

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

Application for Duration Changes in Fieldwork Placement (For 2022 intake onward students)

(Please read regulations at the back)

Name of Student: _____ UID : _____

Program of Study: (FT/PT BSW/MSW)* _____

Mobile No.: _____ HKU Email Address: _____

Please circle the placement you would like to change the duration period and specify the <u>month and year</u> 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 1 st placement	Concurrent ▶ end of Yr.4 sum. SOWK4007 final placement
MSW FT	Summer ▶ Yr.2 concurrent SOWK6225 1 st placement	Concurrent ▶ end of Yr.2 sum. SOWK6231 final placement		
MSW PT		Concurrent ▶ Yr.3 concurrent SOWK6225 1 st placement	Concurrent ▶ end of Yr.3 sum. SOWK6231 final placement	

Reason(s) to change the placement duration period:

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

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.

Signed: _____ (Applicant) Date: _____

(For SWSA Office Use Only)

Cheque collected on: _____ Cheque No. _____

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

Remarks: _____

Recommend/ Not Recommend*

Support / Not Support *

Signature
Director of Field Instruction

Signature
Program Director

Regulations on Deferral in Fieldwork Placement

- a) The applicant should state clearly the reason(s) for duration changes and attach necessary supporting documents and/or medical certificates with the application;
- b) 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;
- c) 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;
- d) The applicant should note clearly the sequence of fieldwork placement 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.*
- e) **For the MSW students who are 2022 intake onward, the application for duration changes in fieldwork placement will charge at \$3,000 for placement re-arrangement as to cover the administrative cost incurred. Please submit the application form, together with the cheque to the Director of Field Instruction. Cheque should be payable to: The University of Hong Kong, which is non-refundable.**