The University of Hong Kong

Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Application for Duration Changes in Fieldwork Placement**

*(Please read regulations at the back)*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Student:** | |  | | | **UID :** |  | |
| **Program of Study**: | | (FT/PT BSW/MSW)\* | | |  |  | |
| **Mobile No**.: | |  | | | **HKU Email Address:** | |  |
|  |  | |  |  | | | |

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| --- | --- | --- | --- | --- |
| **Please circle the placement you would like to change the duration period**  **and specify the month and year under the period you will complete the placement**  ◀ **advancement deferment** ▶ | | | | |
| **Program** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **BSW FT** |  |  | Summer ▶*Yr.4 concurrent*  SOWK4006 1st placement | Concurrent ▶*end of Yr.4 sum.*  SOWK4007 final placement |
| **MSW FT** | Summer ▶*Yr.2 concurrent*  SOWK6225 1st placement | Concurrent ▶*end of Yr.2 sum.*  SOWK6231 final placement |  |  |
| **MSW PT** |  | Concurrent ▶*Yr.3 concurrent* SOWK6225 1st placement | Concurrent ▶*end of Yr.3 sum.*  SOWK6231 final placement |  |

**Reason(s) to change the placement duration period**:

(Advance placement for all students is not encouraged. Only application with strong justification will be considered. Please discuss with your Program Director before the submission.)

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*(Please use separate sheet to state the reasons if needed)*

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| --- | --- | --- | --- | --- | --- | --- |
| Supporting Reference Document / Medical Certificate \* Attached: |  | Yes |  | No |  | To be followed |

I declare the above-mentioned reasons are valid and ready to make up the fieldwork placement as stated above.

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| --- | --- | --- | --- | --- |
| Signed: |  | (Applicant) | Date: |  |

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(For SWSA Office Use Only)

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| Follow up contact(s) taken: | |  | Phone |  |  | Email |  |  | Interview |  |  | Others ( ) | |
| **Remarks:** |  | | | | | | | | | | | |
|  | | | | | | | | | | | | |

Support / Not Support \* Recommend/ Not Recommend \* Approve / Disapprove \*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | |
| Signature  Program Director | | Signature  Director of Field Instruction/  Deputy Director of Field Instruction | | Signature  Head of Department | |

*\* Please delete as appropriate*

**Regulations on Deferment in Fieldwork Placement**

1. The applicant should state clearly the reason(s) for duration changes and attach necessary supporting documents and/or medical certificates with the application;
2. Besides notifying the Director of Field Instruction/Deputy Director of Field Instruction, the applicant should keep the Program Directors informed about the application as well as to seek their advice on the change of study plan;
3. The Director of Field Instruction/Deputy Director of Field Instruction will assess the application and forward it to the Department and the Faculty for consideration;
4. The applicant should note clearly the sequence of field practicum as follows:-
   * *SOWK4006 is the pre-requisite for SOWK4007 for BSWFT students; SOWK6225 is the pre-requisite for SOWK6231 for MSWFT and MSWPT students;*
   * *Students who fail to complete a placement within the scheduled period would need to retake the placement while observing the sequence stated above. The final placement has to be taken and passed latest by the summer term of the final year for the students to graduate in the same year upon fulfillment of all course requirements.*
   * *MSWPT2 students who have to undertake Concurrent Placement as scheduled can apply for Summer Block Overseas / Mainland placement but have to defer the placement period to the summer of the last semester year before their graduation. They are still entitled to graduate in the same year if the passing grade can be submitted to the Faculty for approval by the end of August. Otherwise, the student may need to graduate in the next year if they fail in the placement or unable to meet the deadline of marks submission.*