

Clinical Placement System (CLIPS) Student Guide for Timesheet APSS

10 May 2023

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

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Login Clinical Placement System

🚸 Clinical Placement System | PolyU 🗙 🛛 🕂

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Visit URL https://clips.polyu.edu.hk and login with your NetID



Placement Calendar

| 🚸 [D] Clinical | Placement Syste | em | | | | 6 | ð | 8 |
|----------------|-----------------|--------------|--------------|--------------|--------------|----------|----------|-------|
| 📋 My Roster | | | | | | | | |
| < Prev Month | | | 2023 May | | | | Next Mor | nth > |
| Su | Мо | Tu | We | Th | Fr | | | Sa |
| 30 | 01 | 02 | 03 | 04 | 05 | | | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | | | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | | | 20 |
| 21 | 22 • CHK9 | 23 • CHK9 | 24 • CHK9 | 25 • CHK9 | 26 • CHK9 | • CHK9 | | 27 |
| 28 • CHK9 | 29 • CHK9 | 30 • CHK9 | 31 • CHK9 | 01 • CHK9 | 02 • CHK9 | • CHK9 | | 03 |
| 04 • CHK9 | 05 • CHK9 | 06 • CHK9 | 07 • CHK9 | 08 • CHK9 | 09 • CHK9 | • CHK9 | | 10 |

Click "Calendar" button to view placement arrangement



Leave Application (1)

| 🛞 [D] Clinical | Placement Syst | em | | | | @ | |
|---|---|-----------------|--------------|--------------|--------------|----------|------------|
| 📋 My Roster | | | | | | | |
| < Prev Month | | | 2023 May | | | Ne | xt Month > |
| Su | Мо | Tu | We | Th | Fr | | Sa |
| 30 | 01 | 02 | 03 | 04 | 05 | | 06 |
| 07 | 08 | 09 | 10 | 11 | 12 | | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | | 20 |
| 21 | 22 • СНК9 | 23 • CHK9 | 24 • СНК9 | 25 • CHK9 | 26 • CHK9 | • CHK9 | 27 |
| 28 • CHK9 | 29 • CHK9 | 30 • CHK9 | 31 • CHK9 | 01 • CHK9 | 02 • CHK9 | • CHK9 | 03 |
| 04 • CHK9 | 05 • CHK9 | 06 • CHK9 | 07 • CHK9 | 08 • CHK9 | 09 • CHK9 | • CHK9 | 10 |
| MSW FW II N/A Upper Ground Floor, CHK9 (KLW/EN) (AM Apply Leave | . Lai Bo Garden, 383 Po On F И & PM) | Road Shamshuipo | | | | | |

Select leave date and click "Apply Leave"



Leave Application (2)

| 🛞 [D] Clinical | Placemer | nt System | 1 | | | | | 습 | 8 8 |
|---|---------------------------|----------------------|-----------------------|--------------|--------------|--------------|----|--------|--------------------|
| 📋 My Roster | | | | | | | | | |
| < Prev Month Su | | 🗟 Leave A | pplication | | | Х | Fr | | Next Month > Sa |
| | | * Type: | Sick Leave | | | × | 05 | | 06 |
| 07 | | * Date : * Time : | 2023-05-22 AM & PM | | | | 12 | | 13 |
| 14 | | * Reason : | | | | | 19 | | 20 |
| 21 | • CHK9 | Attachment: | 土 Upload | | | <i>li</i> | 26 | • CHK9 | 27 |
| 28 • CHK9 | • CHK9 | | | | | Apply Cancel | | • CHK9 | |
| • СНК9 | • CHK9 | 05 | СНК9 | 06 • CHK9 | 07 • СНК9 | 08 • CHK9 | | • CHK9 | |
| MSW FW II N/A Upper Ground Floor, CHK9 (KLW/EN) (AM Apply Leave | Lai Bo Garden, 3 & PM) | 883 Po On Road | Shamshuipo | | | | | | |

Input leave reason and click "Apply"



Leave Application (3)

[CLIPS] Leave application is awaiting approval (CHOI Xxx Xxx)

| Show Headers HTML HTML Source Text Raw Spam Analysis HTML Check ① Tech Info |
|--|
| HTML HTML Source Text Raw Spam Analysis HTML Check 💶 Tech Info |
| |
| |
| Dear Administrator, |
| Please be informed that leave application is submitted for your approval by CHOI Xxx Xxx (2100****G). |
| Year: 2022-23 Subject: MSW EW II |
| Student: CHOI Xxx Xxx (2100****G) |
| Type: Sick Leave |
| Time: AM & PM |
| Workplace: CHK9 (KLW/EN) |
| Reason: headache |
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| |

System sends notification to both supervisor and you





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