CASUAL TUTOR INFORMATION

Thank you for accepting the position of casual sessional tutor with the Research School of Accounting this semester. The information below will assist you with the administrative tasks of your role. Please make sure you familiarise yourself with the content and requirements, and contact the RSA Office for any clarification.

Academic Calendar 2018
(Pattern 6-2-6-8-6-2-6)

- First teaching period begins: Monday 19 February
- First teaching period ends: Friday 30 March
- 2-week teaching break: Monday 2 April - Friday 13 April
- Second teaching period begins: Monday 16 April
- Second teaching period ends: Friday 25 May
- 8-week teaching break: Monday 28 May - Friday 20 July
- Third teaching period begins: Monday 23 July
- Third teaching period ends: Friday 31 August
- 2-week teaching break: Mon 3 September - Fri 14 September
- Fourth teaching period begins: Monday 17 September
- Fourth teaching period ends: Friday 26 October

- Tutorials begin in the second week of each semester.
- The tutors consultation room will be in CBE 26C 3.09 for S1 2018.
- Please book your consultation time into the shared calendar via this link https://www.rsa.anu.edu.au/rsa/tutor-consultation-times/
- It is university requirement that you use only your university email address for all correspondence with staff and students.
- A course pigeonhole is located in the RSA Student Office, HN 2037. Please check regularly.
- Please inform your Course Coordinator & the RSA office if you are unable to make a class or consultation, or if there are any changes to your details.
- A tutors’ induction will be held 4.00 to 6.00 pm on Tuesday 20th February 2018 in the Allan Barton Forum, 2nd Floor CBE Building. The induction is compulsory for all new or current tutors who have not attended the session to date. All casual sessional tutors will be paid for attending the session. Tutors are requested to bring their passports and tax file numbers along to the session. Tax declaration forms will also be available.
- Pay information can be found at: http://hr.anu.edu.au/employment-at-anu/salaries-and-conditions
- Timesheets are completed online each fortnight.