

Memo to Chairs and Directors

RE: Research Opportunity Program (ROP) Student Selection and Contract Completion

Dear Colleagues:

Please find below information regarding Research Opportunity Program (ROP) Student Selection and Contract Completion.

Should you have any questions, please do not hesitate to contact rop.utm@utoronto.ca.

Sincerely,
Andreas Bendlin
Vice-Dean, Academic Experience

Student applications to the Research Opportunity Program (ROP) closed on Monday, March 4, 2024.

Over the next few weeks, ROP supervisors will begin to review student applications and select qualified students for their projects. During this period, Chairs and Directors can expect to receive a notification to finalize and approve contracts signed by faculty and students within the ROPAPP.

Please review the following important items as you approve contracts for your academic unit:

- **Number of Hours Required:** For half-credit “H” courses, students should complete **8-10 hours per week**. For full-credit “Y” courses, students should complete **15-20 hours per week**. The required number of hours is crucial in maintaining the appropriate credit weight for each project.
- **Means of Evaluation:** The contract should detail the different assignments required and include a breakdown of the assessment weight for each assignment. This information provides students with a clear understanding on how they will be evaluated within a specific project.
- **Terms of the Project:** ROP supervisors are required to provide the student with an outline that highlights the duties and responsibilities of the student, as well as the timelines for, and expectations of, the project. This outline will ensure that there is mutual understanding of project deliverables.

As a reminder, students cannot register for an ROP course on ACORN. The Experiential Education Unit, Office of the Vice-Principal Academic and Dean, will provide the Office of the Registrar with a list of approved students to register on ACORN. To ensure students are enrolled in a timely manner and within the appropriate sessional dates, please review and sign all Summer 2024 contracts by **Wednesday, March 27, 2024**. Please review and sign all Fall 2024, Winter 2025, and year-long contracts by **Friday, June 4, 2024**.

For all important ROP-related dates, please review the [ROP Timetable 2024-25](#).