

Newcastle Australia Institute of Higher Education Pte. Ltd.

**(Company Registration No. 200603214N,
Incorporated in the Republic of Singapore)**

Guidelines for Fly-in Fly-Out Teaching Program

Newcastle Australia Institute of Higher Education (NAIHE) Fly-in Fly-Out (FIFO) Teaching Program is an important way by which the UON promotes teaching and learning, collaborative inquiry, and reflection into its programmes in Singapore. The FIFO teaching assignments are subject to the following guidelines established by the Office of the Pro Vice-Chancellor (PVC), NAIHE. In this program, UON Callaghan Faculty visitors assigned by the School will contribute to the core teaching and related activities.

1. Each FIFO visit will be limited to a maximum of 2 weeks per Trimester/Semester.
2. Only one 2 weeks' trip can be utilized per course.
3. FIFOs are expected to teach and manage all scheduled lectures, tutorials and labs for the duration of their visit for a single course offered in both Full time and Part Time mode.
4. Course Coordinators (CCs) are expected to communicate FIFO information to students via the Course Outline before the start of the Trimester/Semester.
5. The minimum requirement for a FIFO teaching assignment is 15 teaching hours/week to provide meaningful contribution to the teaching programme.
6. If a FIFO does not contribute fully to 15 hours of teaching/week, then, there should be an equivalent contribution for remaining teaching hours to academic activities (this departure from teaching hours should be modest, transparent and well justified). Examples of academic activities include research seminars, presentation on promoting academic programs in Singapore (previews), building teaching and learning expertise and research scholarship / collaboration with NAIHE FT academic staff, engaging with sessional staff / local supervisors on instructional / supervision strategies. This reduction in teaching hours and engagement with other academic activities are to be negotiated with the Head of School and require approval of the Head of School and the PVC of NAIHE.
7. Before the visit, the Callaghan Faculty should complete the NAIHE visitor's form (**appendix I**), highlighting the planned teaching hours/week for each course and submit it to their respective Head of School for approval.
8. After approval from the Head of School or relevant authority in UON, the prospective FIFO must send the form to NAIHE for the final approval by the PVC of NAIHE.
9. PVC of NAIHE and the respective Head of School must have agreed on the programme of the activities to be undertaken by the FIFO teaching staff 8 weeks prior to the start of the visit.
10. Once the prospective FIFO obtains the approved copy of the form from NAIHE, he/she can proceed to make necessary travel arrangements.
11. FIFO staff members are responsible for notifying their teaching resources needs and their start and end dates of visit to the respective Program Coordinators at NAIHE at least three (3) weeks in advance of their visit.

NAIHE VISITOR'S FORM

PLEASE SUBMIT THIS FULLY COMPLETED FORM BEFORE THE START OF THE VISIT TO NAIHE.

1. VISITOR INFORMATION

First Name:		Surname/Family Name:	
Title: (e.g. Prof/ Dr/ Mrs)		Faculty/School:	
Travel Start Date:		Travel End Date:	
Visitor Email Address:			
Visitor Contact Number:			

2. PURPOSE OF VISIT

☐ **Teaching** - (please complete information below)

- **Course name:**
- **Trimester/ Semester:**
- **Total number of students enrolled in this course on Canvas:**
- **Learning Objectives achieved during this teaching period:**

- **First day of teaching in campus:**
- **Last day of teaching in campus:**
- **Weekend teaching:** ☐ Saturday ☐ Sunday ☐ N/A
- **Total number of teaching hours/week:**

☐ **Final Year Project (FYP)** - (please complete information below)

☐ **FYP Interview** **or/and** ☐ **FYP Marking**

- **Course name:**
- **Trimester/ Semester:**
- **Total number of students enrolled in this course on Canvas:**
- **First day of FYP activity in campus:**
- **Last day of FYP activity in campus:**
- **Weekend FYP activity:** ☐ Saturday ☐ Sunday ☐ N/A
- **Total number of teaching hours/week:**

☐ **By Invitation** (please provide details):

☐ **Public Speaking** (please provide details):

☐ **Other Approved Activities** (please provide details):

3. ACCOMMODATION DETAILS

Name of Hotel:	
Check-in Date	
Check-out Date	

4. REQUEST SUBMITTED BY

Name of the Visitor:		Job Title:	
Signature of the Visitor:		Date:	

5. APPROVAL BY UON AUSTRALIA

Name of Head of School or delegate:		Job Title:	
Signature of the Approver (UON):		Date:	

6. FINAL APPROVAL BY NAIHE

Name of Head of NAIHE or delegate:		Job Title:	
Signature of the Approver (NAIHE):		Date:	

Please return this form to Tirtharenu.Bhaumik@newcastle.edu.au

Notes to support the visitor request:

- ◆ The **"Travel Start Date"** means the date of the travel begins from other country towards Singapore
- ◆ The **"Travel End Date"** means the date visitor leaves Singapore
- ◆ After seeking approval from the Head of School (HOS) or relevant authority in UON, the visitor must send the form back to NAIHE for the final approval.
- ◆ If NAIHE approves the trip after assessing different legitimate factors, the visitor will receive the approved copy of the form and only then can proceed to make necessary travel arrangements.