	16
4.2.5.	Step 5 (Preview).....	16
4.2.6.	Step 6 (Finish).....	17
4.2.7.	Survey Refill	17

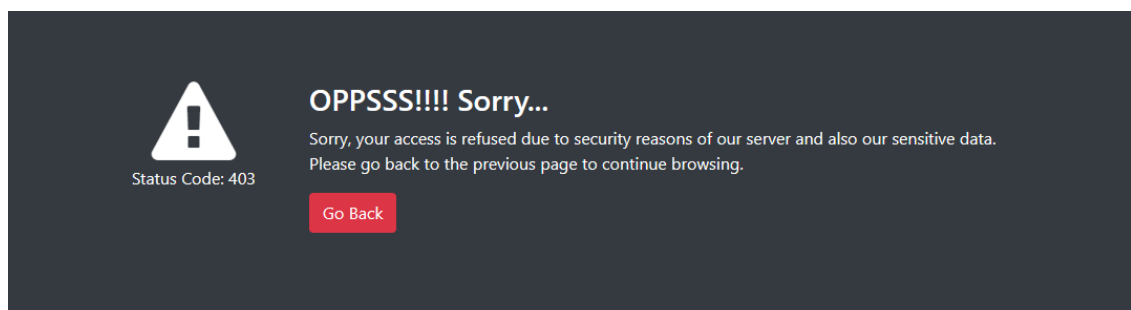
1. Introduction

The Academic Advising Platform (AAP) is a centralized platform that streamlines all AA operations, including advisor-advisee mapping, meeting appointment management, attendance tracking, and survey data management for reporting and analytics.

2. Login and access AAP



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



- 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)

The screenshot displays the 'My Profile' page of the Academic Advising Platform. The header includes the platform name and navigation links: 'My Profile', 'Preparation for Advising Meeting', 'Meeting Records', and a 'Sign out' button. The main content is divided into four sections:

- STUDENT INFORMATION:** Displays 'English Name: Testing 01' and 'Student ID: [redacted]'.
- PROGRAMME INFORMATION:** Lists the programme as 'BACHELOR OF ARTS (HONOURS) IN CREATIVE AND DIGITAL ARTS AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)'. It includes details like 'Programme Code: ASB105', 'Programme Level: UG', 'Programme Year: 1', 'Studying Term: 202509', 'Admit Term: 202509', 'Department / Faculty: FHM', and 'General Enquiry: 2948 6293'. An email 'a5b105@eduhk.hk' is also provided.
- ADVISOR/ PROGRAMME LEADER/ ASSOCIATE PROGRAMME LEADER(APL)/ YEAR OR SUBJECT CO-ORDINATOR (YC OR SC):** Lists the academic advisor and other roles with their names (redacted) and email addresses (e.g., 'sa_staffuser09uat@s.eduhk.hk').
- UPCOMING MEETINGS:** Shows a meeting with 'Dr [redacted]' on '13/08/2026 14:45'. The status is 'Awaiting confirmation'. There are buttons for 'Update Remarks' and 'Information Sheet'.

Student's home page

- This page will display (i) Student Information; (ii) Programme Information; (iii) Advisor Information, and (iv) your upcoming meeting schedule with your advisor.

3.2. Preparation for Advising Meeting

This screenshot shows the header of the 'Preparation for Advising Meeting' section. The navigation bar includes the platform name and links to 'My Profile', 'Preparation for Advising Meeting' (which is highlighted with a red box), and 'Meeting Records'.

- This page includes 5 steps for submitting the information sheet.

3.2.1. Step 1 (Information)

The screenshot shows the 'Step 1 (Information)' page. At the top, a progress bar indicates five steps: 1. Information (active), 2. Schedule, 3. Information Sheet, 4. Preview, and 5. Finish. The main content area is titled 'INFORMATION SHEET FOR PREPARING A MEETING WITH ACADEMIC ADVISOR'. It contains five numbered instructions:

1. This information sheet helps to mark your concerns to be discussed with your academic advisor.
2. Information will be shared with your advisor once you submit the information sheet.
3. You are advised to submit this information sheet to your Academic Advisor before your advising meeting.
4. Please be reminded to make an appointment with your advisor for the meeting if you have not already done so.
5. Be well prepared for questions to ask, bring along with the hardcopy of your DegreeWorks study plan and/or Degree Audit Report and attend the advising meeting promptly.

Below the instructions is a blue button labeled 'Start to fill in the form'. At the bottom, a note states: 'All fields marked with an asterisk (*) are required.'

- Click the “Start to fill in the form” button

3.2.2. Step 2 (Schedule)

1 Information 2 Schedule 3 Information Sheet 4 Preview 5 Finish

Schedule a meeting with advisor

Advisor / Program *

Meeting Date * Meeting Time *

Select date Select time

Next →

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

- Select your “Advisor / Program”, “Meeting Date”, “Meeting Time”, and click the “Next” button. The Meeting Date and Time should be a working date for your advisor (advising meeting can only be scheduled on Mon – Sat, 8:30 am – 6:30 pm), and **you must confirm the schedule with your advisor** before filling in this form.

Did [redacted] agree with you on the meeting date and time?

Yes No

Please note that the meeting date and time can be Accept/Decline/Reschedule/Cancel by your advisor. You will receive an email notification once the meeting schedule is adjusted.

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 the “Next” button

3.2.4. Step 4 (Preview)

Preview

Advisor / Program

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
- ☐ 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 on this page. Click the “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' form. At the top, a progress bar has five steps: 1. Information (green), 2. Schedule (blue), 3. Information Sheet (grey), 4. Preview (grey), and 5. Finish (grey). The 'Schedule' step is active. The form contains a dropdown for 'Advisor / Program *' with the value '[Awaiting confirmation]'. Below this are two input fields: 'Meeting Date *' with the value '13/08/2026' and 'Meeting Time *' with the value '14:45'. A red message states: 'As you have already arranged a meeting, contact your advisor sa_staffuser09uat@s.eduhk.hk if you wish to change the meeting date or time. Press "Next" to add remarks in the information sheet.' A green 'Next' button with a right arrow is at the bottom left. A footer note says: 'All fields marked with an asterisk (*) are required.'

- You are not allowed to create a new Information Sheet before the confirmed advising meeting. However, you may add new remarks on the Information Sheet.

The screenshot shows the 'Add remarks' and 'Information Sheet' sections. The progress bar at the top has five steps: 1. Information (green), 2. Schedule (green), 3. Information Sheet (blue), 4. Preview (grey), and 5. Finish (grey). The 'Information Sheet' step is active. The 'Add remarks' section has a red message: 'You cannot update the information sheet submitted to your advisor, please add remarks if you wish to provide any additional information.' Below this is a 'Remarks:' label and a text area containing the text: 'I would like to request a reschedule of our advising meeting, as I have joined a CBA activity organized by FLASS.' A character count '114 / 1000' is at the bottom right of the text area. The 'Information Sheet' section has a question: '1. Do you have concerns about adjusting to the University? *' with radio buttons for 'Yes' and 'No'. Below this is a text area labeled 'Please indicate your concerns:' with the text 'I want to change programme' and a character count '8 / 400'.

3.3. Meeting Records

Academic Advising Platform My Profile Preparation for Advising Meeting **Meeting Records** Sign out

ADVISEE MEETING RECORDS

Academic Year: 2025-26 (Current) Program: A5B105 - BACHELOR OF ARTS (HONOURS) IN CREATIVE AND DIGITAL A Meeting Status: All

Scheduled and Passed

Advisor Name	Dr. [redacted]
Term Code	202509
Program Code	A5B105
Meeting Date	20/07/2026 13:15
Submitted Date	20/07/2026 12:12
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:	Overseas exchange
Q4. Do you have any specific career goals?	No
Q5. Do you want to know more about your potential future career?	No

- This page will show all your advising meeting records. You may select by “Academic Year”, “Program”, and “Meeting Status”.

4. Survey Form

4.1. Student – non-Senior Year Entrants

4.1.1. Step 1 (Information)

The screenshot shows the 'Information' page of the survey form. At the top, there is a progress bar with six steps: 1 (Information), 2 (Part I), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). Step 1 is currently selected and highlighted in blue. Below the progress bar, the title 'EVALUATION OF ACADEMIC ADVISING 2025/26 (STUDENTS)' is displayed. Underneath, there are instructions for completing the evaluation form, including a note that all data will be presented anonymously. A green button labeled 'Next (Start to fill in the form)' with a right arrow is highlighted with a red box. At the bottom, a note states '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: General Information)

The screenshot shows the 'Part I: General Information' page of the survey form. The progress bar at the top shows six steps: 1 (Information), 2 (Part I), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). Step 2 is currently selected and highlighted in blue. Below the progress bar, the title 'PART I: GENERAL INFORMATION' is displayed. The first question, '1. Programme:', is followed by a dropdown menu showing 'ASB105 · BACHELOR OF ARTS (HONOURS) IN CREATIVE AND DIGITAL ARTS AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME)'. The second question, '2. In a semester, I contacted my academic advisor through the following means:', is followed by a table with five columns: 'Never', 'Once', 'Twice', 'Three times', and 'Four times or more'. The rows are: 'a) Email:', 'b) Phone:', 'c) Face-to-face meeting:', 'd) Zoom meeting:', 'e) Video call by WhatsApp:', and 'f) Others (please specify, e.g. Microsoft Teams)'. Each row has five radio buttons corresponding to the columns. The third question, '3. In a semester, I used “DegreeWorks” (the web-based degree audit tool) in my studies:', is followed by radio buttons for 'Never', '1-2 times', '3-4 times', '5-6 times', and '7 times or more'. The fourth question, '4. I have a Student Development Tutor (SDT) offered by Student Affairs Office (SAO) under the University Life Planning Scheme. ', is followed by radio buttons for 'Yes' and 'No'. A green button labeled 'Next' with a right arrow is highlighted with a red box. At the bottom, a note states 'All fields marked with an asterisk (*) are required.'

- Complete all questions and click the “Next” button.

4.1.3. Step 3 (Part II: Views on Academic Advising)

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. *	☐	☐	☐	☐	☐	☐	☐
2. My academic advisor encourages me to take initiatives to formulate my study plans and monitor progress of my studies. *	☐	☐	☐	☐	☐	☐	☐
3. My academic advisor provides guidance for the courses I take. *	☐	☐	☐	☐	☐	☐	☐
4. My academic advisor provides advice to enhance my study skills. *	☐	☐	☐	☐	☐	☐	☐
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. *	☐	☐	☐	☐	☐	☐	☐
7. My academic advisor develops a supportive relationship with me. *	☐	☐	☐	☐	☐	☐	☐
8. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference. *	☐	☐	☐	☐	☐	☐	☐
9. The functions in "DegreeWorks" are easy to use. *	☐	☐	☐	☐	☐	☐	☐
10. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies. *	☐	☐	☐	☐	☐	☐	☐
11. "DegreeWorks" is effective in making plans for my studies (e.g. to develop study plan and prepare course registration). *	☐	☐	☐	☐	☐	☐	☐
12. Overall, academic advising helps me achieve my intellectual and personal goals in my studies. *	☐	☐	☐	☐	☐	☐	☐

Previous **Next →**

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

- Complete all questions and click the “Next” button.

4.1.4. Step 4 (Part III: Other Comments)

- Enter the comments (optional) and click the “Next” button.

4.1.5. Step 5 (Preview)

- You may change the answer to the survey question(s) by clicking the “Previous” button or clicking the “Submit” button when ready to submit.

4.1.6. Step 6 (Finish)

The screenshot shows the 'Finish' step of a six-part survey. At the top, a progress bar contains six numbered circles: 1 (Information), 2 (Part I), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). The 'Finish' circle is highlighted in blue. Below the progress bar, the main content area has a white background. It features the heading 'THANK YOU VERY MUCH FOR YOUR SUPPORT' in bold. Below this, it says 'Your response has been successfully received. Thank you!' followed by a blue link 'Go back to Academic Advising homepage'. To the right of this text is a gray box labeled 'Message Display'. At the bottom of the white area, a small note states 'All fields marked with an asterisk (*) are required.'

4.1.7. Survey Refill

The screenshot shows a gray background with the heading 'Survey Already Submitted' in bold. Below the heading, it says 'Thank you for your participation!'. Then, it provides a note: '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.' At the bottom, there is a blue link 'Go back to Academic Advising homepage'.

- If you choose to resubmit the survey before the closing deadline, all previous entries will be deleted.

4.2. Student – Senior Year Entrants

4.2.1. Step 1 (Information)

EVALUATION OF ACADEMIC ADVISING 2025/26 (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.
- e. Please complete the questionnaire starting from 1 Mar 2026.

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

4.2.2. Step 2 (Part I: General Information)

PART I: GENERAL INFORMATION

1. Programme:*

ASB105 - BACHELOR OF ARTS (HONOURS) IN CREATIVE AND DIGITAL ARTS AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (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:	☐	☐	☐	☐	☐
b) Phone:	☐	☐	☐	☐	☐
c) Face-to-face meeting:	☐	☐	☐	☐	☐
d) Zoom meeting:	☐	☐	☐	☐	☐
e) Video call by WhatsApp:	☐	☐	☐	☐	☐
f) Others (please specify, e.g. Microsoft Teams):	☐	☐	☐	☐	☐

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 →

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

- Complete all questions and click the “Next” button.

4.2.3. Step 3 (Part II: Views on Academic Advising)

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. *	☐	☐	☐	☐	☐	☐	☐
2. My academic advisor encourages me to take initiatives to formulate my study plans and monitor progress of my studies. *	☐	☐	☐	☐	☐	☐	☐
3. My academic advisor provides guidance for the courses I take. *	☐	☐	☐	☐	☐	☐	☐
4. My academic advisor provides advice to enhance my study skills. *	☐	☐	☐	☐	☐	☐	☐
5. My academic advisor provides advice to help me achieve my career goals. *	☐	☐	☐	☐	☐	☐	☐
6. My academic advisor provides advice on my course selection based on my academic and career goals. *	☐	☐	☐	☐	☐	☐	☐
7. My academic advisor provides advice on my choice between Honours Project and Capstone Project based on my academic and career goals. *	☐	☐	☐	☐	☐	☐	☐
8. My academic advisor provides information about institutional policies, procedures, programmes of study and referral sources *	☐	☐	☐	☐	☐	☐	☐
9. The meeting(s) duration with my academic advisor is appropriate. *	☐	☐	☐	☐	☐	☐	☐
10. My academic advisor develops a supportive relationship with me. *	☐	☐	☐	☐	☐	☐	☐
11. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference. *	☐	☐	☐	☐	☐	☐	☐
12. The functions in "DegreeWorks" are easy to use. *	☐	☐	☐	☐	☐	☐	☐
13. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies. *	☐	☐	☐	☐	☐	☐	☐
14. "DegreeWorks" is effective in making plans for my studies (e.g. to develop study plan and prepare course registration). *	☐	☐	☐	☐	☐	☐	☐
15. Overall, academic advising helps me achieve my intellectual and personal goals in my studies. *	☐	☐	☐	☐	☐	☐	☐

Previous

Next →

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

- Complete all questions and click the “Next” button.

4.2.4. Step 4 (Part III: Other Comments)

- Enter the comments (optional) and click the “Next” button.

4.2.5. Step 5 (Preview)

- You may change the answer to the survey question(s) by clicking the “Previous” button or clicking the “Submit” button when ready to submit.

4.2.6. Step 6 (Finish)

The screenshot shows the 'Finish' step of a six-part survey. At the top, a progress bar contains six numbered circles: 1 (Information), 2 (Part I), 3 (Part II), 4 (Part III), 5 (Preview), and 6 (Finish). The 'Finish' circle is highlighted in blue. Below the progress bar, the main content area has a white background. On the left, it says 'THANK YOU VERY MUCH FOR YOUR SUPPORT' in bold, followed by 'Your response has been successfully received. Thank you!' and a blue link 'Go back to Academic Advising homepage'. On the right, there is a grey box labeled 'Message Display'. At the bottom of the white area, a small note states 'All fields marked with an asterisk (*) are required.'

4.2.7. Survey Refill

The screenshot shows a grey box with the title 'Survey Already Submitted' in bold. Below the title, it says 'Thank you for your participation!'. Then, it provides a note: '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.' At the bottom, there is a blue link 'Go back to Academic Advising homepage'.

- If you choose to resubmit the survey before the closing deadline, all previous entries will be deleted.