

THE CHINESE UNIVERSITY OF HONG KONG

Implementation Checklist for an Enhanced Academic Advisory System for the academic year 2022-23

This checklist is intended to facilitate the reporting of your Faculty Committee on Academic Advising at the sharing session held after the completion of each academic year. Please tick “✓” the box or fill in the blanks below. If you have any questions on this checklist, please contact Ms. Apphia Doo at tel. 3943 4186.

To be completed by the Chairperson of the Faculty Committee on Academic Advising or his/her representative:

Section A

At the Faculty level, there were _____ meetings of the Faculty Committee on Academic Advising held in 2022-23.

Section B (Undergraduate Students)

1. The total student body size is _____. A total of _____ student case(s) had been settled by Level II¹ Advisors in 2022-23 without initiating referral and other recommendations for follow-up actions by Level II Advisors as stated in item 2 below.

2. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2022-23:

| Follow-up actions | Number of Cases |
|---|-----------------|
| Refer to College/ Dean of Students of College | |
| Refer to Learning Enhancement Officers at Office of Student Affairs (OSA) | |
| Refer to Psychological Counseling at OSA | |
| Refer to University Health Services | |
| Refer to seek emergency grant/loan | |
| Others: | |
| i. Continue regular meeting(s) with advisors after referral | |
| ii. Offer special support such as: _____ | |
| Please specify the nature and number if none of the above: _____ | |

Number of problem case(s) settled by Level II Advisors after initiating the follow-up actions: _____

3. Records of the actions taken by Level II Advisors to help students are available and can be submitted to the Senate APC when the student concerned requests a waiver of University's regulations.

Yes.

Not available because _____

Section C (Postgraduate Students)

An academic advisory system similar to the one for undergraduate (Ug) students has been implemented for postgraduate (Pg) students². Every full-time Pg student has been assigned a Level I Academic Advisor who can be the thesis supervisor in the case of Research Postgraduate (RPg) students and the Programme Director in the case of Taught Postgraduate (TPg) students.

1. In the case of TPg programmes, individual Programme Directors can design their own advisory systems:
- Yes, we have designed/implemented a system similar to the Ug one.
 - No, we have implemented a system different to the Ug one. An overall plan is attached.

2. In the case of RPg programmes, students who have been placed on probation have been assigned Level II Academic Advisors.
- Yes.
 - No, this is because _____

3. The total of student body size is _____. A total of _____ student case(s) had been settled by Level II Advisors in 2022-23 without initiating referral and other recommendations for follow-up actions by Level II Advisors as stated in item 4 below.

4. Number of problem case(s) recommended by Level II Advisors for follow-up actions in 2022-23:

| Follow-up actions | Number of Cases |
|---|-----------------|
| Refer to Graduate School | |
| Refer to Learning Enhancement Officers at Office of Student Affairs (OSA) | |
| Refer to Psychological Counseling at OSA | |
| Refer to University Health Services | |
| Refer to seek emergency grant/loan | |
| Others: | |
| i. Continue regular meeting(s) with advisors | |
| ii. Offer special support such as: _____ | |
| iii. Extension/ suspension/ discontinuation of studies | |
| Please specify the nature and number if none of the above: _____ | |

Number of problem case(s) settled by Level II Advisors after initiating the follow-up actions: _____

Section D

The *Handbook on the Implementation of Academic Advisory System* (“*Handbook*”) was introduced after the University’s approval of the proposal on an enhanced advisory system for Ug and Pg students in 2011, which is currently under review.

Your faculty’s account on potentially informative case(s) from Section B item 2 and Section C item 4 of this Checklist would let us understand the associated characteristics and steps; how the university offices or “assets” mentioned in the *Handbook* were connected; and also your views are useful for providing us with directions for enhancement of the system.

- I. We are very interested to hear your selected accounts of typical student cases with problem(s) in your faculty that could illustrate any or all of the following:
 - a. Examples of how academic advisor(s) have collaborated with the Ug student’s affiliated College or the Office of Student Affairs, if applicable, to settle a student case – whether the eventual outcome is either successful or unsuccessful;
 - b. Examples of how academic advisors of different levels navigate through the enhanced advisory system and finally succeed in resolving the case;
 - c. Examples of how academic advisors of different levels navigate through the system but, despite their efforts, the student case remained unresolved.

- II. In addition to the above scenarios, please let us have accounts illustrating a maximum of three cases (a maximum of 200 words for each case), and a brief description of the nature of the Ug or Pg student cases related to academic advising they represent and the eventual outcome(s), as potential source materials for discussion in the coming sharing session.

Note 1: For roles and responsibilities of Level I/II Advisors, please refer to Annex 5 of the *Handbook on the Implementation of the Academic Advisory System* at:

<http://www.cuhk.edu.hk/english/teaching/academic-advisory-system.html>

Note 2: Please refer to Section H of the *Handbook on the Implementation of the Academic Advisory System* at:

<http://www.cuhk.edu.hk/english/teaching/academic-advisory-system.html>

Completed by : _____
Chairperson/Representative*,
Faculty Committee on Academic Advising,
Faculty of _____

Date : _____

**Please delete as appropriate.*