

**OFFSHORE TEACHING****HKBU UG****Payment Information – Teaching Information****Part A****PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED OR INDICATE IF NOT APPLICABLE****EMPLOYEE DETAILS**

Employee Name:		Phone (wk):	
Employee ID #:		Fax (wk):	
Building & Rm#:		Mobile:	

PROGRAM & COURSE DETAILS

Program Name:	HKBU PT Undergraduate Programs	Course:	
Semester:		School:	
First Visit Date:		Second Visit Date:	

TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)

ABOVE LOAD <input type="checkbox"/>	Continuing <input type="checkbox"/>	Contract <input type="checkbox"/>	Casual <input type="checkbox"/>
<input type="checkbox"/> FULL PAYMENT: \$6,800 (This payment is for all academic including preparation of course materials, coordination, etc.)	<input type="checkbox"/> ONE Visit: \$2,150	<input type="checkbox"/> Two Visits: \$4,300	<input type="checkbox"/> Course Coordination \$2,500 (including preparation of materials):
OR			
WITHIN LOAD Continuing <input type="checkbox"/>			
<input type="checkbox"/> FULL PAYMENT: \$2000		<input type="checkbox"/> HALF PAYMENT: \$1000 (which consists of 1 visit only)	

NB: Offshore Allowances will be paid at the conclusion of the first visit (teaching component only) and following results entry, being for coordination, teaching & marking of exam papers - unless teaching is to be split between two employees

SPLIT TEACHING ARRANGEMENTS (HEAD OF SCHOOL USE ONLY)

2 nd Lecturer's Name:	
SPLIT TEACHING (ABOVE LOAD) <input type="checkbox"/>	SPLIT TEACHING (WITHIN LOAD) \$1000 <input type="checkbox"/>
Continuing <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/>	Continuing <input type="checkbox"/>

ABOVE LOAD SPLIT TEACHING ONLY - Please indicate the duties to be undertaken by the second lecturer.

Individual Component	Payment	Individual Component	Payment
<input type="checkbox"/> ONE Visit:	\$2,150.00	<input type="checkbox"/> Course Coordination (including preparation of materials):	\$2,500.00
<input type="checkbox"/> Two Visits:	\$4,300.00	<input type="checkbox"/> Others

SALARY SACRIFICE (IF REQUIRED)

Amount in \$A:		Reason for Sacrifice:	
----------------	--	-----------------------	--

SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	

Office Use:

Date Received:		Date Processed:	
Processed by:		Initials:	

Note: All Staff – please return completed 'Part A' page to TSS before the start of the semester.

**PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETED OR INDICATE IF NOT APPLICABLE****EMPLOYEE DETAILS**

Employee Name:		Phone (wk):	
Employee ID Number:		Fax (wk):	
Building & Room No.:		Mobile:	

PROGRAM & COURSE DETAILS

Program Name:	HKBU PT Undergraduate Programs	Course:	
Semester:		School:	
No. Students Enrolled:			

MARKING ARRANGEMENTS (PLEASE INDICATE FOR MARKING ONLY)

ABOVE LOAD	WITHIN LOAD
Continuing <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/>	Continuing <input type="checkbox"/> (No Payment)
<input type="checkbox"/> Marking Rate 1 \$36.24* (standard rate: simple assessment) <input type="checkbox"/> Marking Rate 2 \$43.20* (standard rate: standard assessment)	
<input type="checkbox"/> Marking Rate 3 \$50.64* (standard rate: complex assessment)	
Time allowed for marking per assessment piece (please tick one)	
Assignment 1	Number of papers marked
<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins
Assignment 3 / Other	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins

* Marking (for all papers marked) is paid according to agreed rates under the University's Enterprise Bargaining Agreement. Rates are correct at time of sending.

SPLIT MARKING ARRANGEMENTS (PLEASE INDICATE FOR SPLIT MARKING ONLY)

If you are engaging additional support to assist with marking, please provide details of the second marker below.

SECOND MARKER - EMPLOYEE DETAILS

Employee Name:		Phone (wk):	
Employee ID Number:		Fax (wk):	
Building & Room No.:		Mobile:	
ABOVE LOAD	Continuing <input type="checkbox"/> Casual <input type="checkbox"/>	WITHIN LOAD	Continuing <input type="checkbox"/>

NAME Second Marker :	Number of Papers to be marked:
<input type="checkbox"/> Marking Rate 1 \$36.24* (standard rate: simple assessment) <input type="checkbox"/> Marking Rate 2 \$43.20* (standard rate: standard assessment)	
<input type="checkbox"/> Marking Rate 3 \$50.64* (standard rate: complex assessment)	
Time allowed for marking per assessment piece (please tick one)	
Assignment 1	Number of papers marked
<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins	
Assignment 2	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins
Assignment 3 / Other	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins
Examination	<input type="checkbox"/> 10 min <input type="checkbox"/> 20 min <input type="checkbox"/> 30 min MAXIMUM TIME 30 mins

SIGNATURES

HOS Signature:		Lecturer's Signature:	
Date:		Date:	

Office Use:			
Date Received:		Date Processed:	
Processed by:		Initials:	

Please complete this section and return signed to TSS – HKBU PRA once you have completed marking and entered results.