# UROP – Online Project Management System

Useful Information for UROP Faculty Supervisors

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1. Purpose of the Online Project Management System

- Faculty members who wish to contribute to UROP by serving as a project supervisor are welcome to submit their research projects to the UROP Online Project Management System. 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). Each UROP supervising faculty member is permitted to supervise a maximum of five UROP projects and no more than 10 UROP students for all levels combined in any single term, as the main supervisor and co-supervisor.

- 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 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 Project Management System is for UROP supervising faculty to manage UROP projects and participating students in a more convenient way, as UROP supervising faculty may need to manage several projects at the same time which would normally last longer than one term.

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

**UROP website: [http://urop.ust.hk](http://urop.ust.hk)**

This is the UROP homepage, with the most updated information on UROP schedule, project listing, application procedures, awards & sponsorships, FAQ and contact point.
3. Submitting a New UROP Project

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

- Am I going to offer the same project for more than one term?
- What are the learning objectives and student’s roles in the project?
- Is the project designed for students to have a taste of research experience or for those who are already committed to serious research?
- Do I prefer giving credit or stipend to my students? (Note: Stipend is only available for students enrolled in UROP1000 offered in the summer, and the course CANNOT be repeated in any circumstances.)
- Is the project designed to be carried out by the same student(s) for more than one term, which would suit the purpose of the UROP1100/2100/3100/4100 series?
You are only allowed to add new projects within a specified period of project calling. Please check out the UROP Schedule on the website or email announcement from our office for the project submission period.

Click on the “Add Project” tab on the top menu of the Project Management System to submit a new UROP project. (Note: The “Add Project” function is only available during the specified project submission period in each term.)
Most fields in the “Add Project” page are required (as underlined above); including Project Title, Project Description, Applicant’s Roles, Learning Objectives, Quota, Complexity, Project Start Date, and Course Type. For Course Type, you will have to decide whether the tasting stream (i.e. UROP1000) and/or the series stream (i.e. UROP1100/2100/3100/4100) will be offered. You may choose to offer all course types if needed.

Prior to submission, you can choose to “Save Draft” (circled in blue above) for the current inputs. Amendments can be made to the draft later. If it is ready for submission, please click “Preview” (circled in green above) to submit the project.

(UROP Online Project Management System – “Project Preview” Page)

Once the project is ready for submission, press “Submit” (circled in red above) on the preview page. If not, click “Back” to amend the details.

Upon successful submission of a new project, you will see a confirmation message as below. An acknowledgement email will also be sent to you with a summary of the project details. Approved projects (i.e. all information checked and confirmed by the UROP Office) will be shown on the “Project Listing” page for students to view and submit application.

For project revisions, an acknowledgement email will also be sent. UROP Office will further check the project updates and list the project to the UROP Project Listing after approval.
4. Managing UROP Projects

To check previously saved or submitted projects please go to the “Manage My Project” page. You can view your projects either by project list or by term. By default, the projects will be shown by term. Click “View by Project List” to see a list of your projects by project title.

(UROP Online Project Management System – “View by Project List”)

Your projects are listed by “Draft Project”, “Open Project” and “Hidden Project”. You can click on the project title to check the details of each project.

The projects saved but not submitted will be labelled as “[Draft]”. You can update the project details by clicking “Edit Project” and submit the project as shown in the submitting a new project section.

“[Expired]” projects are those with expired Project End Date but haven’t been hidden from the project listing. Students can still view the project details but cannot submit an application. To extend the project, click on the “Extend Project” button next to it to update the Project End Date and other project details if needed. To close “[Ongoing]” projects, click “Hide Project” to hide it from the UROP project listing.

Projects just submitted or modified will be shown as “[Pending Approval]” and will be published by the UROP Office after review. If you would like to make further revisions, please click “Edit Project”. To reopen previously “[Hidden]” projects, please click on the “Open Project” button to update the project details.
5. Managing Student Applications

Under the “Manage My Projects” page, your projects in the current term will be shown by default. You can view projects offered in previous semesters by choosing the drop-down menu next to “Term”. Please note that each faculty member can supervise and/or co-supervise a maximum of 5 UROP projects and no more than 10 students for all course levels in combined in any single term. The “Total Remaining Enrollment Quota” at the bottom of the page shows the remaining number of students who can still enroll into your UROP project in that semester.

Whenever a new student application is received, the application acknowledgement email will be copied to the corresponding supervising faculty and co-supervisor(s) (if applicable). Under each project title, there is a list of applicants (as shown in blue arrow above) who have applied for the project with his/her application status.
5.1 Recommending Applicants

Supervising faculty can **view applicants’ details, CV and transcripts** by clicking the applicant’s name under each project title.

*(UROP Online Project Management System – Viewing Applicant’s Details)*

You are required to indicate your **recommendation** for the applicant during the student application period, with options such as **Accept or Reject** (box highlighted in red above). You may also choose “**Email Applicant**” to contact the student before making your decision. (An email template will be launched with your default mailbox). Click the “Submit” button next to the drop-down menu to proceed.
After “Accept” is chosen as the recommendation, a message box will be shown as below. Please click “OK” to proceed.

(UROP Online Project Management System – Consent and Undertaking)

Consent and Undertaking by the Supervisor

- I have reviewed the applicant’s details and his/her personal statement, and I agree to be his/her supervisor, if the application is successful.
- I agree to follow the grade reporting schedule and procedures as specified by the UROP Office, for the release of final grade to the applicant upon completion of project.
- I confirm that my laboratory has enough resources to support the project, and no additional resources and/or funding are required. The applicant will be given safety training for laboratory usage prior to the start of the project.
- I understand that if I am supervising the same applicant for his/her UROP Project and Final Year Project, his/her contribution in UROP (exclusive of all courses in the series, i.e. UROP1100/2100/3100/4100) shall NOT constitute more than 50% of his/her Final Year Project.
- I confirm that the project will involve animal or human participants, and it will be conducted under the basic principles of the University’s Procedures for Research Practice. Appropriate approval will be sought, and the applicant will be given safety training for laboratory usage prior to the start of the project.

(Optional): Check only if the project involves animal or human participants and relevant safety procedures

Read through the “Consent and Undertaking by the Supervisor” carefully. Check all of the required items, and click “Confirm” to endorse the application.

For students with no recommendation indicated and those who have been selected as “Reject”, UROP Office will inform the students of their application result as “Reject” after the recommendation submission period.

The application result will be announced by email to both the student and the supervisor on a rolling basis after checking and approval by the UROP Office. Students whose applications are approved should complete the course enrollment procedures on SIS within the add/drop period of each term. For details, please check out the UROP Schedule.
5.2 Assigning grades

All students enrolled in UROP are required to submit a research report for their supervisor’s review and grading by the end of each term. Please ensure that you have reviewed and approved the student’s report before they upload it to the UROP Online System by the specified deadline. You may set an earlier deadline for your students to send you the report for review and approval if needed.

All submitted reports are subject to originality check on Turnitin by our office. Any suspected cases of plagiarism will be reported to you for further actions.

The grading criteria are listed as follows. Please make sure you assign the grades according to the course types. UROP1000 has a stipend option of Pass with $4,000, $2,000 or no stipend, which is at your discretion.

<table>
<thead>
<tr>
<th>Grading Criteria for UROP 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pass with $4,000</strong></td>
</tr>
<tr>
<td><strong>Pass with $2,000</strong></td>
</tr>
<tr>
<td><strong>Pass</strong></td>
</tr>
<tr>
<td><strong>Fail</strong></td>
</tr>
</tbody>
</table>

For UROP series stream, other than a Pass grade, there is also a Pass to Proceed (P*) grading option. If you and your student have agreed to proceed and continue the project in the next term, the P* grade must be given for the student to apply for the project in the next course level.

<table>
<thead>
<tr>
<th>Grading Criteria for UROP 1100/2100/3100/4100</th>
</tr>
</thead>
<tbody>
<tr>
<td><em><em>Pass to Proceed (P</em>)</em>*</td>
</tr>
<tr>
<td><strong>Pass</strong></td>
</tr>
<tr>
<td><strong>Fail</strong></td>
</tr>
</tbody>
</table>

To grade the student, click on the Student Name under the relevant project title in the “Manage My Project” page. Scroll down to the “Grading” section (box highlighted in blue as shown in the next page).
As different UROP courses have different grading options, please select the suitable grade for each student and click “Submit” (next to the drop-down menu) to confirm your grading. You are also required to choose whether you will nominate the student for the Mr. Armin and Mrs. Lillian Kitchell Undergraduate Research Award to reward their outstanding performance before the grading proceeds (on top of the grading section). The grade will be released to students on the system and SIS once all reports are checked on Turnitin and approved by the UROP Office.