



Academic Advising Platform
(AAP)
User Manual for Advisors

Version 2.0
September 2026



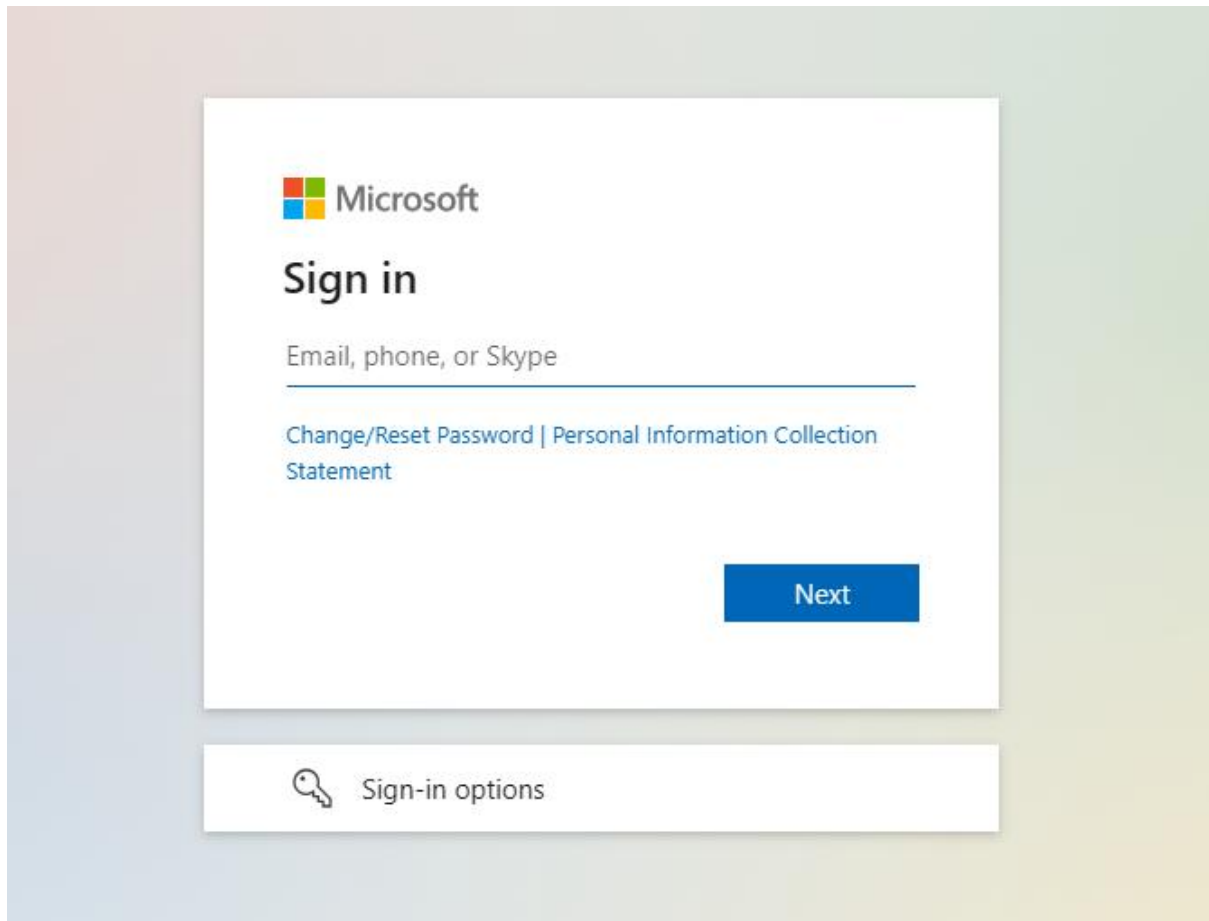
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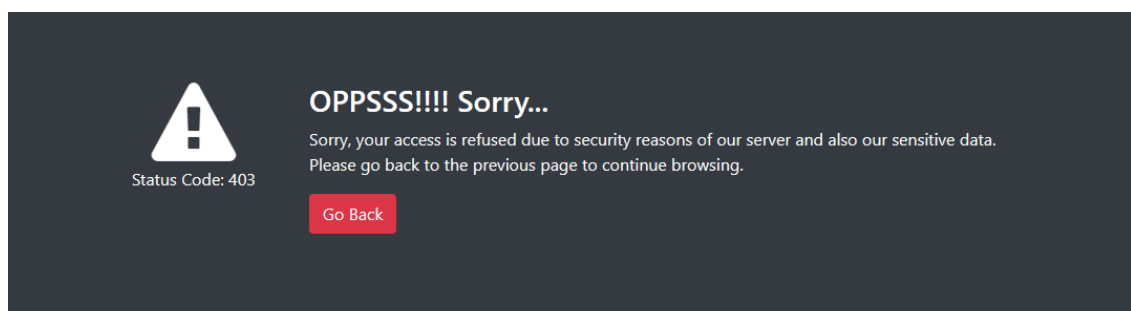
1. Introduction

Starting in the 2024/25 academic year, Academic Advising (AA) expanded to support all full-time undergraduate (UG) students across all years of study. To manage this expansion, collaborated with OCIO to develop the Academic Advising Platform (AAP). This centralized platform streamlines all AA operations, including advisor-advisee mapping, meeting logs, 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. Advisor Page

3.1 My Advisees (Home Page)

Academic Advising Platform My Advisees Record Form of Advising Meeting Meetings Sign out

ADVISOR INFORMATION

English Name: Dr [Redacted] Staff ID: [Redacted]

ADVISEES INFORMATION

Academic Year: 2025-26 (Current) Status: All Your role: Advisor (AA / AANL)

Search Advisee: Student name, email, programme code

Total 4 advisee(s) found.

First meeting scheduled 4

MEETING INVITATION (PLEASE CONFIRM) (2)
Please accept or decline the invitation sent from your advisee.

Meeting Invitation (Please confirm) Meeting Date: 13/08/2026 14:45
[Accept](#) [Decline](#)

Testing 01
Year 1 Local Student
A5B105 - Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Student Email: sa_student01uat@s.edu.hk
Status: In Progress
Your Role: AANL - Academic Advisor (non-local)

[Invitation history](#) [Information Sheets \(1\)](#) [Meeting Records \(2\)](#) +

Meeting Invitation (Please confirm) Meeting Date: 13/08/2026 15:45
[Accept](#) [Decline](#)

CHAN Tai Man
Year 1 Local Student
A4B075 - Bachelor of Social Sciences (Honours) in Psychology
Student Email: sa_student02uat@s.edu.hk
Status: In Progress
Your Role: AA - Advisor

[Invitation history](#) [Information Sheets \(1\)](#) [Meeting Records \(5\)](#) +

MEETING RECORD COMPLETED (2)
Meeting record(s) completed. Thank you for your submission.

Meeting Record Completed Last Meeting Date: 09/07/2026 00:00

CHAN Tai Man
Year 1 Local Student
A5B080 - Bachelor of Arts (Honours) in Creative Arts and Culture and Bachelor of Education (Honours) (Music)
Student Email: sa_student02uat@s.edu.hk
Status: In Progress
Your Role: AA - Advisor

[Invitation history](#) [Information Sheets \(0\)](#) [Meeting Records \(2\)](#) +

- This page includes “Advisor Information” and “Advisees Information”. You may select by “Academic Year”, “Meeting Status”, or “Your role” as an advisor or Program Leader, or search by the student name/email/program code to view the meeting records of your advisees.

Information Sheet for Preparing a Meeting with Academic Advisee CHAN Tai Man



Academic Advising Platform <noreply@eduhk.hk>
To: ITS Staff Testing Account (SI) [OCIO]

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



Wed 22/7/2026 12:13 PM



Academic Advising Platform

This is an automatically generated email.

Below is the background information submitted by your advisee for your upcoming advising meeting. Your advisee should have already scheduled this session. Please 'Accept' or 'Decline' the invitation directly on the AA platform.
Thank you for your attention to this matter.

Meeting Date: 08 Aug 2026 (Sat) 18:30 HKT

Student Name: CHAN Tai Man

Programme Year: 1

Programme: BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME) (A5B080)

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

Yes

Please indicate your concerns:

Any guidelines on using AI for my assignment

2. Are you thinking of changing your major?

Yes

Please indicate your intention:

Major in ENGLISH

3. Do you plan to join/ take:

Activities in GBA

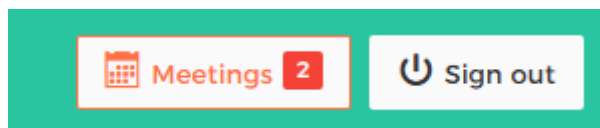
4. Do you have any specific career goals?

No

5. Do you want to know more about your potential future career?

No

- Before the advising meeting, your advisees will send their “Information Sheet” showing their background and topics to discuss. An automated email will be sent to your inbox reminding you to accept the meeting invitation.



- An indicator in the top-right corner will remind you of outstanding invitations.

3.1.1. Accept/Decline Meeting Invitation

Academic Advising Platform | My Advisees | Record Form of Advising Meeting | Meetings | Sign out

ADVISOR INFORMATION

English Name: Dr [REDACTED] Staff ID: 8000 [REDACTED]

ADVISEES INFORMATION

Academic Year: 2025-26 (Current) Status: All Your role: Advisor (AA / AANL)

Search Advisee: Student name, email, programme cod

Total 4 advisee(s) found.

First meeting scheduled 4

MEETING INVITATION (PLEASE CONFIRM) (2)

Please accept or decline the invitation sent from your advisee.

Meeting invitation (Please confirm)

Meeting Date: 13/08/2026 14:45

Accept Decline

Testing 01
Year 1 Local Student
ASB105 - Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Student Email: sa_student01uat@s.edu.hk
Status: In Progress
Your Role: AA - Advisor, AANL - Academic Advisor (non-local)

Invitation history Information Sheets (1) Meeting Records (2)

Meeting invitation (Please confirm)

Meeting Date: 13/08/2026 15:45

Accept Decline

- Your advisees will schedule their advising meetings with you starting from the new academic year until the end of February. Although the platform will issue warnings requiring your advisees to check your availability before scheduling a meeting, some of them may ignore it. The platform provides an “Accept” or “Decline” option to reject a meeting invitation if you do not agree to it.

Advising Meeting Invitation Accepted

Academic Advising Platform <noreply@edu.hk> c
Required sa_student01uat Mon 20/7/2026 12:14 PM

Please respond.

2026年7-20日 1:15 PM-1:45 PM

1 PM
2 PM

Advising meeting with [REDACTED]

Academic Advising Platform

This is an automatically generated email.

You have **accepted** the meeting invitation with advisee [REDACTED] scheduled on **20 Jul 2026 (Mon) 13:15 HKT**. A calendar file is attached for your reference.

Thank you for your attention.

- Once you “Accept” the meeting invitation, you will receive an auto email, and the meeting event will be sent to your Outlook calendar.

Confirm ×

Are you sure you want to decline the meeting invitation from CHAN Tai Man on 13/08/2026 15:45?

No

Yes

- A warning message will pop up if you choose to reject the invitation. Once confirmed, the meeting invitation will disappear. Your advisee will receive a message that you rejected the invitation and will need to contact you to reschedule the meeting.

3.1.2. Reschedule/Cancel Meeting

Meeting Schedule Confirmed Meeting Date: 13/08/2026 14:45

View Information Sheet

Reschedule

Cancel

Testing 01
Year 1 Local Student
A5B105 - Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Student Email: sa_student01uat@s.eduhk.hk
Status: In Progress
Your Role: AA - Advisor, AANL - Academic Advisor (non-local)

[Invitation history](#) [Information Sheets \(2\)](#) [Meeting Records \(2\)](#) [+](#)

- You are allowed to “Reschedule” or “Cancel” those confirmed meetings before the start of the scheduled meeting. A subsequent email will be sent to your advisee, and also your Outlook Calendar will be updated accordingly.

Change meeting date ×

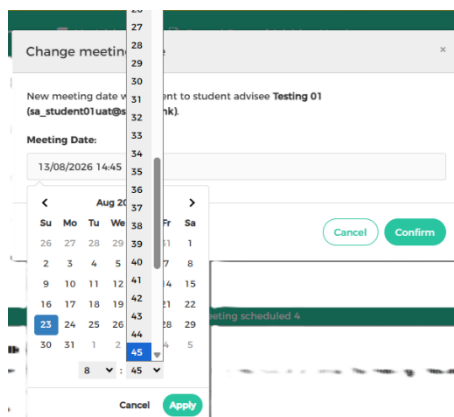
New meeting date will be sent to student advisee **Testing 01** (sa_student01uat@s.eduhk.hk).

Meeting Date:

13/08/2026 14:45

Cancel

Confirm



- Your advisees could only be allowed to schedule the meeting within Mon – Sat, 8:30 am – 18:30 pm, to avoid any non-office hour timeslot. However, as an advisor, you may overwrite the meeting date and time before the meeting starts.

Change meeting date

New meeting date will be sent to student advisee **Testing 01** (sa_student01uat@s.eduhk.hk).

Meeting Date:

23/08/2026 08:40

Select the new meeting date and click the "Confirm" button

Cancel
Confirm

- A subsequent email will be sent to your advisee, and also your Outlook Calendar will be updated accordingly.

Meeting Record Completed
Last Meeting Date: 22/07/2026 09:30

Testing 01
Year 1 Local Student
A5B105 - Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Student Email: sa_student01uat@s.eduhk.hk
Status: In Progress
Your Role: AA - Advisor, AANL - Academic Advisor (non-local)

[Invitation history](#)
[Information Sheets \(1\)](#)
[Meeting Records \(2\)](#)
+

Invitation History - Testing 01

Status	Creation Date	Meeting Date
Cancelled	06/08/2026 14:46	23/06/2026 00:33
Meeting Invitation (If/once confirm)	21/07/2026 16:57	22/07/2026 10:48
Meeting Schedule Confirmed	20/07/2026 12:12	20/07/2026 15:15
Cancelled	20/07/2026 11:21	20/07/2026 15:10
Cancelled	15/07/2026 14:13	16/07/2026 10:30
Cancelled	15/07/2026 11:06	16/07/2026 12:00
Declined	15/07/2026 11:26	16/07/2026 09:30

Close

- The full invitation history of your advisees is logged.

3.2 First Meeting Scheduled Indicator

ADVISOR INFORMATION

English Name: Dr Staff ID: 8000

ADVISEES INFORMATION
Academic Year: Status: Your role:
Search Advisee:

Total 4 advisee(s) found.

First meeting scheduled 4

- An indicator on the main page will show whether all your advisees have already scheduled their first advising meeting with you.

4. Meeting Records

4.1 View Submitted Information Sheet

Meeting Record Completed Last Meeting Date: 22/07/2026 09:30

Testing 01
Year 1 Local Student
A5B105 - Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Student Email: sa_student01uat@s.eduhk.hk
Status: In Progress
Your Role: AA - Advisor, AANL - Academic Advisor (non-local)

[Invitation history](#) **Information Sheets (1)** **Meeting Records (2)** +

STUDENT INFORMATION

English Name:	Testing 01
Student ID:	11012644
Program Code:	A5B105
Program Name:	Bachelor of Arts (Honours) in Creative and Digital Arts and Bachelor of Education (Honours) (Music)
Program Year:	1
Status:	In Progress
Student Email:	sa_student01uat@s.eduhk.hk
Local/Non-Local Student:	Non-Local
Your role:	AA - Advisor AANL - Academic Advisor (non-local)

ADVISEES SUBMITTED INFORMATION SHEETS

Scheduled and Passed

Meeting Date	Submitted Date	Remarks
20/07/2026 13:15	20/07/2026 12:12	-
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		

4.2 Create Meeting Records

No Meeting Scheduled

CHAN Tai Man
Year 1 Local Student
A4B075 - Bachelor of Social Sciences (Honours) in Psychology
Student Email: sa_student02uat@s.edu.hk
Status: In Progress
Your Role: AA - Advisor

[Invitation history](#) [Information Sheets \(0\)](#) [Meeting Records \(0\) +](#)

- Please set up a ‘Meeting Record’ for each advising meeting by clicking the “+” button to mark the participation rate to be reported to VP(AC). Such a record will be retained in the platform until your advisee graduates.

4.2.1. Step 1 (Information)

1 Information 2 Schedule 3 Meeting Record 4 Preview 5 Finish

RECORD FORM OF ADVISING MEETING WITH STUDENT ADVISEE

1. For the record of an advising meeting with your advisee who did not submit the information sheet to you in advance.
2. This record will be shared with your advisee once submitted.

[Next \(Start to fill in the form\)](#)

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

- Click the “Next (Start to fill in the form)” button to continue.

4.2.2. Step 2 (Schedule)

1 Information 2 Schedule 3 Meeting Record

Schedule

Student(s) / Program *

Multiple selections are allowed for group meetings.

CHAN Tai Man / A4B075 - Year 1 (2025-26) Testing 01 / A5B105 - Year 1 (2025-26) x

Meeting Date *

07/08/2026 12:00 AM

Aug 2026

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

12 : 00 PM

Cancel Apply

- Select your advisee(s), and enter the Meeting Date and Time and click the “Next” button. You may select more than one advisee for group meetings.

4.2.3. Step 3 (Meeting Record)

1

Information

2

Schedule

3

Meeting Record

4

Preview

5

Finish

Meeting Record

1. Faculty *

Other

Please specify: (Maximum 20 characters)

Specify Faculty

2. Meeting mode? *

☐ Individual Meeting

☐ Group Meeting

3. Student Email Address(es) (@s.edu.hk) *

sa_student02uat@s.edu.hk (CHAN Tai Man)

sa_student01uat@s.edu.hk (Testing 01)

4. This is the ____ meeting with the student. *

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

5. Did the student turn up in the meeting? *

☐ Yes

☐ No

6. Did you receive the student information sheet or DegreeWorks study plan before/in the meeting? *

☐ Yes

☐ No

7. Observation of your meeting with the student

Type your message here...

0 / 1000

Previous

Next →

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

- Completed all questions and entered observation (if any), then click the “Next” button for submission.
- Please note that a mass upload function is granted to the administrative staff of your department for multiple entries of meeting records. However, the upload function will be limited to the “First Advising Meeting” record with you only. Kindly contact the administrative staff of your department for details.

4.2.4. Step 4 (Preview)

Preview

Student(s)
CHAN Tai Man / A4B075 - Year 1 (2025-26)
Testing 01 / ASB105 - Year 1 (2025-26)
Is Local Student
CHAN Tai Man: Yes
Testing 01: Yes

Scheduled Date:
14/08/2026 12:00 PM

Faculty:
FLASS

Meeting Mode:
group

Student Email:
sa_student02uat@s.eduhk.hk (CHAN Tai Man)
sa_student01uat@s.eduhk.hk (Testing 01)

Meeting Count:
1st

Did the student turn up for the meeting?
Yes

Did you receive the information sheet?
Yes

Observation:
Advice on overseas exchange is shared.

[Previous](#) [Submit](#) →

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

- You can preview the record and press “Previous” for additional input. Click the “Submit” button if ready.

4.2.5. Step 5 (Finish)

Success

2 meeting records submitted successfully!

[Submit New Form](#) →

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

- An email notification will be sent to you and your advisees. Such a meeting record will be retained in the platform until your advisee(s) graduate.

4.3 Mass Upload Meeting Records

Meeting Record

1. Faculty *

FEHD

2. Meeting mode? *

☐ Individual Meeting

☐ Group Meeting

3. Student Email Address(es) (@s.edu.hk) *

sa_student01uat@s.edu.hk (Testing 01)

4. This is the ___ meeting with the student. *

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

5. Did the student turn up in the meeting? *

☐ Yes

☐ No

6. Did you receive the student information sheet or DegreeWorks study plan before/in the meeting? *

☐ Yes

☐ No

7. Observation of your meeting with the student

Type your message here...

0 / 1000

Previous Next →

- As a Programme Leader, Subject Coordinator, or advisor of the senior year, you may conduct an advising meeting in a group. In addition to taking attendance, questions 2, 5, 6, and 7 can be uploaded directly to the platform. Please contact your department administrator to import Meeting Records for the FIRST advising meeting of your advisees.

5. Survey Form

5.1 Advisors

5.1.1. Step 1 (Information)

The screenshot shows the 'EVALUATION OF ACADEMIC ADVISING 2025/26 (ACADEMIC ADVISORS)' survey. At the top, a progress bar indicates six steps: 1. Information, 2. Part I, 3. Part II, 4. Part III, 5. Preview, and 6. Finish. Step 1 is currently active. Below the progress bar, the title 'EVALUATION OF ACADEMIC ADVISING 2025/26 (ACADEMIC ADVISORS)' is displayed. Underneath, there are 'Notes in completing the evaluation form' with five points: a. Please answer all the questions. b. Except for Part I-Q2, please provide one answer only for each question. c. All data will be presented anonymously. d. Please complete the questionnaire starting from 1 Mar 2026. e. For enquiries, please email us via advising@duhk.hk when needed. At the bottom of the form, there is a green button labeled 'Next (Start to fill in the form)' with a right-pointing arrow. A red rectangle highlights this button. Below the button, a small note states: 'All fields marked with an asterisk (*) are required.'

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

5.1.2. Step 2 (Part I: General Information)

The screenshot shows the 'PART I: GENERAL INFORMATION' section of the survey. At the top, the progress bar shows Step 1 as completed and Step 2 as the current step. The section contains six questions. Question 1 is 'Faculty and Department*' with a dropdown menu showing 'FEHD / PS'. Question 2 is 'Programme of student advisees (multiple selections are allowed)*' with a list of programmes: AN807S - BACHELOR OF SOCIAL SCIENCES (HONOURS) IN PSYCHOLOGY (FOUR-YEAR FULL-TIME), AS8080 - BACHELOR OF ARTS (HONOURS) IN CREATIVE ARTS AND CULTURE AND BA - BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME), and AS810S - BACHELOR OF ARTS (HONOURS) IN CREATIVE AND DIGITAL ARTS AND BAC - BACHELOR OF EDUCATION (HONOURS) (MUSIC) (FIVE-YEAR FULL-TIME). Question 3 is 'Number of advisees assigned as AA/XANL roles only (information can be collected from the Programme Office)*' with a text input field containing '3'. Question 4 is 'Number of advisees (as AA/XANL roles only) who attended at least one advising meeting by the end of February*' with a text input field containing '0'. Question 5 is 'In a semester, I contacted my student advisees through the following means:*' with a table of response options. Question 6 is 'In a semester, I used "DegreeWorks" (the web-based degree audit tool) in my academic advising work*' with radio button options: Never, 1-2 times, 3-4 times, 5-6 times, and 7 times or more. At the bottom, there is a green button labeled 'Next' with a right-pointing arrow. A red rectangle highlights this button. Below the button, a small note states: 'All fields marked with an asterisk (*) are required.'

	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)	☐	☐	☐	☐	☐

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

5.1.3. 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. Academic Advising (AA) helps students to identify their academic goals and develop study plans. *	☐	☐	☐	☐	☐	☐	☐
2. AA facilitates students to take initiatives to formulate their study plans and monitor progress of their studies. *	☐	☐	☐	☐	☐	☐	☐
3. AA provides students with guidance for the courses they take. *	☐	☐	☐	☐	☐	☐	☐
4. AA provides students with advice on enhancing their study skills. *	☐	☐	☐	☐	☐	☐	☐
5. AA provides Senior Year Entrants with advice to achieve their career goals. *	☐	☐	☐	☐	☐	☐	☐
6. AA provides advice to Senior Year Entrants on course selection based on their academic and career goals. *	☐	☐	☐	☐	☐	☐	☐
7. AA provides advice to students on their choices between Honours Project and Capstone Project based on their academic and career goals. *	☐	☐	☐	☐	☐	☐	☐
8. AA provides students with information about institutional policies, procedures, programmes of study and referral sources. *	☐	☐	☐	☐	☐	☐	☐
9. Students contact me proactively for academic advising. *	☐	☐	☐	☐	☐	☐	☐
10. The number of students assigned to me for academic advising is appropriate. *	☐	☐	☐	☐	☐	☐	☐
11. The Academic Advising website (www.eduhk.hk/advising) provides clear information and useful reference. *	☐	☐	☐	☐	☐	☐	☐
12. Functions in "DegreeWorks" are easy to use. *	☐	☐	☐	☐	☐	☐	☐
13. "DegreeWorks" is effective in monitoring and reviewing students' progress of studies. *	☐	☐	☐	☐	☐	☐	☐
14. "DegreeWorks" helps me in offering academic advice to students on study plans and course registration etc. *	☐	☐	☐	☐	☐	☐	☐
15. Overall, academic advising helps students achieve their intellectual and personal goals in their studies. *	☐	☐	☐	☐	☐	☐	☐

Previous
Next →

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

- Fill in the answers and click the “Next” button.

5.1.4. Step 4 (Part III: Other Comments)

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

5.1.5. 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.

5.1.6. Step 6 (Finish)

The screenshot shows the 'Academic Advising Platform' header with a 'Sign out' button. Below the header is a progress bar with six steps: 1 Information, 2 Part I, 3 Part II, 4 Part III, 5 Preview, and 6 Finish. Step 6 is highlighted. The main content area has a green box with the text 'THANK YOU VERY MUCH FOR YOUR SUPPORT'. Below this, it says 'Your response has been successfully received. Thank you!' and provides a link 'Go back to Academic Advising homepage'. To the right of this text is a 'Message Display' box. At the bottom, a note states 'All fields marked with an asterisk (*) are required.'

5.1.7. Survey Refill

The screenshot shows a message box titled 'Survey Already Submitted'. The text inside reads: '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.' At the bottom, there is a link 'Go back to Academic Advising homepage'.

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