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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.
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.

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.
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.

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.
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.

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.
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.

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.
Confirmation message will show after submitted the application successfully.

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

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

![Demo Project](image)

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

![Cancel Application](image)

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.
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.

ii. Click the Report tab.
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](image)

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](image)

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.
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.