

UROP – Online Student Application System Useful Information for UROP Applicants

Table of Contents

1. Purpose of the Online Student Application System	2
2. Access to the UROP website & Online Project Management System	2
3. Browse Project Listing & Details	3
4. Submitting an UROP Online Application	4
5. Submitting the UROP report	8

1. Purpose of the Online Student Application System

- Students engaged in UROP are required to enroll officially in the UROP course on the Student Information System (SIS). There are **five UROP courses** in total, i.e. **UROP1000** in the tasting stream (offered in summer only for stipend option, with zero credit), and **UROP1100, 2100, 3100 and 4100** in the series stream (offered in fall, spring and summer, with 1 credit in each course).
- **UROP1000** is suitable for students who would like to get a taste of the research experience. It is not a prerequisite for UROP1100. The **UROP1100/2100/3100/4100 series courses** are for those who are seriously committed to research. These courses must be taken in sequential order for the same project with the same title and under the supervision of the same supervising faculty. However, it is not necessary to take the courses in consecutive terms, and it is not mandatory for a student to finish all course levels in the series.
- The purpose of the Online Student Application System is for students to **apply for UROP projects** and **manage previously completed projects** in a more convenient way, as students may need to carry out UROP project for longer than one term. Students are also required to **submit their UROP research report** by the end of each term and are able to **check their course grades** through the system.

2. Access to the UROP website & Online Project Management System

UROP Website: <http://uop.ust.hk>

The screenshot shows the UROP website interface. On the left, a vertical navigation menu lists various resources, with 'UROP Project Listing' highlighted. The main content area is titled 'Undergraduate Research Opportunities Program' and includes a brief description of the program's purpose. A '10th Anniversary' banner is also visible. On the right, there is a 'Student Sharing' section with a video thumbnail featuring John HO, a BEng student in Electronic Engineering - Honors Research Option.

This is the UROP website, with updated information on **UROP schedule, project listing, application procedures, awards & sponsorships, FAQ and contact point.**

Login to the UROP Online Student Application System:

<http://urop.ust.hk/cgi-bin/uropos/login.php>

(Login with ITSC account name & password)

Students can login to the UROP Online Student Application System through the above link, or login through the “**UROP Project Listing**” page.

Project Title	Supervisor
A 3D Scene Authoring Toolkit for Mobile Augmented Reality	HUI Pan , CSE
A Big Data Landslide Early Warning System with Apache Spark and Scala	WANG Yu-Hsing , CIVL
A Data-Driven Approach for Real-time Landslide Monitoring and Early Warning System	WANG Yu-Hsing , CIVL
A Data-Mining-based System for Trip Planning	HUI Pan , CSE

3. Browse Project Listing & Details

After login, on top of the page, projects that have been completed previously at each course level (UROP1000/1100/2100/3100/4100) would be listed (box highlighted in red below; blank for first-time applicants.)

To browse projects that are open for application in the current term, click on the project title on the **project listing page**. You can also search projects by **department, school, supervisor** or project status (i.e. show new projects only), or enter a **keyword** to search projects in a specific area (see box highlighted in blue below).

(UROP Online Student Application System – Search for Project)

Project Title	Advisor	UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
Test by Lucille	LI Jing	Enrolled				

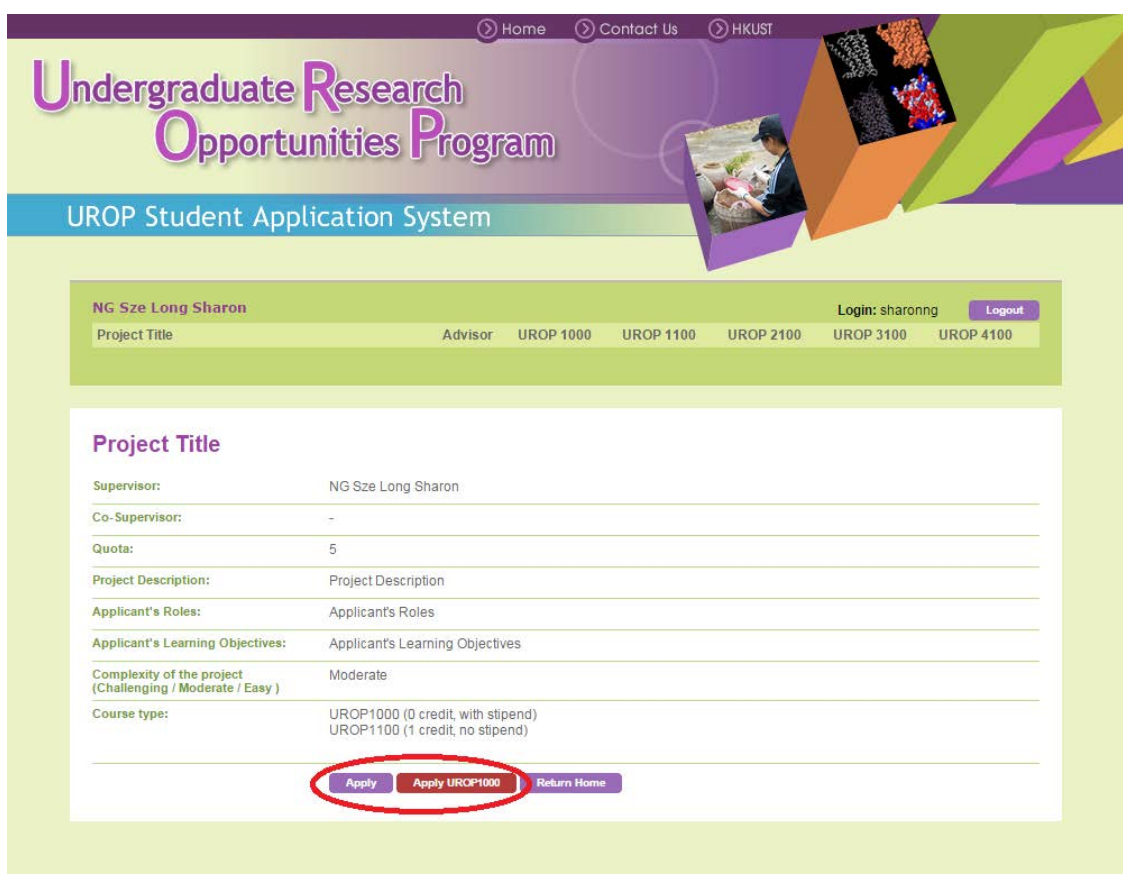
4. Submitting an UROP Online Application

Before submitting a new UROP application, it would be useful to first go through the following “mental checklist”:

- ✓ Am I interested in having just a **taste of research experience**, or am I ready to **commit in serious research**?
- ✓ Would I be able to carry out the same project under the same supervisor(s) for **more than one term** in the **UROP1100/2100/3100/4100 course series**? (It’s not mandatory to finish all courses in the series.)
- ✓ What are my **learning objectives** and **expected roles** in the project?
- ✓ Do I prefer receiving **credit** or **stipend**? (Note: **Stipend** is available only for **UROP1000 to be offered in summer**, and this course CANNOT be repeated.)

Identify your interested project on the Project Listing page and click on the project title.

(UROP Online Student Application System – Applying for a Project)



The screenshot shows the UROP Student Application System interface. At the top, there are navigation links for Home, Contact Us, and HKUST. The main header reads "Undergraduate Research Opportunities Program" and "UROP Student Application System". Below this, the user is logged in as "sharonng" with a Logout button. A navigation bar shows "Project Title" selected, with other options for Advisor, UROP 1000, UROP 1100, UROP 2100, UROP 3100, and UROP 4100. The main content area displays project details for "NG Sze Long Sharon":

Supervisor:	NG Sze Long Sharon
Co-Supervisor:	-
Quota:	5
Project Description:	Project Description
Applicant's Roles:	Applicant's Roles
Applicant's Learning Objectives:	Applicant's Learning Objectives
Complexity of the project (Challenging / Moderate / Easy)	Moderate
Course type:	UROP1000 (0 credit, with stipend) UROP1100 (1 credit, no stipend)

At the bottom of the project details, there are three buttons: "Apply", "Apply UROP1000", and "Return Home". The "Apply" and "Apply UROP1000" buttons are circled in red.

To apply for a project, click “**Apply**” (for **UROP1100/2100/3100/4100**) or “**Apply UROP1000**” (for **UROP1000** offered in **SUMMER ONLY**) at the bottom of the project details page, and you will be directed to the “**Notes to Applicants**” page before the online application form of the project.

Please note that the “**Apply UROP1000**” button (circled in red in the previous page) is only visible during the application period for summer, and only for projects that are offering quota at the UROP1000 level.

For regular semesters (Fall & Spring) and for projects that are NOT offering any places at the UROP1000 level, only the “**Apply**” button will be visible.

If the “**Apply**” button is NOT shown, that means the project end date has passed and the project supervising faculty has not extended it for the coming term yet. You may contact him/her to see if the project will be open for application, if yes, you can forward his/her confirmation to our office by email to extend the project for the term.

After clicking the “**Apply**” button, you will be directed to the application page. Read the “**Notes to Applicants**” (box highlighted in red below) carefully. Make sure you understand every item on the application procedures and prepare the application materials before you proceed. Close the “**Notes to Applicants**” box if you are ready to fill in the **online application form**. You can always revisit the notes using the “**Show Notes**” button on the right corner of the application form.

(UROP Online Student Application System – Notes to Applicant)

Read the "Notes to Applicants" carefully. →

Notes to Applicants

- Course Choices:

Tasting Stream Offered in Summer only	Series Stream Offered throughout the year (Fall, Spring and Summer)			
UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
<ul style="list-style-type: none"> o 0-credit o Pass/Fail grade o Stipends of HK\$4,000 or HK\$2,000 o Cannot be repeated o UROP1000 is NOT a prerequisite for UROP1100 	<ul style="list-style-type: none"> o 1-credit for each course o Pass/Fail grade o Receive a P* (Pass to proceed, internal grade indicating supervisor's consent) to proceed to the next level of the course o Must be taken in sequential order and under the supervision of the same faculty member for the same project o A Certificate of completion will be awarded to those who have completed UROP2100 or above by the time of graduation 			
- Application Schedule is available at: <http://urop.ust.hk/schedule.html>
- Before submitting an application, please read the **Eligibility Requirements and Application Procedures** carefully at: http://urop.ust.hk/how_to_apply.html
- Make sure you have prepared the following documents (max. size: 50KB per each upload)
 - o CV
 - o Transcript (available for download on SIS)
 - o Copy of NOL (for UROP1000 non-local students only)
- Recommended internet browsers:

Application Form

Name: NG Sze Long Sharon Email: sharonng@ust.hk

Student Number: Local/Non-local: -- Please Select --

Program Studying: 1st Major: -- Please Select -- 2nd Major: -- Please Select --

1st Minor: -- Please Select -- 2nd Minor: -- Please Select --

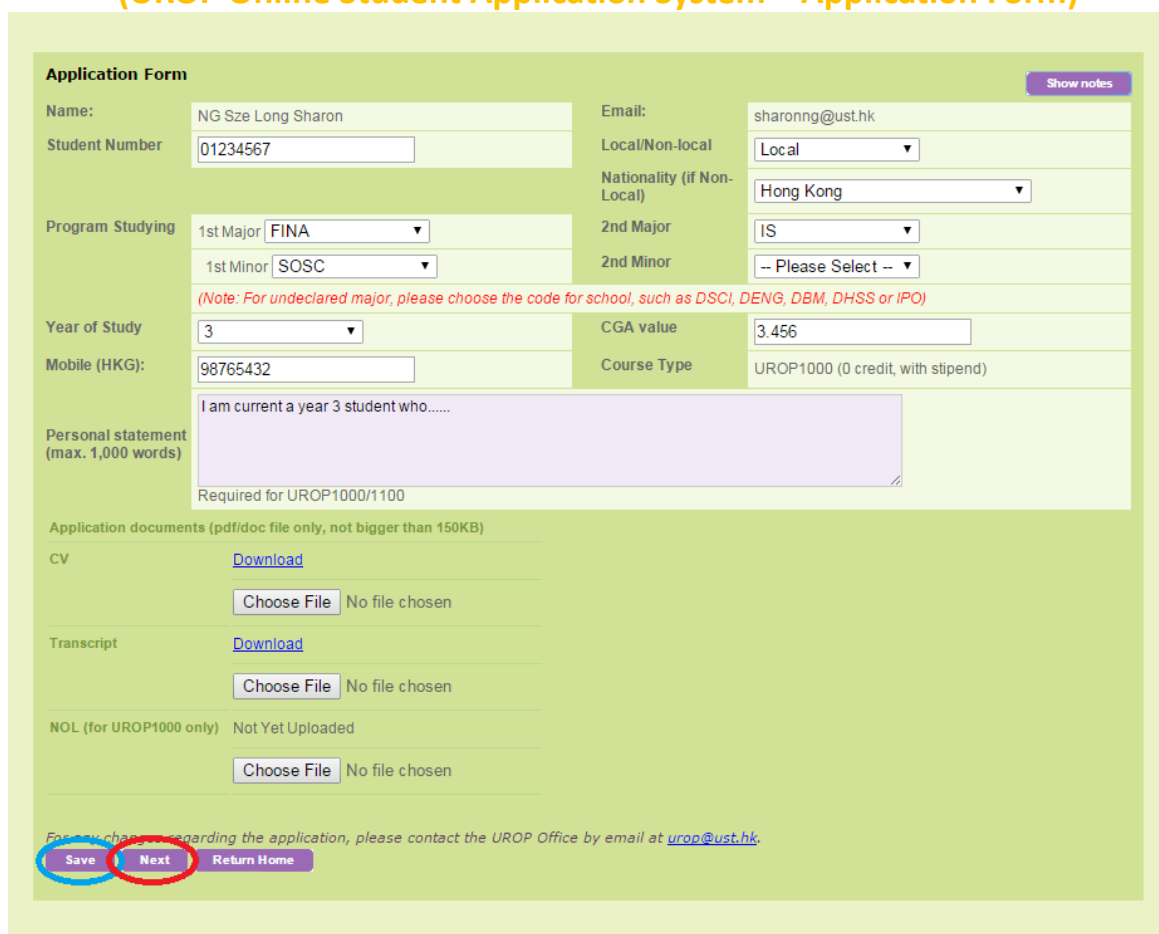
(Note: For undeclared major, please choose the code for school, such as DSCI, DENG, DBM, DHSS or IPO)

Year of Study: -- Please Select -- CGA value:

Mobile (HKG): Course Type: UROP1000 (0 credit, with stipend)

***Please avoid opening a new tab when filling in the application form.**

(UROP Online Student Application System – Application Form)



Application Form Show notes

Name: NG Sze Long Sharon
 Student Number: 01234567
 Email: sharonng@ust.hk
 Local/Non-local: Local
 Nationality (if Non-Local): Hong Kong
 Program Studying: 1st Major: FINA, 1st Minor: SOSOC, 2nd Major: IS, 2nd Minor: -- Please Select --
 (Note: For undeclared major, please choose the code for school, such as DSCI, DENG, DBM, DHSS or IPO)
 Year of Study: 3
 CGA value: 3.456
 Mobile (HKG): 98765432
 Course Type: UROP1000 (0 credit, with stipend)
 Personal statement (max. 1,000 words): I am current a year 3 student who.....
 Required for UROP1000/1100
 Application documents (pdf/doc file only, not bigger than 150KB)
 CV: Download, Choose File, No file chosen
 Transcript: Download, Choose File, No file chosen
 NOL (for UROP1000 only): Not Yet Uploaded, Choose File, No file chosen
 For any change regarding the application, please contact the UROP Office by email at urop@ust.hk.
 Save, Next, Return Home

Fill in the application form; **upload your CV and transcript** to the system by using the “**Choose File**” button. If you have uploaded your files before, it is a must to submit the latest transcript and CV for your application to be reviewed by the UROP office. If the transcript is NOT showing the latest term result, you will be requested to submit it again to our office in the later stage of application.

As for **non-local** students applying for **UROP1000 in summer**, it is required to upload a **copy of the No Objection Letter (NOL)**. Please note that all files should either be in PDF or DOC format, and the maximum file size is 150KB. As you may NOT be able to change the uploaded documents after submitting your application, please double check the files before your submission.

The application form should be completed as soon as possible. Please avoid opening a new tab when filling in the application form. You can click “**Save**” (circled in blue above) to save your current input to prevent the loss of data. The saved input can be retrieved by clicking the same project title when you login later.

Or if you are ready to proceed, click “**Next**” (circled in red above) to preview and confirm your input on the form. The declaration and confirmation page will be shown as in the next page.

Double-check the input of all items. You may go back to the previous page to amend any input by clicking the **“Back”** button. Read carefully and check the boxes of all 5 declarations (box highlighted in green below), and click **“Confirm”** (circled in blue below) to submit the application.

(UROP Online Student Application System – Declaration and Confirmation)

Application Form

Name: NG Sze Long Sharon	Email: sharonng@ust.hk
Student Number: 01234567	Local/Non-local: Local
	Nationality (if Non-Local): HKG
Program Studying: 1st Major FINA	2nd Major: IS
1st Minor SOSC	2nd Minor:
<i>(Note: For undeclared major, please choose the code for school, such as DSCI, DENG, DBM, DHSS or IPO)</i>	
Year of Study: 3	CGA value: 3.456
Mobile (HKG): 98765432	Course Type: UROP1000

Personal statement (max. 1,000 words)
 I am current a year 3 student who.....
Required for UROP1000/1100

Application documents (pdf/doc file only, not bigger than 150KB)

CV [Download](#)

Transcript [Download](#)

NOL (for UROP1000 only)

I declare the information provided for my UROP application is accurate and complete. I understand that any false, incomplete or misrepresented data may result in disqualification of my application.

I understand UROP is an opportunity for me to gain experience in research, and it does not constitute an employer-employee relationship between me and my supervisor(s).

If my application is successful, I will undertake the project and complete it to the satisfaction of my project supervisor(s), and submit the report according to the length and format required by the UROP Office.

I understand that the course grade will be released only upon completion of the project and the evaluation of final report by my supervisor(s).

I understand that if I am under the supervision of the same faculty member(s) for my UROP Project and Final Year Project, my contributions in UROP (inclusive of all courses in the series, i.e. UROP1100/2100/3100/4100) shall NOT constitute more than 50% of my Final Year Project.

For any changes regarding the application, please contact the UROP Office by email at urop@ust.hk.

Confirm
Back

After the application is submitted, student will receive an **acknowledgement email** with the summary of your application and it is copied to the project supervisor(s) for recommendation. The application will further be reviewed by the UROP Office. The application result will be announced in the designated period within the University course registration add/drop period by the UROP Office to students. For any enquiries regarding the application procedure, students should **check the [How to Apply](#) page on the [UROP website](#)** or **contact the UROP Office at urop@ust.hk** as early as possible.

IMPORTANT NOTE

Once the application is SUBMITTED, you are NOT able to make any changes. Each student is allowed to submit **ONE** application only per semester. For any changes or cancellation to your application, please send a request to the UROP Office and copy the corresponding project supervisor in the email.

5. Submitting the UROP report

At the end of the term, all enrolled students are required to submit the UROP report by a [specified deadline](#) on the [UROP Online Student Application System](#). Click on the project title you have enrolled for the term (box highlighted in red below) to submit your report.

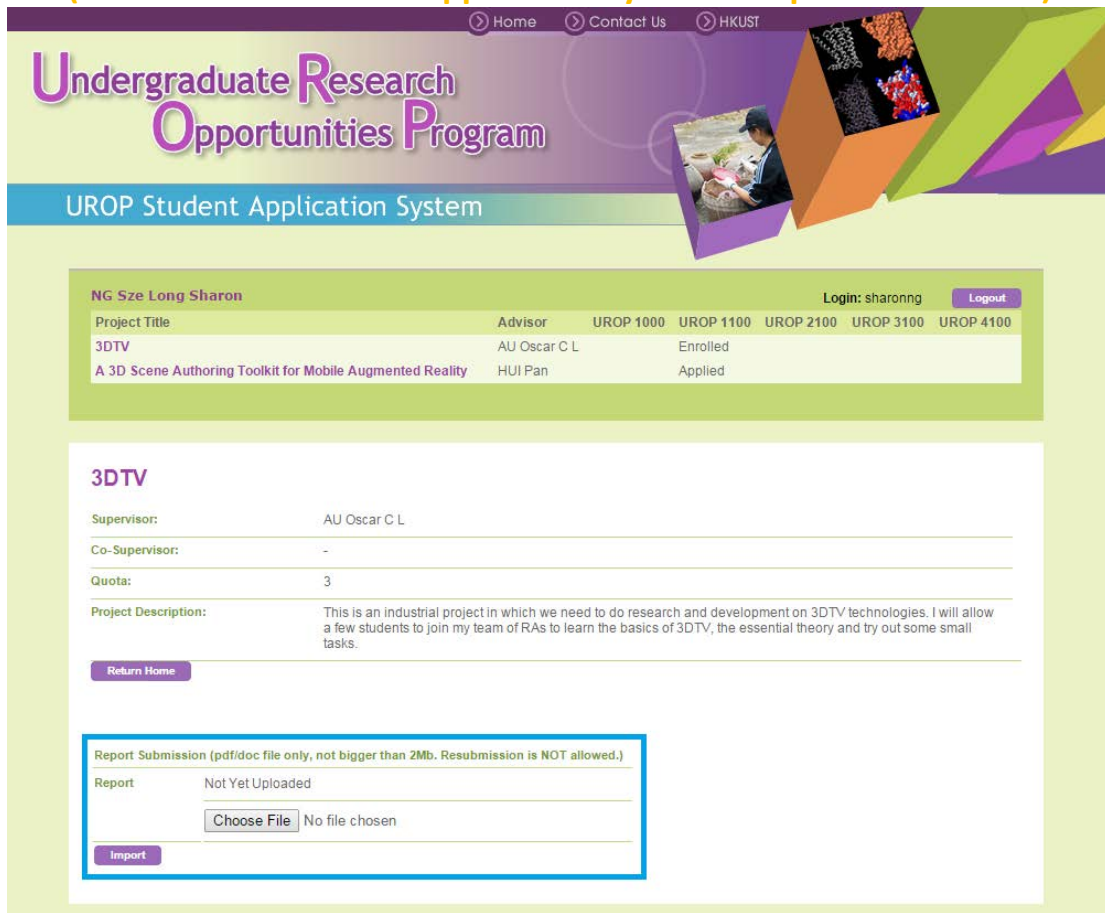
(UROP Online Student Application System – Project Enrolled)



Project Title	Advisor	UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
3DTV	AU Oscar C L		Enrolled			
A 3D Scene Authoring Toolkit for Mobile Augmented Reality	HUI Pan		Applied			

The report should be **approved by your project supervisor** before submission. Upload your approved report in the “Report Submission” session (bottom of the page) at the “Choose File” session. The maximum upload size is **2MB** and **resubmission is NOT allowed**. Only **PDF or DOC** file is accepted. Click “Import” after choosing the report file (box highlighted in blue below).

(UROP Online Student Application System – Report Submission)



3DTV

Supervisor: AU Oscar C L

Co-Supervisor: -

Quota: 3

Project Description: This is an industrial project in which we need to do research and development on 3DTV technologies. I will allow a few students to join my team of RAs to learn the basics of 3DTV, the essential theory and try out some small tasks.

[Return Home](#)

Report Submission (pdf/doc file only, not bigger than 2Mb. Resubmission is NOT allowed.)

Report: Not Yet Uploaded

[Choose File](#) No file chosen

[Import](#)

(UROP Online Student Application System – Report Submitted)



The screenshot shows the UROP Student Application System interface. At the top, there are navigation links for Home, Contact Us, and HKUST. The main header reads "Undergraduate Research Opportunities Program" and "UROP Student Application System". Below this, a user profile for "NG Size Long Sharon" is displayed, with a login name of "sharonng" and a "Logout" button. A table lists project titles and their corresponding UROP course numbers and statuses:

Project Title	Advisor	UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
3DTV	AU Oscar C L		Enrolled			
A 3D Scene Authoring Toolkit for Mobile Augmented Reality	HUI Pan		Applied			

Below the table, there is a "Report Submission (pdf/doc file only, not bigger than 2Mb)" section. The "Report" field shows "Uploaded report" circled in red, followed by "Personal Statement.docx". A "Back" button is located at the bottom left of the submission area.

After “**Import**” is clicked, please double check if your submission is successful (as circled in red). If yes, it will be shown as “**Uploaded report**” before the document name. Otherwise, it will be shown as “Error”. Please resubmit the report document if error occurs.

All submitted reports are subject to **originality check on Turnitin** by our office. Any **suspected cases of plagiarism** will be forwarded to the corresponding project supervisor for action.

The grade of the UROP course will be released on the system and SIS only after your report is checked and approved by the UROP Office.

Prepared by UROP Office
(Last Update: Dec 2016)