**Graduate School**

Doctor of Philosophy (PhD)

Master of Philosophy (MPhil)

**Annex II**

**Teaching, Research, and Support Duties Record Sheet**

Notes:

* Students are reminded to keep a timely record once they have completed their teaching, research, and/or support duties.
* This form should only report the prescribed teaching, research, and/or other support duties taken under the Research Postgraduate Studentship/Hong Kong PhD Fellowship Scheme. Additional employment taken under Clause 9 of the Terms and Conditions of the Research Postgraduate Studentship is ***NOT*** required to be reported here.
* This form should be submitted together with the Annual Progress Report.

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| **SECTION A: Personal Particulars** |

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| --- | --- | --- | --- |
| Name: |  | Student Number: |  |
| Programme: |  | Month & Year of Entry: |  |
| Affiliated Department: |  | Principal Supervisor: |  |

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| **SECTION B: Record of Teaching, Research, and/or Support Duties** |

1. **Summary Table**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date/Period** | **No. of Working Hours/Per Month** | | | **Total** |
| **Research-related**  ***[assigned by the Principal Supervisor after consultation with the Head of Department (HoD) / Director of Research Centre]*** | **Teaching-related**  ***[assigned by the Head of Department (HoD) through the Chair of the Departmental Learning and Teaching Committee]*** | **Others**  ***[assigned by the Principal Supervisor after consultation with the Head of Department (HoD) / Director of Research Centre]*** |
| ***Example***  ***Sep 2023*** | ***38*** | ***12*** | ***0*** | ***40*** |
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1. **Detailed Record**

|  | **Details of Teaching, Research, and/or Support Duties** |
| --- | --- |
| 1 | Description of the duty taken:  Nature:  □ Research-related  □ Teaching / Course-related:  [course title/code: ]  □ Others: (please specify) |
| 2 | Description of the duty taken:  Nature:  □ Research-related  □ Teaching / Course-related:  [course title/code: ]  □ Others: (please specify) |
| 3 | Description of the duty taken:  Nature:  □ Research-related  □ Teaching / Course-related:  [course title/code: ]  □ Others: (please specify) |

*Please add more rows if necessary.*

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| --- | --- |
| **SECTION C: Self-Reflection** | |
| *[Guiding questions: How are you benefit from these tasks? What areas can you further improve when undertaking similar tasks in the future? What have you learned from these tasks?]* | |
| Signature of Student: |  |
| Date: |  |
| Signature of Principal Supervisor: |  |
| Date: |  |

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| --- | --- |
| **SECTION D: Comments from Course Leader / Principal Supervisor** | |
|  | |
| Title / Name: |  |

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| --- | --- |
| **SECTION E: Comments from the Chairperson of DLTC** | |
|  | |
| Title / Name: |  |

**Endorsed by Head of Department:**

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| --- | --- |
| Signature : |  |
| Title / Name: |  |
| Date: |  |

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| **For Graduate School Use** |

A copy of the completed form is sent to the following parties for review purposes:

□ Research Postgraduate Programmes Director

□ Dean of the Graduate School

□ Vice President (Research and Development)

**Approved by:**

|  |  |
| --- | --- |
| Signature: |  |
| Title / Name: |  |
| Date: |  |

**Personal Information Collection Statement**

1. The personal data provided by you on this form will be used by the Graduate School for the purpose of processing your application and will be retained during your study in the University;
2. Please note that it is obligatory for you to provide the personal data required; failure to provide the requested data, or the provision of inaccurate or incomplete information may result in the University not being able to process your application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable;
4. Application for access to and/or correction of personal data after submitting this form should be made by writing to Graduate School at rpg@eduhk.hk; and
5. The University Privacy Policy Statement could be found in <https://www.eduhk.hk/en/privacy-policy>.