

THE HONG KONG POLYTECHNIC UNIVERSITY
DEPARTMENT OF APPLIED SOCIAL SCIENCES

Fieldwork Placement
Student Application Form for Project Expenses Subsidy

(To be filled in by student(s) undertaking the project and submitted together with the supervisor's recommendation to the Director of Fieldwork Education.)

The information you provide in this form and subsequently in the event of this form being either processed or given further effect will be used for the purposes of estimation and preparation of claims/subsidies/allowances. The completion of all the fields of the form is obligatory. Failure to complete one or more of the fields may cause delay in payment. The information you provide in this form may be disclosed to other departments or units within the University for one or more of the purposes specified above or a purpose that is directly related to any such purpose or purposes.

The following parts should be filled in by student(s).

I) Basic Information (*delete of appropriate)

Programme Title (Mode): BASW(FT)/ BASW(PT)/ MSW(PT) *

Nature of Placement: Block / Concurrent *

(Chinese)

Name of Student(s) _____ ()
Involved

_____ ()

_____ ()

_____ ()

Name of Agency : _____

Tel. for Contact : _____

II) Project Description

A) Name of Programme: _____ (English)

_____ (Chinese)

B) Introduction:

C) Objectives of the Programme:

D) Nature and Number of Clientele:

E) Main Programme Tasks:

III) Financial Implications

Budget Proposed (Must provide detailed breakdown)

| Item | | Income | Expenditure |
|------|----------------|--------|-------------|
| | | | |
| | Total | | |
| | Deficit | | |

Amount Requested and Reason for Applying Subsidy from Hong Kong Polytechnic University, APSS

(Indicate whether you have explored all the available resources, for example, agency's funding, special grant from foundation(s), and client's contribution etc. Please indicate the items with a "*" that you apply for subsidy by HK Polytechnic University)

Signature of Student(s): _____ Date: _____

The following part should be filled in by supervisor.

(IV) Supervisor's Recommendation

Comments from Supervisor:

Amount of Subsidy Recommended: _____

I have examined the student(s) application form carefully and am in support of the application.

Signature of Supervisor: _____ Date: _____

For Office Use

Recommended by:

Approved by:

Director of Fieldwork Education

Head of Department

Date: _____

Date: _____