UROP – Project Management System
Useful Information for UROP Faculty Supervisors

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1. **Purpose of the UROP 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](https://urop.ust.hk). 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 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 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 & the UROP Project Management System**

    ![UROP website](https://urop.ust.hk)

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

* All full-time tenure-track faculty members (including Professor Emeritus, Honorary and Special Academic Appointments) at HKUST are eligible to become a UROP supervisor. For other academic staff members who are interested in supervising UROP projects, please contact our office (urop@ust.hk) and we will consider the application on a case-by-case basis.
Login to the UROP Project Management System:

https://uropos.ust.hk
(Login with ITSC account name & password)

Supervising faculty can login to the UROP Project Management System through the above link by using your ITSC account and password, or go to the “UROP Project Listing” on the UROP homepage, and click “LOGIN” as shown in the screenshot below.
After login, you can see three tabs at the top menu: “Manage My Projects”, “Manage My students” and “Add Project”.

Note: The “Add Project” function is only available during the specified period of project calling in each term. Please refer to the Schedule page on the website or email announcement from our office for the relevant project submission period.

3. Submitting a New UROP Project

Click on the “Add Project” tab on the top menu to submit 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 available only for UROP1000 to be offered in the summer, and CANNOT be repeated by students who have already taken the course previously.)
- 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?
Most fields in the “Add Project” page are required (as underlined below) to input, including Project Title, Project Description, Applicant’s Roles, Learning Objectives, Related to Sustainable Smart Campus, Quota, Complexity, Project Start Date, and Course Type.

For “Sustainable Smart Campus” (SSC), our office is partnering with the SSC team to promote related research projects across the University, please remember to indicate if your projects are related to the SSC initiative. For details on SSC, please see their website here.

For “Course Type”, you will have to decide whether the tasting stream (i.e. UROP1000) as well as all four levels in the series stream (i.e. UROP1100/2100/3100/4100) will be offered.

(UROP Project Management System – “Add Project” Page)

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.
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.

During the project submission period for each term, supervising faculty can also update the project details (e.g.: to extend the Project End Date, change Quota, select/unselect Course Type etc.) of previously submitted projects.

Note: To close a project (i.e. hide it from the listing) to avoid unsolicited student enquiries, please contact the UROP Office by email to urop@ust.hk. To re-open a hidden project, just update the project details and proceed to submit.
4. Managing UROP Projects

To check previously saved or submitted projects please go to the “Manage My Project” page. You will find all of your projects with different status as shown below.

(UROP Online Project Management System – “Manage My Projects”)

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 meaning of the project status are as follows:

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

[Expired]: They are projects 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.

[Ongoing]: These are projects that are currently open for student applications. To close a ongoing project, click “Hide Project” to hide it from the UROP project listing.

[Pending Approval]: Projects just been submitted or modified will be shown as “Pending Approval”. The UROP Office will review these projects and let you know when they are approved and shown on the project listing. If you would like to make further revisions, please click “Edit Project”.

[Hidden]: Hidden projects cannot be viewed on the UROP project listing. To open and offer a hidden project, 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, an Application Acknowledgement Email will be sent by the UROP Online System copying 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.
a. Recommending Applicants

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

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

Supervisors are required to indicate the “Recommendation” status (box highlighted in red above) for each applicant during the student application period, with options available as drop-down menu “Accept”, “Reject” or “Email to Applicant” to contact the student before making your decision (An email template will be launched with your default mailbox).

After selection, please remember to 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 Project Management System – Consent and Undertaking)

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 (show as “Pending” on the system) and those who have been selected with “Reject”, the UROP Office will inform the students of their application result as “Reject” after the recommendation submission period.

The application and recommendation will further be reviewed by the UROP Office. The application result will be announced by email in the designated period after the application and within the University course registration add/drop period. Please visit the UROP Schedule for more details.
b. Grading

All students enrolled in UROP are required to submit a research report for supervising faculty’s review and grading by the end of each term. Please ensure 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 schedule with your students for the report review and approval.

All submitted reports are subject to originality check on Turnitin by our office. Any suspected cases of plagiarism will be notified to the project supervisor for follow-up action.

The grading criteria for all UROP courses are listed as follows. Make sure you grade according to the course type. UROP1000 has a stipend option of Pass with $6,000 or $3,000 or $0, which is at your discretion based on the student’s performance in the course.

<table>
<thead>
<tr>
<th>Grading Criteria for UROP 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pass with $6,000</strong></td>
</tr>
<tr>
<td><strong>Pass with $3,000</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 (only for the UROP Online System). If you and your student have agreed to proceed and continue the project in the next term, a P* grade must be given for the student to apply for the same 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 your students, click the Student Name under the relevant project title in the “Manage My Students” page. Scroll down to the “Grading” section (box highlighted in blue as in next page).
Please first indicate if you would like to nominate the student for the **Mr. Armin and Mrs. Lillian Kitchell Undergraduate Research Award**, an annual award to honor outstanding UROP students’ performance in the research project, by choosing the “Yes” or “No” option. Our office will send out the official call-for-nomination email around March every year.

As different UROP courses have different grading options as listed in the previous page, please **select the suitable grade** for each student based on his/her performance during the term. Then click “Submit” (next to the drop-down menu) to confirm your grading.

The selected grade will be released to the student on the UROP Online System and the Student Information System after all reports have been checked on Turnitin and approved by the UROP Office.

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Prepared by UROP Office

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