

Handbook on Academic Advising for Postgraduate Students

August 2018

Every effort has been made to ensure that information contained in this Handbook is correct. Changes may be made from time to time and the University reserves the right to make amendments to any information contained in this Handbook without prior notice.

In the event of inconsistency between information contained in this Handbook and any University or Programme policies and regulations or where an interpretation of the Handbook is required, the decision of the University shall be final.

The most up-to-date version of the Handbook will always be published on the website of Graduate School at www.eduhk.hk/gradsch/. Students are strongly advised to check this website for updated information and revised editions.

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1. Introduction of Academic Advising System

1.1 Background

Academic Advisory (AA) System at the University aims at providing guidance to students not only on academic matters but also on other areas of all-round development.

Academic Advising plays an important role in the academic success and progression of students, and is a process in which students are provided with support for identifying their academic, and career goals, devising plans to achieve these goals, and evaluating their own progress.

Under the AA System, whenever students feel in need, Academic Advisors will provide assistance in developing study plans, identifying career goals as well as referring them to appropriate supporting units.

1.2 Objectives

The major objectives of the Academic Advising (AA) System are as follows:

- Assist students in clarifying and attaining their educational goals, and developing specific study plans.
- Assist students in drawing their study roadmaps that suit their own developmental and professional needs and choices.
- Empower students to make informed decisions as they develop study plans compatible with their potential and career goals, and take responsibility for their own learning

2. The System of Academic Advising

2.1 Appointment of Academic Advisors

Every postgraduate student is to be assigned to an Academic Advisor, who can be:

- the thesis supervisor in the case of Research Postgraduate (RPg) and Doctor of Education (EdD) students who are in the thesis stage, and
- the Programme Director / Programme Leader / Area Coordinator in the case of taught postgraduate students.

For those taught postgraduate programmes / Areas of Focus in a taught postgraduate programmes with a large number of students, the respective Department may consider nominating one more representative to assist the Programme Leader / Area Coordinator in providing support to students.

Contact information of the academic advisors should be sent to the students concerned by respective programme at the beginning of the academic year.

2.2 Role of Academic Advisors

The main roles of an Academic Advisor are to:

- provide advice on academic issues such as the development of study plans, course selection, adaptation to University learning modes;
- discuss with students about their study progress;
- become a resource person and provide information or refer students to suitable units on other whole-person development opportunities, advice on students' holistic development and, if appropriate, future career development; and
- foster a supportive relationship with students.

2.3 Support for Academic Advisors

Assistance given to Academic Advisors includes, but not limited to:

- Faculty/Department being a referral point for programme administration and logistics, etc.;
- Graduate School as a contact point for enquiry about the General Academic Regulations (GAR) for Taught Postgraduate (TPg) Programmes, GAR for the Research Component of the RPg and Professional Doctorate Programmes, Code of

Practice (CoP) for RPg Programmes, CoP for EdD Programme, CoP for TPg Programmes etc.;

- Registry as a contact point for enquiry about academic regulations and Registry services, etc.;
- Student Affairs Office as a contact point for counselling services and career advice, campus life, leadership/service programmes and other student services for postgraduate students;
- Centre of Language in Education as a contact point for language enhancement and support;
- Other academic support units, e.g. Library, Office of the Chief Information Officer, Centre for Learning, Teaching and Technology, etc.;
- Estates Office as a contact point for on-campus accommodation and transportation, etc.; and
- Finance Office as a contact point for fee-related matters.

2.4 Responsibilities of Students

There are no requirements on the meeting timelines between the advisor and the postgraduate students and it is not compulsory for students to submit their study plan, except for students in research degrees (RPg, EdD, etc). As a more mature entity, postgraduate students are expected to take active role in seeking advice from their advisors whenever they feel the need.

The responsibilities of students are as follows:

- Take initiative to contact the Academic Advisor when they face difficulties during their studies and turn up punctually for the scheduled appointment;
- Be well-prepared for each advising meeting (think before the meeting about their educational goals, check the prerequisites for courses they intend to take, prepare a list of questions or concerns, etc.);
- Familiarize themselves with the requirements of the programme;
- Be open to share information about their academic progress, strengths, interests and goals with advisor; and
- Accept responsibility for decisions and take ownership of their academic plans.

3. Assistance from the University

3.1 DegreeWorks



Academic Advising System is supplemented by DegreeWorks (DW), an electronic tool allowing online tracking of the academic performance of students. Its “degree audit” function provides a systematic interface on which advisors are able to monitor and review their students’ academic progress, and students can develop their study plans. Additionally, DW enables students to foresee their prospective academic progress if they want to change their major or programme of study with the “what-if” and “look-ahead” functions. DW not only simplifies the academic advising processes, but also provides useful data for the planning of course offering and timetabling.

Staff and students can gain access to DW via The Portal (<http://portal.eduhk.hk>) as follows:

Login The Portal → e-SIS → Student Services → DegreeWorks

The Registry has prepared two sets of DegreeWorks user guides for students and advisors (please refer to p.10 for the hyperlinks of the documents). Hands-on training workshops on DW can be arranged for individual departments upon request. Briefing sessions for new students on DW can also be arranged during orientations and other meetings.

DegreeWorks is open for use by all students of **ALL** levels from doctorate to higher diploma level (except Professional Development Programmes), regardless of whether AA System is adopted in their programme or not.

3.2 List of Supporting Units for Referrals

Unit	Student-related matters	Contact information	Location	Website
Graduate School	<ul style="list-style-type: none"> Issues relating to PhD, MPhil, EdD and MEd programmes GAR for TPg programmes, GAR for the Research Component of the RPg and Professional Doctorate Programmes, CoP for RPg Programmes, CoP for EdD Programme 	Tel: 2948 6611 Email: gradsch@eduhk.hk	B4-G/F-02	www.eduhk.hk/gradsch
Faculty of Education and Human Development	<ul style="list-style-type: none"> Issues relating to programmes offered by FEHD 	Tel: 2948 8576 E-mail: fehd@eduhk.hk	D1-G/F-02	www.eduhk.hk/fehd
Faculty of Humanities	<ul style="list-style-type: none"> Issues relating to programmes offered by FHM 	Tel: 2948 7237 E-mail: fhm@eduhk.hk	B4-1/F-51	www.eduhk.hk/fhm
Faculty of Liberal Arts and Social Sciences	<ul style="list-style-type: none"> Issues relating to programmes offered by FLASS 	Tel: 2948 7151/ 8036 Email: flass@eduhk.hk	B2-G/F-04	www.eduhk.hk/flass
Assessments, Records and Systems Section, Registry	<ul style="list-style-type: none"> Student records Examination Timetabling Students' appeal Student disciplinary matters 	Tel: 2948 6710 Email: exam@eduhk.hk	A-G/F-11	https://www.eduhk.hk/re/
Admissions and Registrations Section, Registry	<ul style="list-style-type: none"> Student registrations (including transfer of programme/subject for new students) Student discipline 	Tel: 2948 6886 Email: admission@eduhk.hk	A-G/F-11	www.eduhk.hk/acadprog

Unit	Student-related matters	Contact information	Location	Website
Information Centre, Registry	<ul style="list-style-type: none"> • Handling enquiries • Receiving applications for: <ul style="list-style-type: none"> - Credit Transfer - Change of Area of Focus - Mode of Study - Deferment of Studies - Withdrawal - Change of Personal Particulars - Replacement of EdU Card - Academic Documents - Academic Transcripts - Graduation Documents • Obtaining prospectus and application forms 	Tel: 2948 6177 E-mail: siec@eduhk.hk	A-G/F-11	https://www.eduhk.hk/re/
Estates Office	<ul style="list-style-type: none"> • On-campus accommodation for students in TPg programmes • Transport to and from EdUHK / School Bus Services 	Tel: 2948 6714 Email: webmaster@eo.eduhk.hk	A-2/F-01	www.eduhk.hk/eo/
Global Affairs Office	<ul style="list-style-type: none"> • Visa-related matters for students in the Greater China region (Mainland, Taiwan, Macau) and international students 	Tel: 2948 7654 Email: gao@eduhk.hk	A-G/F-10	https://www.eduhk.hk/gao/tc/index.php

Unit	Student-related matters	Contact information	Location	Website
Financial Accounting and Treasury, Finance Office	<ul style="list-style-type: none"> • Student tuition fees 	Tel: 2948 7440/ 6109 Email: fo@eduhk.hk	A-3/F-09	www.eduhk.hk/fo
Student Affairs Office	<ul style="list-style-type: none"> • Student Service for Postgraduate Students: <ul style="list-style-type: none"> - Counselling Service - Career Development Support - Leadership & Service Learning - Financial Assistance - Health Service - Student Achievement • On-campus accommodation for RPg students 	Tel: 2948 6720/ 6721 Email: saoemail@eduhk.hk For counselling and career services: Tel: 2948 6245 Email: saocs@eduhk.hk For on-campus accommodation: Tel: 2948 6868 Email: shostel@eduhk.hk	A-1/F	www.eduhk.hk/sao
Centre for Language in Education	<ul style="list-style-type: none"> • Mandatory and optional language enhancement programmes • Self-directed learning facilities and services 	Chinese or Putonghua Enhancement Programmes: 2948 7896 English Enhancement Programme: 2948 7029 / 8044 Arthur Samy Language Learning Centre (ASLLC): 2948 7402	B2-G/F-03 ASLLC: B3-G/F-05	www.eduhk.hk/cle Arthur Samy Language Learning Centre (ASLLC) & English café: http://www.eduhk.hk/cle/en/asllc/welcome

Unit	Student-related matters	Contact information	Location	Website
Centre for Learning, Teaching and Technology (LTTC)	<ul style="list-style-type: none"> ePortfolio/Mahara Moodle and Turnitin IT ePortfolio Checking 	Tel: 2948 7047 Email: lttc@eduhk.hk	E-1/F-01	www.eduhk.hk/lttc LTTC Workshop: http://www.lttc.eduhk.hk/?p=3602
Library	<ul style="list-style-type: none"> Lending service Printing, photocopying and scanning facilities 7 x 24 Learning Centre Print and online information resources Inter-library loan service Library workshops 	For general enquiries, reference services, research support, library classes: Tel: 2948 6653 Email: libinfo@eduhk.hk For borrowing and return, room booking, lost and found, library membership: Tel: 2948 6658 Email: libcir@eduhk.hk	C-G/F	www.eduhk.hk/lib Library Handbook: www.lib.eduhk.hk/info/about/handbook.html Library Workshop: www.lib.eduhk.hk/instruct/workshops/index.html
Office of the Chief Information Officer	<ul style="list-style-type: none"> Computer accounts for access to various online services Anti-virus software for home use AV equipment/ laptop loan services Technical Issues (e.g. Student Portal [The Portal] / Email / Passwords / IT Service / SPSS Network version) 	Tel: 2948 6601 Email: helpdesk@ocio.eduhk.hk	C-LP-20	www.eduhk.hk/ocio Student FAQ: www.eduhk.hk/ocio/faqs Student Handbook: https://www.eduhk.hk/ocio/user-handbook
Research and Development Office	<ul style="list-style-type: none"> Issues on ethical review 	Tel: 2948 8614 Email: rdo@eduhk.hk	D4-1/F-21	www.eduhk.hk/rdo/index.html

List of Departments

Department	Phone / Email	
Department of Asian and Policy Studies (APS)	Phone:	(852) 2948 7460
	Email:	aps@eduhk.hk
Department of Cultural and Creative Arts (CCA)	Phone:	(852) 2948 7080
	Email:	cca@eduhk.hk
Department of Chinese Language Studies (CHL)	Phone:	(852) 2948 7354 / (852) 2948 8153
	Email:	chl@eduhk.hk
Department of Curriculum and Instruction (C&I)	Phone:	(852) 2948 7562
	Email:	ci@eduhk.hk
Department of Early Childhood Education (ECE)	Phone:	(852) 2948 7762
	Email:	ece@eduhk.hk
Department of Education Policy and Leadership (EPL)	Phone:	(852) 2948 8008
	Email:	epl@eduhk.hk
Department of English Language Education (ELE)	Phone:	(852) 2948 7269/
	Email:	(852) 2948 7427 ele@eduhk.hk
Department of Health and Physical Education (HPE)	Phone:	(852) 2948 7994
	Email:	myeewong@eduhk.hk
Department of International Education and Lifelong Learning (IELL)	Phone:	(852) 2948 7783
	Email:	iell@eduhk.hk
Department of Linguistics and Modern Language Studies (LML)	Phone:	(852) 2948 7263
	Email:	lml@eduhk.hk
Department of Literature and Cultural Studies (LCS)	Phone:	(852) 2948 7979/
	Email:	(852) 2948 6180 lcsdept@eduhk.hk
Department of Mathematics and Information Technology (MIT)	Phone:	(852) 2948 7824
	Email:	mit@eduhk.hk
Department of Psychology (PS)	Phone:	(852) 2948 8544
	Email:	ps@eduhk.hk
Department of Special Education and Counselling (SEC)	Phone:	(852) 2948 7791
	Email:	seceng@eduhk.hk
Department of Science and Environmental Studies (SES)	Phone:	(852) 2948 7669
	Email:	dses@eduhk.hk
Department of Social Sciences (SSC)	Phone:	(852) 2948 6418
	Email:	-

List of Research Centres

Information of the Research Centres is available at: <https://www.eduhk.hk/main/research/research-centres/>

Research Centres	Phone / Email	
Academy of Hong Kong Studies (AHKS)	Phone:	(852) 2948 8566
	Email:	ahks@eduhk.hk
Assessment Research Centre (ARC)	Phone:	(852) 2948 8901
	Email:	arc@eduhk.hk
Centre for Brain and Education (CBE)	Phone:	-
	Email:	cbe@eduhk.hk
Centre for Child and Family Science (CCFS)	Phone:	(852) 2948 8933
	Email:	ccfs@eduhk.hk

Research Centres	Phone / Email	
Centre for Education in Environmental Sustainability (CEES)	Phone:	(852) 2948 8917
	Email:	cees@eduhk.hk
Centre for Governance and Citizenship (CGC)	Phone:	(852) 2948 6632
	Email:	cgc@eduhk.hk
Centre for Greater China Studies (CGCS)	Phone:	(852) 2948 7384
	Email:	cgcs@eduhk.hk
Centre for Excellence in Learning and Teaching (CELT)	Phone:	(852) 2948 6398
	Email:	celt@eduhk.hk
Centre for Lifelong Learning Research and Development (CLLRD)	Phone:	(852) 2948 8719
	Email:	douglas@eduhk.hk
Centre for Popular Culture in the Humanities (CPCH)	Phone:	(852)2948 7360
	Email:	-
Centre for Psychosocial Health (CPH)	Phone:	(852) 2948 8199
	Email:	cph@eduhk.hk
Centre for Research on Linguistics and Language Studies (CRLLS)	Phone:	(852) 2948 7754
	Email:	crls@eduhk.hk
Centre for Religious and Spirituality Education (CRSE)	Phone:	(852) 2948 8285
	Email:	crse@eduhk.hk
Centre for Special Educational Needs and Inclusive Education (CSENIE)	Phone:	(852) 2948 7763
	Email:	csenie@eduhk.hk
Integrated Centre for Wellbeing (I-WELL)	Phone:	(852) 2948 8383
	Email:	iwell@eduhk.hk
Research Centre for Chinese Literature and Literary Culture (RCCLLC)	Phone:	(852) 2948 6554
	Email:	cheukylin@eduhk.hk
The Joseph Lau Luen Hung Charitable Trust Asia Pacific Centre for Leadership and Change (APCLC)	Phone:	(852) 2948 8270
	Email:	apclc@eduhk.hk

3.3 Useful Links and Materials

Academic / Programme Related Information

List of Postgraduate Programmes:

<http://www.eduhk.hk/gradsch/>

Academic Calendar:

<https://www.eduhk.hk/re/modules/content/item.php?categoryid=6&itemid=11>

General Academic Regulations for Taught Postgraduate Programmes:

- [For students admitted in 2013/14 and before](#)
- [For students admitted in 2014/15 and thereafter](#)

General Academic Regulations for Research Component of the Research Postgraduate and Professional Doctorate Programmes:

https://www.eduhk.hk/gradsch/resource/regulation/GAR_research_component.pdf

Code of Practice for Taught Postgraduate Programmes:

https://www.eduhk.hk/gradsch/resource/regulation/GAR_taught.pdf

EdUHK Moodle:

www.eduhk.hk/ltc/moodle

University's Guidelines on Ethics in Research:

www.eduhk.hk/rdo/human.html

Kowloon Tong Satellite Study Centre (KTSSC)

www.eduhk.hk/sc/view.php?secid=3276

Special Class Arrangements during Bad Weather:

<https://www.eduhk.hk/re/modules/content/item.php?categoryid=6&itemid=6>

Student Portal (The Portal):

<http://portal.eduhk.hk>

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|-------------------------------------|---|
| • Online Course Registration | Login <i>The Portal</i> → e-SIS → Student Services → Course Registration → <i>click</i> "I understand" → Select Term (Semester) → Add/Drop Course Groups → Submit Changes |
| • Viewing Personal Timetable | Login <i>The Portal</i> → e-SIS → Student Services → Personal Timetable |
| • Viewing Student's Electronic Bill | Login <i>The Portal</i> → e-SIS → Student Services → Student Account → Account Summary |
| • Viewing Student's Study Progress | Login <i>The Portal</i> → e-SIS → Student Services → DegreeWorks |

Student Webmail:

<http://webmail.eduhk.hk>

Credit Transfer:

https://oraas0.eduhk.hk/CourseRegLink/Programme_Info_Student_QRCT.html

Tseung Kwan O Study Centre (TKOSC)

www.eduhk.hk/sc/

Catering and Transportation

Catering:

www.eduhk.hk/catering/

Transport to and from EdUHK / School Bus Services:

www.eduhk.hk/transportation/

Application for In-service Part-time Student Parking Permit:

www.eduhk.hk/eo/eoform.htm