

**The University of Hong Kong
Department of Social Work and Social Administration
2024 Summer Block Overseas Placement
Application Form**

FORM A

Student's Particulars:

Name of Student: _____ Program of Study: _____ Yr. _____

Email: _____ Mobile Phone No.: _____

Working/Volunteer Experience / Award Granted (if any):

Overseas Travelling/Residence Experience (if any), please also specify the duration:

Academic Performance (for MSWFT1 students, please input NA. We will check with Program Secretary):

BSW: Cumulative GPA in 2022-2023: _____

MSW: Cumulative GPA in 2022-2023: _____

MSWFT - 1: Cumulative GPA in 2023-2024: _____

Previous Social Work Fieldwork Placement Experience:

No

Yes (Setting: _____ Grade/Marks: _____)

Working Experience in NGOs:

No

Yes (Setting: _____, Years of working in NGO: _____)

Language Proficiency (please ✓ where appropriate):

	English	Cantonese	Putonghua	Other(specify): _____
Good				
Fair				
Poor				

Preference of Overseas Fieldwork Placement (Please write down the name of the agency instead of countries, please refer to the information being posted on the placement website):

1st Choice: _____

Reasons: _____

2nd Choice: _____

Reasons: _____

3rd Choice: _____

Reasons: _____

Are there any other points you want to make to support your application? If yes, please provide the information.

Financial Declaration:

I do not intend to apply for the following fund/subsidy.

I intend to apply for the following fund/subsidy (can choose more than one): -

1978 Alumni Fund Travel Award and Project Fund

(For all programs; to support most needy students with financial constraints)

T Y Wong Foundation Fund (on loan with no interest) (for all programs, preferable to FT students)

Other Self-explored sources _____

Reasons for applying for the Funding Support:

Do you want to make any other points to support your financial application?

If yes, please provide the information.

I have requested _____ (Name of Teacher) to fill in Form B for me.

I declare that the information supporting this application is accurate and complete.

Name of Student: _____ Signature: _____ Date: _____

Submission: Please email rosesee@hku.hk your signed Form A and your CV
Submission Deadline: On or before 15 December 2023 at 5:00 pm

Enquiry: Ms. Clara Lau Siu Cho at 3910-2567 or siucho@hku.hk

Selection Criteria (for reference only):

1. *Good performance in the selection panel interview and written test*
2. *Great interest to take Overseas fieldwork placement*
3. ***Outstanding academic performance (cGPA of 3 or above is a necessary requirement)***
4. *Recommendations by university teachers*
5. *Essential qualities such as language proficiency (English and/or Putonghua), maturity, presentation, analytical thinking, adaptability, willingness to accept challenges and enthusiasm to help others*
6. *Sufficient financial support to afford all necessary expenses incurred (students who have financial challenges will be supported by the Alumni Fund)*
7. *Good health condition if required*
8. *Clear criminal record if required*

**The University of Hong Kong
Department of Social Work and Social Administration
2024 Summer Block Overseas Placement
Teacher Recommendation Form**

FORM B

Please email this recommendation to rosesee@hku.hk, Fieldwork Secretary, on or before Dec 15, 2023. PLEASE DO NOT RETURN THIS FORM TO THE STUDENT

(The information provided by the teacher is for reference of the Selection Panel and will not be disclosed to the student)

Name of Student: _____ Program of Study: _____

Name of Teacher: _____

- I recommend
- I have reservations to recommend
- I do not recommend

The above student to undertake the overseas placement.

Reasons: _____

Signature: _____ Date: _____

Enquiry: Ms. Clara Lau Siu Cho, Director of Field Instruction, at 3910-2567 or siucho@hku.hk