**THE UNIVERSITY OF HONG KONG**

**DEPARTMENT OF GEOGRAPHY**

**Advisor Connection Management Form (Monthly Record)**

* Student should maintain contact with your supervisor at least twice a month – one such connection must be fulfilled by an in-person / zoom meeting, and the second connection could be fulfilled through a substantive email exchange related to your project.
* Student should keep a record of these connections using this Form, to ensure significant progress throughout the course of the year.
* Student should be responsible to keep the records each month.
* This connection record will form a central part of the assessment for each of our Capstone Experience Courses, including especially timely submission of reports, quality of report content, and satisfactory project progress throughout the academic year.

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| **Student Name:** |  | UID: |  | **Month:** |  |

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| **Date** | **Type of connection**  E.g. F2F meeting, zoom, email | **Descriptions**  Including: Topics covered; Project progress since next connection; Progress to be made before next connection; Date, time & type of next connection. | **Supervisor’s signature/ comments (if any):** |
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**This form must be submitted together with the written report on 31st March 2022 (Directed Project) / 5th May 2022 (Dissertation).**