

**PROGRAMME HANDBOOK 2016**

School of Counselling, Human Services and Social Work

# Bachelor of Social Work (Honours)

**EPSOM CAMPUS**

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**EDUCATION AND  
SOCIAL WORK**

## BACHELOR OF SOCIAL WORK (HONOURS)

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E nga iwi o te motu, tena  
koutou E rau rangatira ma,  
tena koutou  
E nga kaumatua, nga koroua, nga whaea, tena  
koutou E nga tamariki, mokopuna, tena koutou  
E nga tangata o nga tau e wha o te Ao,  
tena koutou, tena koutou, tena koutou katoa.

Piki mai, Kake  
mai.  
Nau mai, Haere  
mai  
ki tenei pukapuka matauranga

'Social work involves entering into the lives of people who are in distress, conflict or trouble. To do this requires not only technical competence but also qualities of integrity, genuineness and self awareness'.

Lishman, J. (2002). Personal and professional development. In R. Adams, L. Dominelli, & M. Payne (Eds.). (2<sup>nd</sup> ed.). *Social work themes, issues and critical debates*. (pp. 95-118). London: Macmillan.

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## Introduction

### **The Bachelor of Social Work (Honours)**

The Bachelor of Social Work (Honours) (BSW (Hons)) provides a pathway to postgraduate study for successful students who qualify for and are motivated to pursue further research. Students are selected into the BSW (Hons) in their fourth year of study, on the basis of successful study in the Bachelor of Social Work. To be eligible to enter the BSW (Hons) students will have completed 360 points in required courses from the BSW schedule, with an average grade of B or higher in 60 points of specified courses above stage II (SOCWORK 312, SOCHLTH 313, SOCCHFAM 314 and SOCHLTH 334 or SOCCHFAM 332 or SOCYOUTH 333).

Students who are eligible to enter the BSW (Hons) will undertake a Supervised Field Placement (30 points), two compulsory courses (30 points), one elective in their major, plus a 45 point research project. BSW (Hons) students will still meet the requirements for a degree recognised by the Social Workers Registration Board, while benefitting from a year of postgraduate study and the opportunity to prepare for further research involvement. Achieving the BSW (Hons) will enable most graduates to commence masters by thesis. In some cases students with exceptional grades may be able to apply to enter doctoral study.

**Please note:** The courses in the BSW (Hons) are at postgraduate level and attract postgraduate fees.

### **Project**

In recognition of the nature of the BSW (Hons) project, it will be vital that students entering the Honours year are able to commit to project preparation over the summer break prior to commencing the course.

## Key dates for 2016

### Semester One – 2016

Semester One begins	Monday 29 February 2016
Easter	Friday 25 – Tuesday 29 March 2016
Mid semester break	Monday 18 – Saturday 23 April 2016
ANZAC Day	Monday 25 April 2016
Graduation	Friday 6, Monday 9, Wednesday 11 May 2016
Lectures end	Friday 3 June 2016
Study break	Saturday 4 – Wednesday 8 June 2016
Queen's Birthday	Monday 6 June 2016
Examinations	Thursday 9 – Monday 27 June 2016
Semester One ends	Monday 27 June 2016

### Semester Two - 2016

Semester Two begins	Monday 18 July 2016
Mid-semester break	Monday 29 August – Saturday 10 September 2016
Graduation	Tuesday 27 September 2016
Lectures end	Friday 21 October 2016
Study break/exams	Saturday 22 – Wednesday 26 October 2016
Labour Day	Monday 24 October 2016
Examinations	Thursday 27 October – Monday 14 November 2016
Semester Two ends	Monday 14 November 2016

### Semester One – 2017

Semester One begins	Monday 6 March 2017
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## General Information

### Enrolments, withdrawals and course changes

You must **enrol** in a timely manner and there may be penalties for late enrolment or late course changes.

Students may withdraw from courses should their situation change, however this should not be done without discussion with the Academic Advisor or Head of Programme. Neither your academic advisor nor the programme leader can formally withdraw you from courses this is a task that you must do yourself.

Late deletions are usually only allowed for medical or serious personal reasons and you must go to the Student Health Centre to get the correct procedure followed.

### Fees

The payment of fees is your responsibility. Fees remain **a personal debt** if they are unpaid and you have started the course. Failure to pay fees within the required time means that Canvas and library access will be removed and you may need to pay a penalty fee to be reinstated. You will not be able to graduate until all responsibilities have been met.

You must formally withdraw from courses within the first two weeks of the Semester to avoid debts. Students need to keep up to date at all times with the status of their enrolments. Deletions are stressful and impact on your study.

See the 2016 Calendar for detailed rules regarding enrolment and withdrawal.

### Study space

Most study space is provided in the Library. Many more study places and computers are provided in the Information Commons on the City campus. You are encouraged to make use of these facilities, as regular study habits will prevent overloaded work commitments and stress. Students may request access to classrooms for study groups/seminar practices at times when classrooms are not scheduled. You **must** make a booking to guarantee access. Discuss your request with the School office.

### Texts and resources

Many required texts are available through University Book Shop. It is possible to order these books online from [www.ubsbooks.co.nz](http://www.ubsbooks.co.nz) or Phone 09 306 2700 (test inquiries). There is a free courier service within the Auckland area and a cost of \$6.00 freight for elsewhere in NZ. There is a 10% discount for University of Auckland students.

You will be provided with readings in several different ways. Basic readings are provided electronically free of charge. These will be provided to you through Canvas. Hard copy readings will be charged at cost recovery. Your individual course lecturer will inform you how you can access your readings. In addition some hard copies may be available on short term loan in the Library.

The School uses a range of assessment methods including: journals, photo projects, multi task assignments, reports, case studies, seminars, essays presentations, group projects and tests. The cost of materials required for the preparation of assignments will be the responsibility of students unless otherwise specified.

### Accreditation

The Bachelor of Social Work (Honours) was approved by the Committee for University Academic Programmes under the provisions of the Education Act 1989. The Bachelor of Social Work (Honours) is recognised by the Social Workers Registration Board for purposes of registration. [www.swrb.org.nz](http://www.swrb.org.nz).

### Student feedback

The Course Lecturer will provide an opportunity for written feedback from students at the end of each course. In addition all courses delivered at the University of Auckland are regularly reviewed in a centralized, anonymous student review process. The results of these processes are provided to programme administrators who are responsible for action on student concerns. The University has a Quality Management System which ensures that all courses and programmes are subject to monitoring and review.

## General Education

The regulations of the University of Auckland require students enrolled in undergraduate degrees to complete 30 points (two courses) from the General Education Schedules. Students in the Bachelor of Social Work may take two courses from the schedules A, C, E, F, G, and H.

Please see the brochure General Education, available from the Education Student Centre.

### Year One

In 2016 we recommend that you take a General Education course in Semester Two. You may take your second General Education course whenever you like but we strongly recommend that you do this before Year Three due to placement requirements.

### Year Two

In 2016 we recommend that you take a General Education course in Semester One.

### Summer School

A limited range of General Education courses are available in Summer School. Check the General Education schedule for the BSW.

Please note carefully the location and the time of the course you choose as it may be taught on the City or Tamaki campus.

## Assignment Process

### CANVAS:

In 2016 a large number of assignments will be able to be electronically submitted via the Learning Management System, Canvas.

Paper based and other non-electronic submissions will continue to be collected at the designated on-campus locations. These should be submitted with the coversheet that will be available via the Cover Sheet link located in the left hand navigation bar in your Canvas course site. The coversheets will be individualised with a QR code that will be scanned on receipt.

All non-electronic assignments are handed in at the campus where you attend the course (unless your lecturer advises otherwise).

Please see below for details of drop off locations and their opening hours:

- |   |
|---|
| <ul style="list-style-type: none"><li>Epsom Campus (except Flexi Learning: see below): A114A (The Assignment Centre/Cashier's Office opposite the Education Student Centre is open Monday – Friday, from 9.30am – 4pm during semester, and reduced hours during semester breaks). Drop box to on left hand wall; after-hours drop box located beside the main entrance.</li></ul> |
| <ul style="list-style-type: none"><li>City Campus: Drop box for Liberal Arts courses is on Level 1, 15 Wynyard Street 8.30 am – 7pm during semester time. During semester breaks: 8.30 am to 5 pm.</li></ul>  |
| <ul style="list-style-type: none"><li>Tai Tokerau Campus: ICT Suite foyer 8.15 am to 4.15 pm.</li></ul>   |
| <ul style="list-style-type: none"><li>Manukau Campus: Programme office NQ227 7.30 am to 9.00 pm (and until 4 pm Saturdays)</li></ul>  |



## Assignment Submission

### Non-electronic submission of Assignments

Faculty students across all campuses will generate their own individual coversheets for each assignment. Every coversheet will contain a unique barcode to facilitate prompt processing and automated emails to confirm receipt and advise when an assignment is ready to be picked up.

Find the answers to common questions about preparing and handing in your assignments where it has been indicated the submission is to be on paper. If you still have questions please contact [foedassignments@auckland.ac.nz](mailto:foedassignments@auckland.ac.nz).

### Electronic Submission of Assignments

All electronic submission of assignments must be uploaded to an assignment dropbox on Canvas, Moodle, or Turnitin as assigned by your lecturer. You will be notified at the beginning of your course that the submission of assignments is electronic. You will also be notified about how you will receive your marked assignment back. Usually online submission means your marked script will be made available to you online. Information will be provided as to how to upload your assignment and how to access your marked script online from the Course Director. No coversheet is required for electronic submission. **The submission times of 12:30pm for undergraduate and 4:30pm for postgraduate level 7** coursework apply to submission of online assignments.

Find information about coversheets, forms and course information and assignments frequently asked questions via link: [www.education.auckland.ac.nz/en/for/current-students/course-booklets.html](http://www.education.auckland.ac.nz/en/for/current-students/course-booklets.html)

## Extensions

Requests for extensions must be made to the Course Director (or nominee where applicable) in advance of the due date. Applications must be accompanied by evidence of the need for an extension. Extensions will not be granted for academic workload reasons (for example, a number of assignments due at the same time) but may be considered in the case of temporary illness or injury, or for compassionate reasons. Extensions are granted at the discretion of the Course Director (or nominee where applicable). For further information see [foed.assignments.auckland.ac.nz](http://foed.assignments.auckland.ac.nz).

## Assessment and Grading Scale

Assessment comprises examinations and coursework. Examinations are run centrally. Programme coursework refers to all other assessments (assignments, seminars, practicum, tests etc.):

1. In courses that involve coursework and examinations students must complete both components to the satisfaction of the examiners.
2. In courses that only include coursework students must complete to the satisfaction of the examiners such oral, practical, written or other tests and assignments as have been prescribed for the completion of the course.
3. In any course, students must complete all assignments.
4. In any course that has a practicum component, a student must pass all components in order to have passed that course as a whole.
5. Course results are reported as grades. There are ten pass grades and three fail grades.

Grade	Description	Grade Point	Percentage
A+	High first	9	90-100
A	Clear first	8	85-89
A-	Bare first	7	80-84
B+	High second	6	75-79
B	Clear second	5	70-74
B-	Bare second	4	65-69
C+	Sound Pass	3	60-64
C	Pass	2	55-59
C-	Marginal Pass	1	50-54
	Conceded Pass	1	
D+	Marginal Fail	0	45-49
D	Clear Fail	0	40-44
D-	Poor Fail	0	0-39

- The development of assessment criteria for coursework should be adapted from the general university expectations for grade-level performance set out below:

GRADE	% VALUE	DESCRIPTION
A + A A -	90 - 100 85 - 89 80 - 84	Work of high to exceptionally high quality showing excellent knowledge and understanding of subject matter and appreciation of issues; well formulated arguments based on strong and sustained evidence; maps and diagrams, graphs and tables, etc included where appropriate; relevant literature referenced; high level of creative ability, originality and critical thinking; excellent presentation and communication skills.
B + B B -	75 - 79 70 - 74 65 - 69	Work showing good to strong grasp of subject matter and understanding of major issues though not necessarily of the finer points; arguments clearly developed and based on convincing evidence; relevant literature referenced; evidence of creative ability, originality and critical thinking; good communication and presentation skills.
C + C C -	60 - 64 55 - 59 50 - 54	Work showing a knowledge of subject matter and appreciation of main issues though possibly with some lapses and inadequacies; arguments developed and supported by some evidence and references; creative ability, originality and critical thinking present but limited; adequate communication and presentation skills
D + D	45 - 49 40 - 44	Work lacking breadth and depth. Work generally has gaps. Frequently work of this grade takes a simple factual approach and understanding and coverage of material is inadequate; does not attempt to interpret the material; at the lower end, indicates a need for considerable effort to achieve improvement; communication and presentation skills are poor.
D -	0 - 39	Highly unsatisfactory. Work shows a lack of knowledge about and understanding of the topic. Inadequate in degree of relevance, sometimes completeness, sometimes both. Communication and presentation skills are weak.

*Please note that the attainment descriptors must be adapted to different levels of learning or degree study.*

## Graduate Profile

Graduates of the BSW (Hons) will be prepared for a professional career in social work and will meet the qualification criteria for registration under the Social Workers Registration Act 2003. This programme remains an integral part of a university preparation for the professional practice of social work. Graduates with Honours will demonstrate an advanced level of critical and analytical ability and effective written and oral communication skills, commensurate with beginning professional practice. Graduates with Honours will demonstrate particular strength in utilizing and developing evidence led approaches and interventions in social work practice and demonstrating the following dispositions, knowledge and skills:

- 1 a sound understanding of social policy and the role of social work role within Aotearoa New Zealand society , including cognizance of the centrality of the Treaty of Waitangi in social service development and provision;
- 2 evidence of critical thinking and the effective analysis and synthesis of information from practice, service user perspectives and literature and research;
- 3 evidence of the consistent integration of disciplinary understandings and research for social work practice;
- 4 sound knowledge of practices that promote the self-determination, participation and success of Maori/whanau/hapu/iwi;
- 5 a commitment to support the needs and aspirations of Pasifika and other ethnic groups;
- 6 a clear ethical stance in accordance with the International and Aotearoa New Zealand Codes of Ethics and the Social Workers Registration Board Code of Conduct;
- 7 the skills and dispositions to make effective relationships and use strategies that maximise participation and self determination in work with clients;
- 8 the ability to effectively evaluate evidence for designing strategies and interventions with clients, families and communities;
- 9 the skills required to undertake accurate social work assessments and planned intervention;
- 10 a consistent commitment to enquiry as a means of expanding the base of knowledge and preparedness for active practitioner research;
- 11 the competent use of information and technology skills in professional practice;
- 12 evidence of consistent critical reflection on their practice, understanding of professional supervision and commitment to continuing professional education;
- 13 a commitment to collaborative professional relationships with colleagues and other professionals;
- 14 evidence of effective communication through written reports and assessments, and effective time management and organisational skills.

# UNIVERSITY OF AUCKLAND POLICY

## Teaching and Learning Regulations

### Academic Integrity

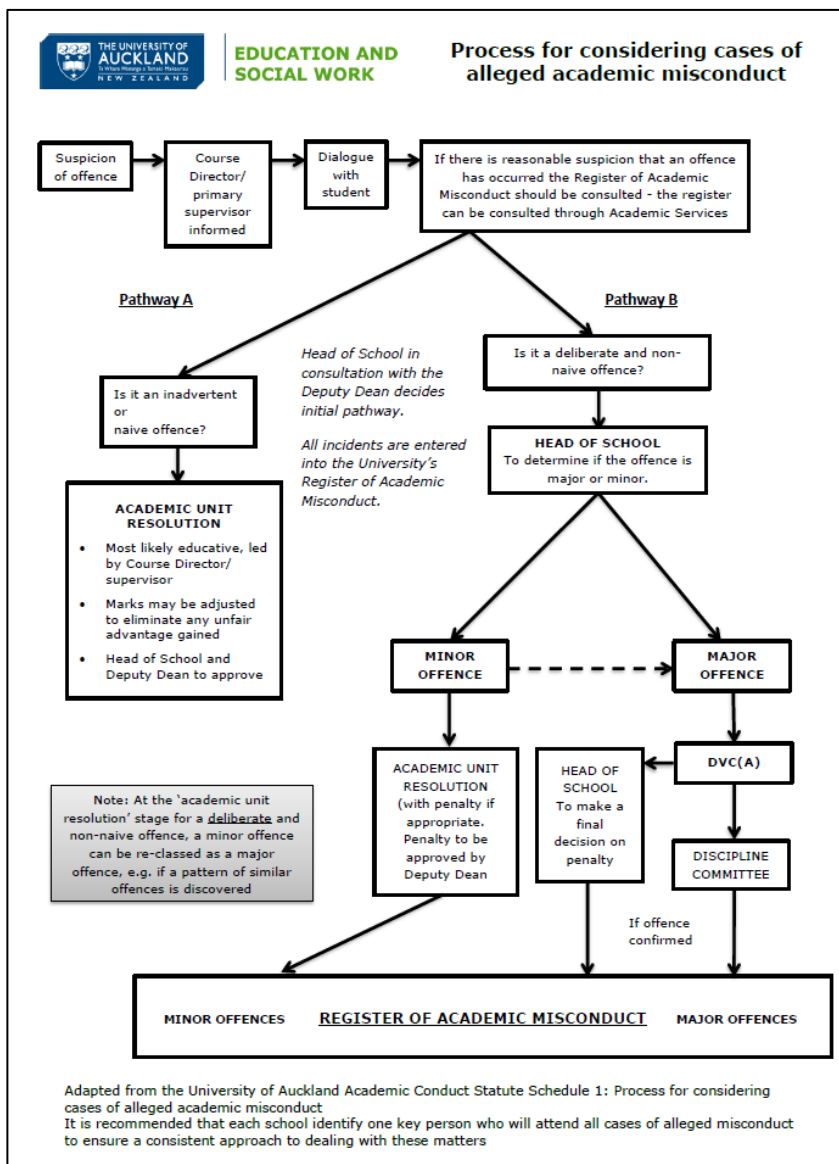
All students admitted to an undergraduate or postgraduate degree, diploma or certificate are required to complete a compulsory, online Academic Integrity Course (see University of Auckland 2016 Calendar, pp 27. This online course, comprised of 5 modules, asks students to explore the concept of academic integrity. Students will learn how to demonstrate academic integrity in their study and research, improve their knowledge about University rules relating to academic conduct, and understand the consequences of academic misconduct. For more information visit this link: [www.auckland.ac.nz/academic\\_honesty](http://www.auckland.ac.nz/academic_honesty)

### Academic Misconduct

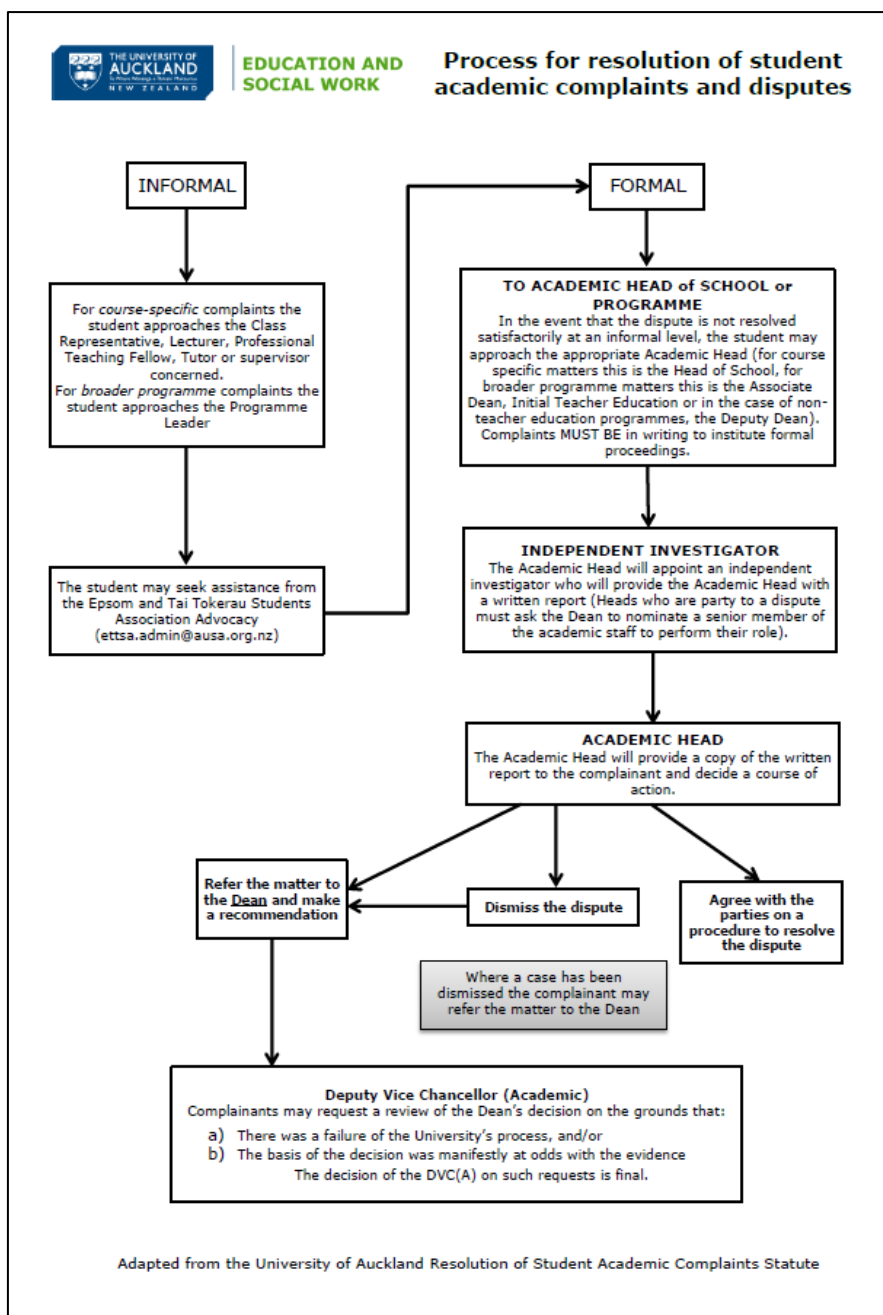
The University has a statutory responsibility to encourage the development of intellectual independence in its students. It assesses the achievement of this goal through coursework and examinations. The University expects all students to complete coursework and examinations with integrity and honesty.

The University of Auckland will not tolerate cheating, or assisting others to cheat. It views cheating as a serious academic offence. To ensure that the standard of all University qualifications is maintained, students and staff have a responsibility to prevent, discourage and report cheating.

Allegations of academic misconduct at the Faculty of Education and Social Work shall be dealt with by the following process:



The University of Auckland's full guidelines on procedures and penalties for academic dishonesty are detailed in the University's "Guidelines: Conduct of Coursework" available at [www.auckland.ac.nz/academic\\_honesty](http://www.auckland.ac.nz/academic_honesty)



### Academic English Language Requirement

From 2016, the University will introduce an Academic English Language Requirement (AELR) into all its bachelor degree programmes. The aim of the AELR is to ensure you have a sufficient level of competence in academic English to support your study at University. Those that have not met the AELR through their entrance qualification will be advised at the time of enrolment. The AELR may be met through your entry qualification or through satisfactory completion of an approved course in your first 12 months of study. For more information, see [www.auckland.ac.nz/aelr](http://www.auckland.ac.nz/aelr).

### Aegrotat and Compassionate Consideration

This is a University process that applies only to University Examinations (and Tests). Full details are in *the University of Auckland Calendar Examination Regulation 12*.

## Appeal of Marks

A student who is concerned about a mark for an assessment can appeal in writing to the Course Director for a reconsideration of the mark stating the reasons why they consider the mark is inconsistent with the assessment criteria. The written appeal must be received within one week of the work being available for return. The Course Director reviews the mark in relation to the stated reasons or seeks a second opinion if they were the original marker. If the appeal is not upheld and the student is still concerned a written appeal, restating the nature of the concern in relation to the assessment criteria, needs to be made to the Head of School.

## Availability of Examination Scripts

By making application during the three months after the end of the examination period for the examination, a candidate may obtain a copy of their examination script. For full details see the *University of Auckland Calendar Examination Regulation 22*.

## Conceded passes

Conceded passes can only be granted in undergraduate degrees consistent with university regulations. For full details see the *University of Auckland Calendar Examination Regulation 19*.

## Course Deletions and Withdrawals

- A course deletion means that the course will be removed from your academic record and fees are fully refunded. There are specified timeframes within which course deletions can occur. Specific dates at which deletions can occur can be obtained via the following link: <http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>
- Withdraw means that you are withdrawing from a course after the deadline for deletion and before the last day to withdraw. Withdrawn courses remain on your academic record with a withdrawn grade and all fees remain owing. A withdrawn grade counts as a fail for Grade Point Average (GPA) calculations. Specific dates at which withdrawals can occur can be obtained via the following link: <http://www.calendar.auckland.ac.nz/en/genregs/enrolment-and-programme.html>

## DELNA (Diagnostic English Language Needs Assessment)

In professional programmes, it is important that students have well-developed English language skills to meet the graduating standards of their particular programme. As a consequence, all undergraduate students in the Faculty of Education (Bachelor of Education (Teaching); Bachelor of Physical Education; Bachelor of Human Services and Bachelor of Social Work), as well as the Graduate Diplomas in Teaching, Master of Teaching and Education Foundation students are required to complete the DELNA language requirements.

In the first instance students must complete the DELNA **screening** assessment. Those students who meet the minimum standard or above automatically meet the DELNA requirement and need do nothing more in relation to DELNA. If a student's screening indicates that diagnosis is required he/she must undertake the DELNA **diagnosis**. A pass or above at screening indicates the student has met the DELNA requirements. Where students fail to meet the minimum requirement he/she will be required to develop **an individual plan**. This is a mandatory requirement.

An **individual plan** will be developed on the basis of students' DELNA diagnostic results and identified areas of need. The individual plan is developed in conjunction with the Academic English Language Support person who assists students to seek the most appropriate support to meet their individual needs. The DELNA diagnosis and, if required, the individual plan must be completed within **three months of the beginning of Semester One of the degree**.

Students who have an individual plan will then need to work on developing their English language skills in both an independent and supported manner. Students are expected to work independently utilizing a range of on-line resources such as Grammar Smart, Writing for Academic Purposes, Reading for Academic Purposes and Pronunciation. Enrolment in relevant Student Learning Centre workshops will be useful also. Regular meetings with the DELNA Language Support person are necessary for success.

## Group assessment

There may be times when students are required to complete a group assessment task or team based project. Details of such tasks, including group work expectations will be published in course materials to ensure students are clear about what is being assessed and the allocation of marks to the various components of the assessment. Students should also refer to Module 2 of the Academic Integrity Course (Avoiding Academic Dishonesty) to clarify responsibilities when collaborating with peers. For more information visit this link: [www.auckland.ac.nz/academic\\_honesty](http://www.auckland.ac.nz/academic_honesty)

## Partial Resits

Partial resits are not permitted. A student who has failed a course is required to complete all assessment requirements for the course in which they re-enrol.

## Student email

All students enrolled at the university are provided with an email account called student email. At the time of enrolment, students are provided with an email address. This address includes a student's username characters plus a generic address, e.g., [jbon007@aucklanduni.ac.nz](mailto:jbon007@aucklanduni.ac.nz). Students are able to access student email through the following link <http://mail.aucklanduni.ac.nz>.

Student email is the main way in which the university communicates with students so it is vital that students access their email account on a regular basis. Failure to do means that students miss out on important information such as communications relating to coursework and academic progress, graduation, student financials and the library. Urgent and unexpected communications are also sent through this email, e.g., what will happen if a natural disaster strikes the university / the city of Auckland.

Students can forward their university email to a private address if they wish to do so and this can be completed by signing into your account and providing the appropriate details.

## Storage and Disposal of Student Work

Examination scripts will be retained in secure storage for only four months following the examination period and thereafter be destroyed (Examination Regulation 22). Thesis, dissertation or research portfolios will be retained until six months after the assessment has been completed.

Assignments will be retained in secure storage until five weeks into the start of the following semester and thereafter destroyed.

## Student Services Online (SSO)

Student Services Online is the University of Auckland's comprehensive online system, which enables students to apply for admission to the university and once accepted into a programmed, enrol in courses. Students can access SSO via the following link: [www.studentservices.auckland.ac.nz](http://www.studentservices.auckland.ac.nz)

SSO also provides students with access to a range of relevant academic information including:

- Course advice and information;
- Enrolment advice;
- Fees advice;
- Timetables, grades and course history advice;
- Graduation.

**Course advice and information** includes programme requirements and the course catalogue for your programme

**Enrolment advice** includes closing dates for enrolment into courses. Students can enrol in their required / selected courses and, if necessary, apply for a course concession. Changes to programmes can be made such as the deletion and addition of courses.

### Fees advice

This link enables students to check their account details for fees, charges, payments, credits and refunds. Students can also create an account statement and invoice and make payments online using a credit card.

**Timetables, grades and course history advice** enable students to view their programme and examination timetables. Grades, course history and unofficial academic transcripts can also be viewed.

A request for an official academic transcript can also be made.

## **Graduation**

At the successful completion of a programme students must apply to graduate. This link also provides information pertaining to dates and times of graduation ceremonies as well as advice about academic regalia.

The SSO website is the place where students can update their **personal details** such as their email address (if that is used to redirect university mail), contact address and phone number. It is vital that students ensure that their personal details are current to enable effective communication.

## **Submission in Māori**

Assignments and examinations in courses that do not use Te Reo as the medium of instruction may be submitted in Māori provided the Course Director has been consulted within the first two weeks of the course and confirmed the availability of a suitably qualified person with linguistic and subject expertise to mark the work.

## **Third party assistance**

While it is expected that at all levels of study students work independently producing work that is their own, there may be times when help is needed in regard to the improvement of written communication skills. The University of Auckland encourages students to improve their writing skills and permits students to seek assistance from third parties to do so. However, there are limits to the type and level of assistance that third parties can provide. The following link provides full details regarding the type of advice and support that third parties can offer [www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures.html](http://www.auckland.ac.nz/en/about/learning-and-teaching/policies-guidelines-and-procedures.html)

## **Unsatisfactory Progress**

In undergraduate programmes, students' academic standing is assessed each semester. To maintain the status of 'good' academic standing a student is required to pass at least 50% of points enrolled in any one semester. Failure to meet the 50% threshold will mean that a student's academic status in their next semester of study is amended and s/he will be reviewed. Continued failure to meet the criteria to attain 'good' academic standing will result in a student's status being revised to 'academic restriction' and finally 'enrolment terminated'.

## **Vulnerable Children's Act**

Every student applying for admission or admitted to an Initial Teacher Education programme or Bachelor of Social Work, Postgraduate Diploma in Counselling Theory, Master of Counselling and Master of Social Work Professional programme will be subject to safety checks under the Vulnerable Children Act 2014. A safety check includes (but is not limited to) a New Zealand Police vet and an assessment of the risk, if any, that the student would pose to the safety of children if employed or engaged as a children's worker. If a student enrolled in an Initial Teacher Education, Counselling or Social Work programme is found to have been convicted of a specified offence (as listed in Schedule 2 of the Vulnerable Children Act) or otherwise assessed to pose an undue risk to the safety of children, they may not be permitted to perform the required practical work and so be unable to complete the programme. Please refer to the legislation [here](#) for more information.

If you have concerns about past convictions for specified offences or whether you could be assessed to pose an undue risk to the safety of children, you should notify us by emailing [esc.manager@auckland.ac.nz](mailto:esc.manager@auckland.ac.nz). You should note that the Criminal Records (Clean Slate) Act 2004 does not apply to Police vets conducted to perform safety checks of core children's workers under the Vulnerable Children Act 2014, even if it would normally permit that person to conceal their criminal convictions.



## Bachelor of Social Work (Honours) Schedule

### Requirements:

30 points: SOCWORK 711 and 713

30 points from SOCWORK 715

45 points: SOCWORK 714

15 points from: SOCCHFAM 731 or SOCHLTH 732 or SOCYOUTH 733

### Course Prescriptions

#### **SOCWORK 711** **15 Points**

##### **Social Work Interventions for Best Practice**

An in-depth examination of contemporary developments in social work practice, with an emphasis on the employment of evidence-informed interventions that have direct application to complex practice situations.

*Prerequisite: SOCWORK 311, 317*

#### **SOCWORK 713** **15 Points**

##### **The Social Work Discourse**

A critical analysis of contemporary social work practice, utilizing sociological perspectives and contemporary social theory. An in depth exploration of how the professional discourse of social work is framed and how major social trends impact on that discourse in practice and the public domain.

#### **SOCWORK 714A** **22.5 Points**

#### **SOCWORK 714B** **22.5 Points**

##### **Social Work Honours Research Project**

An exploration of relevant social work research literature and design, leading to limited implementation of a research or service evaluation. Students will critically apply research and practice principles to problem definition, literature review, research strategies and design, to pilot a small supervised evaluation, culminating in a research project report.

*Prerequisite: SOCWORK 312*

#### **SOCWORK 715** **30 Points**

##### **Supervised Field Practice and Professional Development**

An advanced practicum course which includes a critical interrogation of the relationships between critical reflection, professional supervision and ethics and their application to professional social work practice. This course includes a minimum of 65 days supervised agency-based practical experience, building on the knowledge and skills gained in the first practicum and subsequent coursework.

*Prerequisite: SOCWORK 317*

**Electives – choose one of the following:**

**SOCCHFAM 731** **15 Points**  
**Child and Adolescent Mental Health Issues**

An in-depth examination of specific diagnoses and disorders of childhood and adolescence that impact on their mental health and wellbeing, with emphasis on contemporary literature and evidence informed practice with children and young people within Aotearoa New Zealand.

**SOCHLTH 732** **15 Points**  
**Working with Grief and Loss**

An in-depth examination of theoretical and cultural perspectives of grief and loss that includes loss associated with trauma, terminal and chronic illness and suicide. Personal experience of loss will also be explored. Content will include contemporary literature and the examination of evidence –informed interventions that can assist adults and children experiencing grief, loss and change.

**SOCYOUTH 733** **15 Points**  
**Youth Justice Issues and Strategies**

A critical examination of contemporary literature, research and evidence informed strategies in youth offending and recidivist behaviours, with an emphasis on the skills necessary for working successfully with this client group.

**Goals of the programme**

The overall goal of the Bachelor of Social Work programme is to contribute to improved social work practice with diverse service users by graduating thoughtful, ethical and skilled practitioners who will contribute to the profession as well-prepared practitioner researchers. It also aims to provide a strong base for graduates who wish to continue studying social work at post-graduate level. The Honours programme extends these opportunities for those students who have demonstrated suitability for higher study.

## Regulations for the Degree of Bachelor of Social Work (Hons) – BSW(Hons)

*The regulations for this degree are to be read in conjunction with all other relevant statutes and regulations including the Academic Statutes and Regulations.*

### Admission

1. a. No student on whom the Degree of Bachelor of Social Work has already been conferred may enrol for this degree.
- b. At the discretion of the Dean of Faculty of Education and Social Work a student who has completed the courses specified to a total of 360 points and passed, with an average grade of B or higher, SOCWORK 312, SOCHLTH 313, SOCCHFAM 314 and SOCHLTH 334 or SOCCHFAM 332 or SOCYOUTH 333 may be permitted to enrol for this degree.
- c. Where the Dean of Faculty of Education and Social Work approves enrolment for the Degree of Bachelor of Social Work (Honours) the courses previously passed for the Degree of Bachelor of Social Work will be reassigned to the Degree of Bachelor of Social Work (Honours).

### Duration and Total Points Value

2. A student enrolled for this degree must follow a programme of the equivalent of eight full-time semesters and pass courses with a total value of 480 points, unless credit is granted under the Admission Regulations and/or the Credit Regulations.

### Structure and Content

3. Of the 480 points required for this degree, a student must pass:
  - a. 330 points from the Degree of Bachelor of Social Work Schedule and
    - (i) 30 points from courses offered in either the General Education Open Schedule or the General Education Faculty Schedule approved for this degree or from a combination of these schedules.(ii) In order to complete the requirements for General Education students must pass the Academic Integrity course as specified in the Enrolment and Programme Regulations, Academic Integrity, of the University Calendar.
  - b. 120 points from courses listed in the Bachelor of Social Work (Honours) Schedule.
4. The programme for each student requires the approval of the Dean of Faculty of Education and Social Work.

### Research Project

5. a. The research project is to be carried out under the guidance of a supervisor/s appointed by Senate or its representative, on the recommendation of the Dean of Faculty of Education and Social Work.
- b. The research project topic must be approved by the Dean of Faculty of Education and Social Work prior to enrolment.
- c. A student enrolled must complete the research project by the last day of the final semester of enrolment in the research project.
- d. In exceptional circumstances beyond the student's control, Senate or its representative, acting upon the recommendation of the Head of Department, may approve a limited extension of time, not exceeding two months.

### General Education Exemptions

6. a. A student is exempted from the requirement to pass courses offered in the General Education Schedules who has:  
either
  - (i) completed an undergraduate degree at a tertiary institution  
or
  - (ii) been admitted to this degree with credit from another tertiary institution of 240 points or more.

- b. A student who has been exempted from the requirement to pass courses offered in the General Education Schedules must substitute 30 points from courses approved by the Dean of Faculty of Education and Social Work.
- c. A student admitted to this degree with credit from another tertiary institution of between 120 and 235 points inclusive must pass:
  - (i) 15 points from courses offered in the General Education Schedules and
  - (ii) a further 15 points from courses available for this degree.
- c. a student who has been fully or partially exempted from the requirement to pass courses offered in the General Education Schedules is nonetheless required to complete the Academic Integrity course.

### **Practical and Professional Requirements**

- 7. a. At the discretion of Senate or its representative, a student who does not pass a required Professional Practice course (SOCWORK 317, 715) may be declined permission to re-enrol in this degree.
- b. Re-enrolment in any of SOCWORK 317, 411 or 715 after failing that course requires the permission of the Dean of Faculty of Education and Social Work.
- c. A student must continue to meet the requirements for registration throughout the duration of enrolment in the programme as outlined in the programme handbook.

### **Termination of Enrolment**

- 8. a. If the behaviour of a student in a learning or practice environment is found, after due and fair inquiry, to be offensive, disruptive or likely to give rise to a risk of harm to the welfare of any person, the enrolment of the student in the programme may be terminated by Senate or its representative and any application to re-enrol may likewise be declined.
- b. A student who is subject to any such inquiry may be suspended by Senate or its representative from lectures, classes and any practice placement pending the outcome of the inquiry.
- c. A student whose enrolment is terminated under Regulation 8a may appeal from that decision to the Council or its duly appointed delegate.

### **Award of Honours**

- 9. This degree may be awarded only where a student's overall grade for the Degree of Bachelor of Social Work (Honours), is sufficiently high to deserve Honours.

### **Withdrawal of Honours**

- 10. A student whose work does not satisfy the standard specified in the Regulation 9, or who at any time chooses to withdraw from this programme, may apply to reassign courses passed for, or credited to, the Bachelor of Social Work (Honours) to the degree of Bachelor of Social Work.

### **Variations**

- 11. In exceptional circumstances Senate or its representative may approve a personal programme which does not conform to these regulations.

### **Commencement**

- 12. These regulations came into force on 1 January 2009.