**QUEX Institute Professional Services Staff Fellowship Program**

**Application Form for applicants from The University of Queensland 2019**

*Please submit this form to UQ’s Global Engagement and Entrepreneurship office at* *globalstrategy@uq.edu.au**.*

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| **Application summary** |
| Name and title of UQ staff member (Applicant) |  |
| Unit of UQ staff member |  |
| Appointment | continuing / fixed-term ending on:  |
| Name and title of Exeter staff member (Host) |  |
| Email |  |
| Unit of Exeter staff member |  |
| A brief statement of objectives |  |
| Expected dates at Exeter |  |

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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 how the visit will:* Share best practice and experience
* Enhance processes and activities within the QUEX Institute
* Provide professional development opportunities
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| **Maximum 400 words** |

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| **Outcomes:** describe the key outcomes and deliverables you expect to achieve from this visit |
| **Maximum 400 words** |

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| **Funding requested** (no more than A$5,350) |
| **Type of Funding** | **Description** | **Amount** |
| Travel |  | A$ |
| Accommodation |  | A$ |
| Subsistence |  | A$ |
| Other |  | A$ |
| **TOTAL** |  | A$ |

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| **Acceptance of terms**By signing this form I agree that as a representative of UQ I may be required to undertake additional activity on behalf of UQ while at Exeter. I will complete a report on the visit within two weeks of my return to UQ 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 your Unit. In addition, please confirm that your Unit will be able to cope during the absence of this member of staff. |
| **Maximum 200 words****Signature of Applicant’s Line Manager:** **Signature of Applicant’s Head of Unit:****Date** |

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| **Support from Exeter University**Please provide the signature as evidence of support from host head of unit By signing this form, the Host Department and Unit at Exeter confirm that they are willing to support the visit from the UQ staff member. |
| Signature of Host Head of Unit: Date: |