



Undergraduate
Research
Opportunities
Program

HKUST UROP SYSTEM

Student User Guide



Table of contents

Introduction	2
Purpose of the UROP Student Application System	2
Chapter 1: Getting Started	3
1.1 Logging in	3
1.2 Logging Out	4
Chapter 2: Browsing Project Listing and Details	5
2.1 Project Listing	5
2.2 Project Details	6
Chapter 3: Submitting an UROP Online Application	7
3.1 Apply a Project	7
3.2 Cancel Application	11
Chapter 4: Submitting the UROP Report	13
4.1 Submit Report	13
Chapter 5: Checking Grades	15
5.1 Grade Checking	15



Introduction

Purpose of the UROP 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 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 can check their course grades through the system.

This user guide provides information and steps for using this system. This guide includes the following topics:

- **Chapter 1: Getting Started**
- **Chapter 2: Browsing Project Listing and Details**
- **Chapter 3: Submitting an UROP Online Application**
- **Chapter 4: Submitting the UROP Report**
- **Chapter 5: Checking Grades**



Chapter 1: Getting Started

This chapter gives you the basics to get you started on using the system.

1.1 Logging in

UROP website: <https://uropos.ust.hk>

It requires **CAS Login**. Students can login to the UROP Student Application System through the above link, using your ITSC account and password.

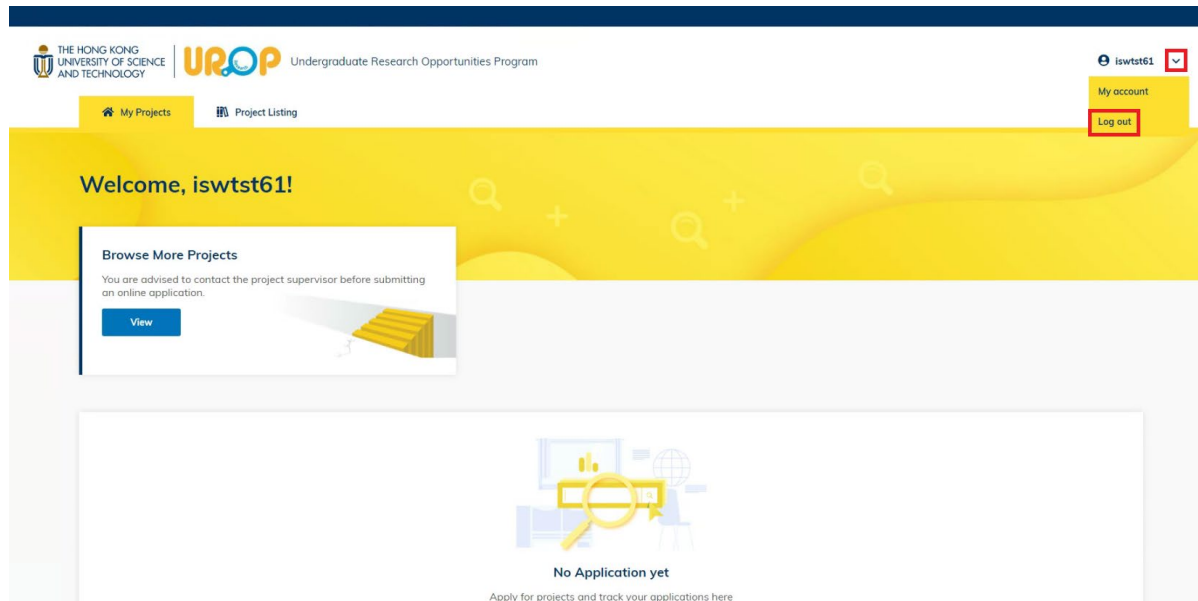


To log in:

1. Enter your **ITSC account** and **Password**.
2. Click **Sign in**.



1.2 Logging Out



To log out:

1. Click the arrow next to your name.
2. Click **Log out**.

After logging out, this page shows students logged out.



You have signed out of your account.

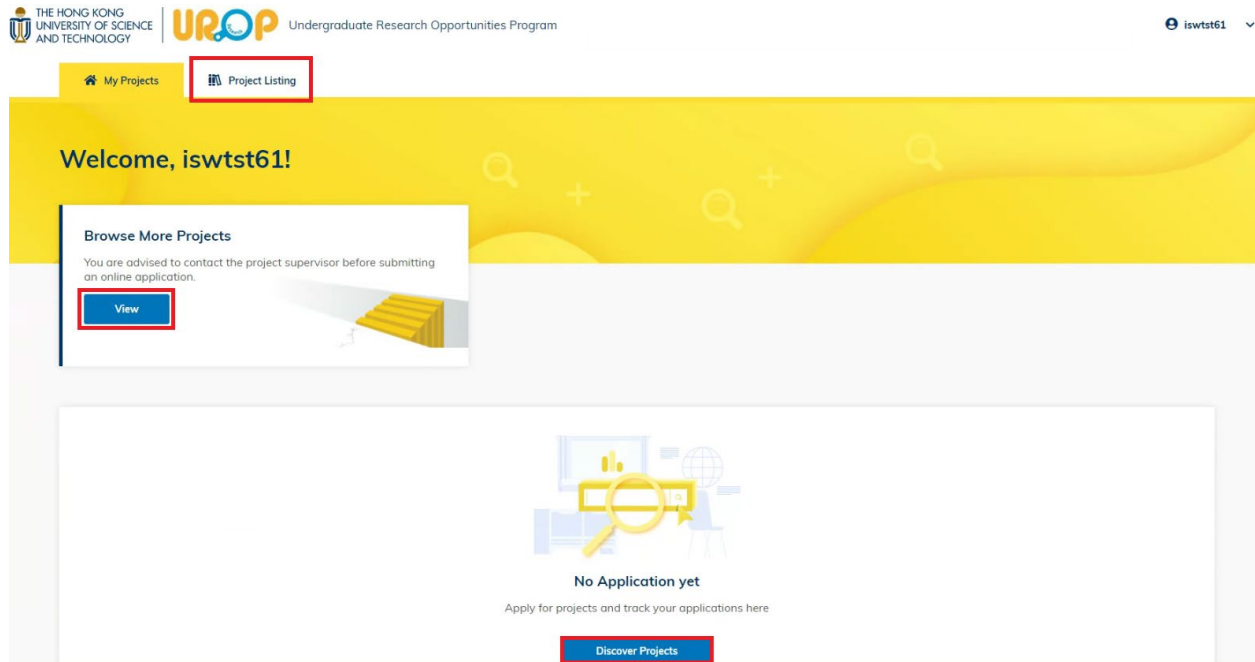
For security reasons, please close all browser windows.



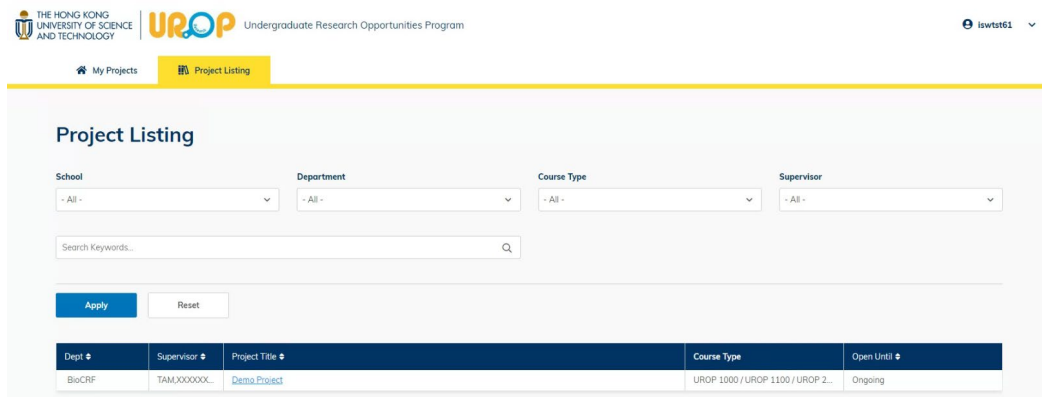
Chapter 2: Browsing Project Listing and Details

2.1 Project Listing

To browse projects that are open for application in the current term, click **Project Listing** on the menu bar, **View** button on home page or **Discover Projects** Button if you do not have any application.



You can find projects by **School**, **Department**, **Supervisor**, **Course Type** or enter a **keyword** to search projects.





2.2 Project Details

To get to the project details page that you are interested in, click the **project title** of the project.

Project Listing

School: Department: Course Type: Supervisor:

Search Keywords...

Dept	Supervisor	Project Title	Course Type	Open Until
BioCRF	TAM.XXXXXX...	Demo Project	UROP 1000 / UROP 1100 / UROP 2...	Ongoing

Under project details page, it shows project status, supervisor information, project description and details, project start date and end date, course types and other relevant information. Besides, you can find some answers to students frequently asked questions. If you cannot find the answers to your questions, you may contact the UROP office for more information.

[My Projects](#) **Project Listing**

Demo Project

Project Status	Project Status Open	Project ID 2021-22FA000003
Supervisor Info	Supervisor TAM.XXXXXXXX Department Biosciences Central Research Facility	Email istest101@ust.hk School School of Business & Mgmt
Project Description	Demo Project	
Project Details	Applicant's Roles Demo Project Applicant's Learning Objectives Demo Project	
Other Info	Complexity of the project Challenging Related to Sustainable Smart Campus? No	Quota 10
Start Date	Year 2021-22	Semester Fall
End Date	End Date ~	

Need help?

- [How to confirm my offer at SIS ?](#)
- [How to submit my report ?](#)
- [How to cancel my application ?](#)
- [Haven't found what you're looking for ?](#)
- [What is an NOL?](#)
- [Why my interested project does not have the course level I want to apply for?](#)
- [Why can't I apply for the next course level of my project?](#)
- [How many hours will I be expected to commit to my UROP project?](#)
- [Am I allowed to propose a project title to a faculty member?](#)
- [When the application result will be announced?](#)
- [What is the expected format for a UROP report?](#)
- [What grading system is used in UROP courses?](#)



Chapter 3: Submitting an UROP Online Application

3.1 Apply a Project

During the student application period, you can click on interested project to apply. Under the project details page, you will find the **Apply Now** button to apply for the project.

Demo Project

★ There are 5 UROP courses for application.
Apply Now

Project Status	Project Status Open	Project ID 2021-22FA000003
Supervisor Info	Supervisor TAM,XXXXXXXX	Email istest101@ust.hk

After clicking the **Apply Now** button, it will redirect to a **Note to Applicant** page. Please read it carefully and click the **Continue** button at the bottom.

Note to Applicant

01.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"> 0-credit Pass/Fail grade Stipends of HK\$6,000 or HK\$3,000, if any Can only be taken once UROP 1000 is NOT prerequisite for UROP 1100 	<ul style="list-style-type: none"> 1-credit for each course Pass/Fail grade Receive a P* (Pass to proceed, internal grade indicating supervisor's consent) to proceed to the next level of the course Must be taken in sequential order and under the supervision of the same faculty member for the same project A Certificate of Completion will be awarded to those who have completed UROP 2100 or above by the time of graduation 			

02.Application Schedule
Application Schedule is available at: <https://urop.ust.hk/schedule>

03.Submitting Application
Before submitting an application, please read the Eligibility Requirements and Application Procedures carefully at: https://urop.ust.hk/For_Students

04.Documents Required
Make sure you have prepared the following documents (max. size: 50KB per each file)
 - CV
 - Transcript (available for downloading on SIS)
 - Copy of NOL (for UROP1000 non-local students only)

05.Recommended Internet Browsers
 - Google Chrome
 - Microsoft Edge
 - Firefox

06.Revisions
You will NOT be able to make any revisions to your application once it is submitted. Please ensure all information provided is correct before submission.

07.Cancellation
You may cancel your application via the system and submit a new one before the application deadline, the relevant project supervisor(s) and the UROP Office will be notified of your cancellation.



On the **Application Form**, you need to fill in the required fields. For the course type, system will only enable the course level you are able to apply. UROP1000 will only be enable for selection if the project provides and it is Summer term.

Application Form

Applying for Demo Project [Project Details](#) | [Notes to Applicants](#)

Course Type * Please Select

UROP 1000 (0 credit, with stipend, offered in Summer only)

UROP 1100 (1 credit, offered in Fall, Spring and Summer)

UROP 2100 (1 credit, offered in Fall, Spring and Summer)

UROP 3100 (1 credit, offered in Fall, Spring and Summer)

UROP 4100 (1 credit, offered in Fall, Spring and Summer)

Personal Information

Name	Email
KWOK, XXXXXX	iswtst61@ust.hk

You are also required to upload your **CV** and **Transcript** file, if you are Non-Local and selected UROP1000, you are also required to upload **NOL** file. System supports **pdf**, **doc** and **docx** with max. file size **2MB**.

Application Documents * CV

please select file...

*** Transcript**

please select file...



Please read the declaration carefully before you click the check box. You can click the **Save Draft** button to temporarily save the application or click **Preview** button to preview the application form before submission.

Declaration and Confirmation * Please read carefully and check the boxes of all 5 declarations

- 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 have communicated with the project supervisor(s) on the project specifics (e.g.: project background, direction, expected duties, learning outcomes, etc.) prior to submitting an online 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 / Thesis (FYP/T) / project course, my contributions in UROP (inclusive of all courses) shall NOT constitute more than 50% of my FYP / Thesis / project course.

[Back](#) [Save Draft](#) [Preview](#)

After clicking the **Preview** button, it comes to the **Application Confirmation** page. Please check all data are correct. If you want to revise the data, you can click the **Back** button to go back to application form for revision. Click the **Submit** button to submit the application if confirmed, you are **not allowed** to edit the data once submitted the application form.



Application Confirmation

Applying for: Demo Project

[Project Details](#)

Personal Information

Name

KWOK, XXXXXX

Email

iswtst61@ust.hk

Student Number

30130241

School

School of Engineering

Local/Non-Local

Local

Nationality

Hong Kong

Program Studying

1st Major

BEng(CIVL): 4Y

1st Minor

M(BIEN)

2nd Major

BS(c(COSC): 4Y

2nd Minor

M(IT)

Year of Study

2

CGA Value

3

Personal Statement

Please Introduce Yourself

self introduction

Application Document

CV

[test_13.pdf](#)

Transcript

[test_12.pdf](#)

[Back](#)

[Submit](#)

Confirmation message will show after submitted the application successfully.



You can check the status of the submitted application under **My Projects**.

Demo Project					
Year / Semester	Course Type	Status	Report	Grade	Nomination
2021-22 Fall	UROP 1100	Applied	-	-	-



3.2 Cancel Application

During the application period, you are allowed to cancel the application if the application status is **Applied**, i.e., the supervisor or co-supervisor(s) not yet provided the recommendation.

To cancel the application, please follow the steps below:

- i. Click the project title that you applied.

Welcome, iswtst61!

Browse More Projects

You are advised to contact the project supervisor before submitting an online application.

[View](#)

Year / Semester	Course Type	Status	Report	Grade	Nomination
2021-22 Fall	UROP 1100	Applied	-	-	-

- ii. Click the **Application Status** tab.

Demo Project

Project Info **Application Status**

Project Status	Project Status Open	Project ID 2021-22FA000003
Supervisor Info	Supervisor TAM,XXXXXXXXX	Email istest101@ust.hk
	Department Biosciences Central Research Facility	School School of Business & Mgmt
Project Description	Demo Project	
Project Details	Applicant's Roles Demo Project	
	Applicant's Learning Objectives Demo Project	



iii. You will find the **Cancel Application** button at the bottom right and click it.

Demo Project

Project Info **Application Status**

Application Status	Year / Semester	Course Type	Status
	2021-22 Fall	UROP 1100	Applied

Last Updated Date: 04 Feb 2022 Last Updated By: KWOK, XXXXXX

[Back](#) [Cancel Application](#)

iv. Fill in the **Reason for Cancellation** and click **Submit**.

Cancel Application *** Reason for Cancellation**

[Back](#) [Submit](#)

The application status will be changed to **Cancelled** and you will receive an email confirming the cancellation. You are allowed to re-submit the application after canceling any project applications.

Demo Project

Awesome !
Your application has been cancelled. You may submit a new application by the application deadline.

Project Info **Application Status**

[Application Deadline is 2022-02-05 for 2021-22 Fall](#) [Apply Now](#)

Application Status	Year / Semester	Course Type	Status
	2021-22 Fall	UROP 1100	Cancelled

Last Updated Date: 04 Feb 2022 Last Updated By: KWOK, XXXXXX

[Back](#)



Chapter 4: Submitting the UROP Report

4.1 Submit Report

During the report submission period, you are allowed and required to submit the report for your application.

To submit the report, please follow the steps below:

- i. Click the project title that you enrolled.

Welcome, iswtst61!

Browse More Projects

You are advised to contact the project supervisor before submitting an online application.

[View](#)

Demo Project					
Year / Semester	Course Type	Status	Report	Grade	Nomination
2021-22 Fall	UROP 1100	Enrolled	-	-	-

- ii. Click the **Report** tab.

Demo Project

Project Info

Application Status

Report

Project Status	Project Status Open	Project ID 2021-22FA000003
Supervisor Info	Supervisor TAM,XXXXXXXXX Department Biosciences Central Research Facility	Email istest101@ust.hk School School of Business & Mgmt



- iii. There is **Report Submission** section, you can click the **Browse** button to select your report file. System will only accept **pdf**, **doc** and **docx** formats, and the file size limit is **10MB**.

Demo Project

Project Info Application Status **Report**

Report Submission * UROP 1100 (please upload your report before 2022-02-05) ⓘ

Browse Please select file...

Import

Report Uploaded

Year / Semester	Course Type	Report	Grade	Nomination
2021-22 Fall	UROP 1100	-	-	-

Last Updated Date: 04 Feb 2022 Last Updated By: UROP Admin

Back

- iv. If the file is valid, you can click **Import** button to import the report onto system. Also, you can click the **x** button to remove the browsed file.

Report Submission * UROP 1100 (please upload your report before 2022-02-05) ⓘ

test_8.pdf **x**

Import

- v. You will find the report displayed under Report Uploaded section once import successfully. You are allowed to re-submit another file **unlimited times** within the report submission period.



Demo Project

✓ **Awesome !**
Your report uploaded successfully.

Project Info Application Status **Report**

Report Submission

* UROP 1100 (please upload your report before 2022-02-05) ⓘ

Browse

Please select file...

Import

Report Uploaded

Year / Semester	Course Type	Report	Grade	Nomination
2021-22 Fall	UROP 1100	test_8.pdf	-	-

Chapter 5: Checking Grades

5.1 Grade Checking

Under **My Projects**, you can check your **grade** and **nomination** on the table once admin released the grade.

Welcome, iswtst61!

Browse More Projects

You are advised to contact the project supervisor before submitting an online application.

View

Demo Project

Year / Semester	Course Type	Status	Report	Grade	Nomination
2021-22 Fall	UROP 1100	Enrolled	test_8.pdf	Pass to proceed	No