**RECORD OF GRADUATE ASSISTANTSHIP PROGRAMME (GAP) HOURS BY SEMESTER**

Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No of GAP Hours (for graduation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Matric No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor & Co-supervisor (if any):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE SUBMIT THIS FORM AT THE END OF EACH SEMESTER. TOTAL HOURS SPENT IN A COURSE SHOULD NOT EXCEED 48 HOURS. HOURS CLOCKED BEYOND 48 HOURS WILL NOT BE COUNTED INTO THE GAP HOURS.**

**Course Code: Teaching Duties (TA)**

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| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Teaching Duties**  (including checked marked exam papers, exam/quiz, invigilation, grading, TA tutorial/lecture preparation/consultation) | **Total Hours** | **Name & Signature of Course Instructor** |
| Week 1 |  |  |  |  |
| Week 2 |  |  |  |  |
| Week 3 |  |  |  |  |
| Week 4 |  |  |  |  |
| Week 5 |  |  |  |  |
| Week 6 |  |  |  |  |
| Week 7 |  |  |  |  |
| Week 8 |  |  |  |  |
| Week 9 |  |  |  |  |
| Week 10 |  |  |  |  |
| Week 11 |  |  |  |  |
| Week 12 |  |  |  |  |
| Week 13 |  |  |  |  |
| Week 14 |  |  |  |  |
| Week 15 |  |  |  |  |
| Week 16 |  |  |  |  |
| Week 17 |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Research Duties**  (inclusive of research supervision) | **Total Hours** | **Name & Signature of Course Instructor** |
| Week 1 |  |  |  |  |
| Week 2 |  |  |  |  |
| Week 3 |  |  |  |  |
| Week 4 |  |  |  |  |
| Week 5 |  |  |  |  |
| Week 6 |  |  |  |  |
| Week 7 |  |  |  |  |
| Week 8 |  |  |  |  |
| Week 9 |  |  |  |  |
| Week 10 |  |  |  |  |
| Week 11 |  |  |  |  |
| Week 12 |  |  |  |  |
| Week 13 |  |  |  |  |
| Week 14 |  |  |  |  |
| Week 15 |  |  |  |  |