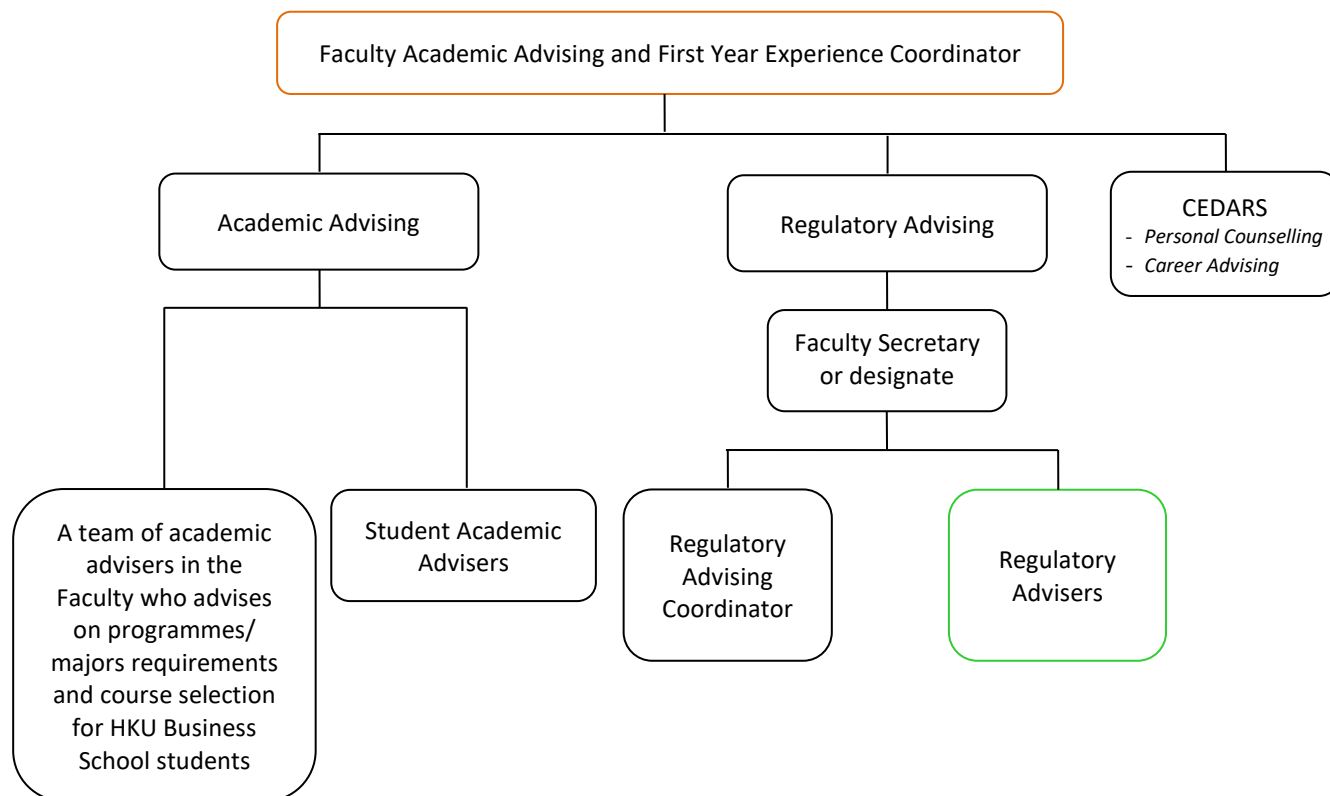




## Faculty-based Academic Advising System

### (a) Structure of Faculty-based Academic Advising System



### (b) Different Types of Advisers

The academic advising system in the HKU Business School involves the following four types of advisers:

#### Faculty Academic Advising and First Year Experience Coordinator

- i. Oversees academic advising matters in the School.
- ii. Serves as a member of the University Academic Advising and First Year Experience Committee.

Name	Phone	Email
Dr. Derek Chan	3917 8357	dkchan@hku.hk

#### Faculty Temporary Academic Advisers

- i. Serves as academic advisers for non-HKU Business School, exchange and visiting students.

Name	Phone	Email
Dr. Jasmine Kwong	3917 4219	jstkwong@hku.hk
Dr. Vera Yuen	3917 1287	yuenvera@hku.hk

### Faculty Academic Advisers

- i. Current professors and teachers in the HKU Business School
- ii. Serves as advisers on all study-related matters.
- iii. Focus attention on academic planning for first-year students.
- iv. Make appropriate referrals as necessary.

**Contact information of your assigned Faculty Academic Adviser is available in the Student Information System (Self-service > Student Centre > Adviser).**

### Faculty Administrators

- i. Professional administrative staff in the Faculty Office.
- ii. Explain policy, regulations and procedures of the Faculty.

#### **School Office:**

Contact details can be found on the School website:

<https://www.fbe.hku.hk/people/administrative>

#### Programme Administration (Undergraduate Programmes):

Ms. Ada Lam (Administrative Assistant I)

Miss Karen Wu (Administrative Assistant II)

Ms. Christine Ho (Executive Officer)

Ms. Michelle Yi (Executive Officer)

#### Programme Administration (Student Enrichment):

Miss Silvia Lam (Senior Programme Manager)

Ms. Laraine Ko (Senior Programme Manager)

Ms. Iki Chan (Manager)

Ms. Manki Chan (Programme Manager)

Ms. Kit Hau (Programme Manager)

Mr. Rodger So (Programme Manager)

Ms. Mani Wong (Career Development and Training)

*\*The HKU Business School (the School) shall administer programme-related matters for BBA(Law)&LLB students in Years 1 – 3; whilst the Faculty of Law shall take over from Year 4 onwards. For those who have opted out of LLB to pursue the 4-year BBA(Law) degree, programme administration shall continue to be handled by the School. Enquiries addressing to the Faculty of Law can be sent to the email: [law@hku.hk](mailto:law@hku.hk)*

### Faculty Student Academic Advisers

- i. Students in their second year of study or above, on the basis of good academic achievements and other attributes such as interpersonal and communication skills and willingness to serve. Selection is determined by the School.
- ii. Work under the supervision of the Faculty Academic Advising Coordinator, with due recognition being given to their contribution.

Details of the Faculty Student Academic Advisers, including their curriculum, areas of advising and contact information, are available at the School website. Registration for joining the Faculty Student Academic Advising Programme is required.

## Target Students

### (a) HKU Business School Students

Mainly advised by Faculty Academic Advisers (and teachers when being approached) and administrators of the UG Admissions and Programme Administration Team on regulatory matters.

### (b) Non- HKU Business School Students

Advised by “temporary” advisers.

### (c) Exchange/Visiting Students

Mainly advised by administrators of the UG Admissions and Programme Administration Team as most issues are related to regulatory and course enrolment matters.

## Tips on Meeting with Your Adviser

You are attached to an Academic Adviser starting from your first year of studies. The advising process is designed to help you make important decisions related to your academic progress at the University. As a new advisee, you should become familiar with both your adviser and the advising process. Below you will find some guidelines to follow throughout the year to make the advising process a successful part of your University experience:

### (a) When to See Your Adviser

- To discuss any problems which are affecting your academic performance.
- To discuss your academic progress.
- To discuss major or minor options.
- To make a study plan.
- To discuss career considerations.

### (b) How to Arrange the Meeting

- Become familiar with your adviser's office hours/schedule.
- Call or send an email to make an appointment instead of dropping by without one, as your adviser might be handling inquiries of students in his/her course.
- Try to avoid the busiest time of day and allow plenty of time in case you have to wait to see your adviser.
- Usually the first and last few weeks of each semester are the busiest time for advisers, please try to schedule during the middle of the semester if possible.

### (c) What You Should Do When Meet with Your Adviser

- You should make and keep appointments. Be punctual.
- You should come with specific questions in mind, do your “homework” and be prepared beforehand.
- You should come with necessary materials (pencil/pen, class schedule, process form, etc.)
- You should ask about other sources of information.
- You should be open concerning schoolwork, study habits, academic progress, etc.
- You should be wary of time management. Arrange another appointment if your issues cannot be resolved within one session.

**(d) How to Get the Best from Your Adviser**

- Listen carefully to advice given. You must make certain that you have understood precisely what the adviser has said. Hear your adviser out without interruption. When the adviser has finished, ask questions to emphasize or clarify points that may have been overlooked. At the end of an advising session, restate the conclusion in your own words to make sure that the meaning you gleaned was actually the intended meaning.
- Do not become defensive if the advice appears to be critical of you or the way you do things. This can be a very difficult task. Several “Don’ts” to consider include:
  - (i) Don’t try to find personal fault with the adviser to disqualify him or her as a judge of your situation.
  - (ii) Don’t be flippant about the advice given.
  - (iii) Don’t argue with the adviser.
  - (iv) Don’t try to change the subject to avoid a disagreeable message.  
Don’t be paranoid in the face of criticism. Your adviser probably does not have a hidden agenda.

**List of Programme Directors / Representatives for BBA Majors**

Apart from your academic adviser, you may also seek academic advice from Programme Directors / representatives of your respective programme/major:

Director/Representative	Programme	Contact Details
Dr. Lilian Chan (Programme Director)	BBA/BBA(Acc&Fin)	Phone: 3917 4217 Email: <a href="mailto:lhchan@hku.hk">lhchan@hku.hk</a>
Mr. Joseph Chan (Representative)	BBA Programme (Major in Entrepreneurship, Design and Innovation)	Phone: 3917 1016 Email: <a href="mailto:jphc@hku.hk">jphc@hku.hk</a>
Dr. Alex Chan (Representative)	BBA Programme (Major in Finance)	Phone: 2857 8510 Email: <a href="mailto:awhchan@hku.hk">awhchan@hku.hk</a>
Professor Thomas Ng (Representative)	BBA Programme (Major in Human Resource Management)	Phone: 3917 8344 Email: <a href="mailto:thomas.ng@hku.hk">thomas.ng@hku.hk</a>
Dr. Chao Ding (Representative)	BBA Programme (Major in Information Systems and Analytics)	Phone: 3917 1684 Email: <a href="mailto:chao.ding@hku.hk">chao.ding@hku.hk</a>
Dr. Jayson Jia (Representative)	BBA Programme (Major in Marketing)	Phone: 3917 1611 Email: <a href="mailto:jjia@hku.hk">jjia@hku.hk</a>
Dr. Matthias Buehlmaier (Programme Director)	BBA(IBGM)	Phone: 2219 4177 Email: <a href="mailto:buehl@hku.hk">buehl@hku.hk</a>
Dr. Jing Li (Deputy Programme Director)		Phone: 3917 0024 Email: <a href="mailto:jingli7@hku.hk">jingli7@hku.hk</a>
Dr. Chao Ding (Programme Director) Dr. C.K. Lok (Deputy Programme Director)	BBA(IS)	Phone: 3917 1684 Email: <a href="mailto:chao.ding@hku.hk">chao.ding@hku.hk</a> Phone: 3917 5692 Email: <a href="mailto:cklok@hku.hk">cklok@hku.hk</a>

Director/Representative	Programme	Contact Details
Mr. David Bishop (Programme Director)	BBA(Law)&LLB	Phone: 3917 4215 Email: <a href="mailto:dbishop@hku.hk">dbishop@hku.hk</a>
Mr. Beau Lefler (Deputy Programme Director)		Phone: 3917 4218 Email: <a href="mailto:blefler@hku.hk">blefler@hku.hk</a>
Dr. Maurice Tse (Programme Director)	BEcon/BEcon&Fin	Phone: 2857 8636 Email: <a href="mailto:ktse@hku.hk">ktse@hku.hk</a>
Prof. Anna Wong (Programme Director)	BFin(AMPB)	Phone: 3917 7767 Email: <a href="mailto:awong81@hku.hk">awong81@hku.hk</a>
Mr. David Lee (Deputy Programme Director)		Phone: 3917 1636 Email: <a href="mailto:dslee@hku.hk">dslee@hku.hk</a>
Dr. Clement Wong (Programme Director)	BSc(QFin)	Phone: 2859 1037 Email: <a href="mailto:ypclemw@hku.hk">ypclemw@hku.hk</a>

### Summary of Supporting Units at HKU

Supporting Unit	If you have issues with:	Contact Information	Website
Academic Advising Office	<ul style="list-style-type: none"> <li>- Academic options</li> <li>- Course enrolment procedures</li> <li>- University requirements</li> </ul>	Phone: 3917 0128 Email: <a href="mailto:aaoffice@hku.hk">aaoffice@hku.hk</a>	<a href="http://aao.hku.hk">http://aao.hku.hk</a>
Academic Support and Examinations Section, Registry	<ul style="list-style-type: none"> <li>- Undergraduate and taught postgraduate admissions</li> <li>- Exit documents (e.g. transcripts, testimonials, certification, certificate of graduation, and graduation diplomas)</li> <li>- Scholarships and bursaries</li> <li>- Internal transfer of studies</li> <li>- Hall admission</li> <li>- Student Fees</li> <li>- Student Handbooks</li> <li>- Student registration and course enrolment</li> <li>- Database of student records in all curricula and programmes</li> </ul>	Phone: 2859 2433 Email: <a href="mailto:asoffice@hku.hk">asoffice@hku.hk</a>	<a href="http://www.ase.hku.hk">http://www.ase.hku.hk</a>

Supporting Unit	If you have issues with:	Contact Information	Website
Centre for Applied English Studies (CAES)	<ul style="list-style-type: none"> <li>- Self-directed English learning opportunities</li> <li>- Compulsory credit bearing English courses</li> <li>- Special English courses (summer programme, one-off workshop, etc.)</li> </ul>	Phone: 3917 2004 Email: <a href="mailto:caes@hku.hk">caes@hku.hk</a>	<a href="https://caes.hku.hk">https://caes.hku.hk</a>
CEDARS, Campus Life Section	Financial assistance and fee deferment <ul style="list-style-type: none"> <li>- Personal finances and budgeting</li> <li>- Accommodation needs</li> <li>- Support for non-local students</li> <li>- Visa formalities (for Mainland students, please contact China Affairs Office)</li> <li>- Support student bodies</li> </ul>	Phone: 3917 2305 Email: <a href="mailto:cedars@hku.hk">cedars@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
CEDARS, Careers and Placement Section	<ul style="list-style-type: none"> <li>- Career planning resources</li> <li>- Career preparation (training workshops; individual career advice, job application review, mock interview)</li> <li>- Job opportunities, job notices</li> <li>- Recruitment talk &amp; career fair</li> <li>- Graduate employment statistics</li> </ul>	Phone: 3917 2317 Email: <a href="mailto:careers@hku.hk">careers@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
CEDARS, Counselling and Person Enrichment (CoPE) Section	<ul style="list-style-type: none"> <li>- Counselling services to students on personal, emotional or non-academic issues</li> <li>- Person enrichment workshops</li> <li>- Accessibility support for students with disabilities or special education needs</li> <li>- Inclusion funds</li> </ul>	Phone: 3917 8388 Email: <a href="mailto:cedars-cope@hku.hk">cedars-cope@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>
CEDARS, Student Development Section	<ul style="list-style-type: none"> <li>- Educational funds</li> <li>- Global citizenship</li> <li>- Leadership development</li> <li>- Service learning opportunities</li> </ul>	Phone: 3917 8387 Email: <a href="mailto:cedars-programmes@hku.hk">cedars-programmes@hku.hk</a>	<a href="https://www.cedars.hku.hk">https://www.cedars.hku.hk</a>

Supporting Unit	If you have issues with:	Contact Information	Website
Common Core Office	- Common core curriculum	Phone: 2219 4957 Email: <a href="mailto:commoncore@hku.hk">commoncore@hku.hk</a>	<a href="https://commoncore.hku.hk">https://commoncore.hku.hk</a>
Equal Opportunity Unit	- Discrimination and harassment - Equal opportunity policy	Phone: 3917 5115 Email: <a href="mailto:eounit@hku.hk">eounit@hku.hk</a>	<a href="https://www.eounit.hku.hk">https://www.eounit.hku.hk</a>
Examinations Office	- Central timetable/Classroom booking - Examinations - Discontinuation of student studies	Phone: 2859 2439 /2859 2434 Email: <a href="mailto:exam@hku.hk">exam@hku.hk</a>	<a href="http://www.exam.hku.hk">http://www.exam.hku.hk</a>
Graduate School	- MPhil and PhD programmes	Phone: 2857 3470 Email: <a href="mailto:gradsch@hku.hk">gradsch@hku.hk</a>	<a href="https://www.gradsch.hku.hk/gradsch">https://www.gradsch.hku.hk/gradsch</a>
International Affairs Office	- Exchange Programme - Summer Programme	Phone: 2219 4549  For incoming exchange: Email: <a href="mailto:exchange@hku.hk">exchange@hku.hk</a>  For outgoing exchange: Email: <a href="mailto:goabroad@hku.hk">goabroad@hku.hk</a>  For summer study abroad: Email: <a href="mailto:gsummer@hku.hk">gsummer@hku.hk</a>	<a href="https://aal.hku.hk/studyaabroad">https://aal.hku.hk/studyaabroad</a>
SIS Project Office	- Issues regarding the Student Information System (SIS) - Students' guide to SIS	Phone: 3917 0123 Email: <a href="mailto:ithelp@hku.hk">ithelp@hku.hk</a>	<a href="http://intraweb.hku.hk/reserved_1/sis_student/index.html">http://intraweb.hku.hk/reserved_1/sis_student/index.html</a>