

# User Guide for myGAP

~ Graduate Assistantship Programme Hours Management System ~

# CONTENTS

## I. Overview

- i. [GAP Hours Management System \(myGAP\)](#)
- ii. [Workflow](#)
- iii. [System features](#)

## 2. For Student

- i. [To access GAP Hours Management System \(myGAP\)](#)
- ii. [Home Page: MOE](#)
- iii. [Home Page: Non-MOE](#)
  - a) [Check for GAP History](#)
  - b) [Check for Work Assignment](#)
  - c) [Assign/Add Work Supervisor](#)
  - d) [Withdraw Work Supervisor](#)
  - e) [Manage GAP hours](#)
  - f) [Submit GAP hours for approval](#)
  - g) [Edit GAP hours after approval](#)

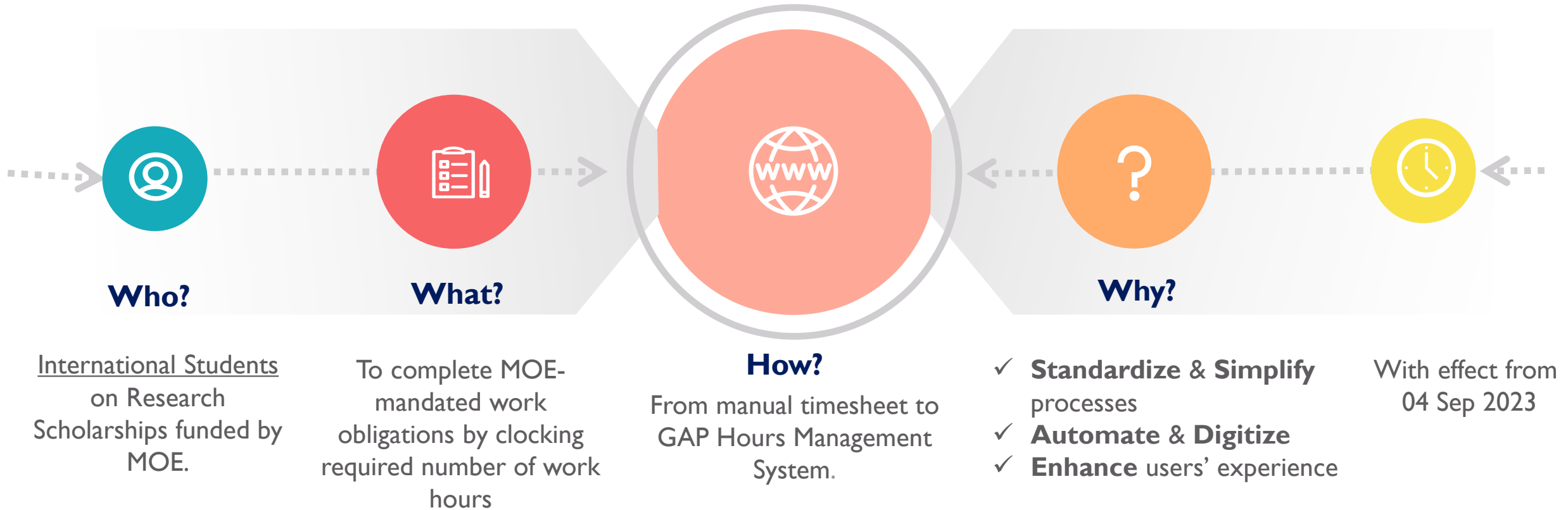
## 3. Appendix

- i. [FAQ](#)
- ii. [Glossary: Roles](#)
- iii. [Glossary: Definitions](#)
- iv. [GAP Exercise Period](#)

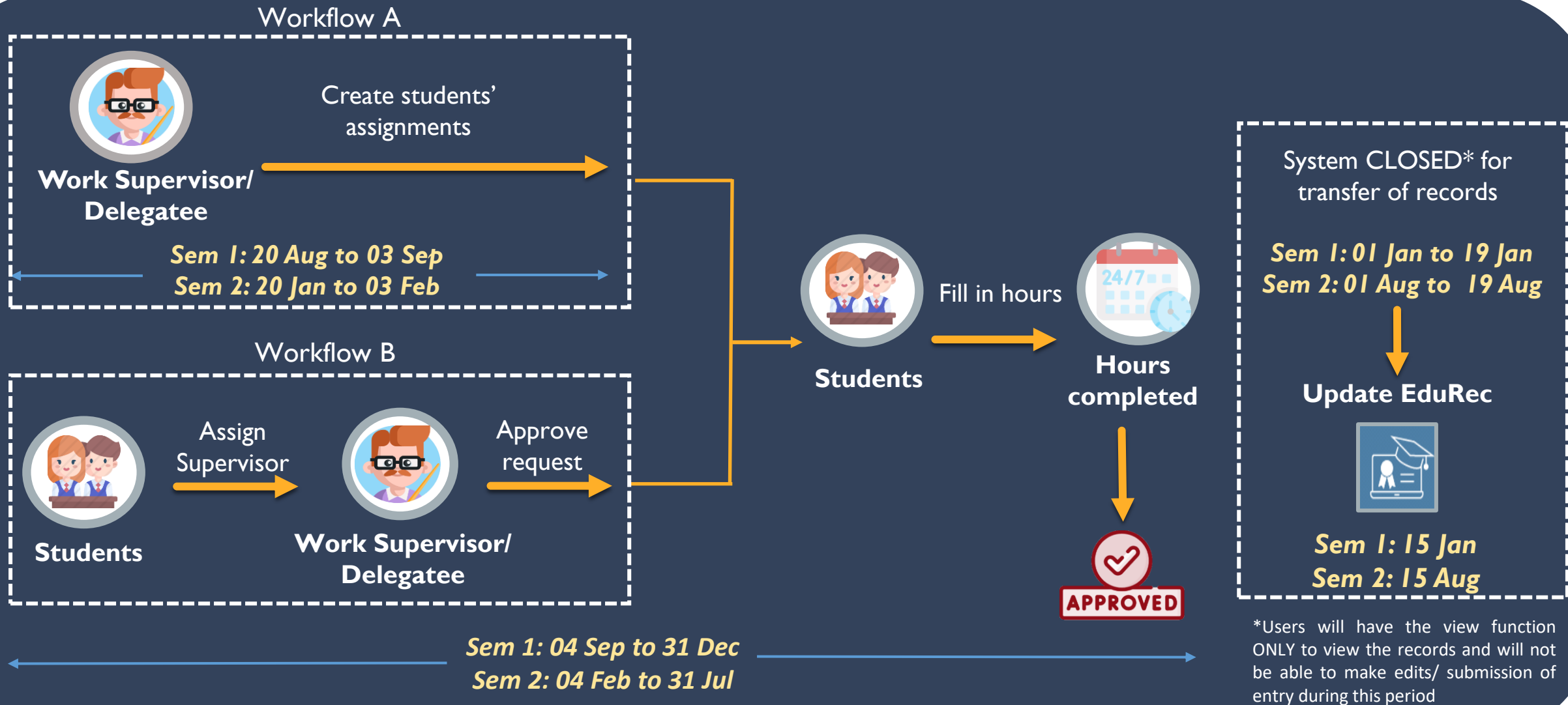
# OVERVIEW

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# GAP Hours Management System (*myGAP*)



# Workflow



# System 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 work supervisors for approval
- ✓ Email notifications “For Action” items and “Status Updates”



## One-stop tool

Consolidation of tasks & information in the management of GAP hours

**STUDENT**

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# To access GAP Hours Management System (myGAP)

[Browse Graduate Assistantship Programme](#) | [Learn more Graduate Assistantship Programme](#)

### Announcements

20 Oct 2023 | myGAP has new features! Look out for "MOE" and "NON-MOE" tabs in the Home and Manage GAP Hours pages

**MOE:** GAP hours clocked to fulfil MOE requirement. These are for international students who are on MOE-funded scholarships.  
**NON-MOE:** Hours clocked to fulfil obligations set by Faculties/Schools/Departments. Generally, these are for all other graduate research students who are scholars under faculty/department grants or SC/SPR under MOE-funded scholarships.

### Important Dates to Note

Semester 2



Period	Activity
20 Jan 2024 to 03 Feb 2024	System is available to work supervisors and faculty/department admin to pre-assign the work assignments.
04 Feb 2024 to 31 Jul 2024	System is available to all users (students, work supervisors and faculty/department admins).
01 Aug 2024 to 19 Aug 2024	System is closed for transfer of records; users will have the view function ONLY and will not be able to make any edit/submission of entry during this period.
15 Aug 2024	Records are posted to EduRec.

Semester 1

### Pro Tips

- **Assignment of Work Supervisor** - Each Work Supervisor can only be assigned once to each student in the same term. Students are encouraged to indicate the tasks/duties under the different categories (Teaching / Research duties / Other developmental duties) under the "Job Description" field.
- **Consolidated Entry** - Student can only submit ONE consolidated entry and attachment for the different categories of jobs done under the SAME work supervisor in the same term.
- **Reporting function (for faculty/dept admin)** - Administrators can generate various reports according to their needs under the "Report" function e.g. "Outstanding GAP Hours" to view students with outstanding GAP hours.

[Staff Guide](#) | [Student Guide](#)

## Login

[NUS Students](#)

[NUS Staff](#)

For users who are not on NUS campus network, please ensure you are [connected to NUS VPN](#) before you login to myGAP

Main login page for myGAP system - <https://www.nus.edu.sg/mygap>

Students and staff can log in by clicking the “NUS Students” and “NUS Staff” button, respectively.

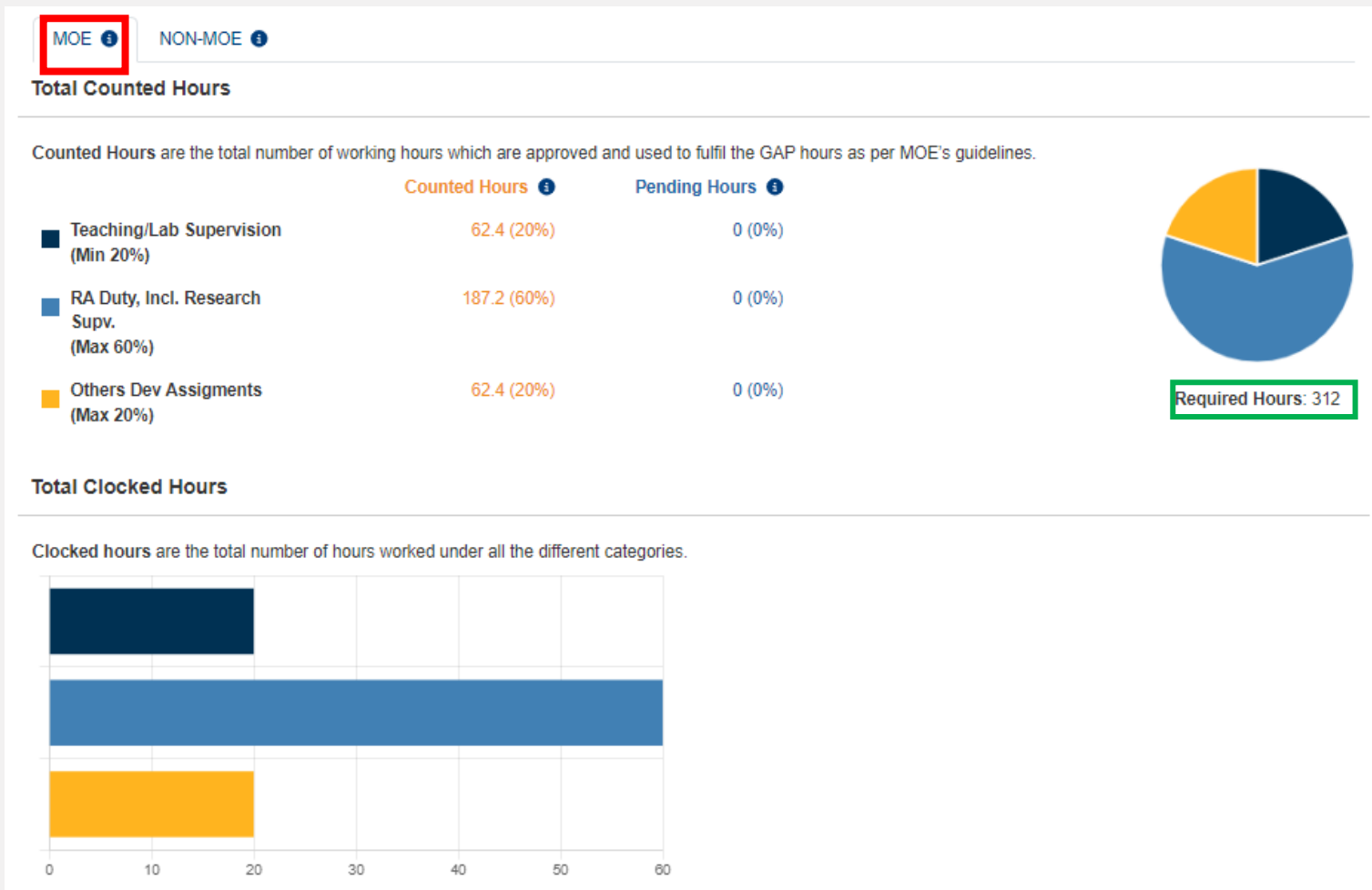
On the left-hand side panel of the page, there are useful information for users such as announcements, important dates, and tips to navigate the system. The user guides for both staff and students can also be found here.

## Having problems logging in? Try this!

- ✓ Clear your cache
- ✓ Use different web browser(s)
- ✓ Log in to [NUS WebVPN](#) (if you are out of campus)
- ✓ Sign in using [nus-ID@u.nus.edu](mailto:nus-ID@u.nus.edu) or nus-ID



# Student – Home Page [MOE]



## Note:

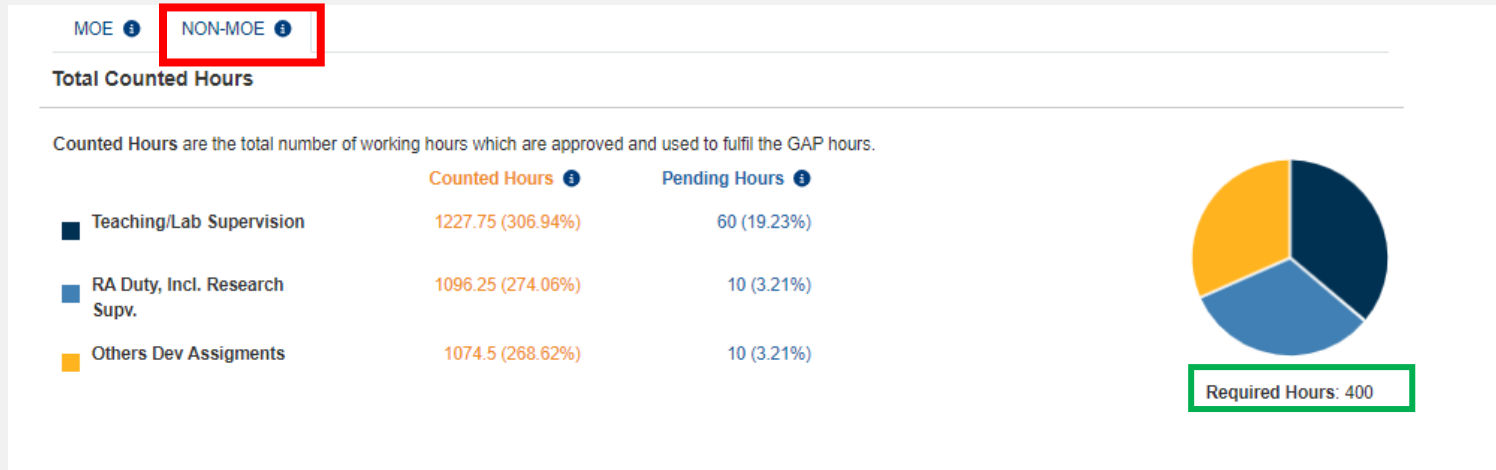
- 1) Clocked hours are the total number of hours worked under all the different categories.
- 2) Counted hours are the total number of working hours which are approved and used to fulfil the GAP hours as per MOE's and/or department guidelines.
- 3) Student Dashboard will display a summary of both the **Counted** and **Clocked** Hours done by the student.
- 4) Total MOE GAP requirement hours are reflected under the pie chart.

## Under MOE tab:

Students will see a dashboard reflecting the total number of hours clocked<sup>1</sup> & counted<sup>2</sup> under the MOE GAP requirements.

These are for **international students (IS)** who are on MOE-funded scholarships.

# Student – Home Page [Non-MOE]



## Note:

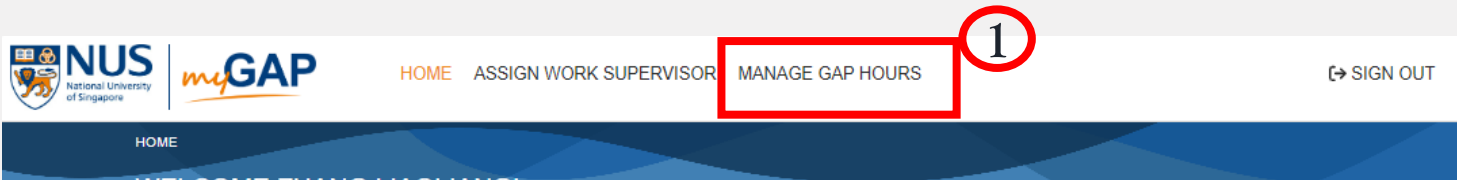
Generally, non-MOE GAP requirements are for all other graduate research students who are:

- 1) Research scholars under Faculty/Department grants.
- 2) SC/SPR under MOE-funded scholarships
- 3) IS who have completed their MOE GAP requirements and have been assigned additional obligations set by the respective Faculty/School/Department.
- 4) Total non-MOE GAP Required Hours are reflected under the pie chart.

## Under Non-MOE tab:

Students will see a dashboard reflecting the total number of hours clocked to fulfil the working hours obligation as set by the respective Faculty/School/ Department and which are used to fulfil NON-MOE GAP hours requirements.

# Student – (a) CHECK for GAP History



## Step 1 (a):

Click “Manage GAP hours ” to check for GAP History.

## Step 2 (a):

GAP history is segregated into two (2) categories: **MOE** and **NON-MOE** requirements.

### MOE:

GAP hours counted to fulfil MOE requirements. These are for international students (IS) who are on MOE-funded scholarships.

### NON-MOE:

Hours clocked to fulfil obligations set by Faculties/Schools/Departments. Generally, these are for all other graduate research students who are scholars under faculty/department grants or SC/SPR under MOE-funded scholarships.

Student

2023/2024 Semester 1 (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
F179E5EC65 F2A18E8AA8	Approved	35	20	0	55 (11.8%)
<input type="checkbox"/> F1FCDB16D5 F22AD49C7F	Pending Submission	20	0	0	20 (4.29%)
<input type="checkbox"/> F15B2EBA62 F231E2DBE0	Pending Submission	0	0	0	0 (0%)
Subtotal (Current Term)		55 (11.80%)	20 (4.29%)	0 (0.00%)	75 (16.09%)

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

SUBMIT

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GAP History

☒ MOE ☐ NON-MOE

Required Hours 416

Past Terms	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
2019/2020 Semester 1	75	0	0	75 (18.03%)
2019/2020 Semester 2	85	0	0	85 (20.43%)
2022/2023 Semester 2	0	0	0	0 (0%)
Subtotal (Past Terms)	160 (38.46%)	0 (0%)	0 (0%)	160 (38.46%)

# Student – (b) CHECK for Work Assignment

NUS National University of Singapore myGAP

HOME ASSIGN WORK SUPERVISOR **MANAGE GAP HOURS** 1

HOME WELCOME !

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"/> F12E18843AF2FC463259	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

## Note:

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

## Step 1 (b):

Click “Manage GAP hours ” to check for any job/work assignment.

## Example A:

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

## Example B:

No job/work assignment has been allocated to the student. 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 – (c) ASSIGN/ADD Work Supervisor

**1**

NUS National University of Singapore myGAP HOME ASSIGN WORK SUPERVISOR MANAGE GAP HOURS SIGN OUT

HOME

**ASSIGN WORK SUPERVISOR**

Reporting Term: 2023/2024 Semester 2 Student:

**2**

ADD WORK SUPERVISOR

Work Supervisor NUS-ID	Application Status	Job Description

**3**

Work Supervisor NUS-ID

Job Description

Lab teaching for course ABC123

**4**

SUBMIT CANCEL

## 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 (c):

Click “Assign Work Supervisor”.

### Step 2 (c):

Click “Add Work Supervisor” to assign/add your Work Supervisor.

### Step 3 (c):

Key in Work Supervisor’s NUS-ID & Job Description.

### Step 4 (c):

Click “Submit” to confirm.

*An email will be sent to the Work Supervisor to inform him/her of this assignment done by you, and for him/her to approve/reject the assigned work supervision.*

## 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.

# Student – (d) WITHDRAW Work Supervisor

ASSIGN WORK SUPERVISOR

Reporting Term: 2023/2024 Semester 2      Student: 2

ADD WORK SUPERVISOR

Work Supervisor NUS-ID	Application Status	Job Description
	Approved	Teaching lab duties
	Rejected	RA duty - Supervise FYP for UG student (10 hours)
	Applied	Lab teaching for course ABC123

X WITHDRAW

## Step 2 (c) :

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 (i.e. the application Status shows “Applied”).

ASSIGN WORK SUPERVISOR

Work Supervisor NUS-ID	Application Status	Job Description
	Applied	Lab teaching for course ABC123

Remarks \*

3

I am not supervising the student for this work.

CONFIRM CANCEL

4

## Step 3 (c) :


Provide reason(s) for withdrawing the assignment under the “Remarks” field.

## Step 4 (c) :

Click “Confirm” to confirm.

*An email will be sent to Work Supervisor to inform him/her that your request to complete the GAP duties under his/her supervision has now been withdrawn.*

# Student – (e) MANAGE GAP Hours



myGAP

HOME   ASSIGN WORK SUPERVISOR   **MANAGE GAP HOURS**   [SIGN OUT](#)

1

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 checked="" 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%)	

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

SUBMIT ALL

GAP History

MOE   NON-MOE

Required Hours 312

Past Terms	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
2022/2023 Semester 1	40	100	25	165 (52.88%)
2022/2023 Semester 2	22.40	87.20	37.40	147 (47.12%)
Subtotal (Past Terms)	62.4 (20%)	187.2 (60%)	62.4 (20%)	312 (100%)

## Note:

Student must enter the total number of GAP hours he/she has performed or will be performing for the different job category in the current term. GAP hours can only be entered after the Work Supervisor has approved the work assignment request.

## Step 1 (e):

Click “Manage GAP hours” to edit/update your GAP hours.

## Step 2 (e):

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 which have not been submitted yet.

# Student – (e) MANAGE GAP Hours

EDIT GAP HOURS DETAILS

Reporting Term2022/2023 Semester 2

Work SupervisorF13DEDC95D F239C1B98C

Job DescriptionLab teaching for course AB123

Teaching/Lab Supervision0Hours

RA Duty, Incl. Research Supervision0Hours

Others Dev Assignments0Hours

☐ Student Ambassadors

☐ Organise conference/seminars/workshops etc.

☐ Particate in NUS Open Day

☐ Others

Attachment

Choose File

No file chosen

Student's Remarks

Work Supervisor's Remarks

SAVE

CANCEL

3

4

## Note:

Students must enter the **total cumulative GAP hours** performed under each of the job category for the same Work Supervisor.

## Step 3 (e):

Input the relevant details and edit/update the GAP hours. For GAP hours entered under “Others Dev Assignments”, please select one or more of the 4 boxes.

## Step 4 (e):

Click “Save” to confirm your changes.

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

<sup>1</sup> Contact hours: No. of hours spent on teaching the course/lab supervision.

<sup>2</sup> Non-contact hours: No. of hours spent in preparing the teaching materials, email consultation, marking of assignments, etc.

## 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:



(i) Teaching/Lab Supervision: 30 hours; (ii) 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)



# Student – (f) SUBMIT GAP Hours for Approval



HOME   ASSIGN WORK SUPERVISOR   **MANAGE GAP HOURS**   [SIGN OUT](#)

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 checked="" type="checkbox"/> 1FCDB16D5 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%)

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

**SUBMIT ALL**

GAP History

MOE   NON-MOE

Required Hours 312

Past Terms	Teaching/Lab Supervision (Min 20%)	RA Duty, Incl. Research Supervision (Max 60%)	Others Dev Assignments (Max 20%)	Hours Completed
2022/2023 Semester 1	40	100	25	165 (52.88%)
2022/2023 Semester 2	22.40	87.20	37.40	147 (47.12%)
Subtotal (Past Terms)	62.4 (20%)	187.2 (60%)	62.4 (20%)	312 (100%)

## Note:

Student must enter the total number of GAP hours he/she has performed or will be performing for the different job category in the current term. GAP hours can only be entered after the Work Supervisor has approved the work assignment request.

## Step 1 (f):

Click “Manage GAP hours” to clock/submit your GAP hours.

## Step 2 (f):

Click the entry to submit for approval.

## Step 3 (f):

Click “Submit ALL” to confirm.

# Student – (f) SUBMIT GAP Hours for Approval

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**

CONFIRM CANCEL

## Note:

Students 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 4 (f):

Click “Confirm” to send the request for approval.

*An email will be sent to Work Supervisor to inform him/her to review the GAP hours that you have submitted.*

# Student– (g) EDIT GAP Hours After Approval

If student needs to edit the GAP hours AFTER it has been approved, please take note of the following:

- 1) Faculty/Dept Admin with delegatee rights will be able to make the changes for GAP hours submitted in the current term (within the exercise submission period\*)
- 2) Both Work Supervisor and student cannot make any amendments.
- 3) If the change must be made after the submission period, we encourage students to do so when the system re-opens for the next submission cycle\*. For urgent cases, please email to [gdradmin@nus.edu.sg](mailto:gdradmin@nus.edu.sg) for assistance, and provide the Work Supervisor's written approval for the required amendment.

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

# APPENDIX

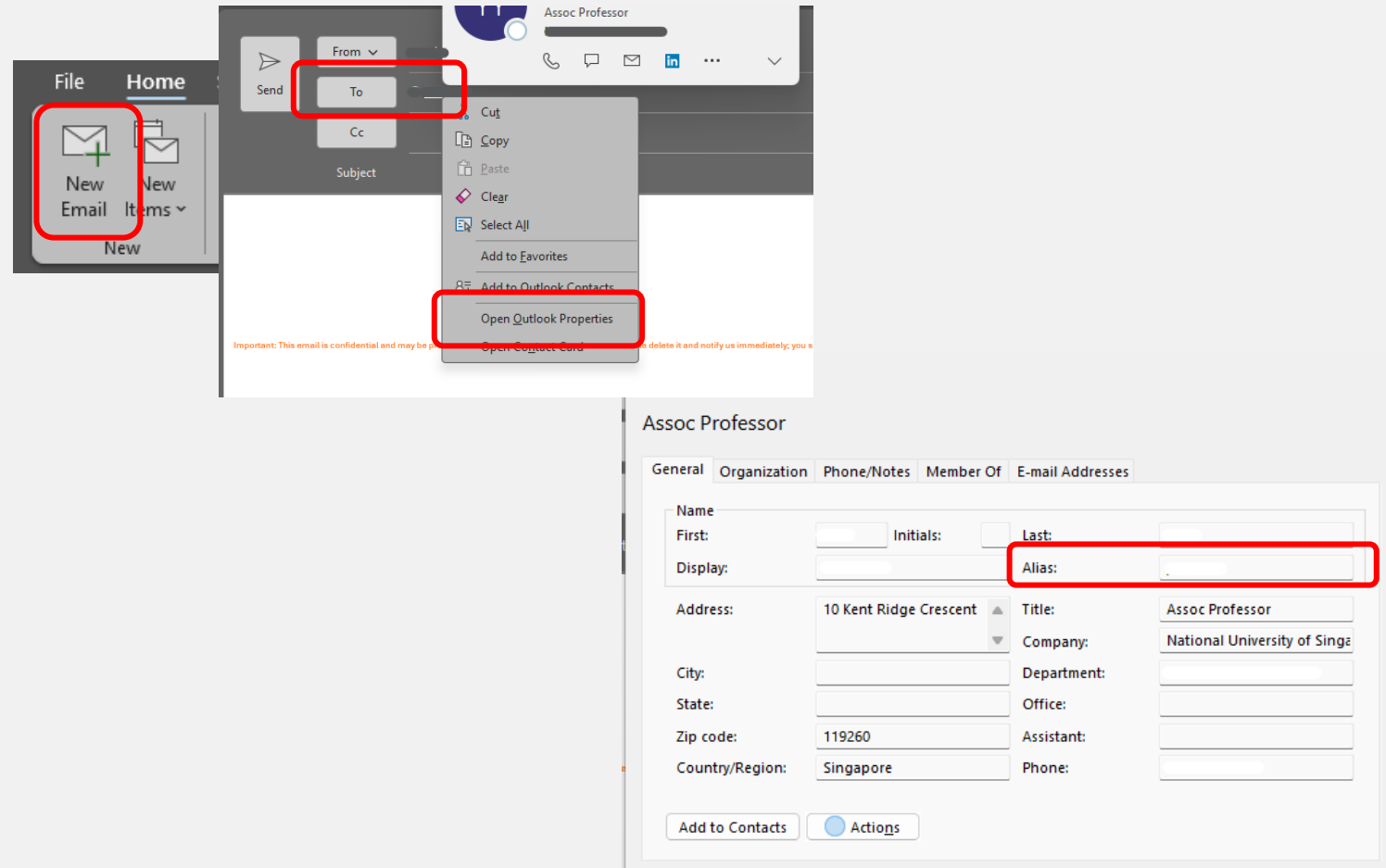
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# FAQ

## QUESTION: Where can I find the Work Supervisor's NUS-ID?

### ANSWER:

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



# FAQ

**QUESTION: Can the GAP hours be amended 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) Work Supervisor and students can no longer edit the approved GAP hours.
- 2) Faculty/Dept Admin with delegatee rights can edit GAP hours submitted in the current term (within the exercise submission period).
- 3) Any request to edit GAP hours after the submission period can only be done when the system re-opens for the next submission cycle. For urgent cases, please email to [gdradmin@nus.edu.sg](mailto:gdradmin@nus.edu.sg). Please provide the Work Supervisor's written approval for the required amendment.

# 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>1) assign students to uptake the work obligations and</li><li>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/department admin includes changing the students' GAP hours requirement for a particular term and amending an approved GAP hours during the period of the GAP exercise.

# 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. 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 final year project (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>

<sup>1</sup> 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).

<sup>2</sup> Vice Dean may delegate (e.g. to Departments) as deemed appropriate.

<sup>3</sup> 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.

# GAP Exercise Period

Semester 1	Semester 2	Activity
20 Aug – 3 Sep	20 Jan – 3 Feb	System is available to Work Supervisors and Faculty/Department Admins to pre-assign the work assignments, if any.
4 Sep – 31 Dec	4 Feb – 31 Jul	System is available to all users (Students, Work Supervisors and Faculty/Department Admins).
1 Jan -19 Jan	1 Aug – 19 Aug	System is closed for transfer of records; users will have the view function only and will not be able to make any edit/submission of entry during this period.
15 Jan	15 Aug	Records are posted to EduRec