

## Guidelines

### QUEX Institute Professional Services Fellowship Programme 2025

#### 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-partnerships.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
5. Transnational education

Applications open on 3 March and must be submitted by **2 May 2025**.

**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 2024-25 Financial Year (before 31 July 2025) or
- 2) begin (and complete) within the subsequent 2025-26 Financial Year (after 31 July 2025)

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

**For University of Queensland staff:** If the project spans more than one financial year (January – December), you will need approval from their faculty/school finance manager for the funds to be carried forward.

Applications will be considered by a high-level Panel at the home university of the staff member applying. Applications by Exeter staff should be submitted to [quex@exeter.ac.uk](mailto:quex@exeter.ac.uk). Applications by UQ should be submitted to [quex@uq.edu.au](mailto:quex@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
- Align with the How We Will Work pillars of the University of Exeter Strategy, including Collaboratively, Sustainably and Digitally
- 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 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 and those responsible for supervising your fellowship at the host institution. You’ll be asked to provide evidence of this support in your application.

## Key dates

Call opens	3 March 2025
Deadline for applications	2 May 2025
Notification of results	2 June 2025
Placement to begin no earlier than	16 June 2025
Exeter staff whose Fellowships begin in the <b>2024-25 Financial Year</b> must also complete all expenditure within the same Financial Year	31 July 2025
Exeter staff whose Fellowships begin in the <b>2025-26 Financial Year</b> must not begin in the 2024-25 Financial Year	31 July 2025



Evaluation reports submitted by	<i>Within 1 month of completing the visit</i>
---------------------------------	---

## Speak to previous award holders

Those considering applying to the QUEX PS Fellowship scheme are encouraged to contact previous cohorts of QUEX PS Fellows (details of whom are available online for [UQ](#) and [Exeter](#) applicants) who are willing to share their experiences and contacts.

## Financing

In this round, Exeter offers 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 is offering up to two Fellowships, each valued at up to A\$7,000, 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 salary rate 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; and publication costs.
- You may claim up to the actual value of the costs incurred within the £3,000 (for Exeter staff) or A\$7,000 (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. The QUEX Institute will use the reports to follow up on potential opportunities and report 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 the award, a T1 account code will be set up for your project. You will be able to manage and spend your award directly from this code.
- Following your acceptance of the award, your Faculty finance team will (via T1) communicate your project-specific cost code to you.
- **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](mailto:quex@exeter.ac.uk) and UQ staff should please contact [quex@uq.edu.au](mailto:quex@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 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.

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

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. 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 maintain your working responsibilities at

# QUEX INSTITUTE



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



University  
of Exeter

your home institution concurrently, and your Line Manager will be expected to manage and 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 throughout your Fellowship. You will also be asked to be available during future rounds of the QUEX PS Fellowship to share your experiences and advice with prospective applicants.