# UROP SYSTEM FOR SUPERVISOR

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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.

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 you logged out.
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.
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.
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.

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**.

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.

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

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.
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.

![Image of project management interface]

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.

![Image of project management interface with hide button highlighted]

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.

![Image of project management interface with open button highlighted]
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.

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, XXXXXXXXXXX
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.

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.
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.

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.

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

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

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.

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.
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.

   ![My Students screenshot](image)

   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.
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.