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**Undergraduate Student-initiated Experiential Learning (USEL) Project**

**Application Form**

**Students should read the following “Notes to applicants” before filling in this form.**

***Notes to applicants:***

1. Undergraduate students may initiate projects of their own interest under the guidance of a faculty member of School of Engineering, while at least one of the team members must be an undergraduate student with an Engineering Major. **The USEL Program will not support Final Year Project or Final Year Thesis, or any other course-related project**.
2. If you are applying for a **credit-bearing USEL project**, please submit this form to the Center for Engineering Education Innovation (E2I) **at least 7 working days before the end of add/drop period of each semester**. The advisor and the review panel from the School of Engineering will decide the credit value of the project according to the proposed workload. Successful applicants will have to enroll in the corresponding USEL course by the end of add/drop period. Please note that request to add/drop the credit-bearing course after add/drop period is NOT allowed.
3. If you are applying for a **non-credit bearing USEL project**, you can submit this form **at any time** to Center for Engineering Education Innovation. The review process may take 7-14 working days. You will be notified of the result by email.
4. Upon completion of an approved USEL project, regardless of being credit-bearing or not, undergraduate students are required to submit a short video in 1-2 minutes’ length, and a poster on your project to the Center for Engineering Education Innovation to fulfill the completion requirement. At the Experiential Learning Day, the open house event held at the end of the academic year, you will need to present and share your project result to conclude.
5. Students participating in the same project while some having credit-bearing option and also some non-credit-bearing option should apply in 2 applications – one application for credit-bearing project and the other one for non-credit bearing project. For the credit-bearing project, more specific details on the participants’ roles and work hours should be provided. If approved, only one fixed credit value will be granted for the same project.
6. Approved projects may receive financial support from the Center for Engineering Education Innovation subject to the review of the budget proposal. Undergraduate claimant for reimbursement of expenses is required to complete the Expense Claim for Student e-Form via <https://fo.ust.hk/students>, upload the relevant receipts and submit the e-form to E2I for further processing. Meanwhile, the original receipts should be submitted to the E2I office (Room 6583, 6/F, lifts #27/28) within 2 weeks from the end of project period for verification and finance processing.
7. E2I approves USEL project based on the consideration from students’ learning experience perspective and hence, the approved USEL projects are endorsed solely for education purposes. E2I is not liable for any losses, damages or risk involved during product/service development or in connection with the use of project applications/product.
8. Approval, if granted, usually applies to the same term only. Renewal of approval is required for every new regular term.
9. All spaces in USEL lab are commonly shared. Users should return their materials to the storage areas after completing their working sessions. If there is any event/workshop held in USEL lab, users would be informed in advance so as to clear their materials.
10. After completing Sections I to IV, please submit your application to E2I Office (Room 6583, 6/F, lifts #27/28) or via usel@ust.hk .

**Section I. Student Particulars**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. | Student Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Student ID: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Program of Study: *(e.g. BEng (COMP))* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Year of Study:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | ITSC Account:  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Mobile: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |

Details of other member(s) (if any):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Student Name | Student ID | Program of Studye.g. BEng (COMP) | ITSC Account | Year of Study |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

**Section II. Project**

1. **Are you applying for credit-bearing or non-credit bearing project?** *(Please tick one box only as appropriate)* (Note 4)

[ ]  Credit-bearing project (Note 2)

[ ]  Non-credit bearing project (Note 3)

1. **Project details** *(Please write on another sheet if the space provided is not enough)*
2. Advisor and Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Project objective (no more than 30 words):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Project description (100-200 words):

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| --- |
|  |
|  |

1. Proposed weekly schedule and timeline:

Start Date: \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_

 (mm / yy) (mm / yy)

|  |  |
| --- | --- |
| Week No.  | Activities |
|  |  |

1. **Budget proposal** *(Please state the equipment and materials you need and the estimated cost):*

|  |
| --- |
|  |

1. **Request for storage space** *(Please tick one box only as appropriate)*

[ ]  Yes

Please indicate the size and storage period:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ]  No

1. **Tools or Equipment needs for the project** *(Please tick one box only as appropriate)*

[ ]  Yes

Please specify the tools or equipment:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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[ ]  No

**Section III. Authorization and Declaration**

1. I declare that the project is not related to any of my Final Year Project/Thesis or any non-USEL course that I am enrolled in.
2. I/We understand that students are required to submit reports and/or conduct demonstrations of the project outcomes. I/We authorize the Center for Engineering Education Innovation (hereafter referred to as “E2I”) and the School of Engineering (hereafter referred to as “The School”), The Hong Kong University of Science and Technology to use my/our photos/video recordings of such reports/demonstrations for publications, educational and promotional purposes. E2I and the School have sole and entire ownership and copyright of these materials.
3. I/we give my/our consent to E2I and the School for posting my project topic and description on its website.
4. I/we understand that this project is endorsed solely for education purposes. E2I and the School is not liable for any losses, damages or risk involved during product/service development or in connection with the use of project applications/product.
5. The authorization and declaration are given and signed by the following student(s):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Student Name  | Student ID | Signature | Is this project your FYP, or a project of your course?*(“Yes” or “No”)* | Have you completed any safety training before?*(“Yes” or “No”)**(If yes, please indicate the safety training modules that you have completed in the table below.)*  | Date |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

1. I/we undertake to ensure my/our safety during my/our work in the USEL Lab. I/we will follow E2I’s instructions on lab safety, and complete all safety training required by E2I. Safety modules that I/we have completed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Name | Student ID | Module Code, if available | Module Title  | Provider of the safety training, e.g. HKUST |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Section IV. Support and Recommendation of Advisor from School of Engineering**

*(Please tick the box as appropriate)*

[ ]  I confirm that I have checked with the student(s) and ensure that this USEL project application is **not** related to the student’s Final Year Project or Final Year Thesis, or any other course-related project.

*(Please tick one box only as appropriate)*

[ ]  The proposal is **not** supported.

[ ]  The proposal is supported as a non-credit bearing project.

[ ]  The proposal is supported as a credit-bearing project, and recommended for \_\_\_\_\_ credits.

I declare that I would provide guidance to the student(s) to carry out the supported project. I agree that the student(s) indicated in Section I above should own the intellectual property rights of this project.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Name of Advisor and Department Signature Date

**Section V. Decision of Center for Engineering Education Innovation**

1. **Approval of project and credit**

[ ]  The application is approved as a non-credit bearing project.

[ ]  The application is approved and the credit value of this project as proposed in Section III above is confirmed.

[ ]  The application is approved and the credit value of this project should be \_\_\_\_\_\_\_credit(s).

[ ]  The application is not approved, for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Approval of budget**

Maximum level of financial support from E2I is HK$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which is to be committed from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

1. **Approval of storage**

[ ]  The storage requested in Section II (4) is approved.

[ ]  A storage space of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is approved.

1. **Approval of use of tool and equipment**

The use of tool and equipment requested in Section II (5) is approved except

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approval by Center for Engineering Education Innovation(E2I):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

 Name of Director Signature Date