

**OFFSHORE TEACHING****HKBU MPA****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 & Room Number:		Mobile:	

**PROGRAM & COURSE DETAILS**

Program Name:	<b>Master of Professional Accounting, Hong Kong</b>	Course:	
Semester:		School:	
Visit date:			

**TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)**

<b>ABOVE LOAD</b> <input type="checkbox"/>	Continuing <input type="checkbox"/>	Contract <input type="checkbox"/>	Casual <input type="checkbox"/>
<input type="checkbox"/> <b>FULL PAYMENT: \$6,585</b> (This payment is for all academic including preparation of course materials, coordination, etc.)	<input type="checkbox"/> <b>Visit only: \$4,085</b>	<input type="checkbox"/> <b>Course Coordination only: \$2,500</b> (including preparation of materials):	
<b>OR</b>			
<b>WITHIN LOAD</b> Continuing <input type="checkbox"/>			
<input type="checkbox"/> <b>Offshore teaching allowance: \$1000</b>			

**NB: Offshore Allowances will be paid at the conclusion of the 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 <sup>nd</sup> Lecturer's Name:			
<b>SPLIT TEACHING (ABOVE LOAD)</b>	<input type="checkbox"/>	<b>SPLIT TEACHING (WITHIN LOAD) \$1000</b>	<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:	\$4,085.00	<input type="checkbox"/> Course Coordination (including preparation of materials):	\$2,500.00

**SALARY SACRIFICE (IF REQUIRED)**

Amount in \$A:		Reason for Sacrifice:	
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**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.**



UNIVERSITY OF SOUTH AUSTRALIA

**OFFSHORE TEACHING**

**HKBU MPA**

**Payment Information – Marking**

**Part B**

**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:	<b>Master of Professional Accounting Hong Kong</b>	Course:	
Semester:		School:	
No. Students Enrolled:			

MARKING ARRANGEMENTS (PLEASE INDICATE FOR MARKING ONLY)				
<b>ABOVE LOAD</b>		<b>WITHIN LOAD</b>		
Continuing <input type="checkbox"/>	Contract <input type="checkbox"/>	Casual <input type="checkbox"/>	Continuing <input type="checkbox"/>	
<input type="checkbox"/> <b>Marking Rate \$39.28</b> (standard assessment)		<input type="checkbox"/> <b>Marking Rate \$46.02</b> (complex assessment)		
<b>Time allowed for marking per assessment piece</b> (please tick one)			<b>Number of papers</b>	
Assignment 1	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Assignment 2	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Assignment 3 / Other	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Examination	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Total Amount				

\* Marking 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)
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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:	
<b>ABOVE LOAD</b>	Continuing <input type="checkbox"/> Casual <input type="checkbox"/>	<b>WITHIN LOAD</b>	Continuing <input type="checkbox"/>

<input type="checkbox"/> <b>Marking Rate \$39.28</b> (standard assessment)		<input type="checkbox"/> <b>Marking Rate \$46.02</b> (complex assessment)		
<b>Time allowed for marking per assessment piece</b> (please tick one)			<b>Number of papers</b>	
Assignment 1	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Assignment 2	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Assignment 3 / Other	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Examination	<input type="checkbox"/> 10 min	<input type="checkbox"/> 20 min	<input type="checkbox"/> 30 min	<b>MAXIMUM TIME 30 mins</b>
Total Amount				

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

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

**Please complete and return signed form to TSS – HKBU PRA once you have completed marking and entered results**