



HKU
SWSA

Department of Social Work and Social Administration
The University of Hong Kong
香港大學社會工作及社會行政學系



SUMMER BLOCK PLACEMENT

OVERSEAS PLACEMENT 2026

ORIENTATION FOR STUDENTS

Lydia Lam

Director of Field Instruction

2 May 2026

AGENDA

Time	Venue	Topic	Speaker
9:15- 9:30		Registration	
9:30 - 10:45	CPD-3.04	Summer Block/Overseas Placement Orientation	Ms. Lydia Lam DFI
		Break	
11:00- 12:30	CPD-3.28	Family Services (FS)	Ms. Omi Ng
	CPD-3.21	Services for Children & Youth (CYS)	Ms. Jake Pang
	CPD-3.22	Services for Elderly (ES)	Ms. Edith Fung
	CPD-3.23	Community Development (CD) & Multicultural Social Work Services (MCSW)	Ms. Vicky Lee
	CPD-3.15	Rehabilitation Services (RS)	Ms. Monica Mok
	CPD-3.16	Medical Social Services (MSS)	Ms. Debby Ko
12:30-13:30		Students Meeting with Fieldwork Supervisors	

THE JOURNEY AHEAD WHAT STUDENTS LEARN IN PLACEMENT



Professional Values

Demonstrate social work principles, ethics, attitudes and responsibility in daily work.

Practice skills

Build skills through casework, group work, programmes, documentation, and use of supervision.

Self Understanding

Grow through feedback, reflection, and awareness of one's strengths, limits, and style of work.

Growing as a professional

Students learn agency culture, gain practice wisdom, and develop toward becoming competent and independent social workers.

Every task, every supervision meeting, and every challenge can become part of your learning journey.

2026 SUMMER BLOCK ALLOCATION

SETTINGS	NO. OF STUDENTS
Community Development Services	9
Elderly Services	11
Family Services	30
Medical Social Services	24
Multicultural Social Work Services	1
Rehabilitation Services	10
Children and Youth Services	11
Overseas Placement (for summer block placement only)	20
Total:	116

2026 SUMMER BLOCK PLACEMENT MODULES AND DURATION

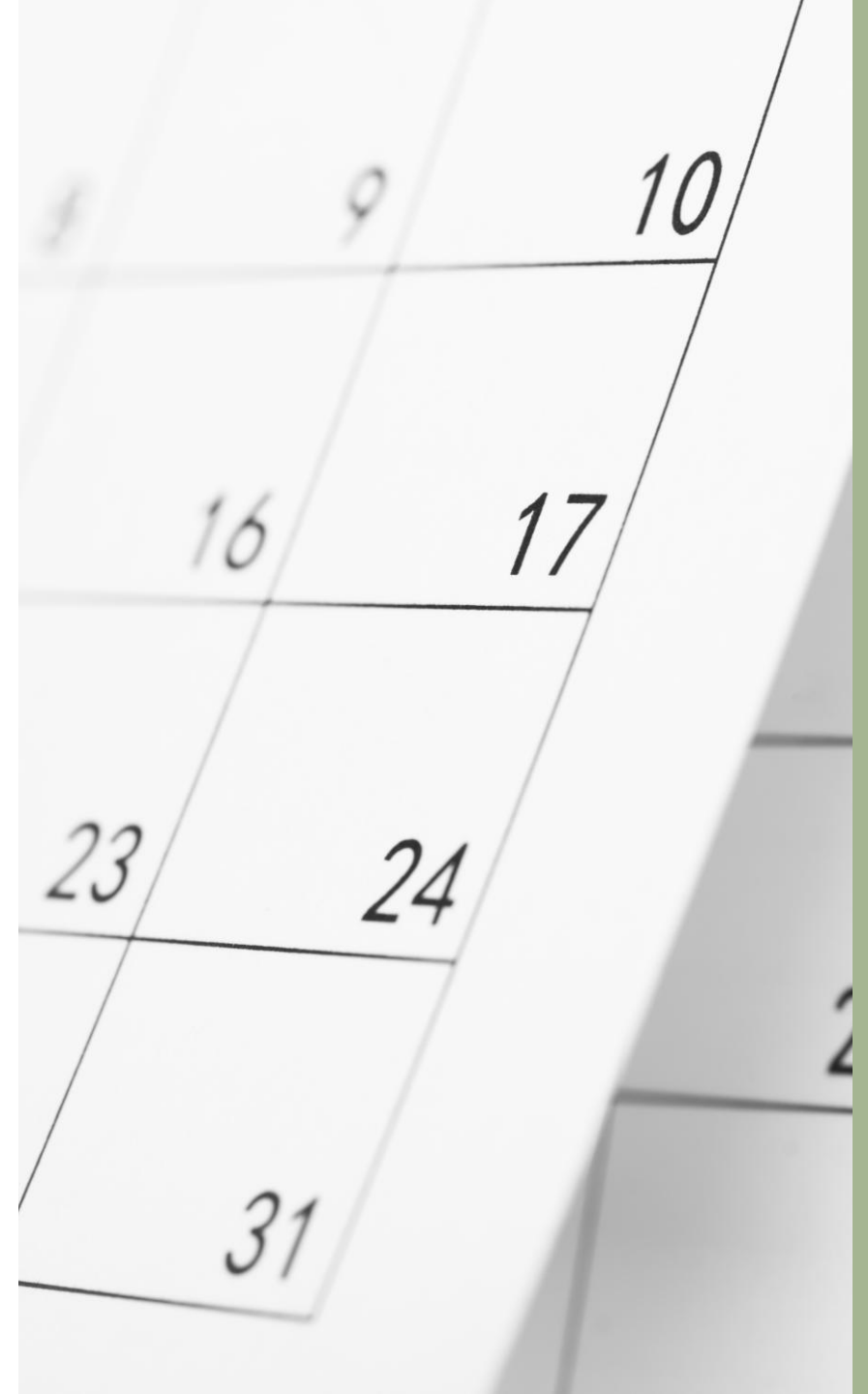
SOWK 4006/4007 BSW - 450 hours

SOWK 6225/6231 MSW - 450 hours

June 1, 2026 - August 8, 2026

Consecutive for 10 weeks 45 hrs per week
Mon - Fri or Sat, total at least 450 hours.

All the required hours are the minimum hours
being set.





PREPARING FOR PLACEMENT: GETTING READY FOR THE JOURNEY

Placement is like starting a new professional journey.

Before the journey begins, students need to prepare themselves with the right mindset, knowledge, and readiness for learning.

Good preparation helps students enter placement with more confidence, clearer direction, and greater openness to learning.

WHAT TO PACK FOR THE JOURNEY



Connect with your guide: engage early with your supervisor and be ready to build a relationship based on openness, trust, and willingness to learn.

Review your map: revisit social work values, ethics, theories, assessment, and intervention processes before placement begins.

Check your tools: refresh basic practice skills such as communication, casework, group work, recording, planning, and reflection.

Know the route: understand your student role, placement expectations, and learning goals.

TAKING THE FIRST STEPS ON THE JOURNEY

Meet the supervisor, so that the journey begins with clearer understanding and connection.

Make good use of the **pre-placement visit with supervisor** to know the agency setting, services, routines, and expectations.

Getting to know the clients, work roles, and possible learning opportunities.

Start the journey prepared to learn, ask questions, reflect, and grow step by step.



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

**Preparation Checklist for Students at
 The Pre-Placement and Initial Stage of Placement**

The following items should be discussed with the supervisor during the first two supervision sessions.

Supervision Logistics & Communication:

- Discuss the learning contract and share your expectations of the placement with your supervisor.
- Confirm the weekly supervision schedule: fix a recurring day, time, and venue for weekly supervision (approximately 2 hours per week for summer block placements and 1.5 hours per week for concurrent placements).
- Clarify the procedure for applying for leave (sick or personal leave). Note: You must notify both the Agency In-Charge (IC) and the Supervisor.
- Discuss emergency handling arrangements: exchange emergency contact numbers (WhatsApp/Mobile) and clarify procedures for urgent incidents (e.g., client suicide risk, injury).
- Confirm the submission schedule for the Supervision Agenda and Weekly Logs.
- Ask about the requirements and guidelines for writing the Orientation Report.
- Clarify the deadlines for the Learning Contract and Orientation Report.
- Confirm the communication channels and procedures for submitting assignments (e.g., by email or other means).
- Discuss expectations for weekly self-reflective logs.
- Sign A-05 Record Keeping.
- Discuss how to set up passwords and submit assignments to the supervisor.

**Preparation for the First Meeting with the Agency
 Clarify both HKU and agency administrative requirements.**

Agency Administrative Duties:

- Sign-in/sign-out procedures
- Student work schedule and dress code
- Special weather arrangements
- Sick leave and personal leave procedures

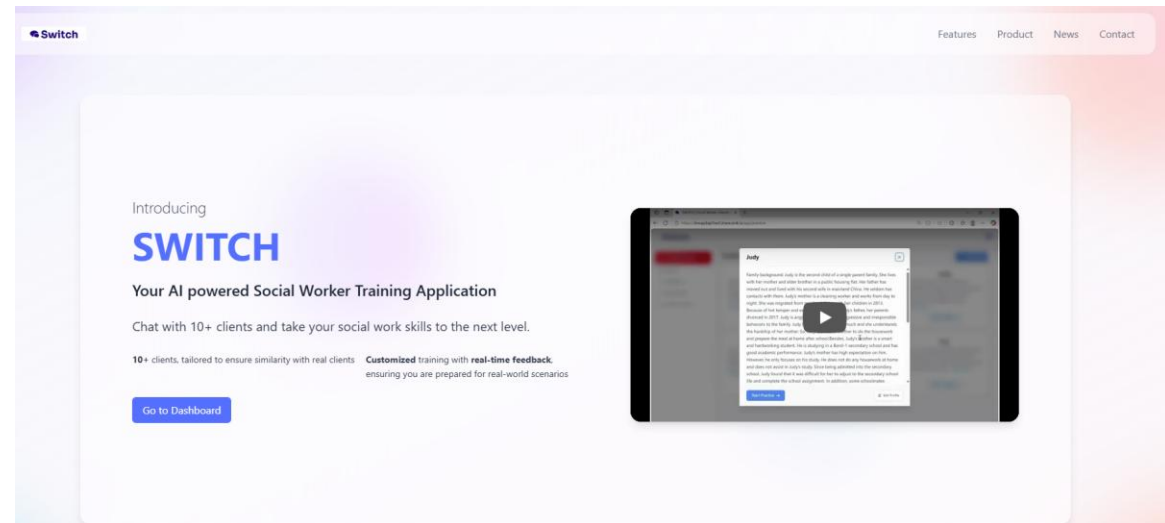
PLACEMENT PREPARATION

A-18 Preparation Checklist for
 Students

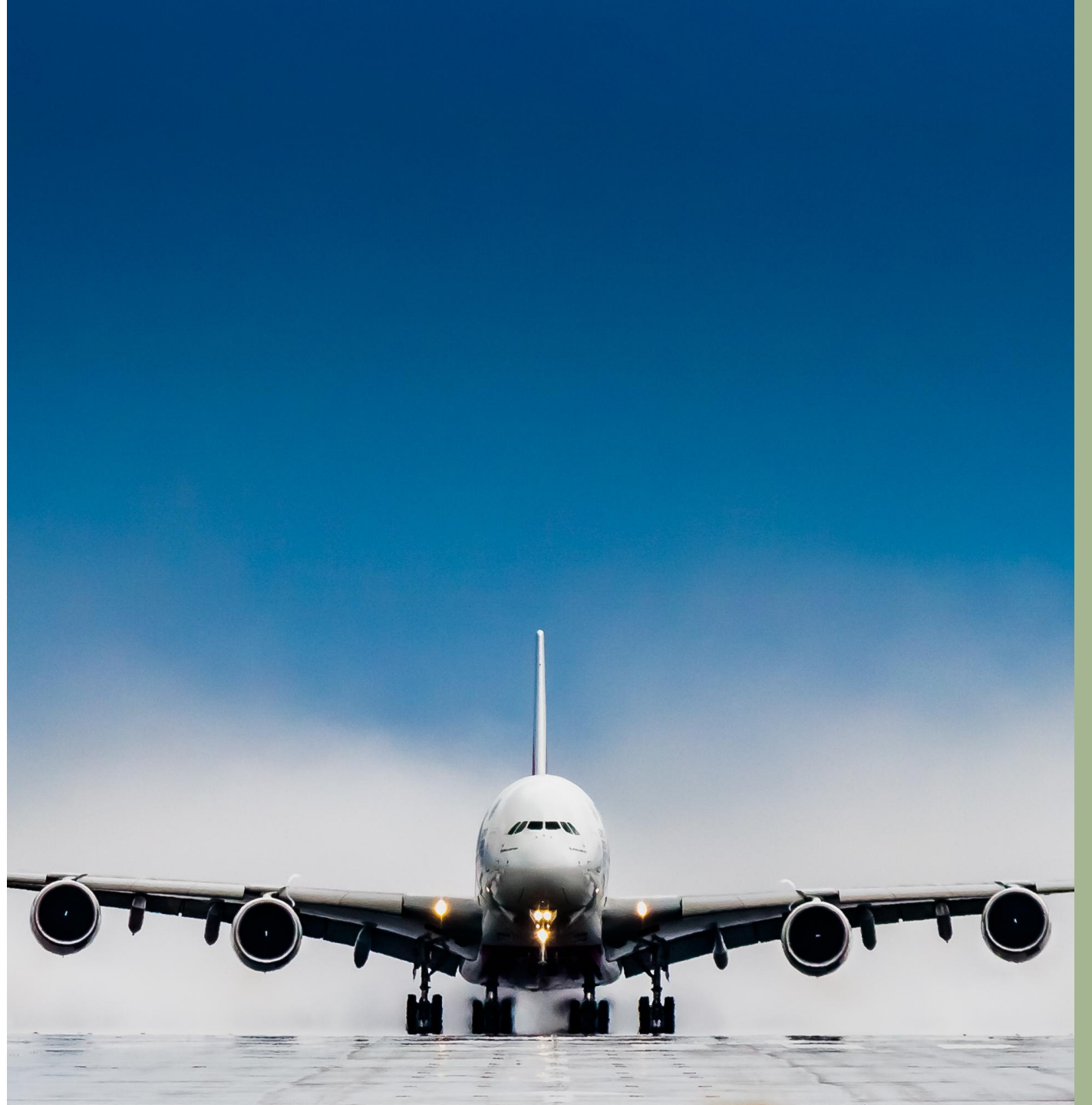
Download it from the placement
 website

CASE WORK SKILLS PRACTICE

SWITCH



PLACEMENT STARTS



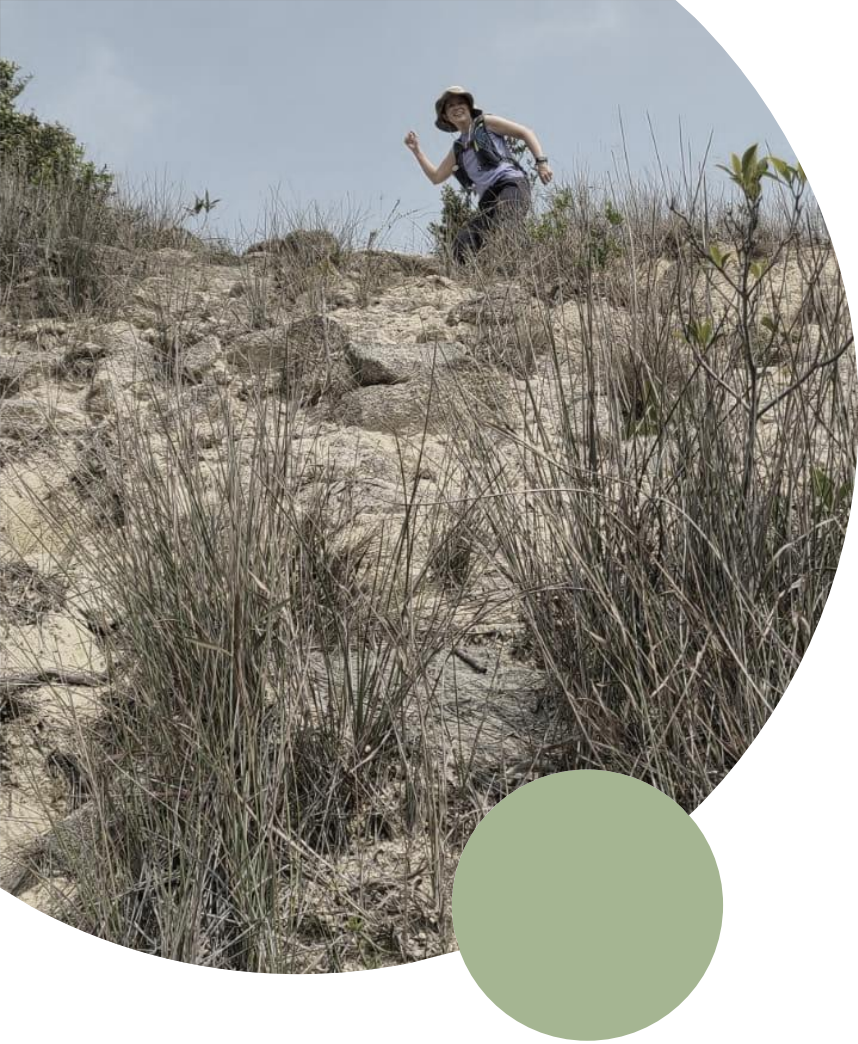
PLACEMENT TIME-LINE

Week 1	Orientation: <ul style="list-style-type: none">- Orientation to agency/services/community- Active engagement exercise with serving target/counter duties- Initial learning contract- Daily / weekly Reflective logs
2nd - 3rd week	Planning: <ul style="list-style-type: none">- Confirming assignments with agency and student- Reference recommendation and sharing /library studies- Proposal/case treatment plan writing- Daily / weekly Reflective logs
5th - 6th week	Mid-term evaluation: <ul style="list-style-type: none">• Mid-term evaluation meeting should be held with the involvement of agency supervisor and student• Both Student and Supervisor have to submit the mid-term evaluation report (A07) to the Department
10th week	Final Evaluation with Agency Distribute and collect agency feedback form (A09)
Within 2 weeks upon completion of placement	Report Submission: <ul style="list-style-type: none">- Completed student's self-review report (A08)- Agency feedback form (A09)- Placement Hours Record Form (C01)

WORKING HOURS

- Mon to Fri/Sat
 - Should follow the agency's lunch/dinner break/daily work hours arrangement
 - **3 sessions a day is not allowed** except on special program arrangements with prior approval from the agency and FWS
 - Be flexible in work hours to meet agency and service users' needs
-
- [A-15 Guideline on Placement Hours Calculation](#)
 - [Guidelines on Placement Hours Calculation \(hku.hk\)](#)





PLACEMENT DURATION

- Placement continues during school and public holidays.
- Don't plan any vacation during your placement period.
- If taking compensation leave, max. one day per week.
- The placement cannot be terminated early due to accumulated overtime hours.

LEAVE ENTITLEMENT



Overtime duties (OT) for Direct Service Only must have prior approval from IC and FWS. Not encouraged to accumulate. Max is 5% of the total placement hours.

Compensation leave (CL) (**no more than one day per week**) must have prior approval from IC and FSW

Need to make up the missed hours on sick leave and Public holidays

A medical certificate for sick leave is required for two consecutive days (if the agency requires a sick leave certificate for one day sick leave, students should follow agency guidelines)

Discretion will be given to the supervisor to manage the make-up in following the rules of HKSWRB

A-15 Guideline on Placement Hours Calculation

[Guidelines on Placement Hours Calculation \(hku.hk\)](https://www.hku.hk/guidelines-on-placement-hours-calculation)



TRAINING ACTIVITIES

- Training activities directly related to placement learning will be counted as placement hours, i.e. Pre-placement agency visit, HKU setting agency visits, mid-placement sharing, and training programs **with FWS approval** can be counted as placement hours (C-01a Part A)
- Agency orientation programs and Agency training programs can be counted as placement hours (C-01a Part B)
- The total training hours should be **not more than 22.5 placement hours**

[C-01a Placement Hours Record Form_2023 \(excel-format\).xlsx \(live.com\)](#)

[A-15 Guideline on Placement Hours Calculation](#)

[Guidelines on Placement Hours Calculation \(hku.hk\)](#)



GENERAL REQUIREMENTS ON STUDENT WORKLOAD

First Placement

- Case only : at least 4 cases
- Case + group + program : 2 cases + 1 group + 1 program
- Group + program: 2 groups + 1 program or 1 group + 2 programs/projects (both have at least 2 sessions)
- Community work project : 1-2

**Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor , while final decision rests with the fieldwork supervisor*

[A-03 General Requirements on Student Workload in Fieldwork Placement \(2023\)](#)

WORKLOAD

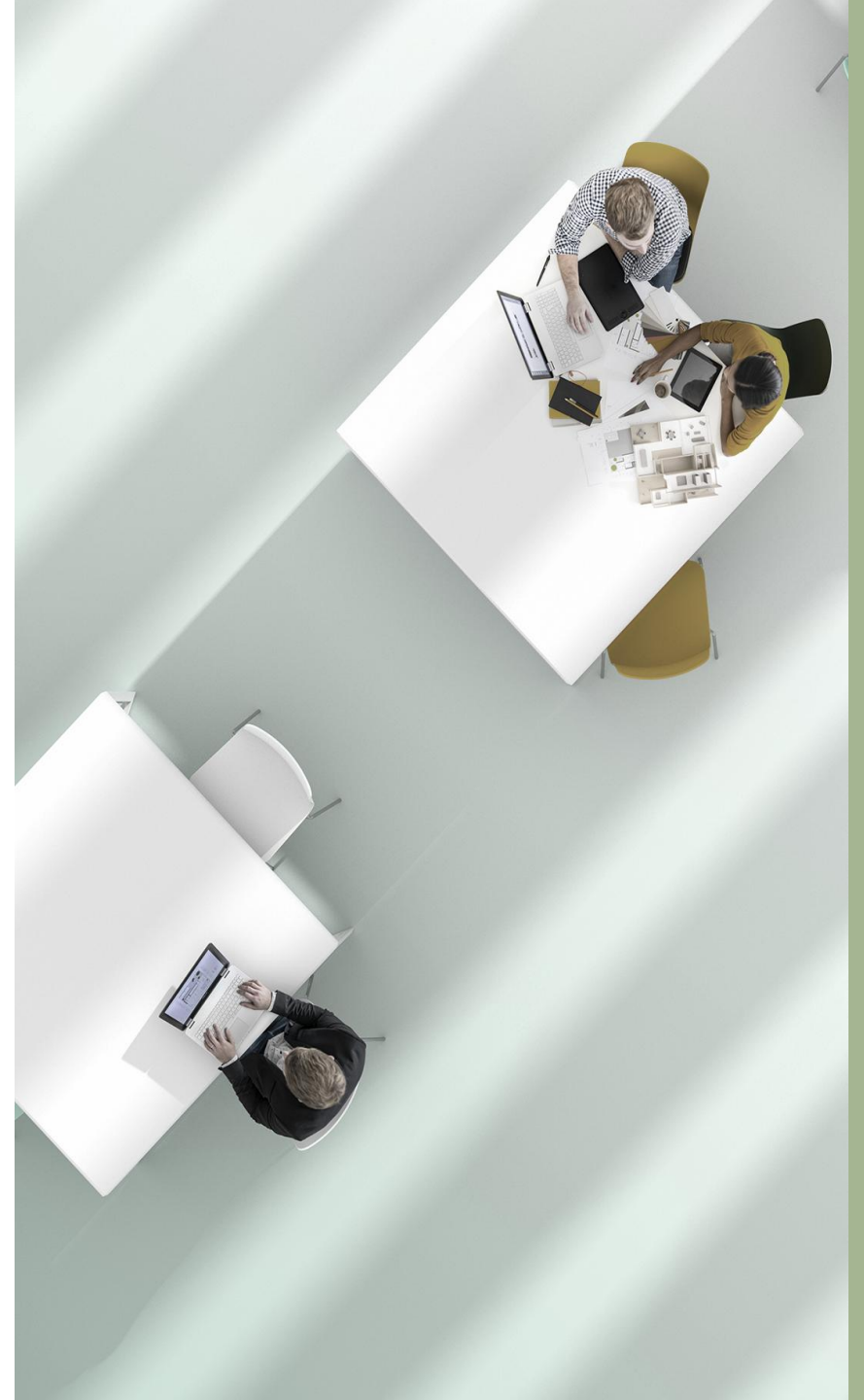
Second Placement

- Case only: at least 5 cases
- Cases + group + program: 2-3 cases + 1 group + 1 program
- Group, project and program: 2 groups + 1 program or 1 group + 2 programs/projects (at least 2-3 sessions)
- Community work project: 1-2

Workload is decided by mutual discussion amongst student, agency and fieldwork supervisor, while the final decision rests with the fieldwork supervisor

A-03 general requirements on student workload in fieldwork placement_2023

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](http://hku.hk)



WORKLOAD

Case: At least 6-8 sessions

Group: At least 6-8 sessions

**Program/
Project:** At least 2 sessions

**Community
Work
Project
Only:** Should consist of at least 13 sessions

**Co-
work** Collaborative work on group, programme, or project tasks is not recommended unless the scope of work is too large for a single student to manage.

WORKLOAD APPLIES TO ALL THE STUDENTS



Written Work

- Learning Contract (1st week - 2nd week)
 - Weekly/daily Self-reflective Logs (1 weeks for the summer block; FWS could request more if students are not reflective)
 - Orientation Report (1st week - 3rd week)
 - Weekly Supervision agenda and supervision log
 - Mid-placement and final evaluation reports
- * *Exact workload and requirement will be decided by the respective fieldwork supervisor subject to the student's learning pace but must fulfil both HKU and Agency requirements*

Please refer to the recording template being uploaded onto the placement website

A-03 general requirements on student workload in fieldwork placement_2023

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](https://www.hku.hk)

WORKLOAD APPLIES TO ALL THE STUDENTS

Written Work

Casework: Intake summary, Case recordings (including 1 process recording for 30 minutes for each case (e.g. If 3 cases, pick 1 session from the 2 cases; if 1 case only, choose 2 sessions of the same case for Process Recording. Total **2 process recordings ONLY**), Transfer/Termination reports

Group work: Group proposal, Session plans, Session recordings, Final Group Evaluation Report

Project/Program: Project/Program Proposal, Ongoing session recordings, Final Evaluation report. For program/project with more than 1-day session, you need to submit session plans and session recordings

ROLES AND RESPONSIBILITIES

Different people take different roles at different stages of the trip.

Placement is a shared journey: the student does not travel alone, and the supervisor, agency, and school each have a part in guiding, supporting, monitoring, and assessing learning.



ROLES AND RESPONSIBILITIES



Responsible to Agency/Clients:

- “Student social worker” (實習社工)
- Strictly comply with SWRB Code of Practice, agency policies, SQS, documentation procedures (including financial reimbursement procedures), office disciplines
- Obtain prior approvals before proceeding

ROLES AND RESPONSIBILITIES

Responsible to Supervisor/HKU

Responsible, active and reflective learner

On-time submission of assignments and reports

Well prepared for supervision

Open to sharing and raising questions



PURPOSE OF SUPERVISION

1. Support - sustain the practitioner, helping them to manage the stress derived from placement
2. Management - work allocation and ensures agency objectives are met
3. Education - teaching and including giving feedback on progress
4. Mediation - providing a communication link between students and placement agency



What students value

- Availability and openness from supervisors.
- Constructive feedback on practice and progress.
- Role model
- A safe and supportive learning environment.

Supervision

A good relationship with your supervisor can support learning, confidence, reflection, and professional growth.

Your main learning partner

- Be open, respectful, and willing to learn.
- Ask questions when you are unsure.
- Share concerns early instead of waiting.



TYPES OF SUPERVISION

1. Individual Supervision (including at least 1 live supervision)
2. Group Supervision (only within the same unit)

Face-to-face in-person Supervision is required.

Zoom Supervision is prohibited unless in very special circumstances with DFI's prior approval and should be well documented.

A-02 Guidelines for non-university fieldwork supervisors in supervising students placements_2023

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](https://www.hku.hk)

[C-01b Supervision Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)



SUPERVISION HOURS

Summer Block: At least 2 hours per week per student

At least 50% of supervision hours - individual basis

At least 50% of supervision hours - on-site

Keep updated records of supervision hours on **C-01b**

[C-01b Supervision Hours Record Form 2023 \(excel-format\).xlsx \(live.com\)](#)

Pre-placement meeting, Pre-Placement Agency Visit, Live supervision, Mid E and Final E meetings with the agency and Final E meeting with FWS can be counted as supervision hours

A-01 - List of fieldwork supervisor's tasks

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](#)

A-02 - Guidelines for non-university fieldwork supervisors

[THE UNIVERSITY OF HONG KONG \(hku.hk\)](#)



SUPERVISION AGENDA

THE UNIVERSITY OF HONG KONG

Department of Social Work and Social Administration

20xx – 20xx Concurrent Placement

←

Supervision Agenda 6

Date: xx Nov 20xx (Tue)

Time: 3:00 pm – 4:00 pm Individual Supervision

4:00 pm – 4:30 pm Group Supervision

Venue: Onsite

Name of the Student: xxx

Name of the Fieldwork Supervisor: xxx

←

Content of Supervision:

Individual Supervision

1. Discuss about the social skills group for P1. and P.2 student

2. Discussion on Case Intake:

←

Group Supervision:

3. Suicidal Risk Assessment

←

Prepare the supervision agenda (half page) and supervision log (1 – 1.5 pages in point form) before every supervision.

Note down the suggestions/advice from FWS and follow through

THE UNIVERSITY OF HONG KONG

Department of Social Work and Social Administration

20xx – 20xx Concurrent Placement

Supervision Log 6

Date: xx Nov 20xx (Tue)

Time: 3:00 pm – 4:00 pm Individual Supervision

4:00 pm – 4:30 pm Group Supervision

Venue: Onsite

Name of the Student: xxx

Name of the Fieldwork Supervisor: xxx

Content of Supervision:

Individual Supervision

1. Discuss about the social skills group for P1. and P2 student

The Fieldwork Supervisor (FWS) appreciated the creative planning of the group proposal and session plan 1, which matched the participants' abilities and interest

FWS reminded the student to:

- Address the short attention span of the participants, keep the activity short, and invite 2 – 3 students to share for debriefing instead of all participants
- Seek prior approval from the school social worker (SSW) for the group proposal and session plan 1
- Update the SSW on the progress of the group session after the session.

2. Discussion on Case Intake:

FWS helped the student recap the core elements of an intake summary. Enhanced student's awareness of the importance of being objective, differentiating facts from inference, assessing the client's strengths and resources, assessing the potential risk factors, and maintaining logical connections between assessment and intervention

Group Supervision:

3. Suicidal Risk Assessment:

FWS facilitated student understanding of Signs & risk factors of Suicide and enhanced students' insight from suicidal statistics of the children and youth in HK with SW based on the shared articles

SUPERVISION LOG

1 – 1.5 pages in point form) after every supervision.



BE CAREFUL DURING YOUR JOURNEY OF PLACEMENT



THE IMPORTANCE OF DATA PROTECTION

- Be familiar with and strictly comply with HKU (Form A - 05) and agency policies on data protection and social media.
- Do not leave personal data and confidential information (e.g. case files) unattended
- Do NOT take clients' personal data out of the office unless there is a genuine operational need, and must seek prior approval from the centre in charge
- The record files should be stored in designated password-protected electronic storage devices
- Ensure safe keeping of the agency student worker card

A-05 Record Keeping: Guidelines for Students in Fieldwork Placement_2023 [To \(hku.hk\)](#)

<https://www.youtube.com/watch?v=YUMUminf5ls>
Confidentiality

THE IMPORTANCE OF DATA PROTECTION

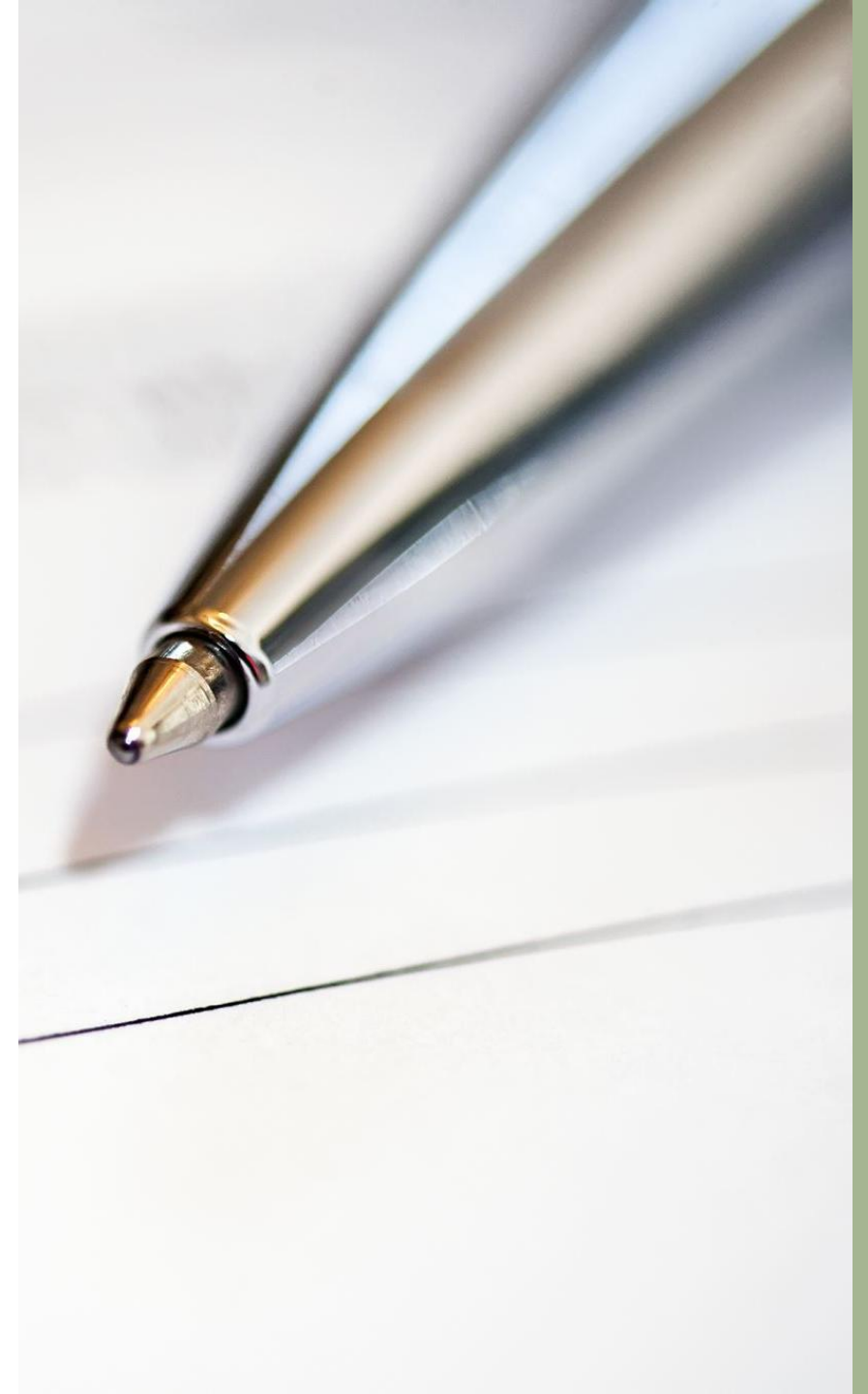
DO NOT discuss or disclose service users' information to your family, friends or on Social Media.

Anonymized your reports to the fieldwork supervisor for discussion (e.g. Madam C.)

All the reports/documents must be password-protected before being sent to your fieldwork supervisor

A-05 Record Keeping: Guidelines for Students in Fieldwork Placement_2023

[To \(hku.hk\)](https://hku.hk)



SOCIAL MEDIA

May include (although it is not limited to):

Social Networking sites (e.g. Facebook, Instagram, LinkedIn, Myspace)

Video and photo sharing websites (e.g. YouTube, Flickr, Yammer)

Blogs, including corporate blogs and personal blogs

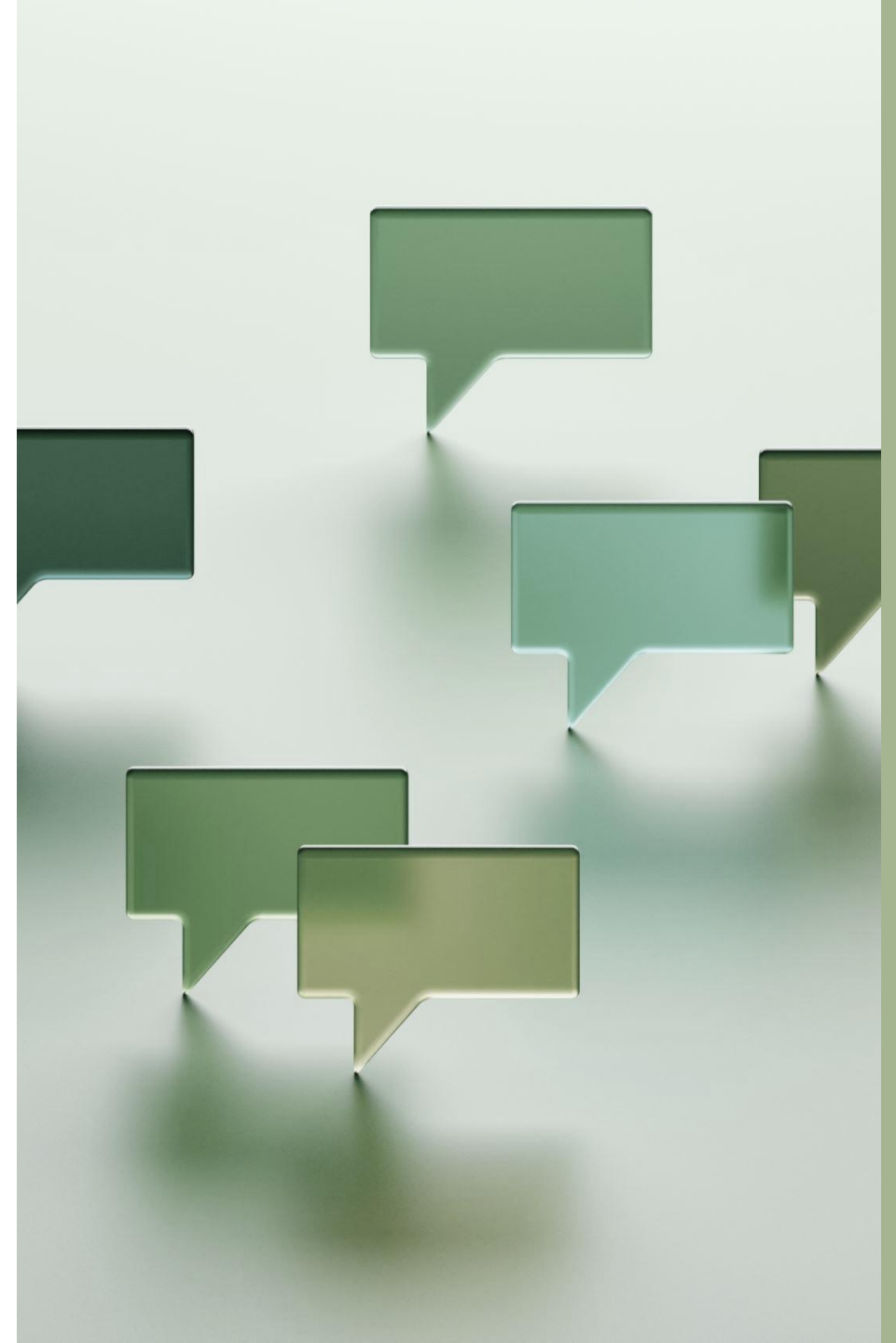
Micro-blogs (e.g. Twitter)

Forums, discussion boards and groups (e.g. Google groups, LIHKG)

Wikis and online collaborations (e.g. Wikipedia)

Vod and podcasts

Email and instant messaging (e.g. SMS, WhatsApp, WeChat, Signal)



GUIDELINES ON THE USE OF SOCIAL MEDIA

Prohibited the use of personal mobile phones to contact clients for placement (students can apply for a phone card from the Department with the support of the fieldwork supervisor)

Disclosure of any private or confidential information related to the agency, colleagues, fieldmates, fieldwork supervisors, or clients on social media is strictly prohibited. Even if names are removed, individuals or agencies may still be identifiable from the details shared, which constitutes a violation of privacy and confidentiality principles.

Prohibited uploading/ posting any photos/ comments/ sharing about placement sites/ colleagues/ field-mate/ fieldwork supervisors/ clients on any social media

Prohibited adding service users as friends on your Facebook account/social networking media

AI GENERATED LANGUAGE MODELS

- In order to maintain clients' confidential data and in line with the ethical practice of the profession and the requirements of the personal data (Privacy) Ordinance, 1995, which are reiterated in the social work fieldwork placement handbook (pp.16), it is prohibited to use the AI generated language models for fieldwork courses.
- Remark: Use of Grammarly is acceptable



think

Is it necessary?

If clients or agency staff have your number, how will you manage boundaries (e.g., not receiving calls late at night)?

Can you bear the responsibility?

Discuss with their supervisor or university before applying.

PHONE CARD SUPPORT

Criteria: Students need to contact service users by mobile phone, but placement agencies cannot provide mobile work phone.

Procedure: Students need to email FWS & DFI to apply for the phone card stating their full name/program/placement unit/reason. DFI would approve upon receipt of FWS's endorsement.

Students must register/activate the phone card by their names and ID

TRAVELLING ALLOWANCE

- Criteria: Travelling Allowance will only be given to those students with financial difficulties (CSSA/TSFS)
- The travel allowance only covers the journey to and from your home and the agency.
- Procedure: Students need to email FWS & DFI to apply for the travelling allowance. DFI would approve upon receipt of FWS's endorsement.
- Deadline of application: 2 weeks before the placement ends.

TRAVELLING ALLOWANCE APPLICATION SAMPLE

Student's Name/Program:

Reason for applying for travelling allowance: CSSA/TSFS

Total Applied Amount: \$XXX

Home full address: XXX

Agency Name and full address: XXX

Mode of transport and fare: e.g. MTR from XX to XX Fare: \$XXX /Bus No. XXX from XXX to XXX Fare: \$XXX

One-way fare: \$XXX/trip

Total transportation cost: \$XXX/ trip x 2 trips per day x XX days=\$

Remark: For reimbursement, \$16/day x 50 days(or exact workdays) will be deducted from the total transportation cost. Only a net balance will be received.

INSURANCE

Students are covered by the University Insurance Scheme during the placement period:

- (1) Group Personal Accident
- (2) Professional Indemnity Insurance

Illness is not included in the insurance scheme

If any work injury happens, please report to the fieldwork supervisors and then DFI.



PLACEMENT EXTENSION

Criteria: placement extension due to sickness or personal reasons.

Procedure: The students need to email the unit In-charge, FWS and DFI stating their full name/program/placement unit/the reason for extension/period of extension.



END

No gifts/souvenirs to fieldwork supervisors or agency/centre staff

At the of the placement, if you'd like to express your gratitude, a thank-you note, card, or treats for the center's colleagues would be appreciated.

ASSESSMENT



MID PLACEMENT EVALUATION

[A-07b Mid-Placement Self-review
Report Students 2023 \(word-format\).docx
\(live.com\)](#)

Submission Deadline:

Before the Mid Term Evaluation meeting with the
Agency

FINAL EVALUATION

ASSESSMENT CRITERIA A08 UPDATED BSW/MSW (COMPLETED BY STUDENT)

Assessment Criteria	1 st Placement	2 nd Placement
1. Professional Requirements	25%	25%
2. Organizational Requirements	15%	10%
3. Practice Competence	40%	50%
4. Written assignment and Use of Supervision	20%	15%

ASSESSMENT CRITERIA

(REFERENCE TO FORM A-10A_UPDATED)

Section One: Professional requirements

- Professional Social Work Conduct
- Social Work Ethnics
- Critical Thinking and Professional Development
- Professional work attitudes and habits

ASSESSMENT CRITERIA

(REFERENCE TO FORM A-10A_UPDATED)

Section Two : Organizational requirements

- Understanding of agency & service
 - Orientation and understanding of the community context
 - Performance of student worker role
- * Supervisor will take reference to agency's feedback (A-09)

ASSESSMENT CRITERIA

(REFERENCE TO FORM A-10A_UPDATED)

Section Three : Practice competence

- theoretical knowledge application
- communication & relationship skills
- Problem identification & assessment
- Goal setting and contracting
- Planning, implementation and monitoring
- Skills in facilitating change
- Evaluation and termination

ASSESSMENT CRITERIA (REFERENCE TO FORM A-10A_UPDATED)

Section Four : Written Assignment and Use of supervision

Use of supervision

- is clear about own learning interest, and needs for setting feasible learning objectives in consultation with the supervisor
- takes responsibility for one's own learning (e.g. preparing for supervision, reading up relevant materials, etc.)
- takes initiative to report work progress and seeks advice or comments from supervisor
- participates in supervision, identifies issues for discussion, introduces ideas and shares own feelings
- puts into action what has been learned in supervision
- articulates own experience, feeling, personal construct & values and critically examines their impact towards own practice

Written assignment

- uses clear, concise and systematic presentation
- completes written assignments with analyses and reflections
- submits written assignments on time
- shows language proficiency in Chinese/English
- writes reports according to agency and university requirements



ASSESSMENT & EVALUATION

- On-going process evaluation
- Keep a record of any verbal / written warnings
- Keep all written work and comments in soft copy (**with anonymity**) for 3 months after the placement ends
- All verbal and written warnings should be documented
- *No need to hand in assignments to the Department except upon special request by internal/external examiners*

GRADING SYSTEM

- The grade given by the fieldwork supervisor is a **RECOMMENDED GRADE**, the final grade will be reviewed by internal examiners (IE) and endorsed by BOE
- "D" is the passing grade for MSW and BSW
- Internal examiners (IE) act as second marker; University fieldwork supervisors will play this role (Including DFI)
- Internal examiner (IE) can over-ride the grade being given by the fieldwork supervisor
- A student who fails in the placement is required to re-take the placement

If the student fails twice will result in discontinuation.



GRADING SYSTEM

A

Excellent

Strong in **ALL** areas, highly independent, reflective, and effective in practice.

B

Good

Performs well in **MOST** areas, applies knowledge, knowledge, and responds well to challenges.

C

Pass

Shows basic willingness, but needs more effort, reflection, and guided development.

D

Barely Pass

Passive and dependent on guidance; improvement is limited and inconsistent.

F

Fail

Very weak performance, poor responsibility, and no adequate response to repeated reminders.

GRADING SYSTEM

Students are welcome to share their feedback on the last page of the A-10a. If the feedback needs the attention of DFI, please email DFI immediately after the final evaluation

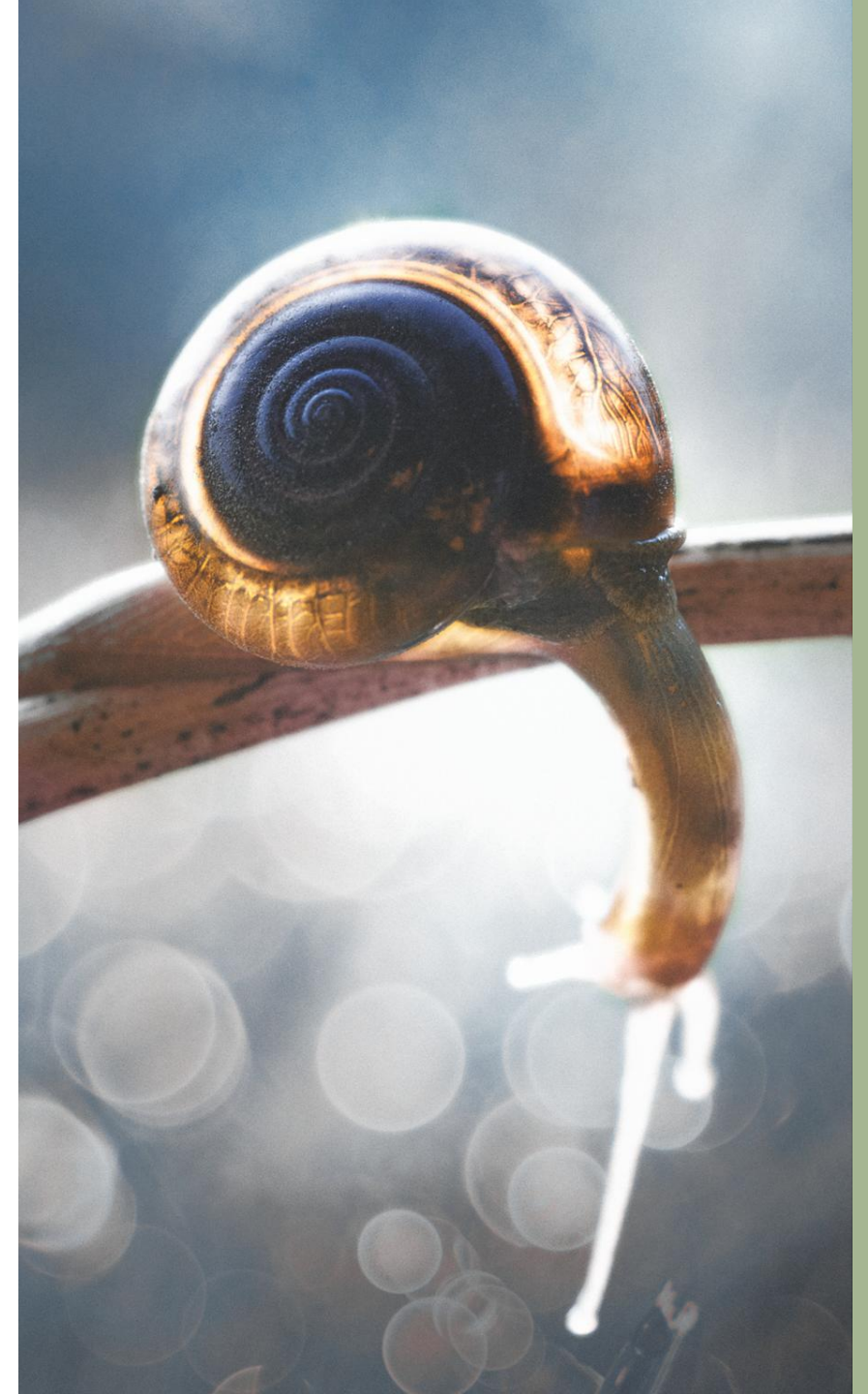
FAILED CASE APPEAL PROCEDURES

For Appeal: only apply to the failed case.

The department will set up an **Appeal Board** to review all written assignments and reports (usually consisting of the Program Director, DFI and Experienced FWS)

Student, FWS and related agency representative will be consulted and interviewed

The Appeal Board will make the final decision





ONLINE STUDENT FEEDBACK FORM A-11

Students are expected to complete **A-11** online to truly reflect their fieldwork experience **before the final evaluation meeting with FSW**

The fieldwork supervisor will receive the feedback **A-11** **at least three months after the final evaluation meeting.**

SUMMER BLOCK PLACEMENT TIMELINE JUNE 2 – AUGUST 9, 2025

Responsible parties, receiving party & Documents/ timeline and submission deadline	BSW time line/ sub deadline	MSW timeline/ sub deadline	FWS timeline/ sub deadline
Submission of A-05 page 1 & 2	Week 1	Week 1	
Student's Mid E report (A-07b) to FWS : Mid E meeting with agency around early July or before July 12, 2025 FSW's Mid E Reports (A-05, A-07a & Student's Mid E report) to Department	Before the mid E meeting with Agency	Before the mid E meeting with Agency	July 18, 2026
Student's Final E reports and assignments to FWS (A-08/A-08 updated, C-01a, C-01b (within 2 weeks after placement ends) Final Year Student	August 22, 2026 August 15, 2026	August 22, 2026 August 15, 2026	
Submission of A-11 to Department	Before Final E with FWS	Before Final E with FWS	
FSW's Final E Reports (A-09, A-10a/A-10a updated for BSW, A10c/1 st or 2 nd placement including BSW Final E reports) to Department			Sept 5, 2026
FSW's Final E Reports (A-09, A-10a/A10a updated for MSW, A10c/1 st or 2 nd placement including MSW Final E reports) to Department Final Year Student			Sept 5, 2026 August 22, 2026



OVERSEAS PLACEMENT 2026

PLACEMENT PERIOD

Community Family Services of Ontario	25 May 2026 - 15 August 2026 (12 weeks)
Others	1 June 2026 - 22 August 2026 (12 weeks)
Changi General Hospital	2 June 2025 - 8 August 2025 (10 weeks)

OVERSEAS PLACEMENT

OTHER EXTRA REQUIREMENTS

Summary Report

Financial Report

Overseas Placement Report Back Session (prepare poster presentation and MC duties)

Remark:

Do not include any agency logos in the above

Should not disclose the clients' background information in the summary report. Just mention e.g. handle 4 cases with emotional/marital/academic/adjustment issues

Overseas Placement 2026

OVERSEAS PLACEMENT IMPORTANT DATES



Sharing session of overseas placement & preparation for Overseas Report Back Session



30 Sep 2025 Hand-in student's summary report & financial Report



21 Nov 2026 (Sat pm), Overseas Placement Report Back Session

INSURANCE COVERAGE PERIOD

HKU's insurance will cover the summer block period from :

*20 May to 31 August 2025**

(around one week before the placement and one week after the placement)

For overseas placement:

Please buy your own insurance coverage other than these dates

Travel security assistance - Travel Eye by HKU

Overseas Placement 2025



CENTRAL ENQUIRY

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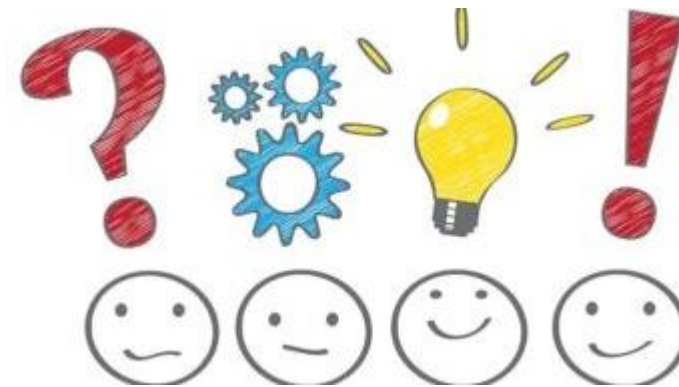
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Fieldwork Placement Handbook and Forms

<https://placement.socialwork.hku.hk>



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Q & A



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