The Hong Kong University of Science and Technology

Student Information System

Reference Materials

Introduction to Advisement Report

(TPG Programs)

Version: 1.00

Created in October 2012

Maintained by: SIS Helpdesk, ARRO

File: SIS website (http://arr.ust.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
6th Nov. 2012	1.00	Tony C. Lau / Irene Y. Wong	• The document was initially launched

Generate Online Advisement Report

1. Students may login to Student Center via the SIS website (http://arr.ust.hk/sis/student) or 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 (**Error! Reference source not found.**), 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.
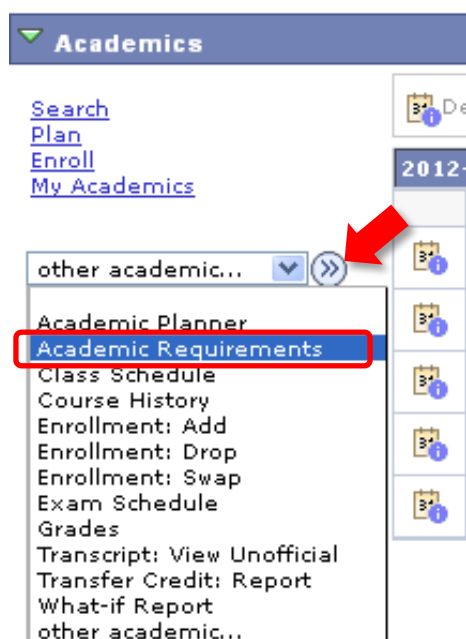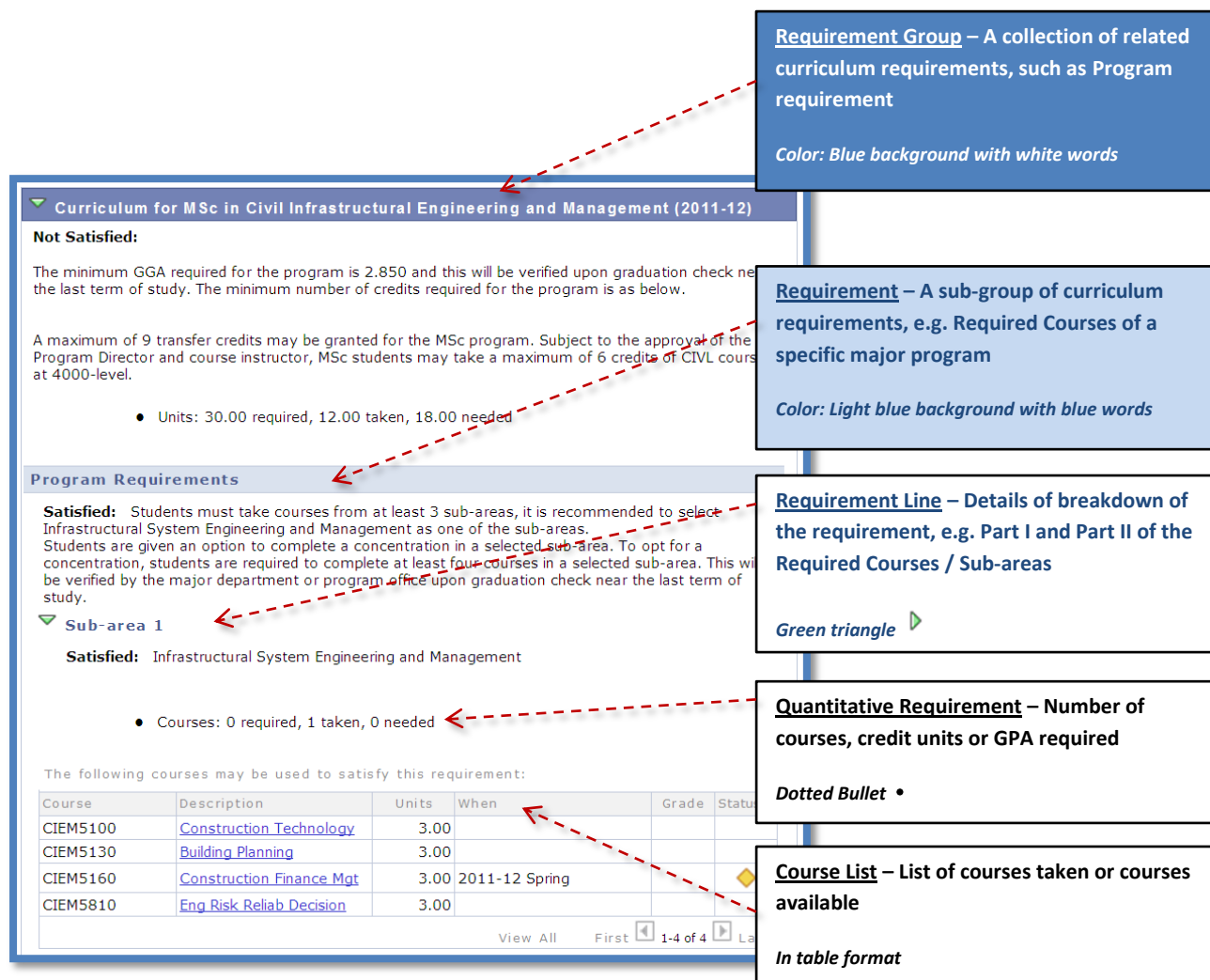

3. In a similar way, the full history of all the courses studied (including approved transfer credits) can be viewed online in the "**Course History**" option in the Academics section.
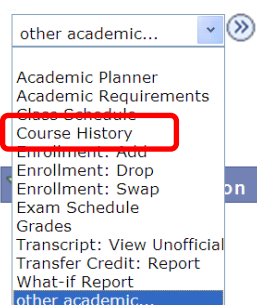
Structure of Advisement Report

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

▽ Curriculum for MSc in Civil Infrastructural Engineering and Management (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. The minimum number of credits required for the program is as below.

A maximum of 9 transfer credits may be granted for the MSc program. Subject to the approval of the Program Director and course instructor, MSc students may take a maximum of 6 credits of CIVL courses at 4000-level.

-   Units: 30.00 required, 12.00 taken, 18.00 needed

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

Color: Light blue background with blue words

Program Requirements

Satisfied: Students must take courses from at least 3 sub-areas, it is recommended to select Infrastructural System Engineering and Management as one of the sub-areas.
Students are given an option to complete a concentration in a selected sub-area. To opt for a concentration, students are required to complete at least four courses in a selected sub-area. This will be verified by the major department or program office upon graduation check near the last term of study.

▽ Sub-area 1

Satisfied: Infrastructural System Engineering and Management

Requirement Line – Details of breakdown of the requirement, e.g. Part I and Part II of the Required Courses / Sub-areas

Green triangle ▷

-   Courses: 0 required, 1 taken, 0 needed

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

Dotted Bullet •

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
CIEM5100	Construction Technology	3.00			
CIEM5130	Building Planning	3.00			
CIEM5160	Construction Finance Mgt	3.00	2011-12 Spring		◇
CIEM5810	Eng Risk Reliab Decision	3.00			

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Course List – List of courses taken or courses available

In table format

5. For students in a master program, there are normally 3 requirement groups in the advisement reports. They are:

    -   Courses taken in addition to the program requirements

    -   Curriculum for the master 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 master 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 a Master Program**.

   Each master program has its own academic requirements.

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.
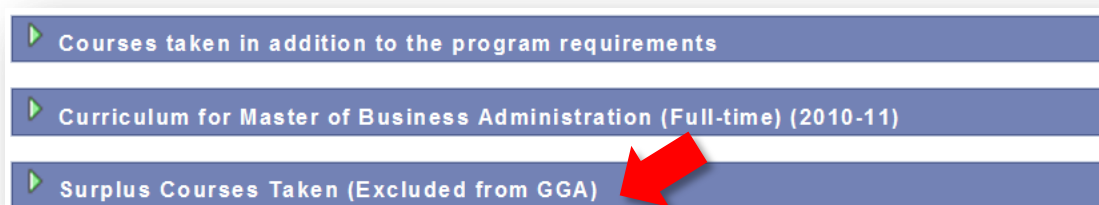
Interpretation of Advisement Report

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 Master of Business Administration (Full-time) (2010-11)

Not Satisfied:

The minimum GGA required for the program is 2.850 and this will be verified upon graduation check ne_ the last term of study. The minimum number of credits required for the program is as below.

Students who are exempted from any required courses should take SBM electives (at 500/5000-level above) to make up the credits. Students who opt for a concentration are required to complete a set o_ elective courses in the relevant area with satisfactory grades. This will be verified by the major depart_ or program office upon graduation check near the last term of study.

- Units: 52.00 required, 48.00 taken, 4.00 needed

Program Requirements

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

Total number of credit (units) required to fulfill the requirement, and the number of credit (units) used to fulfill the requirement.

Program Requirement - Required Courses

Satisfied:

▷ Required Course - ACCT510/ACCT5100

▷ Required Course - ACCT521/ACCT5210

▷ Required Course - ECON511/ECON5110

Detailed Requirements

Satisfied: it indicates that all detailed requirements within this category have been satisfied.

Program Requirement - Elective Courses

Not Satisfied:

▽ Elective Courses

Not Satisfied:

- Units: 22.00 required, 18.00 taken, 4.00 needed

Detailed Requirements

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

22 credit units are required. Only 18 units have been taken / enrolled. Remaining 4 units are needed to fulfill this requirement.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
View Course List	MBA-FT Elective				
FINA 518	Valuing Companies	2.00	2010-11 Spring	A	✓
FINA 521	Investment Analysis	2.00	2010-11 Spring	A	✓
FINA 529	Derivatives Analysis	2.00	2010-11 Spring	A+	✓
FINA 535	StrategicFinaValueCreatn	2.00	2010-11 Spring	A+	✓
FINA 538	RaisingDebtinFinaMarkets	2.00	2010-11 Spring	A+	✓
FINA 539	Venture Cap & Private Equ	2.00	2010-11 Spring	A	✓
FINA 545	Hedge Funds	2.00	2010-11 Spring	A	✓
FINA5440	RiskMgmtofFinancialInst'n	2.00	2011-12 Spring		◆
FINA5630	GlobalEconomyEmergMarket	2.00	2011-12 Spring	A+	✓

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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 pseudo course will be used, e.g. MARK 5000Level and FINA 5000Level are used for credits transferred to non-specific courses in Marketing and Finance respectively.

▽ Elective Courses

Satisfied:

- Units: 22.00 required, 22.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MARK5000LEVEL	MARK(5000-level course)	2.00	2011-12 Winter	T	
FINA5000LEVEL	FINA(5000-level course)	2.00	2011-12 Winter	T	✓

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

    a. Course Substitution: a specific course requirement is substituted by another.

▽ Required Course - ISOM5510

Satisfied:

- Courses: 1 required, 1 taken, 0 needed

> The student was approved to use ISOM5050 to substitute a required course ISOM5510.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
ISOM5050	Bus Essentials for IT Pro	2.00	2011-12 Fall	B	01	?
ISOM5510	Data Analysis	2.00				

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Note	Long Description
01	ISOM5510 is substituted by ISOM5050. Approved by School.

b. Exemption of Curriculum Requirement: the waived requirement or requirement line is removed from the advisement report.

Program Requirements - Required Courses

Not Satisfied:

▽ Required Courses - FINA5220

Not Satisfied:

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
FINA5220	Equity Investment MGMT	2.00			

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Requirement Waiver

> Before the requirement waiver, the student has to take FINA5220 to fulfill the program requirement.

Program Requirements - Required Courses

Not Satisfied:

▽ Required Courses - FINA5220

Waived:

FINA5220 has been waived due to the school's policy on exchange.

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

c. Requirement Change: the change is reflected on the advisement report.

▽ **Curriculum for MSc in Investment Management (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. The minimum number of credits required for the program is as below.

Students who are exempted from any required courses should take SBM electives (at 5000 level or above) to make up the credits. A maximum of 6 transfer credits may be granted for the MSc program.

To graduate with a concentration, students are required to choose at least 4 courses from the list of special topics in related field. Topics to be selected and approved by the Ac[...] Director. Students will be allowed to take more than 30 credits of coursework and [...] concentration with a minimum of 8 additional credits. Of these additional 8 credit[...] credits must not have been used to satisfy the 1st concentration.

- Units: 30.00 required, 18.00 taken, 12.00 needed

Program Requirements - Core Courses

Requirement Change

> Before the requirement change, the student must complete 30 credits in major program requirement.

Curriculum for MSc in Investment Management (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. The minimum number of credits required for the program is as below.

Students who are exempted from any required courses should take SBM electives (at 5000 level or above) to make up the credits. A maximum of 6 transfer credits may be granted for the MSc program.

To graduate with a concentration, students are required to choose at least 4 courses from the list of special topics in related field. Topics to be selected and approved by the Academic Director. Students will be allowed to take more than 30 credits of coursework and claim concentration with a minimum of 8 additional credits. Of these additional 8 credits, at credits must not have been used to satisfy the 1st concentration.

- Units: 28.00 required, 18.00 taken, 10.00 needed

> After the requirement change, the minimum credits is now changed to 28 credits.

Program Requirements - Core Courses

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.
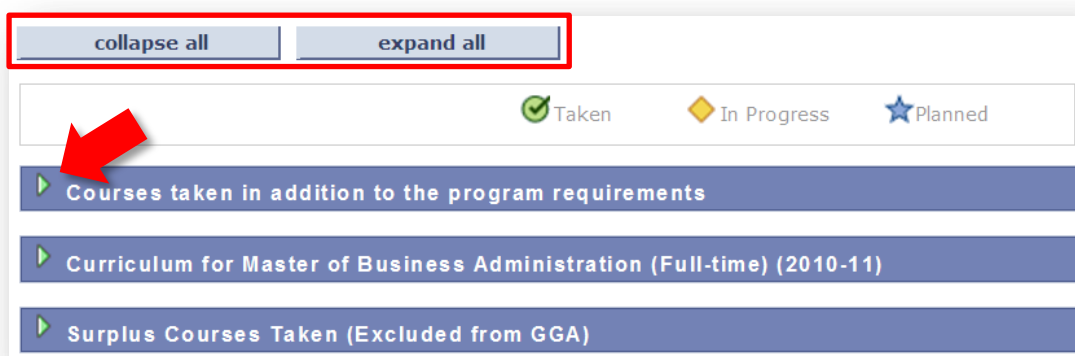
View course list:

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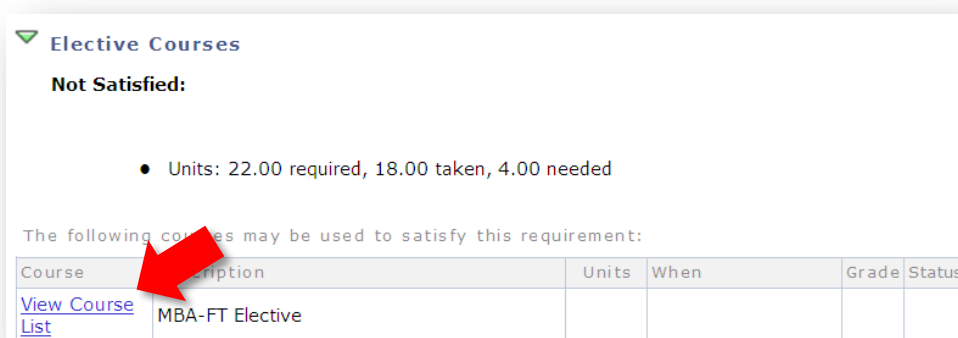
View all courses:

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.

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
SBMT1111	Business Cohort Induction	0.00	2011-12 Spring	P	✓
ACCT2010	Principles of Accounting I	3.00	2011-12 Fall	C+	✓
ISOM2700	Operations Management	3.00	2011-12 Spring	B-	✓
ACCT3880	PREP I	1.00	2011-12 Spring	B+	✓
FINA2303	Financial Management	3.00	2011-12 Spring	B	✓
ISOM2500	Business Statistics	3.00	2011-12 Fall	B	✓
MARK2120	Marketing Management	3.00	2011-12 Spring	A+	✓
ISOM2010	Introduction to IS	3.00	2011-12 Spring	A	✓
MGMT2110	Organizational Behavior	3.00	2011-12 Fall	A	✓
MGMT4210	Corporate Strategy	3.00			

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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 (http://arr.ust.hk/sis/glossary/advrpt.html).