UROP – Online Student Application System
Useful Information for UROP Applicants

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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://urop.ust.hk](http://urop.ust.hk)

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.

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)
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)

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.

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

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)

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)
(UROP Online Student Application System – Report Submitted)

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.

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Prepared by UROP Office
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