

**Graduate Assistantship Programme (GAP)**  
**Hours Fulfilled for Semester \_\_, AY 20\_\_/20\_\_**

Student Name: \_\_\_\_\_  
 Student ID.: \_\_\_\_\_  
 Degree: \_\_\_\_\_  
 Intake(Jan/Aug, Year): \_\_\_\_\_  
 Total No. of Hours Required for the Candidature: **416**

Name of Scholarship: \_\_\_\_\_  
 Department: Biological Sciences  
 Faculty: Science

*Please fill in the blank light-grey boxes where applicable*

Activities	Hours fulfilled this semester	At least 210 in total for the entire candidature	Fulfilled by end of this semester
Teaching Assistant Duty		140 - 278	
Teaching Preparation	0	70 - 139	

*\*Please note that Teaching Assistant Duty + Teaching Preparation hours will be under the "Teaching/lab supervision hours" in the system.*

Research Assistant Duty (inclusive of undergraduate research supervision)

*Student to complete 41 hours per semester for first three semesters.*

Activities	Hours fulfilled this semester	Up to 123 hours for the entire candidature	Fulfilled by end of this semester

Total:

Other Developmental Assignments (e.g. events, safety lead)

Activities	Hours fulfilled this semester	Up to 83 hours for the entire candidature	Fulfilled by end of this semester
		83	

Student's Signature: \_\_\_\_\_

Name & Signature of Supervisor : \_\_\_\_\_  
 Date: \_\_\_\_\_

NOTE:

- Teaching Preparation is automatically calculated as 0.5 times number of hours for Contact Teaching.

<b>Total hours cleared:</b>	
<b>Total hours left:</b>	

Verified by Department Administrator: Ms Priscilla Li \_\_\_\_\_  
 Graduate Studies Section, Department of Biological Sciences  
 Date: \_\_\_\_\_