

The University of Hong Kong
Department of Social Work & Social Administration

Social Work Fieldwork Placement

**Appeal procedures for a student who objects to
being given a failed grade by the fieldwork supervisor**

Introduction

In fieldwork, the failed grade given by the fieldwork supervisor is not final. It will be reviewed by the assigned Internal Examiners who may adjust it before it is submitted for endorsement by the Departmental Board of Examination, and finally by the full Board of Examination of the Faculty of Social Sciences.

If a student who is given a failed grade by his/her fieldwork supervisor disagrees with the grade, he/she may make an appeal to the Department Head and request a review. The review will be carried out by the Appeal Board appointed by the Department Head.

Structure of the Appeal Board

The Appeal Board is responsible to the Department Head and will consist of three members, the Director of Field Instruction/Deputy Director of Field Instruction as Convener, a professoriate teaching staff and a fieldwork supervisor, both of whom will have knowledge and experience in the area of practice of that particular placement which the student has "failed".

Procedures for conducting the review

In gathering evidence on the student's performance the Appeal Board will read all the written reports and submissions which the student has produced during the course of his/her fieldwork practice in that particular placement. The Board will also review all or a representative sample of the available audio-visual recordings of the student's work.

In addition, the Board will discuss with various persons who may provide information and opinions on the student's performance. The following persons must be consulted: the fieldwork supervisor, the student concerned and the staff of the placement agency.

The Appeal Board will submit its recommendations to the Department head who will notify the various persons concerned of the result of the review.

Authority

The Appeal Board's recommendations are final. However, if the student or the fieldwork supervisor concerned is not satisfied that the Board has followed the proper procedures in drawing up its recommendations, he/she may lodge a complaint with the Department Head. If there is sufficient evidence to support the claim, the Department head may order another review exercise to be carried out by an Appeal Board with a different membership.