

**Graduate Assistantship Programme (Summary Sheet)**

**Hours clocked for Semester \_\_, AY \_\_ \_\_ \_\_ \_\_/\_\_ \_\_ \_\_ \_\_**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Scholarship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total No. of Hours Required for the Candidature: \_\_\_\_\_\_

(Department need to check on the total no. of hours required, especially for those that change their source of finance.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Mode of Clocking** | **Hours Clocked in Past Semester(s)** | **Hours Clocked in Reporting Semester** | **Name of Person in Charge** | **Designation of Person in Charge (Module coordinator/Dept Admin/Supervisor/HOD/VD or Nominee)** | **Signature of**  **Person in Charge** |
| Teaching/Lab Supervision1  (min. 20%) |  |  |  |  |  |
| Research Assistant duty2, inclusive of research supervision  (max. 60%) |  |  |  |  |  |
| Other developmental assignments3  (max. 20%)  Attach a separate sheet stating activities and hours clocked for each activity including seminar attendance sheet |  |  |  |  |  |
| TOTAL |  |  |

1 As a guide, hours clocked for assignment preparation should not exceed half the time required for assignment itself.

2 Preparation time cannot be clocked. Student’s supervisor need to endorse for quality of duty completed. Duty should be beyond scope of student’s research project. Cap at 60% of the total number of hours required for the candidature.

3 Assignments to be approved by Vice-Dean or designate. Cap at 20% of the total number of hours required for the candidature.

* Online FAQ is available at <http://www.askstudentservice.nus.edu.sg/>.
* **Please ensure that this form has been signed by the respective person(s) in charge before uploading it as part of your Research Progress Report submission.**