ECE MakerSpace Membership Policy

The following is taken from the ECE MakerSpace Operational Constitution.

ARTICLE III: MEMBERSHIP

3.1 Basic Eligibility of Membership

All students who are students registered in the Electronic and Computer Engineering Department (ELEC, MEIC & CPEG) of the Hong Kong University of Science and Technology shall be eligible for membership. A student from another Department or Major shall not be a member of the DAG without express approval from the ECE Faculty's Supervisory Board.

3.2 Privileges of Members

Members of the DAG shall have the right:

1. To Access to the MakerSpace Lab (Room 3125A) during:
    i. Office hours (9:30am - 5:30pm) except weekends and public holidays.
    ii. After-hours (non-office hours) under the supervision of an Executive Committee member (DO NOT WORK ALONE).
2. To use tools and equipment within the MakerSpace lab subject to the following:
    i. Workshop area equipment requires further operational training and supervision (detailed in operations guide).
3. Use of materials and supplies within the MakerSpace lab.
4. To gain support and resources as MakerSpace members.
5. To participate in all functions and activities organised by the DAG.
6. To attend all Annual General Meetings and Special General Meetings of the DAG.
7. To speak on matters at General Meetings.
8. To be entitled to other privileges as may be granted in the General Meetings.

3.3 Obligations of Members

Members shall:

1. Abide by the Constitution, by-laws and safety regulations of the DAG.
2. Abide by the resolutions of General Meetings.
3. Not act in any manner detrimental to the interest and welfare of the DAG. If any member cannot fulfill the above obligations, his / her membership may be announced to be void by the Core Leadership Team. The final decision is based on the resolution of the Core Leadership Team.

3.4 Membership General Qualifications

Students MUST:

1. Pass lab induction and at least one Enrichment Workshop.
2. Pass ELEC0001 ECE Safety on Canvas.
3. Acknowledge lab rules and agreement on safety terms.

3.5 Membership Eligibility

3.5.1 Electronic and Computer Engineering (ECE) Department Undergraduate Students:

1. ECE is defined as ELEC, MEIC & CPEG, along with Robotics Minor.
2. ECE Students shall be eligible for membership (including minor programs) upon application;
3. They MUST pass the minimum eligible points for membership renewal, otherwise reapply.

3.5.2 Non-ECE Department Undergraduate Students:

1. Year 1 SENG School-Based Admission:
    i. Membership can be given through a simple admission with an executive committee member to act as a mentor.
2. Students from other departments:
    i. Shall be a member of the DAG if the project is grouped with one or more ECE students.
    ii. Membership renewal follows the evaluation metrics as a group.

3.5.3 Membership Renewal for all:

1. Shall be evaluated based on project output, which may be flexible based on workload;
2. MUST pass the minimum eligible points for membership renewal, otherwise reapply;

3.5.4 Further Remarks:

1. ECE Postgraduate students and staff shall have free access to Makerspace tools and resources.
2. Students MUST NOT work on projects associated with other DAGs. (e.g. Robotics Team, Red Bird Racing, RoboMaster).
3. Students MUST NOT work on academic projects from the following course(s):
    - ELEC 1100 (To prevent overcrowding of the lab)
4. Postgraduate students not associated with ECE in any way should not be a member.
5. Three breaches of safety requirements or lab rules will result in membership termination.

3.6 Application Period

Application period takes place during the first 1.5 months of Fall or Spring semester – to facilitate lab induction and workshops to be held. Special arrangements can be made on a case-by-case basis

3.7 Membership Evaluation Points Metrics

Membership evaluations focus on contributions and involvement, conducted flexibly on a case-by-case basis. This applies to all students, including Makerspace Executive Committee Members and Student Board Members, whose membership is tied to their roles within the DAG. After their roles end, they must meet the same requirements.

Individuals: Members must create a project progress log, where as a milestone is reached, it will be recorded such that effort is tracible. This includes course, workshop, and project milestones.

Groups: Group projects are traced based on the project progress log, such that project progress and individual contributions can be evaluated for a membership renewal.

As such, membership renewal is determined by points awarded by the Division of Internal Development.

Work	Points
Member/Group has actively participated in Makerspace and/or utilized Makerspace resources for project creations.	5-6
Member/Group has moderately participated in Makerspace and/or sometimes utilized Makerspace resources for project creations.	3-4
Member/Group has seldom/not participated in Makerspace and/or almost never utilized Makerspace resources for project creations.	1-2

Individuals/Groups with 1-2 points at the end of each membership term are unqualified to renew their membership. If they wish to obtain membership again, they must reapply.