USEL – ASMPT Technology Award 2024

Objectives

- To encourage and recognize undergraduate students for their excellent work in the self-initiated experiential learning project, which demonstrates creativity, innovation and practicability
- To unleash undergraduate students' potential in design and engineering regardless of which major they are studying in
- To celebrate and share good Undergraduate Student-initiated Experiential Learning (USEL) projects
- To promote the USEL program to the university community, especially non-engineering undergraduate students.

Eligibility

The nominated project must meet the following requirements:
- Projects which are approved by USEL program and completed in 2022-24 and the USEL-ASMPT Technology Award is exclusively for undergraduate students.
- By the time of award evaluation, the project should have been reasonably completed. In the event that the project was incomplete, the project team should be able to prove that the likelihood of success.
- The project must be the original work of the undergraduate student/team of undergraduate students.
- The nominated project must fulfill all the requirements of USEL Program.
- Projects which had previously received other awards within or outside the university at the time of application will not be accepted.

Application Procedure and Timeline

Each project team should submit the application form (please download [here](#)), together with the project description (in no more than 2 pages) to DENG Office (Room 6542, 6/F, lifts #27/28) or via usel@ust.hk **on or before 3 April 2024 (Wed)**. The project description should cover a brief introduction of the Project with the following important elements:
- Purpose of the project and the new idea employed
- Explanation of the working principles and product demonstration/modelling
- Benefits to society and environment
- Conclusion

After submitting the application form and the project description, the School will review the applications and confirm your group's eligibility via email in a week.

Each project team is required to participate in the Poster Fair and present their project at the Experiential Learning Day which will be held on 7 May 2024. A panel of judges will assess the project as well as the presentation performance to select the winning projects.

Details of the deadline and the specification of submission are stated in the subsequent Section.

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Submission Requirements

Each project team is required to participate in the Poster Fair and make a formal presentation on the Experiential Learning Day. Please pay attention to the deadline and specification of submission requirements, with details as follows:

i. Poster Fair

Date:	**30 Apr – 9 May 2024**
Venue:	**Academic Concourse outside LT-J**
Description:	Posters of the current USEL projects, as well as the projects competing for the USEL-ASMPT Technology Award will be displayed in the Poster Fair. The project teams are not required to show up.
Submission:	**2 printed posters of your project for display (including hardcopy & softcopy)** • Poster size: The size of the panel itself should only be 980mm X 1390mm. **Your poster should be at least of A0 size and be made in portrait orientation.** • **The title of your project should be shown at the top of the 2 pages with the page order clearly labelled.** On the poster display board, there is no additional fascia to identify the projects. • Please discuss the content of posters with your project advisor before you proceed to print. • Both hardcopies and softcopy of posters should be submitted to the DENG office and usel@ust.hk **on or before 19 Apr 2024 (Fri)**. The School will arrange for posting on the display panels. *[DENG office is located at Rm6542, 6/F, lift #27/28. The official office hour is from 9:00 to 17:30 (Lunch hour: 12:45 –14:00) from Mon-Fri, except Public Holidays.]*
Reimbursement:	• Reimbursement of the printing cost of poster will only be applicable to project teams which participated in the Poster Fair for the <u>FIRST TIME</u>. Please feel free to choose your printing house for your poster production. • The UG student claimant should complete the Expense Claim for Student e-Form via https://fo.ust.hk/students, upload the relevant receipt to support the claim and submit the e-form to the School for further processing. Please ensure the UG Student claimant's bank account information is properly inputted in SIS in advance. • Apart from submitting the e-form, the original receipt for the poster production should be submitted to the DENG office

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| | within 2 weeks after the transaction date stated on the receipt. |
| | • Please state clearly the reimbursement should be made to whom by marking one UG student's name and student ID at the back of the original receipt. |

ii. A Short Video Overview (1-2 minutes)

Description:	The video of the projects will be provided to the judges as part of the assessment. The video may also be incorporated in the SENG promotion materials.
Submission:	**A short video clip in 1-2 minutes**
	• The video should be able to give a short overview of the project, demonstrate work or output generated from your project.
	• **The video should be in the format of wmv.**
	• **Please use the project title as the file name.**
	• **Please upload the video in a share drive** and send the link to usel@ust.hk for downloading **on or before 19 Apr 2024 (Fri).**

iii. Experiential Learning Day

Date:	**7 May 2024 (Tue)**
Time:	**12:30 - 17:30** *(project teams are required to be present at least 15 minutes earlier)*
Venue:	**USEL Lab CYT1002 (near Lift 35/36)**
Format:	**Face-to-face**
Description:	On the Experiential Learning Day, UG students from the USEL project teams that entered the award competition and UG students from USEL teams of the Year 2022-24 will present their projects and findings. The presentation session is open to all parties to attend and the project teams should be prepared to receive questions from the audience, as well as the panel of judges. Video shooting will be arranged on the event day for publications, educational and promotional purposes.
Submission and preparation:	**A powerpoint file for presentation, project demonstration**
	• **The presentation, including the project demonstration, should last for 10 minutes. The pre-recorded short video should be embedded into powerpoint during presentation.**
	• You are encouraged to demonstrate work or output generated from your project, e.g. a prototype, an app, etc.
	• At least one UG team member must standby in USEL Lab CYT1002 throughout the event.

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	- At least one UG team member should be responsible to make the presentation to share with others the goals of your project and what your team has achieved so far. **There will be a 10 minutes Q&A session after each presentation.** The representative(s) should also be prepared to answer enquiries on the spot. - The order of the team presentation will be determined by DENG and the project teams will be notified of the actual rundown of the presentation once ready. - If there are any special equipment / facilities e.g. power supply to charge your devices etc. required for your project demonstration/presentation, please make a request to the organizer by sending an email to usel@ust.hk **on or before 19 Apr 2024 (Fri)** for timely arrangement. **Please send your powerpoint slides (with pre-recorded short video embedded) to** usel@ust.hk **on or before 19 Apr 2024 (Fri)**. - Please prepare a duty roster to provide the name of the UG team member(s) who will (i) station in USEL Lab CYT1002 throughout the event, and (ii) make the presentation. **The duty roster should be sent to** usel@ust.hk **on or before 19 Apr 2024 (Fri)**

Photograph and video shooting will be arranged on the day. Students are requested to authorize the School to use photos/video recordings of such reports/demonstrations for publications, educational and promotional purposes.

Selection Criteria

The USEL Program Committee will appoint a panel of judges representing different disciplines, give scores on different projects and select the winning team(s) at the end of the Experiential Learning Day. The project will be evaluated under the following criteria:
- Technical performance and project quality
- Creativity, quality & originality
- Applicability and practicability
- Application of technology
- Performance of presentation
- Team dynamics (for group-based project)

Awards & Recognition

The USEL-ASMPT Technology Award is exclusively for undergraduate students. Details of awards are as follows:
- *Gold Award: HK$10,000 with a Certificate of Merit (1 prize)
- *Silver Award: HK$5,000 with a Certificate of Merit (2 prizes)

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The School may give out at most three prizes and may not award all prizes. The projects should be original. All projects should not contain sensitive or proprietary information. SENG reserves the right to make final decisions in the event of dispute.

To facilitate the disbursement process, email will be issued to each undergraduate team member of the winning group after the Experiential Learning Day and the undergraduate winners will be required to submit valid bank account information to the School afterwards. Missing or invalid bank account information may delay the disbursement process. The award will be paid automatically to the undergraduate winner's designated personal bank account submitted beforehand. Under normal circumstances, the payment will be credited to the undergraduate winner's account within 1 month after he/she had submitted valid bank account information.

Enquiries

In case you have any enquiry, please send email to usel@ust.hk.

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