The Hong Kong University of Science and Technology

Student Information System

Reference Materials

Introduction to Advisement Report

(Research PG Programs)

Version: 1.01

Created in November 2012

Maintained by: SIS Helpdesk, ARO

File: SIS website (https://registry.hkust.edu.hk/sis)

Abstract

Students can access information of their study progress towards their curriculum requirements online in SIS (Student Center). The function is called "Academic Requirements" in the Student Center and the result is known as "Advisement Report". This online report provides real-time information on student's study progress against the academic requirements of the program(s) the student officially registered and information on approved deviations from curriculum, approved transfer credits from courses taken elsewhere or previous programs taken in HKUST.

Contents

Change Log

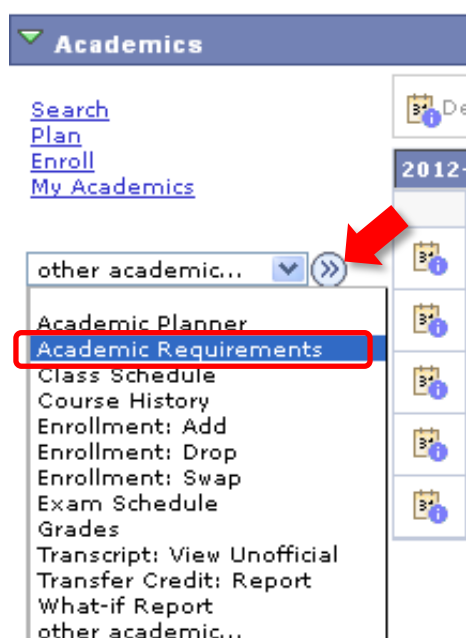| Date	Version	Author	Changes
9th Nov. 2012	1.00	Irene Wong / Tony C. Lau	• The document was initially launched
7th Dec. 2012	1.01	Irene Wong	• Updated the examples with RPG programs and other editorial changes

Generate Online Advisement Report

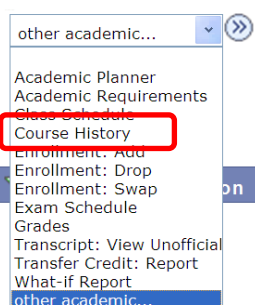1. Students may login to Student Center via HKUST Portal (http://my.ust.hk).

   For administration staff, please login SIS and choose Student Service Center.

   For advisors, please login Advisor Center and choose Student Center of their advisees.

2. In Student Center / Student Services Center, under the Academics section, please select the item "**Academic Requirements**" from the pull-down menu and click the "⊘" button to generate the Advisement Report online. It will take a while to generate the online report. In the process, the system retrieves the personalized academic requirements of the student and tries to use the courses taken to fulfill the requirements. The advisement report is a result of this process.
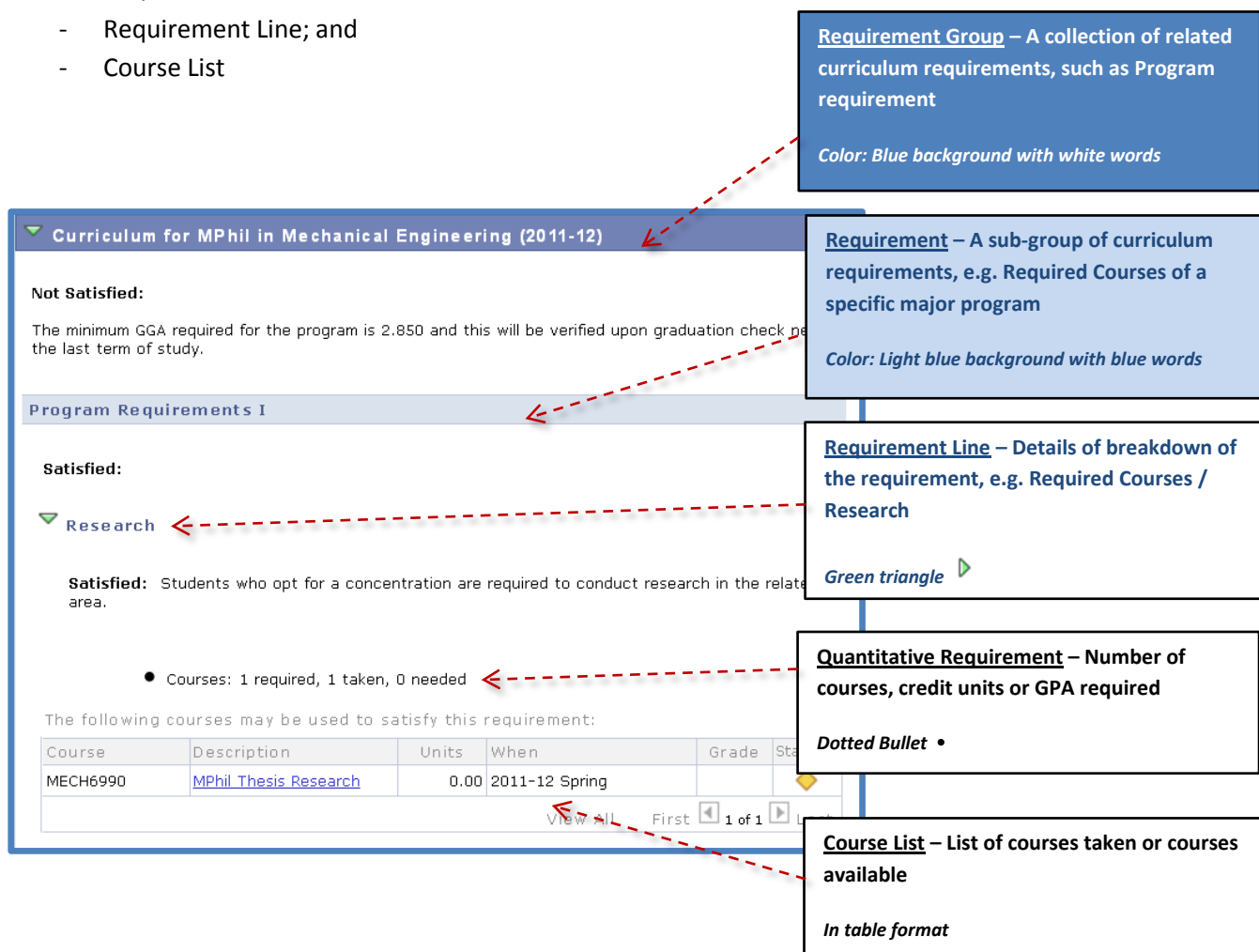

3. In a similar way, the full history of all the courses studied (including approved transfer credits) can be viewed online in the "**Course History**" option in the Academics section.

Structure of Advisement Report

4. The advisement report consists of components at different levels:

   - Requirement Group;
   - Requirement;
   - Requirement Line; and
   - Course List

Requirement Group – A collection of related curriculum requirements, such as Program requirement

Color: Blue background with white words

Requirement – A sub-group of curriculum requirements, e.g. Required Courses of a specific major program

Color: Light blue background with blue words

Requirement Line – Details of breakdown of the requirement, e.g. Required Courses / Research

Green triangle ▷

Quantitative Requirement – Number of courses, credit units or GPA required

Dotted Bullet •

Course List – List of courses taken or courses available

In table format

▽ Curriculum for MPhil in Mechanical Engineering (2011-12)

Not Satisfied:

The minimum GGA required for the program is 2.850 and this will be verified upon graduation check pe... the last term of study.

Program Requirements I

Satisfied:

▽ Research

Satisfied: Students who opt for a concentration are required to conduct research in the relate... area.

• Courses: 1 required, 1 taken, 0 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Sta
MECH6990	MPhil Thesis Research	0.00	2011-12 Spring		◇

View All   First ◀ 1 of 1 ▶ L...

5. For students in Research Postgraduate program (MPhil / PhD), there are normally 3 requirement groups in the advisement reports. They are:

   • Courses taken in addition to the program requirements

   • Curriculum for MPhil / PhD program

   • Surplus Courses Taken (Excluded from GGA)

We will go through them one by one in further details

6. The first requirement group – **Courses taken in addition to the program requirements**.

    This requirement group is designed to list out courses not used to fulfill any academic requirements in the following research program.

    > ▽ **Courses taken in addition to the program requirements**
    >
    > **Satisfied:** Courses below CAN be used to fulfill program requirements unless otherwise specified. Failed courses (if any) are not displayed in the Report and are available in the "Course History" section at the Student Center.

7. The second requirement group – **Curriculum for MPhil / PhD Program**.

    Each program has its own academic requirements. The system will generally be considered a requirement is "Satisfied" when the required courses are "enrolled".

    For example, the system will denote the Research requirement "Satisfied" after the corresponding research course XXXX 6990 is enrolled. Students need to complete the research satisfactorily according to the respective course requirements, in order to finally satisfy this part of the program requirements.

▽ Curriculum for MPhil in Mechanical Engineering (2011-12)

Not Satisfied:

The minimum GGA required for the program is 2.850 and this will be verified upon graduation check near the last term of study.

Program Requirements I

Satisfied:

▷ Research

▷ Language Requirement

▷ Required Course - Postgraduate Seminar

Program Requirements II - Approved Coursework

Not Satisfied:

- Units: 12.00 required, 9.00 taken, 3.00 needed

▷ MECH Electives

▷ Approved Coursework

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8. The third requirement group – **Surplus Courses Taken (Excluded from GGA)**.

Students may request that certain graded courses be excluded from the calculation of the Graduation CGA to improve their GGA, subject to the details stipulated in the [Academic Regulations](). Course approved to be excluded from GGA calculation will be displayed in this requirement group.

Interpretation of Advisement Report

9. In advisement report, you may find the curriculum requirements and check whether students have already fulfilled them or not, such as the number of course / credit required, taken and needed.

Curriculum for MPhil in Civil Engineering (2011-12)

Not Satisfied:

The minimum GGA required for the program is 2.850 and this will be verified upon graduation check near the last term of study.

> **Program Requirements**
>
> Not Satisfied: there is one or more detailed requirement(s) not met.

Program Requirements I

Satisfied:

▷ Research

▷ Language Requirement

▷ Postgraduate Seminar I

▷ Postgraduate Seminar II

> **Detailed Requirements**
>
> Satisfied: it indicates that all detailed requirements within this category have been satisfied.

Program Requirements II – Approved Coursework

Not Satisfied:

> **Detailed Requirements**
>
> Not Satisfied: there is one or more detailed requirement(s) not met.

- Units: 15.00 required, 12.00 taken, 3.00 needed

▽ **Approved Coursework**

Satisfied:

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	MPhil(CIVL) Elective FREE				
CIVL5110	Engg Risk ReliabilityDec	3.00	2011-12 Fall	A-	☑
CIVL5720	Adv. Foundation Design	3.00	2011-12 Spring		◆
CIVL5760	Geotech Site Character	3.00	2011-12 Fall	A	☑
CIVL5770	Unsatura Soil Mech & Engg	3.00	2011-12 Spring		◆
			View All First ◀ 1-5 of 5 ▶ Last		

> 15 credit units are required. Only 12 units have been taken / enrolled. Remaining 3 units are needed to fulfill this requirement.

10. There are TWO course enrollment statuses.

Taken: courses enrolled and completed with grades
In progress: courses enrolled but yet to be completed

☑ Taken   ◆ In Progress

Credit Transfer and Deviation from Curriculum

11. Transfer Credits from courses taken elsewhere are displayed on the advisement report with a "T" grade. When credits are transferred without an equivalent HKUST course, a dummy course will be used, e.g. LANG 5000Level are used for credits transferred to non-specific courses in Language.

Language Requirement

Satisfied:

- Courses: 1 required, 1 taken, 0 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
LANG5000LEVEL	LANG(5000-level course)	2.00	2011-12 Fall	T	✔
LANG5001	PG English for Acad Purp	1.00			

View All   First ◀ 1-2 of 2 ▶ Last

12. Curriculum deviation includes Course Substitution, Exemption of Curriculum Requirement and Requirement Change.

   a. <u>Course Substitution</u>: a specific course requirement is substituted by another.

Required Courses

Satisfied: No more than 3 credits can be taken from 4000-level UG courses.

- Units: 6.00 required, 3.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

The student was approved to use CHEM5110 to substitute a required course LIFS5240.

Course	Description	Units	When	Grade	Notes	Status
View Course List	MPhil(LIFS) Required					
CHEM5110	Adv. Org. Chem. I	3.00	2012-13 Fall	B	01	
LIFS5240	Mol Dev Neurobiol	3.00				

Note	Long Description
01	LIFS5240 is substituted by CHEM5110. Approved by School.

b. Exemption of Curriculum Requirement: the waived requirement or requirement line is removed from the advisement report.
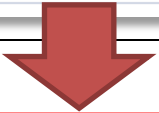
▽ Approved Coursework - CENG Electives

Not Satisfied:

● Units: 6.00 required, 0.00 taken, 6.00 needed

> Before the requirement waiver, the student has to take 6 credits of CBME electives to fulfill the program requirement.

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status
View Course List	MPhil(CBME) Elective CENG		

View All   First ◀ 1 of 1 ▶ Last

Requirement Waiver

▽ Approved Coursework - CENG Electives

Waived:

6 credits of CBME electives have been waived due to the school's policy exchange.

> After the requirement wavier, "Waived" will be marked and the exception reason will also be displayed as notes on the

c. <u>Requirement Change</u>: the change is reflected on the advisement report.

Program Requirements II - Seminar Courses & Required Courses

Not Satisfied:

- Units: 24.00 required, 4.00 taken, 20.00 needed

▽ **Postgraduate Seminar**

Not Satisfied: For full-time students only. Maximum number of credits to be earned from this course is 4.

- Courses: 4 required, 1 taken, 3 needed

The following courses may be used to satisfy this requirement

Course	Description	Units	When
View Course List	MPhil(MATH) Seminar		
MATH 600A	Mathematics Seminar	4.00	2010-

View All   First ◄ 1-2 of 2 ► Last

> Before the requirement change, the student must complete <u>24 credits</u> of seminar courses & required courses.

Requirement Change

Program Requirements II - Seminar Courses & Required Courses

Not Satisfied:

- Units: 20.00 required, 4.00 taken, 16.00 needed

▽ **Postgraduate Seminar**

Not Satisfied: For full-time students only. Maximum number of credits to be earned from this course is 4.

- Courses: 4 required, 1 taken, 3 needed

The following courses may be used to satisfy this requirement

Course	Description	Units	When
View Course List	MPhil(MATH) Seminar		
MATH 600A	Mathematics Seminar	4.00	2010-1

View All   First ◄ 1-2 of 2 ► Last

> After the requirement change, the minimum credit is now changed to <u>20 credits</u>.

Hints and Tricks on viewing the Advisement Report

To expand or collapse:

> By default, the system expands only requirements that are NOT SATISFIED and hide the SATISFIED ones.

Use the button "collapse all" and "expand all" to hide and to display ALL details respectively. To display/hide the details of a particular requirement, click the green triangle.

View course list:

To view the list of courses available to satisfy a requirement, click "View Course List".

View all courses:

It is the system behavior to display the first 10 records only, for requirements involving more than 10. To see all records, click "View All".

To have a better view of course usage, click "When" to sort all enrolled courses in either ascending or descending order such that all courses used will be placed at the top.

Important Information on the Advisement Report

➢ The advisement report is only a reference on students' study progress. There may be <u>certain requirements which cannot be set up by system logics</u> and they will only be verified upon graduation check near the last term of study. There are also other technical constraints which may affect the accuracy of the report. As such, students should NOT solely rely on the Report for enrolment or program requirement fulfilling purposes and are strongly advised to consult the advisors regularly for academic advice. Students should also refer to the <u>Program Catalog for Postgraduate Programs</u> regularly for the latest updates.

➢ The Report is generated by comparing the courses completed or registered with the program requirement stipulated for the <u>cohort of admission</u>.

➢ Requirements are normally fulfilled from top to bottom as laid in the Advisement Report on screen. The system-predefined logic for choosing a course to fulfill a requirement is by the grades obtained. <u>Transfer credits will be selected first and then the courses with better grades</u>. In this respect, the results of the checking, especially where electives are concerned, may not reflect the "best possible" match. It is possible that by rearrangement of courses, the outcome of the Report is different. Students may raise such requests to ARRO near graduation.

➢ Under current setting, a program requirement is deemed satisfied even if there are courses which are still in progress (e.g. with "I" grade or without any grade). <u>A requirement will only be regarded as fulfilled after all these courses are passed with grades finalized</u>.

➢ <u>Any requirement on the grade averages will NOT be evaluated by the Report</u>. Students should refer to the unofficial transcript for the latest GGA and read it with the program catalog or curriculum handbook to see whether the GGA requirement is met or not.

➢ <u>Failed courses and courses with "PP" grades are NOT used to fulfill any requirement and therefore are NOT shown in the Advisement Report</u>. Nevertheless, the course history is available at the "Student Center" (or "Student Services Center") for reference.

Sample Advisement Reports

For your easy reference, some sample advisement reports will be available in the SIS website (https://registry.hkust.edu.hk/resource-library/advisement-reports-student).