



# GRADUATE ASSISTANTSHIP PROGRAMME HOURS MANAGEMENT (myGAP) SYSTEM

User Guide

(Updated: 23 August 2023)

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# Contents

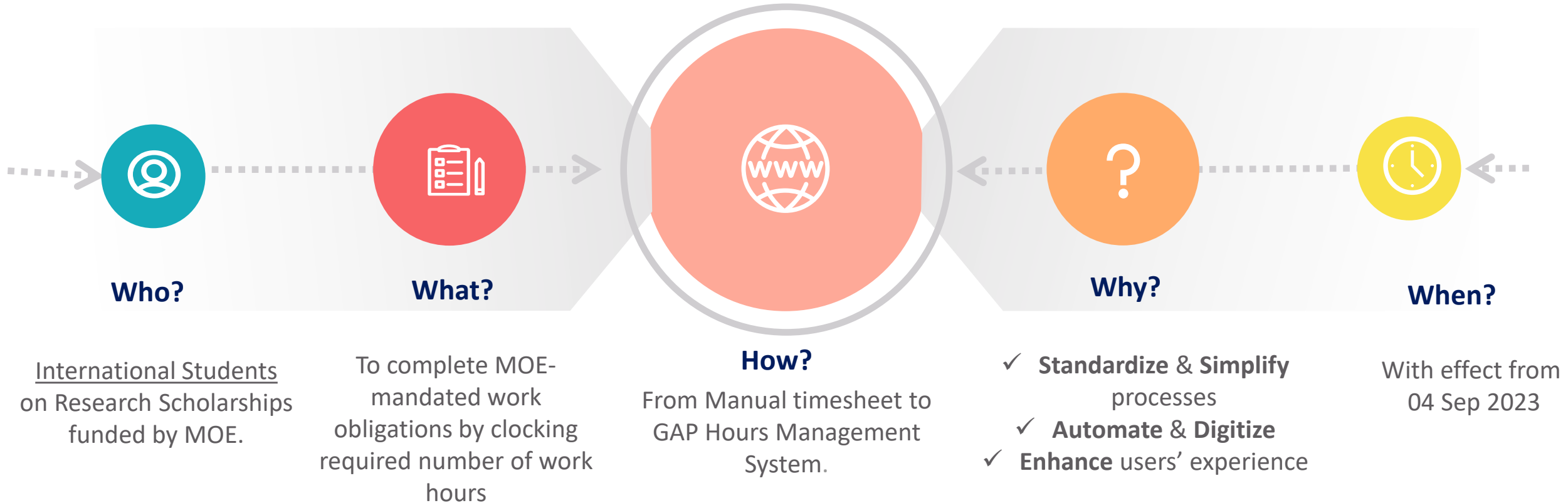
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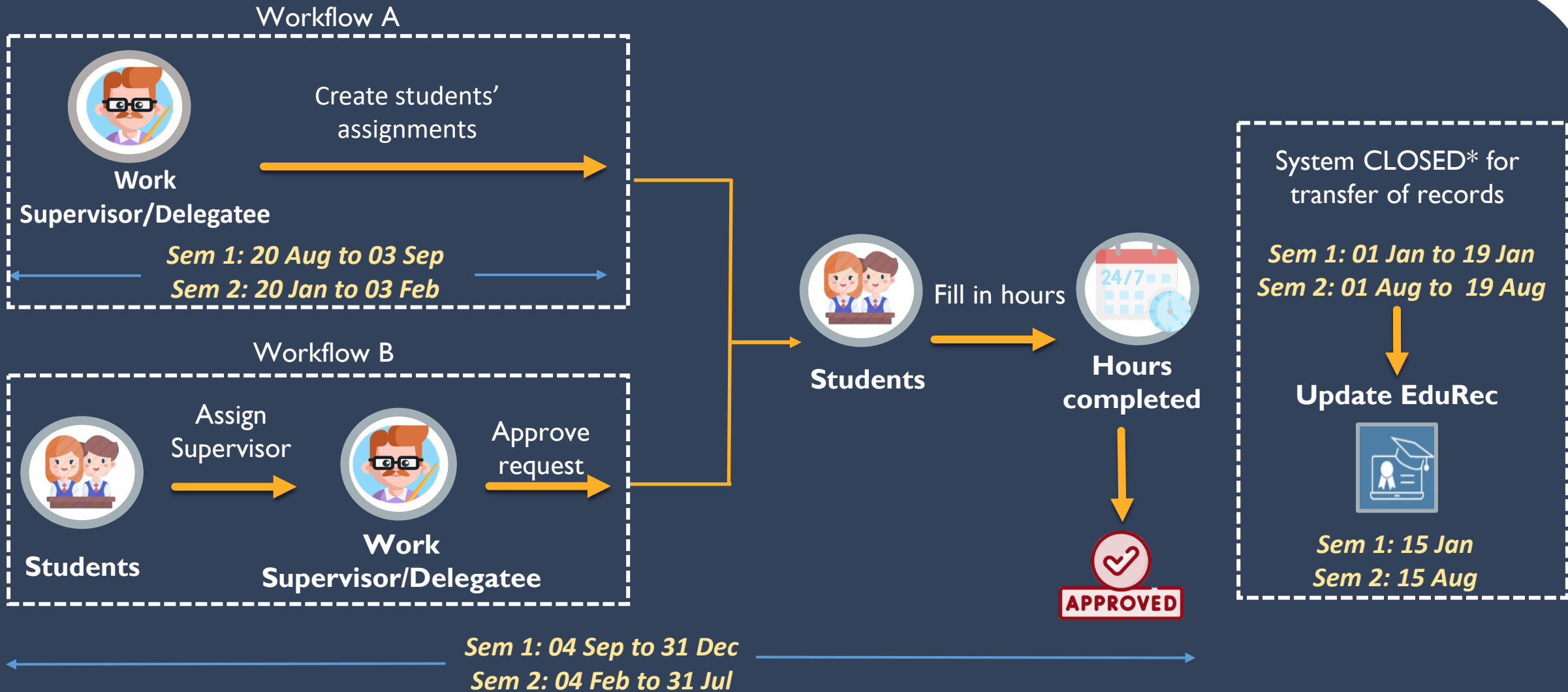
# OVERVIEW

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# GAP Hours Management System (*myGAP*)

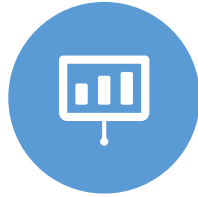


# Workflow



\*Users will have the view function ONLY to view the records , and not be able to make edits/submission of entry during this period

# Systems Features



## Dashboard

Reflect completed and outstanding hours under various categories



## Reports

- ✓ GAP hours history of student/s
  - ✓ Outstanding GAP hours
  - ✓ Requests pending approval



## Automation

- ✓ Auto-reminders at the beginning of each semester to all eligible GDR students
- ✓ Auto-routing to supervisors for approval
- ✓ Email notifications "For Action" items and "Status Updates"



## One-stop tool

Consolidation of tasks & information in the management of GAP hours

STUDENTS

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# To access GAP Hours Management System (myGAP)



This is main Login page where student click on Login Button to get authenticated for NUSNET ID to get login into GAP Hours Management System (myGAP)

- Access the system via: <https://www.nus.edu.sg/mygap>
- To login, click on “Log In”

# Student - Homepage

## Total Counted Hours

Counted Hours are the total number of working hours which are approved and used to fulfil the GAP hours as per MOE's guidelines.

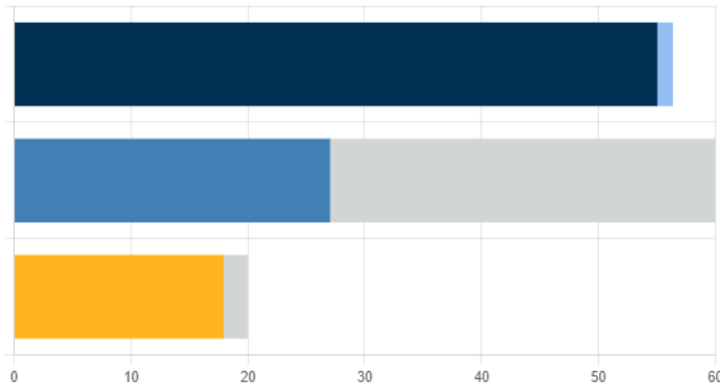
	Counted Hours ⓘ	Pending Hours ⓘ
Teaching/Lab Supervision (Min 20%)	234.5 (55.05%)	0 (0%)
RA Duty, Incl. Research Supv. (Max 60%)	112.5 (27.04%)	0 (0%)
Others Dev Assignments (Max 20%)	74.5 (17.91%)	0 (0%)



Required Hours: 416

## Total Clocked Hours

Clocked hours are the total number of hours worked under all the different categories.



Upon login, student will see a dashboard reflecting the total number of hours clocked<sup>1</sup> & counted<sup>2</sup>.

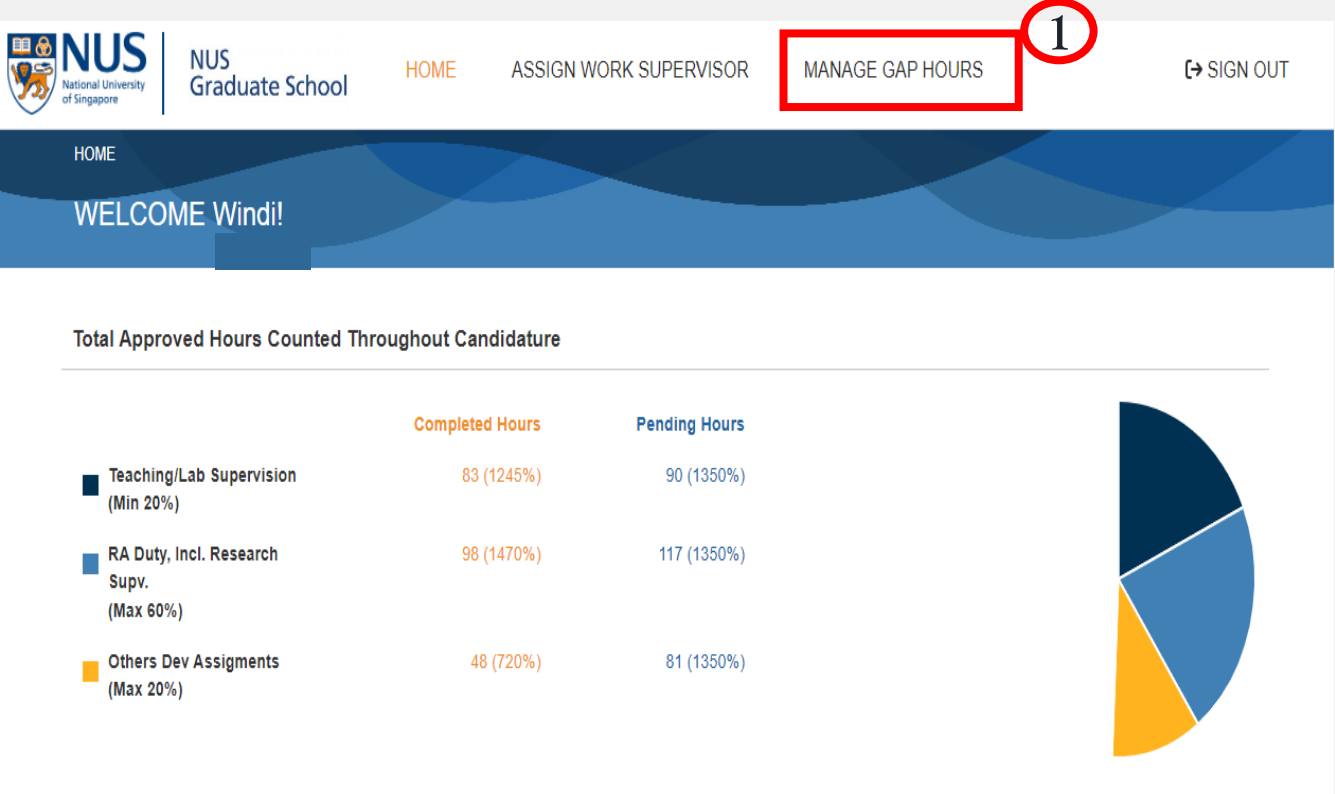
### Note:

1) Clocked hours are the total number of hours worked under all the different categories.

2) Counted hours are the total number of working hours which are approved and used to fulfil the GAP hours as per MOE's and/or department guidelines.


3) This Student Dashboard will display Counted and Clocked GAP Hours Summary.

# Student – To check for work assignment



The screenshot shows the NUS Graduate School portal. The navigation bar includes 'HOME', 'ASSIGN WORK SUPERVISOR', 'MANAGE GAP HOURS' (highlighted with a red box and a circled '1'), and 'SIGN OUT'. Below the navigation bar, there is a welcome message 'WELCOME Windi!'. The main content area is titled 'Total Approved Hours Counted Throughout Candidature' and features a table and a pie chart.

	Completed Hours	Pending Hours
Teaching/Lab Supervision (Min 20%)	83 (1245%)	90 (1350%)
RA Duty, Incl. Research Supv. (Max 60%)	98 (1470%)	117 (1350%)
Others Dev Assignments (Max 20%)	48 (720%)	81 (1350%)



The pie chart visualizes the data from the table, showing the proportion of completed and pending hours for each category. The categories are Teaching/Lab Supervision (dark blue), RA Duty, Incl. Research Supv. (medium blue), and Others Dev Assignments (yellow).

**Note:**

Work supervisor(s) may have allocated work assignments to students at the start of the term.

To check if any work has been assigned, please do the following.

**Step 1:**

Click “Manage GAP hours ” to check for work assignments

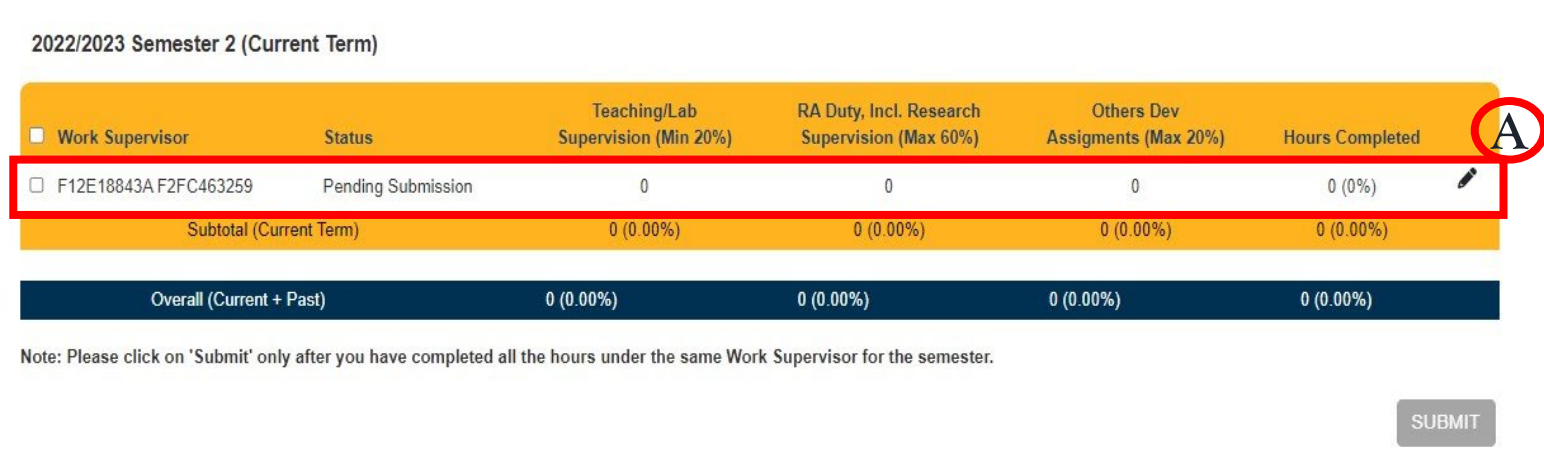
# Student – To check for work assignment

2022/2023 Semester 2 (Current Term)

<input type="checkbox"/> Work Supervisor	Status	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
<input type="checkbox"/> F12E18843A F2FC463259	Pending Submission	0	0	0	0 (0%)
Subtotal (Current Term)		0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
Overall (Current + Past)		0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)

Note: Please click on 'Submit' only after you have completed all the hours under the same Work Supervisor for the semester.

SUBMIT



### Example A:

A work assignment has been allocated to the student. Please click on the line item for more details (e.g. job description)

### Example B:

No work assignment has been allocated to the student in the system.

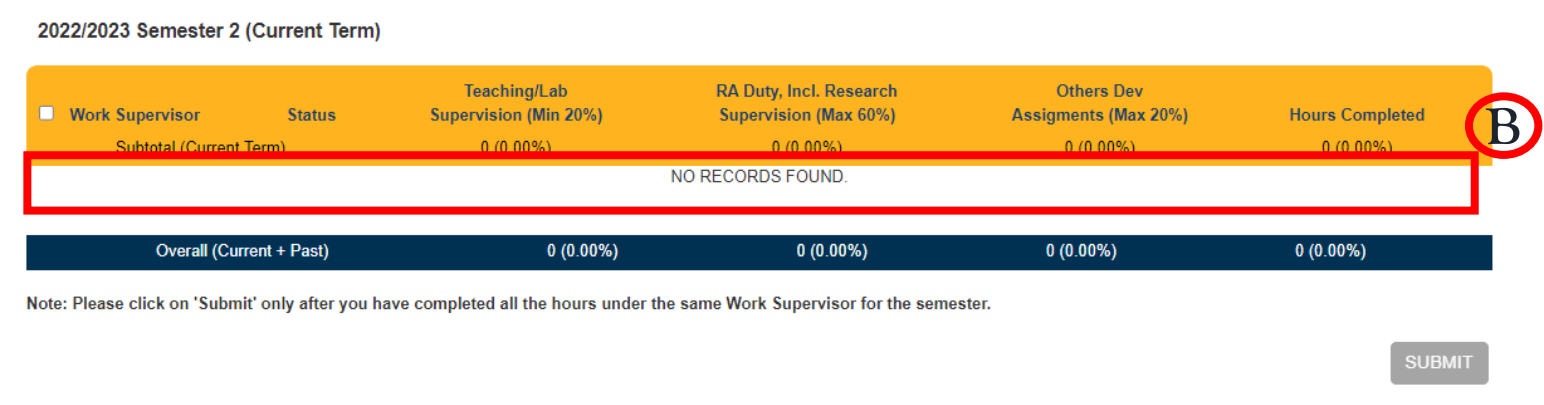
To kick-start the GAP exercise, students will need to assign work supervisor(s) for the GAP duties they will be performing for the current term.

2022/2023 Semester 2 (Current Term)

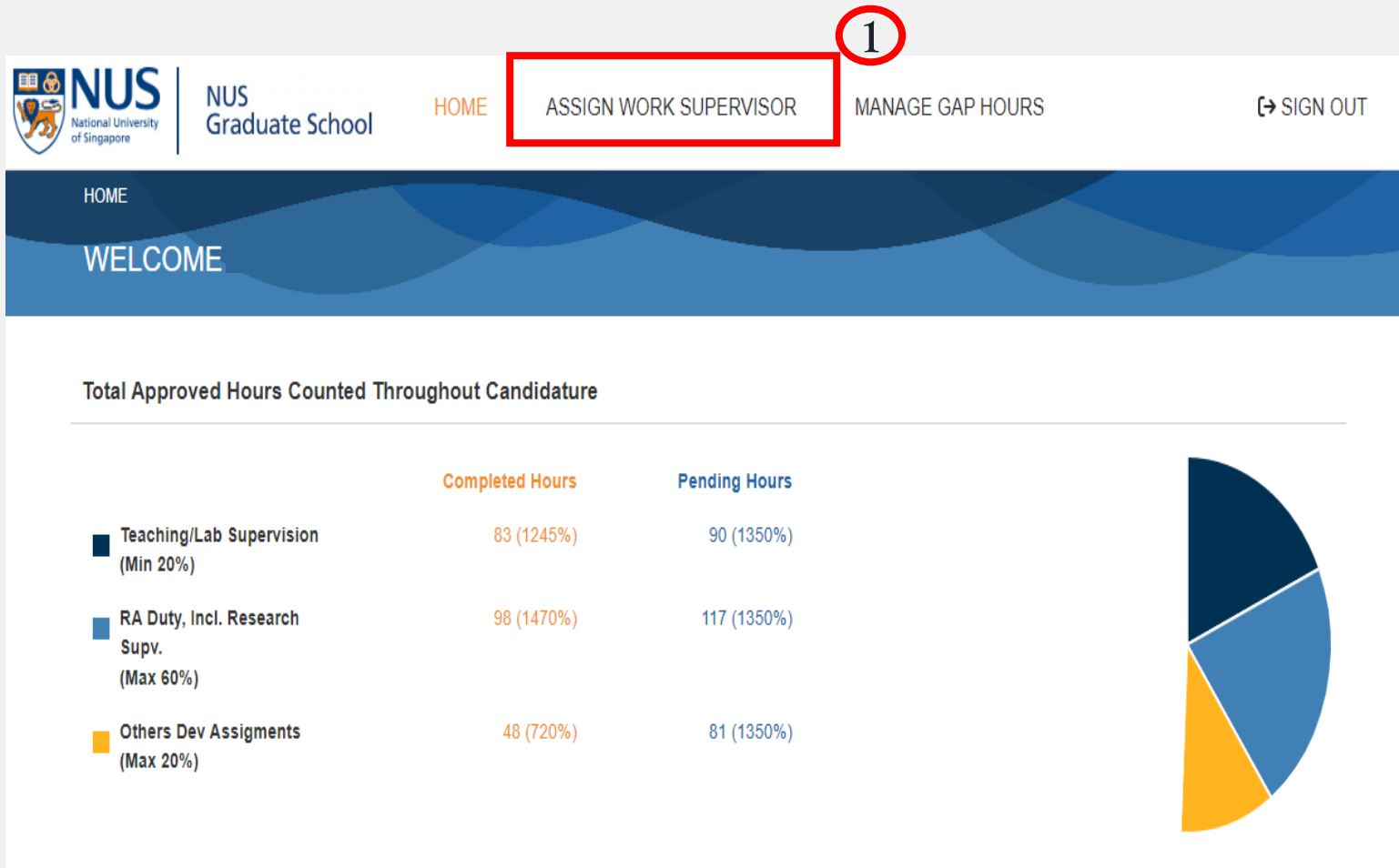
<input type="checkbox"/> Work Supervisor	Status	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
Subtotal (Current Term)		0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)
NO RECORDS FOUND.					
Overall (Current + Past)		0 (0.00%)	0 (0.00%)	0 (0.00%)	0 (0.00%)

Note: Please click on 'Submit' only after you have completed all the hours under the same Work Supervisor for the semester.

SUBMIT




# Student – To assign/withdraw work supervisor



The screenshot shows the NUS Graduate School portal. The navigation bar includes the NUS logo, 'NUS Graduate School', 'HOME', 'ASSIGN WORK SUPERVISOR' (highlighted with a red box and a circled '1'), 'MANAGE GAP HOURS', and 'SIGN OUT'. Below the navigation bar is a 'WELCOME' banner. The main content area is titled 'Total Approved Hours Counted Throughout Candidature' and features a table and a pie chart.

	Completed Hours	Pending Hours
Teaching/Lab Supervision (Min 20%)	83 (1245%)	90 (1350%)
RA Duty, Incl. Research Supv. (Max 60%)	98 (1470%)	117 (1350%)
Others Dev Assignments (Max 20%)	48 (720%)	81 (1350%)



## Note:

Unless the GAP duties have already been assigned in the system\*, students will need to assign work supervisor(s) for the GAP duties they will be performing for the current term to kick-start the GAP exercise.

## Step 1:

Click “Assign Work Supervisor” to assign your work supervisor

\*To find out more about the steps to do this, please refer to the earlier pages “Student- To check for work assignment”

# Student Interface– To add work supervisor

## ASSIGN WORK SUPERVISOR

Reporting Term: 2022/2023 Semester 2

Student:

2

ADD WORK SUPERVISOR

Work Supervisor NUSNET ID

Application Status

Job Description

NO RECORDS FOUND.

### Note:

Job description refers to the duties, responsibilities and skills required for the particular job, e.g. title, purpose of job and key tasks/activities involved.

### Step 2 :

Click “Add Work Supervisor” to add/assign your work supervisor

### Step 3:

Key in work supervisor ⓘ NUSNET ID & Job Description

### Step 4:

Click “Submit” to confirm

## ADD WORK SUPERVISOR

3

Work Supervisor NUSNET ID

Job Description

Lab teaching for course ABC123

4

SUBMIT

CANCEL

# Student – To withdraw work supervisor

**ASSIGN WORK SUPERVISOR**

Reporting Term: 2022/2023 Semester 1      Student:

**ADD WORK SUPERVISOR**

Work Supervisor NUSNET ID	Application Status	Student Specific Job Description (if any)
	Approved	test test
	Approved	The required serving hours for PhD students admitted from semester 2, AY2020/2021 is 416 hours.
	Withdraw	
	Approved	test test
	Approved	test

**2**

**× WITHDRAWN**

**ASSIGN WORK SUPERVISOR**

Work Supervisor NUSNET ID	Application Status	Job Description
	Applied	Research social media

**3**

Remarks

**4**

Are you sure want to withdraw? **CONFIRM** **CANCEL**

If circumstances have changed, and you would now like to withdraw the assignment of a work supervisor, please click on the "Withdrawn" button.

**Note:**

You can only withdraw your assignment request if the work supervisor has not approved your request.

**Step 2 :**

Click "Withdraw" if you wish to withdraw a request which is still pending

**Step 3:**

Provide reason/s for withdrawing the request

**Step 4:**

Click "Confirm" to confirm

# Student– To manage GAP hours

HOME ASSIGN WORK SUPERVISOR **MANAGE GAP HOURS** [→ SI]

HOME  
WELCOME

*By logging hours in the system, the student acknowledges and agrees to be solely responsible for the accuracy, completeness, and integrity of the logged hours. The student agrees to indemnify and hold harmless the institution, its officers, and employees, from and against any and all claims, damages, liabilities, costs, and expenses arising from or related to any inaccuracies, incompleteness, or manipulation of the logged hours by the student*

### Total Counted Hours

Counted Hours are the total number of working hours which are approved and used to fulfill the GAP hours as per MOE's guidelines.

	Counted Hours ⓘ	Pending Hours ⓘ
■ Teaching/Lab Supervision (Min 20%)	234.5 (55.05%)	0 (0%)
■ RA Duty, Incl. Research Supv. (Max 60%)	112.5 (27.04%)	0 (0%)
■ Others Dev Assignments (Max 20%)	74.5 (17.91%)	0 (0%)

Required Hours: 416

Students must enter the total number of GAP hours he/she has performed/will be performing for the different job category in the current term.

**Step 1:**  
Click “Manage GAP hours” to **clock/submit your GAP hours**




# Student – To clock hours

Student Required Hours: 50

Past Terms	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
Subtotal (Past Terms)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

NO RECORDS FOUND.

## 2022/2023 Semester 2 (Current Term)

<input type="checkbox"/> Work Supervisor	Status	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed	
<input type="checkbox"/> F1FCDB16D5 F22AD49C7F	Pending Submission	2	2	0	4 (480%)	
F116708C6F F2E420DEC7	Pending Approval	0	0	0	0 (0%)	
Claude Strophobia	Approved	20	0	0	20 (2400%)	
Subtotal (Current Term)		22 (44.00%)	2 (4.00%)	0 (0.00%)	24 (48.00%)	

2

Overall (Current + Past)		22 (44.00%)	2 (4.00%)	0 (0.00%)	24 (48.00%)
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Note: If student clocked GAP hours more than Requirement Hours for each category then excess hours will be excluded from counting meeting requirement.

SUBMIT

### Note:

Student can start clocking the hours only after work supervisor approves his/her work assignment request.

### Step 2 :

To begin, student must check on the box beside the work supervisor's name and click on the pencil icon to edit/update the GAP hours.

# Student– To clock hours

## EDIT GAP HOURS DETAILS

Reporting Term 2022/2023 Semester 2

Work Supervisor F13DEDC95D F239C1B98C

Job Description Lab teaching for course AB123

Teaching/Lab Supervision  Hours

RA Duty, Incl. Research Supervision  Hours

Others Dev Assignments  Hours

Student Ambassadors  Particate in NUS Open Day

Organise conference/seminars/workshops etc.  Others

Attachment  No file chosen

Student's Remarks

Work Supervisor's Remarks

3

4

Students must enter the **total cumulative GAP hours** performed under each of the job category for a particular work supervisor.

For teaching/lab supervision hours that are reported, provide a breakdown of the hours according to contact<sup>1</sup> vs non-contact<sup>2</sup> hours.

Example:  
Student A performed GAP teaching duties for Course X (10 hours) and Course Y (20 hours) under work supervisor ABC. He also performed a research assistant duty (15 hours) in work supervisor ABC's lab.

His GAP hours details for work supervisor ABC should be as follows:

Teaching/Lab Supervision: 30 hours  
RA Duty/Incl Research Supervision: 15 hours

Student's Remarks:  
Perform 10 hours of teaching Course X and 20 hours of teaching Course Y. (Contact hours: 20, Non-contact hours: 10)

**Step 3 :**  
Input the relevant details, edit/update the hours

**Step 4 :**  
Click "Save" to confirm your changes

- 1 Contact hours : e.g. no of hours spent on teaching the course/lab supervision.
- 2 Non-contact hours : e.g. no of hours spent in preparing the teaching materials, email consultation, marking of assignments etc.

Students to contact department administrator directly for clarifications

# Student – To submit clocked hours for work supervisor’s approval

Student Required Hours: 50

Past Terms	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
Subtotal (Past Terms)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

NO RECORDS FOUND.

2022/2023 Semester 2 (Current Term)

<input type="checkbox"/> Work Supervisor	Status	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
<input type="checkbox"/> 1FCDB16D5 F22AD49C7F	Pending Submission	2	2	0	4 (480%)
<input checked="" type="checkbox"/> F116708C6F F2E420DEC7	Pending Approval	0	0	0	0 (0%)
Claude Strophobia	Approved	20	0	0	20 (2400%)
Subtotal (Current Term)		22 (44.00%)	2 (4.00%)	0 (0.00%)	24 (48.00%)
Overall (Current + Past)		22 (44.00%)	2 (4.00%)	0 (0.00%)	24 (48.00%)

**3**

2022/2023 Semester 2 (Current Term)

Work Supervisor	Status	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
F13DEDC95D F239C1B98C	Pending Submission	15	8	6	29 (6.97%)

Do you want to proceed to submit?

**4**

## IMPORTANT NOTE:

Student can only submit ONE consolidated entry and attachment for the different category of jobs done under the SAME work supervisor in the same term.

Student will not be allowed to assign the SAME work supervisor again (even it is for a different job area) once the work supervisor has approved the total GAP hours entered for the current term.

Please consolidate your clocked hours & attachment, in one entry and submit it for approval before the stipulated closing date for the term.

## Step 2:

Select the entry to submit for approval

## Step 3:

Click “Submit” to confirm

## Step 4:

Click “Confirm” to send the request for approval

# Student– Editing of GAP hours after approval

In the event the hours need to be amended after the work supervisor has approved the GAP hours, please note the following:

- 1) Both work supervisor and student are unable to make the amendments.
- 2) Faculty/Dept Admin with delegatee rights will be able to make the changes for hours submitted in the current term (within the exercise submission period\*)
- 3) If changes have to be made after the submission period, we encourage students to do so when the system reopened for the next submission cycle\*. For urgent cases, please contact your Faculty Liaison Officer for assistance, and provide the work supervisor's approval for the amendment.

\*Please refer to the [schedule for the exercise submission period/s](#)

# APPENDIX

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# FAQ

QUESTION: Where can I find the supervisor's NUSNET ID?

ANSWER:

- 1) Go to your Microsoft Outlook
- 2) Create new message
- 3) Key in the name of the supervisor under "To"
- 4) Right-click to open outlook properties
- 5) NUSNET ID can be found in the "Alias" field

# FAQ

QUESTION: Can the GAP hours be changed after work supervisor has approved it?

ANSWER:

In the event the hours need to be amended after the work supervisor has approved the GAP hours, please note the following:

- 1) Both work supervisor and student are unable to make the amendments.
- 2) Faculty/Dept Admin with delegatee rights will be able to make the changes for hours submitted in the current term (within the exercise submission period\*)
- 3) If changes have to be made after the submission period, we encourage students to do so when the system reopened for the next submission cycle\*. For urgent cases, please contact your Faculty Liaison Officer for assistance, and provide the work supervisor's approval for the amendment.

\*Please refer to the [schedule for the exercise submission period/s](#))

# Glossary: Roles

Roles	Description
Work supervisor	Refers to someone who supervises the work done by students in fulfilling their GAP hours obligation. Role of a work supervisor includes approving students' request for assignment of work supervisor, and managing GAP hours submitted by students under their supervision (i.e. approve/edit the submitted GAP hours).
Student	Refers to someone who is enrolled in the graduate research programme, i.e. Master's by Research or a Doctor of Philosophy. Role of a student includes assigning the work supervisor who supervises him/her for a particular job and clocking up the required number of work hours throughout their candidature.
Delegatee	Refers to any NUS staff who is authorized by work supervisor to do the following tasks on his/her behalf: <ol style="list-style-type: none"><li data-bbox="932 833 1768 868">1) assign students to uptake the work obligations and</li><li data-bbox="932 876 2295 953">2) verify that the duties performed by the students are satisfactory before approving the work hours that are submitted</li></ol>
Faculty Admin	Refers to an administrative staff who is from a faculty or a department. Role of a faculty admin includes changing the students' GAP hours requirement for a particular term.



# Glossary: Definitions

Term	Description
Job Description	Description of the work to be carried out by student(s).
Teaching/Laboratory Supervision <sup>1</sup>	Official working hours and preparation of the class can be taken into account. As a guide, preparation time taken for teaching/laboratory supervision should not take more than half of the time required for the assignment. This may include graduate research students who are assigned teaching duties (i.e. teach Undergraduate/UROPS module), supervise FYP or invigilate examination.
Research Assistant (RA) duty, inclusive of research supervision <sup>1</sup>	The quality of the research supervision or research assistant duty needs to be endorsed by the work supervisor(s). GAP hours that have been approved by work supervisors would have been deemed as satisfactory. The research assistant duty should go beyond the scope of the current research project undertaken by the student. This may include any form of lab-related work that is done by the graduate research students, such as, doing SOPs or writing risk assessment for the lab, ensuring lab safety, conducting lab orientation/initiation, and maintaining equipment in the lab.
Other developmental assignments <sup>1,3</sup>	Other assignments with developmental value as approved by the Vice Dean <sup>2</sup> . This may include hours spent working as student ambassador, organizing seminar/conference/workshop, etc. and participating in NUS Open Day.
Student Requirement	Captures: <ol style="list-style-type: none"> <li>1. Student name/ID</li> <li>2. Start and End term of student</li> <li>3. GAP hours requirement</li> <li>4. Fund Category</li> <li>5. Reason of change, if any</li> </ol>

*1 Only hours clocked after the RSB/AcRF/SSRTG funded scholarship has started could be counted towards the GAP requirements because the duties performed under GAP are in-service means to discharge obligations for the financial support received from RSB/AcRF/SSRTG (BGS. 04/2015-16 dated 30 Nov 2015).*

*2 Vice Dean may delegate (e.g. to Departments) as deemed appropriate.*

*3 Hours fulfilled within each category in excess of the maximum allowable hours for that category will not be counted towards fulfilment of the GAP requirement.*

# Glossary: Definitions

Term	Description
Clocked hours	Total number of hours worked under all the different categories.
Counted hours	Total number of working hours which are approved and used to fulfil the GAP hours as per MOE's guidelines.

# Dates to look out for

S/N	Period	Activity
<b>Semester 1</b>		
01	20 Aug to 03 Sep 2023	System is available to work supervisors and faculty/department admin to pre-assign the work assignments
02	04 Sep to 31 Dec 2023	System is available to all users (students, work supervisors and faculty/department admin)
03	01 Jan to 19 Jan 2024	System is <b>closed</b> for transfer of records; users will have the view function ONLY to view the records , and not be able to make edits/submission of entry during this period
04	15 Jan 2024	Records are posted to Edurec
<b>Semester 2</b>		
05	20 Jan to 03 Feb 2024	System is available to work supervisors and faculty/department admin to pre-assign the work assignments
06	04 Feb to 31 Jul 2024	System is available to all users (students, work supervisors and faculty/department admin)
07	01 Aug to 19 Aug 2024	System is <b>closed</b> for transfer of records; users will have the view function ONLY to view the records , and not be able to make edits/submission of entry during this period
08	15 Aug 2024	Records are posted to Edurec