

THE CHINESE UNIVERSITY OF HONG KONG
Department of Educational Administration and Policy
Timesheet for Student Helper

For Internal Use

Student helpers must be CUHK's currently registered full-time students.

*Undergraduates: Working hours should be **LESS THAN 18 hours per week** within the University.*

*Postgraduates: Working hours should be **No MORE THAN 12 hours per week** within the University.*

Student Name (In BLOCK letters): _____ **Mobile Number:** _____

Student ID Number: _____ **Email:** _____

Study Programme: ☐ Bachelor ☐ Master ☐ PhD

Nature of Work: _____

Receiving Studentship: ☐ Yes ☐ No

Endorsed by Head of Graduate Division

Non-Local student ☐ Yes (Complete the “Log Sheet for Non-local students working in CUHK” and submit the copy of **No Objection Letter** (NOL) issued by the Immigration Department.)

☐ No

Working week (dd/mm)	No. of working hours*							Total hours of the week
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1st Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
2nd Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
3rd Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
4th Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
5th Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
6th Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
7th Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
8th Week <i>fr / to /</i>	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	Fr to	
Total working hours:								
Total amount:								HK\$

**Meal hours are excluded for the actual working hours.*

Signature of Student: _____ **Date:** _____

Signature of Supervisor: _____ **Date:** _____

(Name)

Project Code: _____

Signature of PI: _____ **(Date:** _____

(The supervisor is not the PI) (Name)

(Oct 2017)