



Undergraduate
Research
Opportunities
Program

HKUST UROP SYSTEM

Supervisor User Guide



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Introduction

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. 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. Effective from Spring 2021-22, a new faculty member can only supervise **one project** and **two students** at most during their first year with the university.
- 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 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.

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

- **Chapter 1: Getting Started**
- **Chapter 2: Submitting UROP Projects**
- **Chapter 3: Approving Projects**
- **Chapter 4: Endorsing Students**
- **Chapter 5: Grading Students**



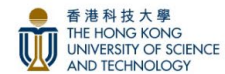
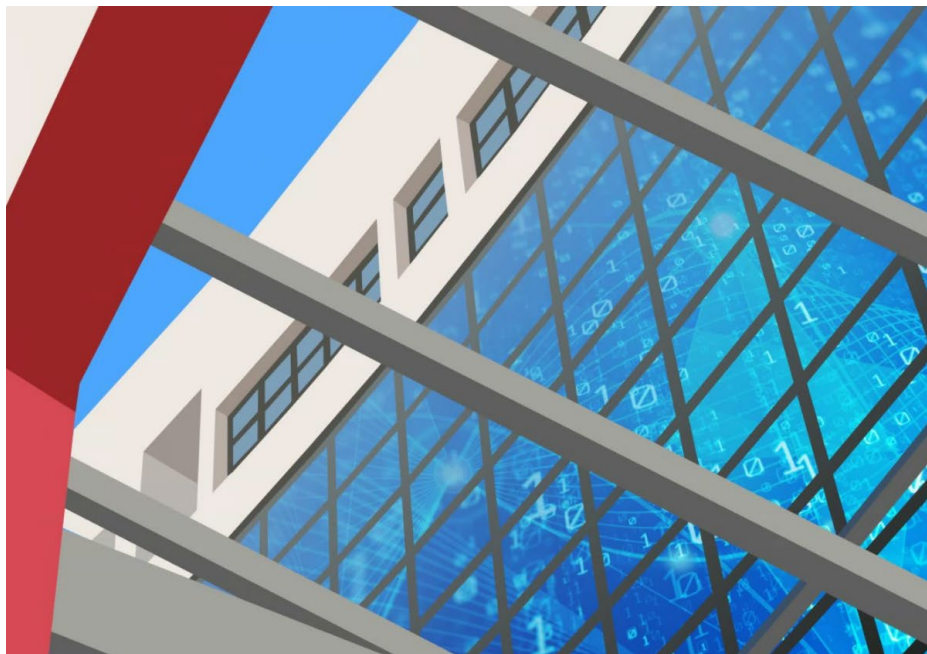
Chapter 1: Getting Started

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**. Supervisor can login to the UROP Project Management System through the above link, using your ITSC account and password.



[Sign in](#)

[Forgot Password](#)

[Get Help](#)

HKUST Authentication Service
(Via CAS)



To log in:

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



1.2 Logging Out

Welcome, istest101!

Total Remaining Enrollment Quota
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 combined in any single term.
(Note: You can only supervise 3 project(s) and 3 student(s) at most during the first year with the University.)
Projects: 4/5 Students: 9/10

Total Projects

Draft Project: 0	Pending Approval Project: 0
Open Project: 2	Closed Project: 0
Declined Project: 0	Ended Project: 0

Current Semester: 2021-22 Fall

Status	Project Title	Course Type	Open Until
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 / ...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 / ...	Ongoing

To log out:

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

After logging out, this page shows you logged out.



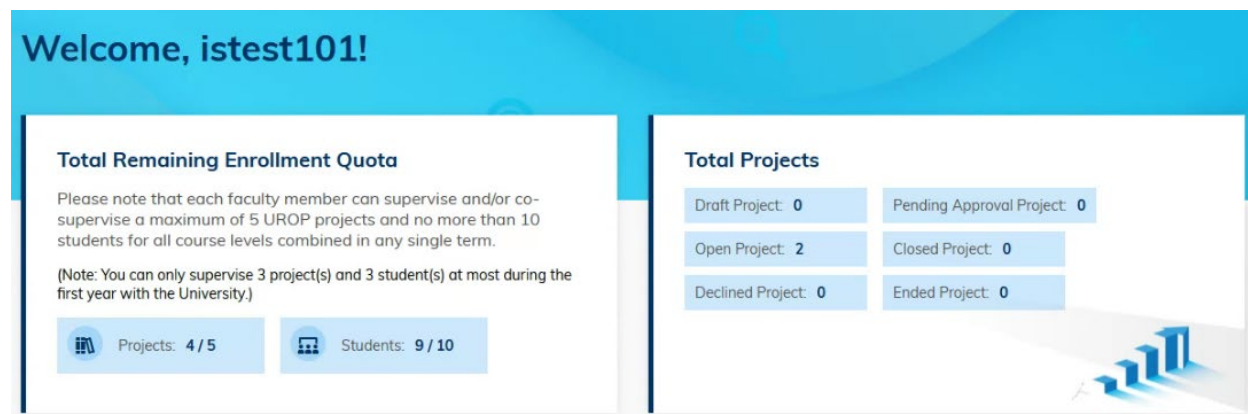
You have signed out of your account.
For security reasons, please close all browser windows.

HKUST Authentication Service
(via CAS)



1.4 Homepage Information

Under **My Projects**, you can see there are two blocks. The left side displays the total remaining enrollment quota for current semester, you can check here to see how many student quotas or project quotas can be used. Once the project quota goes to zero, no more **new** projects can be enrolled for students. While the student quota goes to zero, no more students can enroll into **any** supervisor's projects. The right side displays the number of projects created by you on the system.



Apart from the figure, you can also find the list of projects which you are supervisor or act as a co-supervisor for current semester. From the list, you can find some details like project status, title, courses provided and the project period.

Current Semester: 2021-22 Fall

Status	Project Title	Course Type	Open Until
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing

Notes for Project Status

Open	The project is published on the UROP Project Listing. Students can apply for the project during the application period.
Closed	The project is hidden from the UROP Project Listing. Students cannot apply for the project.
Ended	The Project End Date has passed. Students cannot apply for the project.
Pending Head's Approval	The project is pending approval by your Department Head.
Pending Approval	The project is pending approval by the UROP Office.



Chapter 2: Submitting UROP Projects

2.1 Add Projects

During the project submission period, you can add project by clicking **Add Project** tab.



Under the **Add Project** page, you are required to fill in some basic information, e.g., project title, period, course types will provide, project quota, etc.

Add Project

First Year Employment Yes No

Supervisor Info

Name	TAMXXXXXXXX	Email	istest101@ust.hk
* Contribution ⓘ	<input type="text" value="100"/>		
Department	<input type="text" value="Biosciences Central Research Facility"/>	School	CRF

Co-Supervisor Info [+ Add Co-Supervisor](#)



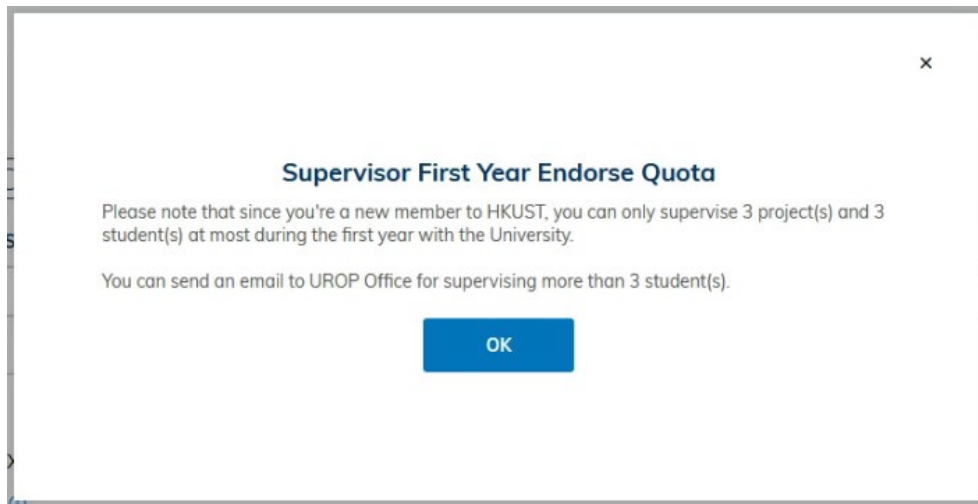
Please note that when first time add project using this new system, you are required to indicate if you are employed in HKUST within one year under the **First Year Employment**; otherwise, the form will not enable the fields for entering.

First Year Employment Yes No

You need to choose either **Yes** or **No**, if you are employed more than one year, then just choose **No**. If you are employed less than one year, then you need to choose **Yes** and system will further ask you to fill in the **Employment Start Date**.

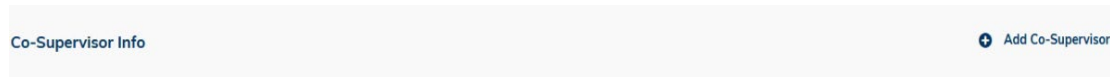
First Year Employment Yes No
* Employment Start Date
YYYY/MM/DD

Once entered the date, system will pop up a confirmation message displaying the quota for project and student you will have. Click **OK** button to continue filling the rest of the form.



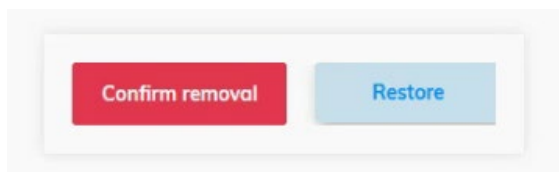


Besides, you can also click **Add Co-Supervisor** button to add co-supervisor for the project.



Once clicked the link, there will have a block for filling in the co-supervisor info. You can only add at most two co-supervisors for the project. You can fill in the ITSC account, then click **Check** button, system will then auto fill in the **Name**, **Department** and **School** fields.

You can remove the added co-supervisor by click **Remove** link at the top right under the co-supervisor info block. Once clicked, system will further ask you to confirm the removal. Click **Confirm removal** to remove and data cannot be resumed.



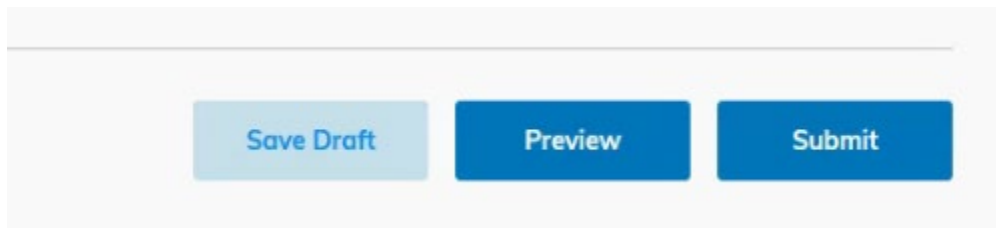
After inputting part of the info, you can choose to save the project as draft by clicking **Save Draft** button. Then the project status will be changed to Draft, and you can further input the rest later within the project submission period. If you complete filling in all info, you can either choose to preview the project details by clicking **Preview** button or to submit the project directly by clicking **Submit** button.

Project submitted will change the status to **Pending Approval** or **Pending Head's Approval** if requires department head's approval.



2.2 Draft Projects

During the project submission period, when you add project, you can choose to save project as draft and revise the project any time. Under **Add Project** page, you can click **Save Draft** button to save the project as draft.



Under **My Projects**, you can find the draft projects from the list. Select the draft project by clicking the project title, you will be redirected to the project details page.

Current Semester: 2021-22 Fall

Status	Project Title	Course Type	Open Until
Draft	Draft Project		Ongoing
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing

Click **Edit Project** button, you will be redirected to the project information page with previous filled project data for revision.



[My Projects](#) | [My Students](#) | [Add Project](#)

Draft Project

[Student Application](#) | **Project Details**

[You may update the project details](#)

[Edit Project](#)

Project Status	Project Status Draft	Project ID
Supervisor Info	Supervisor TAM,XXXXXXXX	Email istest101@ust.hk
	Department Biosciences Central Research Facility	School CRF
	Contribution 100%	
Other Info	Complexity of the project	Quota

If you confirm to submit the draft project, you can either click **Preview** button to preview the project details first or click **Submit** button directly to submit the project. Besides, you can also click **Delete** button to delete the draft project.

Delete

Save Draft

Preview

Submit



2.3 Edit Projects

You are allowed to edit and re-submit the project within the project submission period, and the project status must be **Open**.

Under **My Projects**, click the project title which you want to update.

Status	Project Title	Course Type	Open Until
Draft	Draft Project		Ongoing
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing

Click **Edit Project** button, you will be redirected to the edit project page with filled project data. All data is allowed to update, except the **project title** and **project start date**. Click **Submit** button after you complete the revision, project status will be changed to **Pending Approval** or **Pending Head's Approval** after submission, and you are not allowed to update if the project is under approval process.

Demo Project

Student Application | **Project Details**

You may update the project details Edit Project

Project Status | **Project Status** | **Project ID**

Open | 2021-22FA000003



2.4 Open or Hide Projects

If you want to make the projects to be invisible to students, you can hide them. Only projects with **Open** status can be hidden.

Under **My Projects**, click the project title which you want to hide.

Welcome, istest101!

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(Note: You can only supervise 3 project(s) and 3 student(s) at most during the first year with the University.)
Projects: 4 / 5 Students: 9 / 10

Total Projects

Draft Project: 1	Pending Approval Project: 0
Open Project: 2	Closed Project: 0
Declined Project: 0	Ended Project: 0

Current Semester: 2021-22 Fall

Status	Project Title	Course Type	Open Until
Draft	Draft Project		Ongoing
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing

Click **Hide Project** button at the bottom of the page, once clicked, the project status will be changed to **Closed** and it will be hidden from students.

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

[Back](#) [Hide Project](#) [Edit Project](#)

When you want to re-open the project, under **My Projects**, click the project title you want to re-open, click **Open Project** button to re-open the project. The project status will be changed to Pending Approval after re-opening, it will be visible to students once UROP admins approved the project.

Last Updated Date: 07 Feb 2022 Last Updated By: TAM,XXXXXXXX

[Back](#) [Open Project](#) [Edit Project](#)



Chapter 3: Approving Projects by Department Head

Non-tenure-track faculty members require endorsement by the Department Head (DH) to supervise UROP projects, so if the project involves non-tenure-track faculties, it will require department heads' approval. When supervisor submit the project and requires head's approval, the project status will be changed to **Pending Head's Approval** as below.

Demo Project for approval

Student Application	Project Details	
Project Status	Project Status Pending Head's Approval	Project ID 2021-22FA000007

Project approval email will be sent to department heads, if you are the department head, you can click the link in the email to redirect to approval page to view the project details. You are required to login to approval page using your ITSC account.

Dear Prof TAM,

Please be informed that the UROP project below requires your approval. You may click the project link below for more details.

Title: [Demo Project for approval](#)
Supervisor: WONG,XXXXXXXXXX
Co-supervisor(s):



After successful login, you can see the project details, e.g., the info of supervisor and/or co-supervisor(s), project title, description, project period, etc.

Home

Demo Project for approval

Project Status	Project Status Pending Head's Approval	Project ID 2021-22FA000007
Supervisor Info	Supervisor WONG,XXXXXXXX	Email istest213@ust.hk

If you approve the project, please read the **Declaration and Confirmation**, you are required to check the first two declarations box.

Once you approved the project, if the project has any revision **except** the changes on co-supervisor(s), you will not receive the approval request again for this project. If you want to receive the approval request if there are changes on project after a period, you can choose to set the **Effective endorsement date**. If there are changes on project after the entered date, system will send you the approval request.

You can also upload some supporting documents if needed, it supports **pdf, doc** and **docx** format with max. file size **10MB**. The uploaded supporting will only send to UROP admins for reference.

Approval by Department Head

* Please select

Approve Decline

Declaration and Confirmation

* Please read carefully and check the boxes of the below declarations as appropriate

Whether there are sufficient resources given to this non-tenure-track faculty from the corresponding unit (department/research center/institute/laboratory) (e.g., laboratory space and computing resources), if the project requires

Whether the appointment period of this non-tenure-track faculty will completely cover the semester for the UROP supervision

End of effective date of this endorsement (optional)

* Please select a date

YYYY/MM/DD

Other supporting materials (optional)

* Please upload the supporting materials

Browse Please select file...

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



If you decline the project, you are required to fill in the decline reason. The reason will be included in the email for supervisor's and/or co-supervisor(s)' reference.

Approval by Department Head * Please select

Approve Decline

Reason * Please leave the declined reason (will be shown in email notification)

Declaration and Confirmation Please read carefully and check the boxes of the below declarations as appropriate

Whether there are sufficient resources given to this non-tenure-track faculty from the corresponding unit (department/research center/institute/laboratory) (e.g., laboratory space and computing resources), if the project requires

Whether the appointment period of this non-tenure-track faculty will completely cover the semester for the UROP supervision

End of effective date of this endorsement (optional)

Other supporting materials (optional)

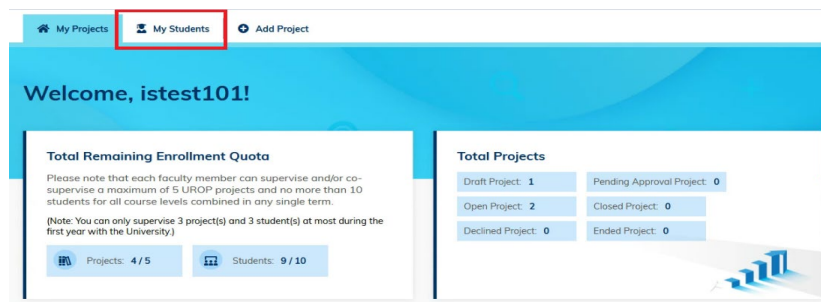
[Back](#) Submit

Click **Submit** button to confirm your decision and complete the approval process. If you decline the project, the project status will be changed to Declined. If you approve the project, the project status will be either **Pending Head's Approval** or **Pending Approval** depending on all approvals received from all department heads.

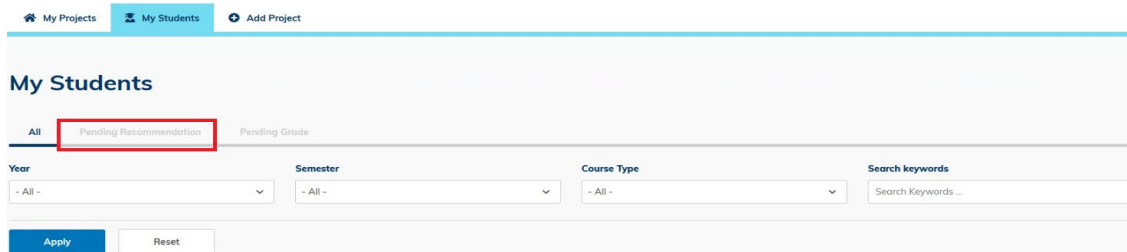


Chapter 4: Endorsing Students

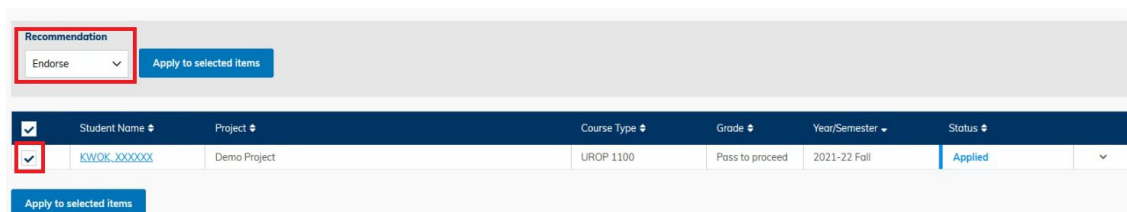
During the application period, you are allowed to provide recommendation for those students applied your projects. You can view your students under **My Students** page, it will list out the list of students applied / enrolled your projects. There are three ways to provide recommendation, one is via the pending recommendation listing table, one is via student applications listing table, another is via the student application details page.



- i. Update via the pending recommendation listing table
Under **My Students**, click **Pending Recommendation**, it will only list out the students applied your projects.



Select student(s) you would like to provide recommendation by checking the box, select the proper action on the **Recommendation** dropdown above the listing table (e.g., Endorse), then click **Apply to selected items** button to apply the change.





- ii. Update via the student applications listing page
Under **My Projects**, click any project title you want to check the students.

Welcome, istest101!

Total Remaining Enrollment Quota

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 combined in any single term.
(Note: You can only supervise 3 project(s) and 3 student(s) at most during the first year with the University.)

Projects: 5 / 5 Students: 10 / 10

Total Projects

Draft Project: 1	Pending Approval Project: 0
Open Project: 2	Closed Project: 0
Declined Project: 0	Ended Project: 0

Current Semester: 2021-22 Fall

Status	Project Title	Course Type	Open Until
Draft	Draft Project		Ongoing
Open	Demo Project 2	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing
Open	Demo Project	UROP 1000 / UROP 1100 / UROP 2100 /...	Ongoing

Click **Student Application** tab, you will see the list of students which applied / enrolled in your selected project.

My Projects My Students Add Project

Demo Project

Student Application Project Details

You may update the project details [Edit Project](#)

Select student(s) you would like to provide recommendation by checking the box, select the proper action on the **Recommendation** dropdown above the listing table (e.g., Endorse), then click **Apply to selected items** button to apply the change.



The screenshot shows the 'Student Application' page with filters for Year, Semester, Status, and Course Type. A search bar is present. Below the filters is a 'Recommendation' section with a dropdown menu set to 'Endorse' and an 'Apply to selected items' button. A table of students is displayed below, with the first student's name 'KWOK_XXXXXX' highlighted by a red box.

<input checked="" type="checkbox"/>	Student Name	Course Type	Grade	Year/Semester	Status	1st Major	1st Minor	CGA Value
<input checked="" type="checkbox"/>	KWOK_XXXXXX	UROP 1100	Pass to proceed	2021-22 Fall	Applied	BEng(CIVL): 4Y	M(BIEN)	3

Check the target student and show the preference in the **Recommendation** field.

- iii. Update via the student application details page
Click **My Students**, from the student listing table, select any student you want to view the application details by clicking the student's name.

The screenshot shows the 'My Students' page with tabs for 'My Projects', 'My Students', and 'Add Project'. Below the tabs are filters for Year, Semester, Course Type, and a search bar. A table of students is displayed, with the first student's name 'KWOK_XXXXXX' highlighted by a red box.

Student Name	Project	Course Type	Grade	Year/Semester	Status
KWOK_XXXXXX	Demo Project	UROP 1100	Pass to proceed	2021-22 Fall	Applied

Under application details page, there is a section called **Recommendation**, you can choose to select **Endorse** or **Not Endorse** for the selected students.

The screenshot shows the 'Recommendation' section with a message: '* Please indicate the "Recommendation" status'. There are two radio buttons: 'Endorse' (selected) and 'Not Endorse'. Below this is a note: 'You may contact the student before making your decision' and an 'Email' button. At the bottom, there is a 'Back' button and a 'Confirm' button. The last updated date is '07 Feb 2022' and the last updated by is 'UROP Admin'.

Click **Confirm** button to confirm the update, system will send the notification email to the selected student(s) including the recommendation result.



Chapter 5: Grading Students

During the grading period, you are allowed to provide the grade to your students. Be aware that if the students not yet uploaded the report for the application, you are not able to provide the grade. There are two ways to provide grade to students, one is via the pending grade listing table, another is via the student application details page.

- i. Update via the pending grade listing table
Under **My Students**, click **Pending Grade**, it will only list out the students enrolled your projects.

The screenshot shows the 'My Students' interface. At the top, there are navigation tabs: 'My Projects', 'My Students', and 'Add Project'. Below this, the 'My Students' section has three sub-tabs: 'All', 'Pending Recommendation', and 'Pending Grade' (which is highlighted with a red box). Below the tabs are filters for 'Year', 'Semester', and 'Course Type', each with a dropdown menu set to '- All -'. There is also a 'Search keywords' field with a search icon and a placeholder 'Search Keywords ...'. At the bottom of the filter section are 'Apply' and 'Reset' buttons.

Select student(s) you would like to provide grade by checking the box, select the proper action on the **Grade** dropdown (e.g., Pass) and/or **Nomination** dropdown (e.g., Yes) above the listing table then click **Apply to selected items** button to apply the change.

This screenshot shows the 'My Students' interface for the 'Current semester (2021-22 Fall)'. The 'Pending Grade' tab is selected. The filter section is identical to the previous screenshot. Below the filters, there are 'Nomination Status' and 'Grade' dropdown menus, both highlighted with red boxes. The 'Nomination Status' dropdown is set to 'Yes' and the 'Grade' dropdown is set to 'Pass to proceed'. To the right of these dropdowns is an 'Apply to selected items' button. Below this is a table with columns: 'Student Name', 'Project', 'Course Type', 'Grade', 'Year/Semester', and 'Status'. The first row is selected, with a red box around the 'Student Name' cell containing 'KWOK, XXXXXX'. The 'Project' is 'Demo Project', 'Course Type' is 'UROP 1100', 'Year/Semester' is '2021-22 Fall', and 'Status' is 'Enrolled'. At the bottom left of the table is another 'Apply to selected items' button.



(Note: system will pop up error message if found there are incorrect grade selected, e.g., selected Pass with \$6000 for UROP1100.)

- ii. Update via the student application details page
Click **My Students**, from the student listing table, select any student you want to view the application details by clicking the student's name.

Student Name	Project	Course Type	Grade	Year/Semester	Status
KWOK_XXXXXX	Demo Project	UROP 1100	Pass to proceed	2021-22 Fall	Applied

Under application details page, click **Report**, there is a section called **Grade**, you can provide the grade here. System will list out the proper grades for selection by the enrolled course type.



Demo Project

Student Name: KWOK, XXXXXX

Student Info | **Report**

Report Submission

Course Type	Report	Grade	Release ⓘ	Nomination
UROP 1100	test_8.pdf	-	Yes	No

Nomination

* Nominate the student for the [Mr. Armin and Mrs. Lillian Mitchell Undergraduate Research Award?](#) ⓘ

Yes No

Grade

* Please Select ⓘ

Pass to proceed Pass Fail

Last Updated Date: 07 Feb 2022 Last Updated By: UROP Admin

Click Save button to complete the grading, system will send out the notification to UROP admins to release the grade. Once released the grade, students will be able to see the grade provided.