



**The Graduate Division of History**  
**Declaration Form of Workload 20 - 20**  
***(ONLY applicable to PGS Holder)***

Notes: This form should be completed and returned to the Division Office by the end of December, May and July every. Late submission without justification will not be accepted.

Name : \_\_\_\_\_ Period : Aug - Dec / Jan - May / Jun - Jul  
Year of Study : \_\_\_\_\_ Prog : MPhil / PhD

**A. Teaching-related Duties**

**1. Teaching Assistant**

Term :  Term 1 /  Term 2 /  Summer Term  
Course Code : HIST  
Course Teacher : \_\_\_\_\_  
Student Enrollment : \_\_\_\_\_  
Total Working Hours : \_\_\_\_\_

Max. working hours per course:	
No. of student taught by TA	Hours
Below 15	220
16-30	240
31-45	260
46-60*	280
61-75*	300
76-90*	320
91-105*	340

\* If more than 1 TA is assigned to a course, the maximum numbers of working hours can be earned per TA for that course would be reduced by 50%.

Endorsed by the Course Teacher: \_\_\_\_\_

**2. Other Teaching-related Duties**

Invigilator  Term 1 /  Term 2 Course Code: HIST \_\_\_\_\_ Hours  
 Assist in Course Add-Drop / Course Evaluation / Summer Internship<sup>^</sup> (<sup>^</sup>delete as appropriate) \_\_\_\_\_ Hours  
 Other Duties (please specify: \_\_\_\_\_ ) \_\_\_\_\_ Hours

**B. Research-related Duties**

Providing research support to Professor \_\_\_\_\_ (Max. 200 hrs/ term) \_\_\_\_\_ Hours

Endorsed by Professor: \_\_\_\_\_

Assist in Academic Seminars or Conference Organised by Department (Max. 50 hrs/ activity) \_\_\_\_\_ Hours

Attend Academic Seminar or Conference (Supporting document: max. 1-page report endorsed by Supervisor) \_\_\_\_\_ Hours

Date: \_\_\_\_\_ Topic of Seminar/Conference: \_\_\_\_\_  
Date: \_\_\_\_\_ Topic of Seminar/Conference: \_\_\_\_\_  
Date: \_\_\_\_\_ Topic of Seminar/Conference: \_\_\_\_\_

Publish a Paper/Thesis (Supporting document: copy of research paper and AIMS registration) 110 Hours

Topic: \_\_\_\_\_

Publish a Book (Supporting document: copy of book cover and AIMS registration) 400 Hours

Name of Book: \_\_\_\_\_

Present a Paper in Academic Seminar/Conference (Supporting document: copy of conference programme) 50 Hours

Date: \_\_\_\_\_ Topic of Seminar/Conference: \_\_\_\_\_

Date: \_\_\_\_\_ Topic of Seminar/Conference: \_\_\_\_\_

**C. Other Duties**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Hours

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_