**QUEX Institute**

**Professional Services Fellowship Program**

A Professional Services Staff Fellowship program has been established to provide professional development opportunities and to share best practice and experience. It may also serve to promote enhanced systems and services for the QUEX partnership projects.

Annual calls will be released and funds ring-fenced to support 2 - 4 professional staff per institution to undertake an exchange at the partner of up to two (2) weeks. Grants will be awarded according to the strength of the proposal, and evidence of the benefit to the participant, and the sending and receiving areas.

**Call for applications for the Period up to 31 July 2018**

Up to 4 exchanges (each direction) will be awarded, depending on quality of the application. The visit should take place before 31 July 2018, and an outline of the purpose, schedule, outcomes and named contact and approval from the partner institution provided.

In this first round, as agreed by the QUEX Institute Strategy Board, applications from the following areas may be prioritised but staff from other areas will be considered as well:

* Doctoral College/Graduate School;
* Policy Planning and Business Intelligence/Planning and Business Intelligence;
* Innovation Impact and Business/Research Partnerships or Research Outputs and Impact Team;
* Communications and Marketing;
* Teaching Quality Assurance and Enhancement /Institute for Teaching and Learning Innovation

**Process**

Professional Services staff should apply to their own University: Exeter staff should submit applications to [QUEX@exeter.ac.uk](mailto:QUEX@exeter.ac.uk); UQ staff to [globalstrategy@uq.edu.au](mailto:XXXX@uq.edu.au). There is no formal deadline for submission, applications will be considered when received. Decisions will be made based on the strength of the case made, the value of the outcomes, support of the host unit, and the suitability of the applicant to undertake the activity described, particularly in terms of professional development, enhancement to the sending and receiving units, and potential for improving QUEX Institute administration.

At Exeter, submissions will be considered internally by a small Panel including the DVC External Engagement, the Deputy Registrar and Director of People Services and Global Partnerships, and the Head of Global Partnerships.

In UQ, submissions will be considered internally by a small Panel including the DVC External Engagement, the Director of Global Engagement and a representative from HR / Operations.

The two Panels will share details regarding applications and confirm exchanges to take place in the period to 31 July 2018. Applicants will be notified of the outcome of their submission normally within 2 weeks.

**QUEX Institute Professional Services Fellowship Program**

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| **Application summary** | |
| Name and title of visiting member of staff |  |
| Unit (College/School/ Directorate/Division) |  |
| Name and title of host member of staff |  |
| Unit (College/School/ Directorate/Division) |  |
| Brief statement of objectives |  |
| Expected dates at the host institution |  |

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| **Purpose of Visit** |
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| **Timetable of meetings and events** |
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| **Aims and Objectives**: please provide details on the ways in which the visit will:   * Share best practice and experience * Enhance processes and activities within the QUEX Institute * Provide professional development opportunities |
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| **Outcomes:** describe the key outcomes and deliverables you expect to achieve from this visit |
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| **Funding requested** (no more than £3,000/AUD$5,350) | | |
| **Type of Funding** | **Description** | **Amount** |
| Travel |  | £ |
| Accommodation |  | £ |
| Subsistence |  | £ |
| Other |  | £ |
| **TOTAL** |  | £ |

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| **Acceptance of terms**  By signing this form, I agree that: as representative of university I may be required to undertake additional activity on behalf of my University while at the host institution; I will complete a report on the visit within 2 weeks of return; and I will keep within the budget allocated. |
| Signature of applicant: Date: |

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| **Support from Head of Unit and Line Manager (if different)**  Please describe/confirm the benefits to staff member, and to your Unit. In addition, please confirm that your Unit will be able to cope during absence of this member of staff. |
| **Statement:**  **Signature of Applicant’s Line Manager:**  **Signature of Applicant’s Head of Unit:**  **Date** |

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| **Support from Host Unit (this will be requested on behalf of the applicant via the administrating Office after submission of application)**  By signing this form, the Host Department and Unit confirm that they are willing to support the inward visit |
| Signature of Host Head of Unit: Date: |

**Please submit this form to**

**University of Queensland: University of Exeter:**

**globalstrategy@uq.edu.au QUEX@exeter.ac.uk**