

Appendix 4 Template for Teaching Hour Log Sheet

Accumulated Hours of Teaching Activities

(to be completed by student applicant and signed by peer teaching programme coordinator)

Name of applicant: _____

Date	Time	School/Department /Course Code	Types of teaching activities*	Description	No. of hours
Example 1 Nov 2024	09:30-11:30	CCHU9001	Classroom teaching	Reflective writing workshop	2
1-30 Sept 2025	See time table attached	Writing Centre	1:1 consultation	1:1 consultation	15
Total no. of teaching hours completed					

Name of peer teaching programme coordinator: _____

Signature: _____

School/Department: _____

Date: _____

*You should aim to have at least two types of teaching with each contributing to at least 30% of the total teaching hours (e.g., 7.5 hours classroom teaching + 17.5 hours 1:1 consultation = 25 hours).