

Guidelines

QUEX Institute Professional Services Fellowship Programme 2023

Background

A Professional Services Staff Fellowship Program has been established under the QUEX Institute initiative to provide professional development opportunities and to share best practice and experience between colleagues at the University of Queensland and the University of Exeter. It may also serve to promote enhanced systems and services for QUEX partnership projects. For more information about the QUEX Institute, please visit:

Exeter: <https://www.exeter.ac.uk/quex/>

Queensland: <https://global-engagement.uq.edu.au/quex>

Application process

In this round, we welcome applications from any professional services staff at Exeter and at Queensland to undertake a staff Fellowship at the partner institution in one of the following areas:

1. Programme development (international)
2. International student recruitment
3. International employability
4. World-class international student experience

Applications open on 20 March 2023 and must be submitted by **5 May 2023**.

For University of Exeter staff: Please note that applications by University of Exeter staff should be for Fellowships to either:

- 1) be undertaken and completed before the end of the 2022-23 Financial Year (before 31 July 2023) or
- 2) begin (and complete) within the subsequent 2023-24 Financial Year (after 31 July 2023)

Individual Fellowships for Exeter staff should not span two Financial Years.

If you were previously awarded a QUEX PS Fellowship but were unable to take up the opportunity owing to travel restrictions during the pandemic, you are strongly encouraged to resubmit your application using the new guidance and application form, updating your proposal wherever appropriate. The Selection Panel will consider your application as preferred if there are not substantive changes to the workplan from your previous application.

For University of Queensland staff: You will need approval from their Faculty/School finance manager for the funds to be carried forward if the project spans more than one financial year (January – December).

Applications will be considered by a high-level Panel at the home university of the member of staff applying. By applying by 5 May 2023, applicants should expect to receive notice of the outcome of their application by 30 May 2023. Applications by Exeter staff should be submitted to quex@exeter.ac.uk. Applications by UQ should be submitted to globalstrategy@uq.edu.au.

You will be asked to provide details in your application how your proposed Fellowship will:

- Facilitate sharing of best practice and experience in your field between the two institutions
- Enhance processes and activities within the QUEX Institute
- Provide professional development opportunities
- **Exeter staff:** Align with the How We Will Work pillars of the University of Exeter Strategy, including Collaboratively, Sustainably and Digitally
- **Queensland staff:** Align with the University of Queensland Strategic Plan 2022-2025, including learning and student experience, research and innovation, and enriching our communities.

Decisions will be made based on the:

- Strength of the case made,
- Value of the outcomes,
- Support of the Host Partner unit/s in which you will undertake the Fellowship,
- Support of the applicant's line manager / HoD,
- Suitability of the applicant to undertake the activity described,
- Scope for professional development, and enhancement to the sending and receiving units,
- Potential for improving QUEX Institute administration and/or sharing of good practice and sharing of professional services experiences relating to QUEX or other strategic partnerships,
- Contribution towards developing a personalised and world-class international student experience.

You may apply to join a specific unit or team at the Host Institution for the full duration of your planned Fellowship, or to be hosted across multiple units or teams. You should ensure that you have the support of your line manager at your Home Institution as well as those who will be responsible for supervising your Fellowship at the Host Institution, and you'll be asked to provide evidence of this support in your application.

Key dates

Call opens	20 March 2023
Deadline for applications	5 May 2023
Notification of results	30 May 2023

Placement to begin no earlier than	1 June 2023
Exeter staff whose Fellowships begin in the 2022-23 Financial Year must also complete all expenditure within the same Financial Year	31 July 2023
Exeter staff whose Fellowships begin in the 2023-24 Financial Year must not begin in the 2022-23 Financial Year	31 July 2023
Evaluation reports submitted by	<i>Within 1 month of completing visit</i>

Speak to previous award holders

Those considering putting forward an application to the QUEX PS Fellowship scheme are encouraged to make contact with previous cohorts of QUEX PS Fellows (details of whom are available [online](#)) who are willing to share their experiences and contacts.

Financing

In this round, Exeter are offering up to two fellowships, each **valued at up to £4,000**, for Exeter staff to travel and be hosted by the University of Queensland.

The University of Queensland are offering up to two Fellowships, each **valued at up to A\$6,700** for UQ staff to travel and be hosted by the University of Exeter.

- If you are successful in your application, you will remain an employee of your home institution across the full duration of your placement at the host partner, and your rate of salary will continue unchanged across the full duration of your placement.
- You will not be considered a member or employee of the host partner at any point during your Fellowship, though you may be granted access to resources such as IT facilities, office premises and staff services including wellbeing and accommodation support
- Ineligible costs include: physical equipment; academic and non-academic fees or salaries (for you or for others); student tuition; indirect costs and overheads; catering costs or venue hire; publication costs.
- You may claim up to the actual value of the costs incurred, within the £4,000 (for Exeter staff) or A\$6,700 (for UQ staff) upper limit and within the estimated cost of each budget line.

Grant acquittal and reporting

Awardees must agree to comply with all terms and conditions related to the receipt of funding including deadlines, procedures for acquittal of funds and reporting. Reports will be used by the QUEX Institute for the follow up of potential opportunities and reporting on outcomes. They

may also be used for promotional purposes on the websites of the QUEX Institute, the University of Queensland and the University of Exeter.

Award-holders must abide by the University's official reporting, insurance and registration requirements for international travel as outlined in [Exeter policies](#) (for Exeter staff) and [UQ policies \(for UQ staff\) as appropriate](#).

- Funding is only provided for the activities detailed in your application, unless by prior agreement.
- Expenditure must not exceed the value of the award.
- Details of the award will be listed on the University of Exeter Global Partnerships, the QUEX website and/or the University of Queensland website as appropriate.
- Your home institution may, from time to time, contact award holders to monitor progress and expenditure.
- A final project report and financial acquittal will need to be completed and submitted within **one month** of your visit.

How to spend the award

- **For University of Exeter staff:** To facilitate spending of the award, a T1 account code will be set-up for your project, from which you will be able to directly manage and spend your award.
- Following your acceptance of the award, your Faculty finance team will (via T1) communicate your project specific cost code to you.
- You will be responsible for making your travel and accommodation arrangements, and may seek advice from the University of Exeter and Queensland as you make these arrangements
- **For University of Queensland staff:** Global Partnerships will transfer the award to the chart string you provided. The management of funds should be in accordance with your finance unit's standard procedures.

Making contact with the Host Institution

If you are interested in making an application for a QUEX PS Fellowship, but you require support in making contact with potential host units or directorates at the Host Institution, Exeter staff should please contact quex@exeter.ac.uk and UQ staff should please contact globalstrategy@uq.edu.au for advice, and we will be happy to assist.

Support with setting up

You can seek advice from the Host Partner on matters of accommodation in either the Brisbane or Exeter areas, but please note that the Host Institutions cannot secure your accommodation for you, and do not have visiting staff housing available on campus. You may consider short-let apartments or hotels, and the Host Institution can advise on locations and travel time to and from campus.

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In drafting your budget, please provide examples of actual costs whether for accommodation, local transport and international travel. There is no fixed duration for QUEX PS Fellowships, but it is suggested that, in order to keep within the maximum budget, your Fellowship should last between one and two weeks.

Please contact the Host Institution if you have any questions on IT resources that might be available to you, access to physical office space and staff support while you are on your Fellowship. Please note that the expectation would be that you are physically engaged at the Host Institution campus for the duration of your Fellowship and embedded with staff members at the Host Institution, and you are not expected to work remotely for the Host Institution while on your Fellowship.

In your application, you'll be asked to confirm that you have the support of your Line Manager and Head of your Professional Services Unit or Division to undertake this Fellowship. While you are on your Fellowship, you will not be expected to concurrently maintain your working responsibilities at your home institution, and your Line Manager will be expected to manage, temporarily reallocate any responsibilities while you are on your Fellowship.

Upon completing your Fellowship, you will be asked to complete a brief Narrative and Expenditure Report outlining your activities and costs incurred over the course of your Fellowship. You will be asked to also be available during future rounds of the QUEX PS Fellowship to share your experiences and advice with prospective applicants.

Any questions

If you have any questions on the application process and any practicalities concerning the QUEX PS Fellowships, please contact us at quex@exeter.ac.uk or globalstrategy@uq.edu.au.