



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:	Bachelor of Tourism & Hospitality Management (Full Time)	Course:	
Semester:		School:	MGT
Visit Dates:			

TEACHING ARRANGEMENTS (PLEASE INDICATE FOR TEACHING ONLY)			
ABOVE LOAD <input type="checkbox"/>	Continuing <input type="checkbox"/>	Contract <input type="checkbox"/>	Casual <input type="checkbox"/>
ABOVE LOAD - \$6370 Total Payment <input type="checkbox"/>	WITHIN LOAD - \$1,000 Total Payment <input type="checkbox"/>		
Continuing <input type="checkbox"/>	Contract <input type="checkbox"/>	Casual <input type="checkbox"/>	Continuing <input type="checkbox"/>
This payment is for all academic responsibilities covered within the Course Timeline Information document, including preparation of course materials, coordination, etc. <i>Please note that \$3870 will be paid on your return from Hong Kong. The remaining payment for the course coordination component will be paid once the course has been completed together with exam marking payments.</i>	This payment is for all academic responsibilities covered within the Course Timeline Information document, including preparation of course materials, coordination, etc. <i>Please note that \$1000 will be paid on your return from Hong Kong.</i>		

SPLIT TEACHING ARRANGEMENTS HEAD OF SCHOOL USE ONLY			
SPLIT TEACHING (ABOVE LOAD) <input type="checkbox"/>	SPLIT TEACHING (WITHIN LOAD) \$1000 <input type="checkbox"/>		
2 nd Lecturer's Name:		2 nd Lecturer's Name:	
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	Tick	Payment	Individual Component	Tick	Payment
Course Coordination (including preparation of materials):	<input type="checkbox"/>	\$2,500.00	ONE Visit:	<input type="checkbox"/>	\$3,870.00

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:	

**OFFSHORE TEACHING****Payment Information – Marking****HKBU F/T****Part B****PLEASE ENSURE THAT ALL SECTIONS ARE COMPLETE.****EMPLOYEE DETAILS**

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

PROGRAM & COURSE DETAILS

Program Name:	Bachelor of Tourism & Hospitality Management (Full Time)	Course:	
Semester or Intake:		School:	MGT
No. Students Enrolled:			

MARKING ARRANGEMENTS (PLEASE INDICATE FOR MARKING ONLY)

ABOVE LOAD	Continuing	<input type="checkbox"/>	WITHIN LOAD	Continuing	<input type="checkbox"/>
	Contract	<input type="checkbox"/>		(No Payment)	
	Casual	<input type="checkbox"/>			
<input type="checkbox"/> Marking Rate 1 \$32.82 (standard rate: simple assessment)		<input type="checkbox"/> Marking Rate 2 \$39.28 (standard rate: standard assessment)			
Time allowed for marking per assessment piece (please tick one)					Number of Papers Marked
Assignment 1	<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	

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"/>	WITHIN LOAD	Continuing	<input type="checkbox"/>
	Casual	<input type="checkbox"/>			

<input type="checkbox"/> Marking Rate 1 \$32.82 (standard rate: simple assessment)		<input type="checkbox"/> Marking Rate 2 \$39.28 (standard rate: standard assessment)			
Time allowed for marking per assessment piece (please tick one)					Number of Papers Marked
Assignment 1	<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 entering results.**NOTE: ALL STAFF – PLEASE RETURN COMPLETED 'PART A' PAGE TO TSS BEFORE THE START OF SEMESTER**