**QUEX Institute: Professional Services Fellowship Program**

**2019-2020 (Round 2) Application Guidelines**

**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 to undertake exchanges in one of the following areas:

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

Applications will be considered by a panel including the DVC for Global Engagement, the Director of Communications and Corporate Affairs, the Director of Global and the Registrar and Secretary. Decisions will be made based on the:

* Strength of the case made,
* Value of the outcomes,
* Support of the Queensland host unit,
* 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,
* Contribution towards developing a personalised and world-class international student experience.

In the second round of 2019-2020, Exeter are offering up to two fellowships, each valued at up to £3,000.

**Key dates**

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| Call opens | 07 February 2020 |
| Deadline for applications | 13 March 2020 |
| Notification of results | 30 March 2020 |
| Visits must be completed and funds spent by | 31 July 2020 |
| Evaluation reports submitted by | *Within 1 month of completing visit* |

**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 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*](https://www.exeter.ac.uk/staff/employment/leave/travel/)*.*

**Useful Information**

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](https://www.exeter.ac.uk/quex/fellowship/)) who are willing to share their experiences and contacts.