**The Hong Kong Polytechnic University**

**Global Engagement Office**

**Time Sheet**

Student ID: Placement City:

Name: Placement Organization:

Faculty / Dept:

***You are required to fill in the time sheet and obtain the signature from the supervisor each week***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   | Mon  | Tue  | Wed  | Thur  | Fri  | Sat  | Sun  | Total Hours  | Signature from Supervisor  |
| Week 1  |   |   |   |   |   |   |   |   |   |
| Week 2  |   |   |   |   |   |   |   |   |   |
| Week 3  |   |   |   |   |   |   |   |   |   |
| Week 4  |   |   |   |   |   |   |   |   |   |
| Week 5  |   |   |   |   |   |   |   |   |   |
| Week 6  |   |   |   |   |   |   |   |   |   |
| Week 7  |   |   |   |   |   |   |   |   |   |
| Week 8  |   |   |   |   |   |   |   |   |   |
| **Total no. of work hours**  |   |   |

*Please fill in the no. of working hours in the box. If you take leave on the day, please state the reason(s) for your leave, e.g. sick leave, casual leave, company leave, public holiday...etc.*