

UROPP – Project Management System Useful Information for UROPP Faculty Supervisors

Table of Contents

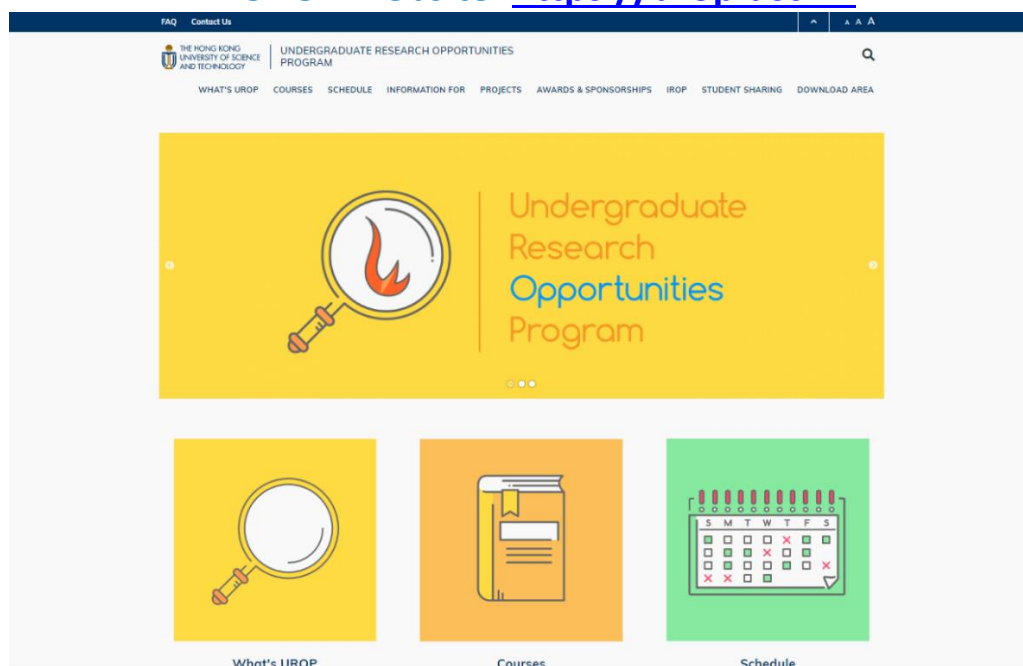
1. Purpose of the UROPP Project Management System	2
2. Access to the UROPP website & the UROPP Project Management System.....	2
3. Submitting a New UROPP Project	4
4. Managing UROPP Projects	7
5. Managing Student Applications	8
a. Recommending Applicants.....	10
b. Grading.....	13

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://uop.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://uop.ust.hk>

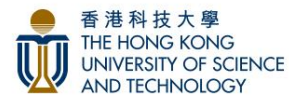
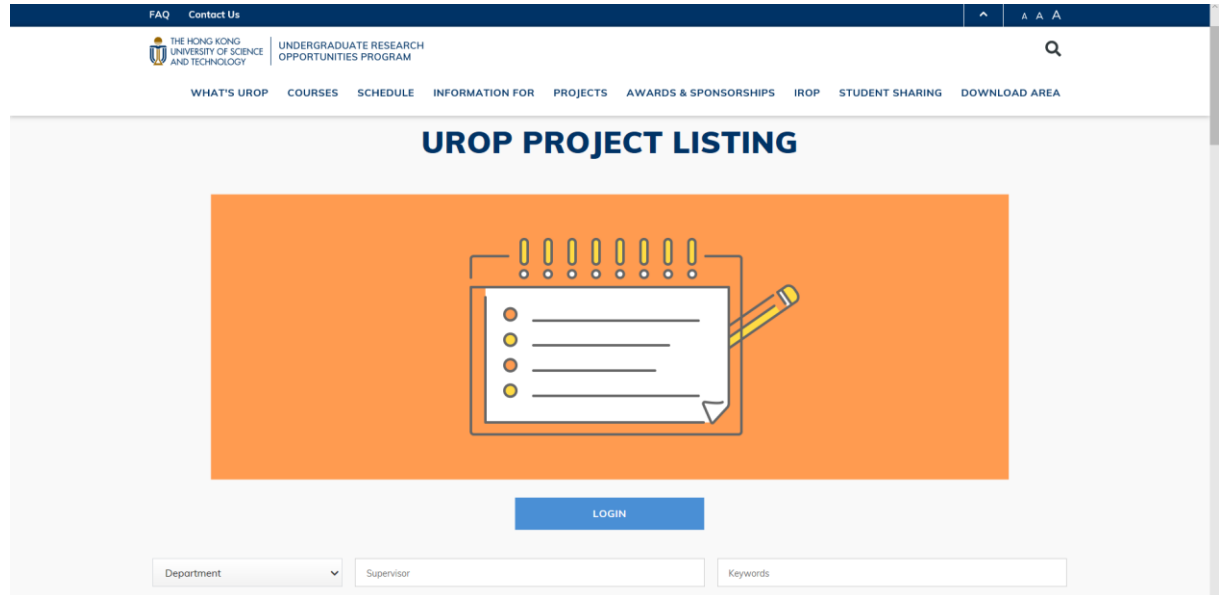


This is the UROP website, with the most updated information on **UROP schedule, project listing, application procedures, awards & sponsorships, FAQ and contact point**.

* All full-time tenure-track faculty members at HKUST are eligible to become a UROP supervisor. We will also consider applications from other types of academic staff (e.g., part-time or non-tenure-track faculty members) on a case-by-case basis. These applications are expected to be supported by the Department (e.g., endorsement by DH). Please contact our office (uop@ust.hk).

Login to the UROPO Project Management System:
<https://uopos.ust.hk>
 (Login with ITSC account name & password)

Supervising faculty can login to the UROPO Project Management System through the above link by using your **ITSC account and password**, or go to the “**UROPO Project Listing**” on the UROPO homepage, and click “**LOGIN**” as shown in the screenshot below.



[Sign in](#)

[Forgot Password](#)

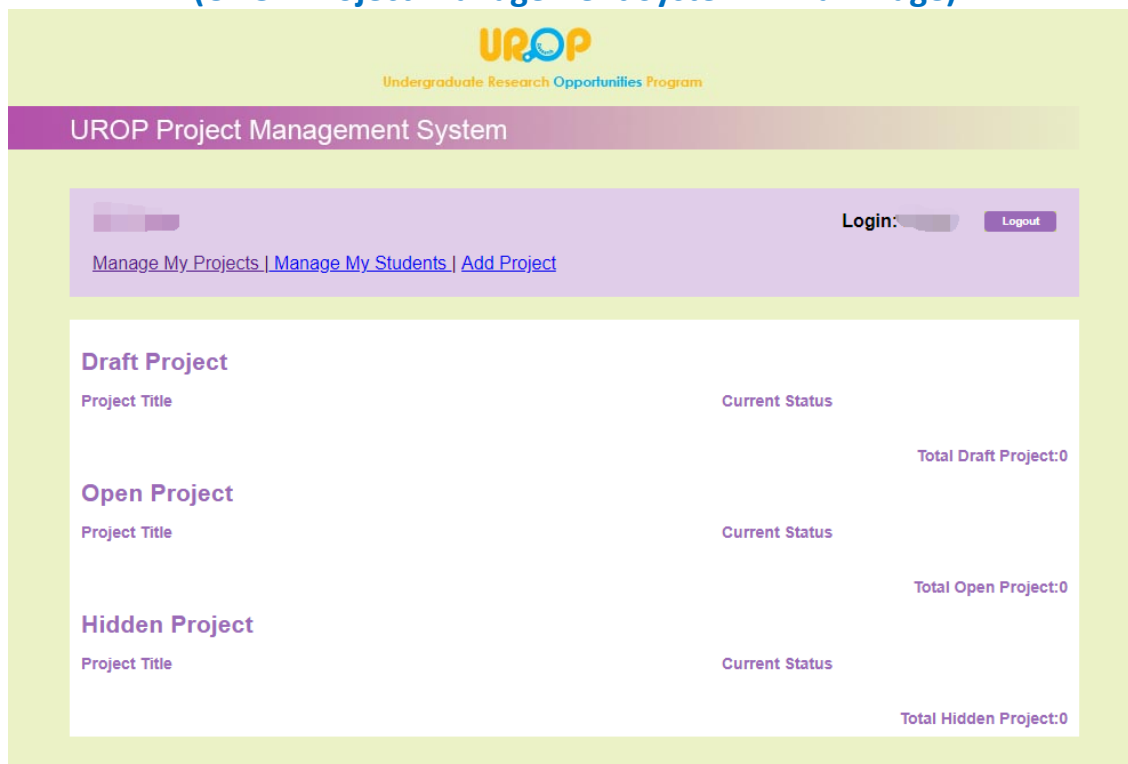
[Get Help](#)

HKUST Authentication Service
 (via CAS)



Login to the UROPO Project Management System using your ITSC account and password

(UROP Project Management System – Main Page)



The screenshot shows the main page of the UROP Project Management System. At the top, there is the UROP logo and the text "Undergraduate Research Opportunities Program". Below this is a purple header bar with the text "UROP Project Management System". Underneath the header bar, there is a navigation menu with three tabs: "Manage My Projects", "Manage My Students", and "Add Project". To the right of the navigation menu, there is a "Login:" field and a "Logout" button. Below the navigation menu, there are three sections: "Draft Project", "Open Project", and "Hidden Project". Each section has a table with columns for "Project Title" and "Current Status". To the right of each table, there is a "Total" count for that section: "Total Draft Project: 0", "Total Open Project: 0", and "Total Hidden Project: 0".

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)

Project Title
The title should be more general and can be used again in future semesters, if the project is going to be offered for more than one term.

Project Description

Applicant's Roles
Please describe the expected roles/duties of the applicants for the project, and special requirements, if applicable.

Applicant's Learning Objectives
Please describe the learning objectives for the project.

Related to Sustainable Smart Campus? Yes No

Quota
Note: each UROP supervising faculty may supervise a maximum of 5 UROP projects and no more than a total of 10 UROP students for UROP1000/1100/2100/3100/4100, all levels combined, including both under direct supervision and co-supervision, in any single term.

Complexity of the project -- Please Select -- ▾

Co-supervisor 1 []@ust.hk Weight [] % (Contribution to the project)
Please type the ITSC A/C name of co-supervisor, NOT his/her email alias

Co-supervisor 2 []@ust.hk Weight [] % (Contribution to the project)
Please type the ITSC A/C name of co-supervisor, NOT his/her email alias

Project Start Date Year -- Please Select -- ▾ Semester -- Please Select -- ▾

Project End Date Year -- Please Select -- ▾ Semester -- Please Select -- ▾
Optional: You may choose to leave this blank if this is a continuous project.

Course Type

- UROP 1000 (0 credit, with stipend)
Offered in Summer Session only, targeted at students without prior experience in UROP
- UROP 1100 (1 credit, no stipend)
First of the four UROP course series; no pre-requisite required
- UROP 2100 (1 credit, no stipend)
Pre-requisite: Pass in UROP1100, with approval by supervising faculty for continuation in the project under the same supervising faculty
- UROP 3100 (1 credit, no stipend)
Pre-requisite: Pass in UROP2100, with approval by supervising faculty for continuation in the project under the same supervising faculty
- UROP 4100 (1 credit, no stipend)
Pre-requisite: Pass in UROP3100, with approval by supervising faculty for continuation in the project under the same supervising faculty

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.

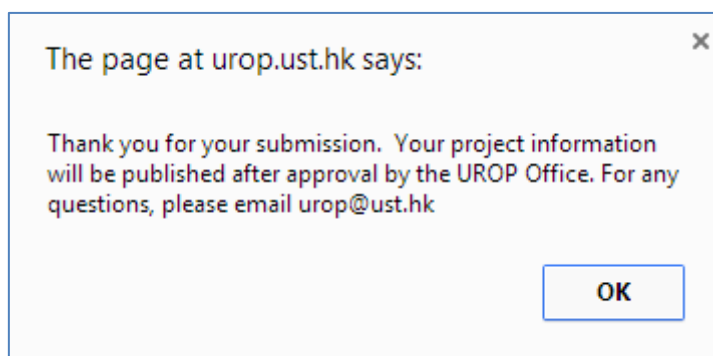
(UROP Online Project Management System – “Project Preview” Page)

Supervisor: NG Sze Long Sharon		Email: sharonng@ust.hk		Project ID: -	
Project Title	Testing UROP Project				
Project Description	Description				
Applicant's Roles	Roles				
Applicant's Learning Objectives	Learning Objectives				
Quota	5				
Complexity of the project	Easy				
Co-supervisor 1 IT SC Account	<input type="text"/>		@ust.hk		
Co-supervisor 2 IT SC Account	<input type="text"/>		@ust.hk		
Project Start Date:	2014-15 Summer				
Project End Date:					
Course Type:	<input checked="" type="checkbox"/> UROP 1000 (0 credit, with stipend) <input checked="" type="checkbox"/> UROP 1100 (1 credit, no stipend) <input type="checkbox"/> UROP 2100 (1 credit, no stipend) <input type="checkbox"/> UROP 3100 (1 credit, no stipend) <input type="checkbox"/> UROP 4100 (1 credit, no stipend)				
<input type="button" value="Submit"/> <input type="button" value="Back"/>					

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.

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

Draft Project		
Project Title	Current Status	
Test by [User]	[Draft]	Edit Project
Total Draft Project:1		
Open Project		
Project Title	Current Status	
Test by [User]	[Expired]	Extend Project
Test by [User]	[Ongoing]	Hide Project
Total Open Project:2		
Hidden Project		
Project Title	Current Status	
Negative refractive index meta-materials	[Pending Approval]	Edit Project
Test by [User]	[Hidden]	Open Project
Total Hidden Project:2		

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.

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

Term: 2013-14 Summer

Note: Each supervisor can supervise (both as the main supervisor and co-supervisor) a maximum of 5 UROP projects and no more than 10 students for UROP 1000/1100/2100/3100/4100, all levels combined, in any single term.

Test by Lucille 2016/11/21 [Draft] Project Details

Course	Student Name	First Major	2nd Major	Recommendation	Final Decision by UROP office	Grade
Quota: 3		Applied: 0		Accepted: 0		Enrolled: 0

Negative refractive index meta-materials [Pending Approval] & [Hidden] Project Details

Course	Student Name	First Major	2nd Major	Recommendation	Final Decision by UROP office	Grade
UROP1100	WU Tsz Chun	PHYS-PM			Enrolled	P
UROP3100	FANG Yawen	PHYS			Enrolled	P*
UROP4100	YIP Chung Chung	ACCT	ACCT	Accept	Firm Offer	
UROP3100	YIP Chung Chung	ACCT			Applied	
UROP3100	YIP Chung Chung	ACCT			Enrolled	P*
Quota: 5		Applied: 5		Accepted: 1		Enrolled: 3

Test by Lucille [Expired] Project Details

Course	Student Name	First Major	2nd Major	Recommendation	Final Decision by UROP office	Grade
UROP1000	LI Jing	ACCT		Accept	Enrolled	
Quota: 2		Applied: 1		Accepted: 1		Enrolled: 1

Test by Lucille Project Details

Course	Student Name	First Major	2nd Major	Recommendation	Final Decision by UROP office	Grade
Quota: 2		Applied: 0		Accepted: 0		Enrolled: 0

Test by Lucille 2015/03/13 [Hidden] Project Details

Course	Student Name	First Major	2nd Major	Recommendation	Final Decision by UROP office	Grade
Quota: 11		Applied: 0		Accepted: 0		Enrolled: 0

Total Remaining Enrollment Quota: 6

Whenever a new student application is received, an **Application Acknowledgement Email** will be sent by the UROP Online System coping 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)

Project Title: Testing UROP Project

Application Form

Name:	<input type="text"/>	Email:	<input type="text"/>
*Student Number	01234567	*Local/Non-local	Local
Program Studying	*1st Major FINA 1st Minor	*Nationality	
		2nd Major	
		2nd Minor	
<small>(Note: For undeclared major, please choose the code for school, such as DSCI, DENG, DBM, DHSS or IPO)</small>			
*Year of Study	3	*CGA value	3.456
*Mobile (HKG):	98765432	Course Type	UROP1100
Personal statement (max. 1,000 words)			
<small>*Required for UROP1000/1100</small>			

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

CV	Download
Transcript	Download
NOL (for UROP1000 only)	Not Yet Uploaded
Report Submission (pdf/doc file only, not bigger than 2Mb)	
Report	Not Yet Uploaded

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

Other Projects Completed

Project Title	Advisor	UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
3DTV	AU Oscar C.L.		Enrolled			

Recommendation: Accept submit

Please indicate your recommendation for the student.

Final Decision by UROP Office: Applied

Grade:

Course Grades Definition:

Pass to Proceed (P*): Final report is approved; the student can continue with the same project under your supervision at the next course level.

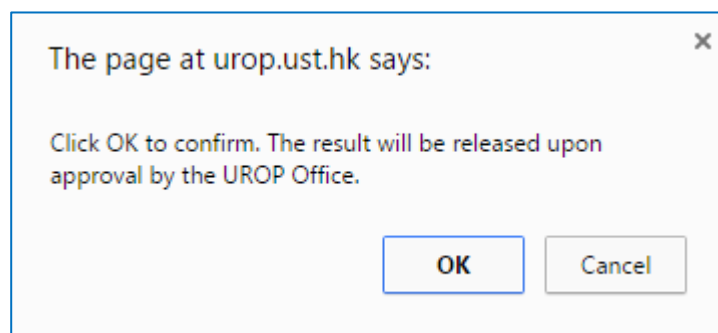
Pass: Final report is approved.

Fail: Unsatisfactory performance and/or no final report has been submitted.

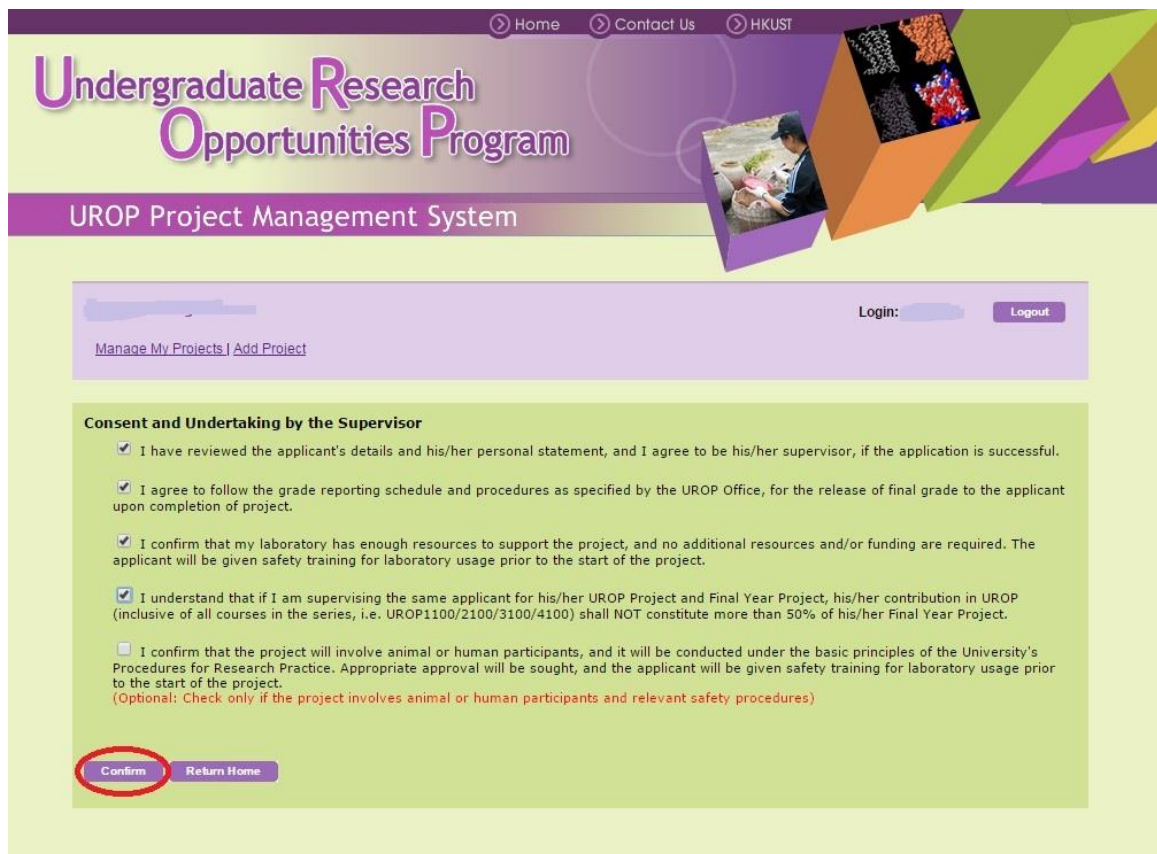
Supervisors are required to indicate the “**Recommendation**” status (box highlighted in red above) for each applicant during the student application period, with options available as drop-down menu “**Accept**”, “**Reject**” or “**Email to Applicant**” to contact the student before making your decision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



Home Contact Us HKUST

Undergraduate Research Opportunities Program

UROP Project Management System

Manage My Projects | Add Project

Login:

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 (inclusive 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 (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.

Grading Criteria for UROP 1000

Pass with \$6,000	Final report is approved with excellent performance in the course; recommended to receive a stipend of HK\$6,000 from the UROP Office.
Pass with \$3,000	Final report is approved with good performance in the course; recommended to receive a stipend of HK\$3,000 from the UROP Office.
Pass	Final report is approved with fair performance in the course; no stipend is recommended.
Fail	Unsatisfactory performance and/or no final report have been submitted.

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.

Grading Criteria for UROP 1100/2100/3100/4100

Pass to Proceed (P*)	Final report is approved; the student can continue with the same project under your supervision at the next course level.
Pass	Final report is approved.
Fail	Unsatisfactory performance and/or no final report have been submitted.

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).

(UROP Project Management System – Grading)

Project Title: Testing UROP Project

Application Form

Name Email

Student Number 01234567 Local/Non-local Local

Nationality (if Non-Local)

Program Studying 1st Major FINA 2nd Major

1st Minor 2nd Minor

(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 UROP1100

Personal statement (max. 1,000 words)

Required for UROP1000/1100

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

CV Not Yet Uploaded

Transcript Not Yet Uploaded

NOL (for UROP1000 only) Not Yet Uploaded

Report Submission (pdf/doc file only, not bigger than 2Mb)

Report Not Yet Uploaded

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

Other Projects Completed

Project Title	Adviser	UROP 1000	UROP 1100	UROP 2100	UROP 3100	UROP 4100
<input type="text"/>	<input type="text"/>		Enrolled			

Recommendation Accept
Please indicate your recommendation for the student.

Final Decision by UROP Office: Enrolled

Nomination for the Mr Armin and Mrs Lillian Kitchell Undergraduate Research Award:

Yes
 No

Grade:

Course Grades Definition:
 Pass to Proceed (P*): Final report is approved; the student can continue with the same project under your supervision at the next course level.
 Pass: Final report is approved.
 Fail: Unsatisfactory performance and/or no final report has been submitted.

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.

Prepared by UROP Office
(Last Update: August 2019)