

# CityU EE Departmental Undergraduate Research Fellowship 2023

(Version: 10 Feb, 2023)

## Objective:

The EE Departmental Undergraduate Research Fellowship (DURF) program aims to encourage, and provide financial support, for select undergraduate students to participate and obtain in-depth experience in academic research, at a duration and involvement level beyond what is commonly offered in a single CIS.

## Particulars:

### A. Program Duration and Financial Implication:

- The program can be run in two different ways:
    - a) At least 300 research hours: 200 supported by Central fund under \*CIS, through **TWO** different projects, 100 supported by EE, the rest supported by the supervisor
    - b) At least 250 research hours: 100 supported by Central fund under \*CIS through **ONE** project, 50 supported by EE, the rest (100 or more) supported by the supervisor
  - The program **must end within 15 calendar months** from its start date
- \*Period of CIS: 1 July 2023 – 15 June 2024 (*Tentative Application period: 1–15 May 2023*)

### B. Program Flow:

- **Pre-screening:** To apply for this Fellowship, candidate must have:
  - Support from a faculty member who is willing to supervise the candidate through the DURF program, and provide financial assistance where needed
  - Indication of merit, demonstrated by one of the following:
    - A minimum of CGPA of 3.50 at the time of application, OR
    - A minimum of CGPA of 2.80 AND a grade of 80% or higher in two or more courses deemed by the supervisor as strongly related to the research
- **Research term:** After passing pre-screening, the student will be admitted into a research fellowship program of no less than 250 hours.
- **Mid-term Evaluation:** The candidate must achieve above a satisfactory standing (as evaluated by his/her supervisor) at his/her final CIS report (to be completed after 150 hours of the candidate's involvement in the project).

- **Final Evaluation:**
  - The candidate must submit a final report. The report will be typeset in the template of an IEEE Transactions paper.
    - The report shall contain
      - An abstract summarizing the project
      - An introduction
      - A description of the technical progress covered in the project
      - The reporting of important results obtained thus far
      - A discussion on (a) the conclusions drawn from this project, and the experience accrued as by the undergraduate researcher
      - Acknowledgements and references as appropriated
    - The length requirements are
      - A minimum of three columns (excluding the references)
      - A minimum of two figures
      - A minimum of 600 words in the main body of the paper
  - The candidate must do a term-end presentation (typically in May or late August) and submit a report to the supervisor.
  - The candidate must perform a demonstration of the project (or his/her progress in the project). The form of the demonstration can be freely taken based on the nature of project and the progress obtained. The form of the demonstration will be mutually agreed upon by the supervisor and the candidate.
  - The supervisor and an assessor must fill in a form indicating the satisfactory completion of the project.
  
- **Outcome:**
  - The students who satisfactorily complete the distinguished undergraduate research fellowship program will be awarded the fellowship and given a recognition certificate.
  
  - The students who begin the program, but fail to achieve the aforementioned requirements, will not be awarded the fellowship. Nonetheless they will be financially compensated for their work through the CIS and Student Helper programs, and the supervisors will still receive support through the EE internal award scheme.
  
  - The students who achieve an outstanding performance through the program, as evidenced by the commendation from the supervisor and the assessor, will be considered for a Distinction award from the Department.

**C. Waiver for Training II (EE4097) / Engineering Training (EE4090):**

Students undertaking the DURF may opt to use it to replace Training II (EE4097) and/or Engineering Training (EE4090). (**For simplicity, both programs will be referred to as *Training* hereafter.**) Students who wishes to waive ***Training in 2023*** will need to satisfy the following criteria:

- The student must be enrolled into the DURF program by April 14<sup>th</sup> 2023, and reply promptly to the Engineering Training coordinator of this enrollment via your Programme Assistant (Angela Fok – CDE/ Helena Lee – ECE or ELEL / Christy Leung - INFE) at the general office.
- The student must perform a minimum of 80 hours of the DURF in the summer of 2023. (For the purpose of this addendum, the “summer term” can be taken from start of Semester B Exams to the end of Aug the same year).
- Within the aforementioned 80 hours of research, the student must complete a progress report after 40 hours of work, and a summary report (summarizing the first 80 hours) after 80 hours of work. The professor must sign off on each progress report entry to certify the applicant’s continued progress through the course of the fellowship.
- Beyond the initial 80 hours of work, the submission of progress reports to the supervisor is optional upon the supervisor’s discretion.
- The student must give a final presentation upon completion the DURF, along with a suitable demonstration component. If the project is not near completion by the end of the Summer of 2023, a progress presentation and demonstration must be given at that time to satisfy the requirements of waiving ***Training***. This presentation may happen alongside the presentation event for students participating in the OIS.
- The student must compile a report at the summer of 2023.
- The student’s progress must be deemed satisfactory by the supervisor and an additional assessor as arranged by the Department.
- Students who sign up for waiving ***Training***, but fail to meet the requirements, must retake ***Training*** the following year.
- Students looking to graduate in the summer of 2023 may not replace their ***Training*** with DURF.

**D. Application Procedure and Deadline:**

- Interested students should approach a faculty supervisor who will then fill out an application with project details and the student’s information for Department’s and University’s approval before doing online application for affiliated CIS.
- A student should apply to at most one DURF project for each round. A violation of this may lead to the rejection of all applications the student has entered.
- While the DURF program operates year-round, application for entry into this program happens usually in mid-April, and the University’s application period for CIS is **typically in the month of May from 1<sup>st</sup> – 15<sup>th</sup>**.