



FAQ: Guidance for Hourly Rate Academic Staff at RMIT Vietnam

Question	Answer
<p>What is the approach to learning and teaching at RMIT Vietnam?</p>	<p>RMIT Vietnam is committed to providing a transformative student experience. This approach emphasizes student-centered learning and initiatives such as authentic learning and assessment and work integrated learning.</p> <p>To enable a student-centered learning experience, academic teaching staff are encouraged to use interactive activities, online learning activities and materials, and explicit and timely feedback to ensure maximum engagement with our students. As many of our programs provide students with industry experience your role may also involve industry engagement activities.</p> <p>Where appropriate, courses incorporate authentic learning and assessment. This means students undertake projects and activities allowing them to apply their knowledge and skills rather than undergoing timed, invigilated exams. Rubrics provide explicit assessment criteria and reliability in marking.</p>
<p>What learning materials will I use in my courses?</p>	<p>RMIT Vietnam courses utilize a range of digital resources including authentic and contemporary material which students can access online. Courses draw from many materials. This means that academic staff are responsible for maintaining copyright compliant resources in the online space for their course via our learning management system (LMS) Canvas.</p>

<p>What is an academic year like?</p>	<p>At RMIT Vietnam we have three semesters per year (commencing in February, June, and October). There are 17-18 weeks per semester, two weeks of which are devoted to marking, moderation, and course closeout and two to three weeks of which are our semester breaks. There are 12 weeks of teaching each semester. Week 7 is a week specifically focused on academic professional development activities, seminars and workshops with external presenters. We also host a social event during this week which is a great opportunity to connect with your colleagues and enjoy some ‘relax’ time.</p>
<p>Which courses will I teach?</p>	<p>Staff are required to teach courses in their area of expertise across a variety of courses at either undergraduate or postgraduate. Courses can be delivered in a variety of modes including face to face, blended or online. The particular courses that you will deliver will be discussed with you before you join RMIT. Our Program Managers tend to allocate classes one or two weeks before the Semester commences and so in most cases, we are able to provide you with the final details of what days and what times you will be teaching before you start work for us. Furthermore, you will also be given access to CANVAS to enable you to access the course content before you commence teaching, to familiarize yourself with what you will be teaching,</p>
<p>What are the class sizes?</p>	<p>Face to face classes can have up to 35 students per class, while online courses may be larger however on average our classes sizes tend to be no bigger than 30 students.</p>
<p>What are the hours?</p>	<p>The operating hours of RMIT Vietnam are Monday to Friday, from 8am to 6pm. You will be asked to be available to teach within the operating hours and occasionally on a weekend however weekend teaching is quite rare.</p> <p>Your working hours shall not exceed 40 hours per week.</p>
<p>How many hours a week will I be employed?</p>	<p>Hours are dependent on student enrolments and can vary from zero to 20 teaching contact hours per week, spread out over the week.</p> <p>Classes generally fall within the following time slots: 8am – 11am, 11.30am - 2.30pm, 3pm – 6pm.</p>
<p>What is included in my hourly rate?</p>	<p>The hourly rate is inclusive of personal income tax, severance payment, and all other compulsory contributions by both employer and employee as required by Vietnamese labor law.</p>

<p>How am I paid for my time?</p>	<p>The hourly rate you receive is based on an “actual working hour”.</p> <p>For every hour of teaching, you will be paid for two hours. The two hours related to 1-hour teaching and 1 hour of lesson preparation, marking and admin.</p> <p>e.g. If you teach a 3-hour class, you will be paid for 6 hours as this activity involved 3 hours of face to face teaching plus 3 hours of lesson prep, marking and admin.</p> <p>Therefore, an hourly rate staff member who is asked to teach 3 classes will work and be paid for 18 hours per week. 9 hours face to face teaching plus 9 hours of lesson prep, marking and admin.</p> <p>We do not expect our hourly rate staff to conduct research or to be present at all of the meetings that our full-time staff attend. However, if your manager requires you to attend meetings, you will be paid for your attendance at the hourly rate with no additions for prep or marking.</p>
<p>Is there paid sick leave and annual leave?</p>	<p>As an hourly rate staff member, you are not entitled to paid sick leave or annual leave. We strongly urge you not to take annual leave during the semester once you have accepted a full semester teaching assignment, in the interest of student and lecturer continuity during the semester. However, if you are sick and unable to come to work, you can of course take unpaid sick leave. Please ensure that you inform your line manager immediately if you are unable to come in to work.</p>
<p>How can I become a permanent staff after a short-term hourly contract?</p>	<p>This depends on availability of suitable full-time opportunities. If there are opportunities available, you can apply directly online. At RMIT Vietnam, we follow competitive recruitment process for all our positions. However, if you already have experience working for us with a strong performance record, this is a desirable attribute.</p>
<p>Can I teach/work elsewhere when teaching hourly at RMIT Vietnam?</p>	<p>Yes – as long as you are able to manage your time effectively ensuring that you are able to prioritize your commitment to RMIT, then working for another employer whilst working at RMIT is not a problem. You will also need to make sure that you declare the dual employment on the conflict of interest form that you will be required to complete before starting work for us.</p>
<p>Timesheets and pay How and where do I record my hours?</p>	<p>You will be paid on a monthly basis (on the 25th of the month), and your net salary will be paid into your bank account, in VND.</p> <p>Each week you will need to liaise with the Admin Team within your school and provide them with your hours so that they can send your timesheet to your manager for final approval.</p> <p>Once your admin team have created your timesheet, you will review and sign a timesheet on a monthly basis. More information on this will be covered by your Manager, during your induction.</p> <p>With regards to accessing your pay slip, you can do this online on our HRESS system.</p>

First Day

Before you commence work with us, you will receive communication from your Talent Acquisition Advisor to advise you of what time, where and who to report to on your first day.

You will also be invited to a HR induction during your first week, which will provide you with much more information on what to expect whilst working at RMIT etc.