

Professional Services Staff Fellowship

Background

A Professional Services Staff Fellowship program has been established under the UQ-Exeter Institute initiative to provide professional development opportunities and to share best practice and experience between colleagues at The University of Queensland (UQ) and the University of Exeter (Exeter). It may also promote enhanced systems and services for UQ-Exeter Institute partnership projects.

Application process

In this round, we welcome applications from any professional services staff at Exeter and Queensland to undertake a staff Fellowship at the partner institution. Exeter applicants should not have travelled on another professional exchange programme within the last three years to be eligible to apply

Application deadline: **4 May 2026**.

For Exeter staff: Fellowships should begin no earlier than **1 September 2026** and be completed by **31 July 2027**.

For UQ staff: Fellowships should begin no earlier than **15 June 2026**. If the project spans more than one financial year (January-December), you will need approval from your respective 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 UQ-ExeterInstitute@exeter.ac.uk. Applications by UQ staff should be submitted to uq-exeter@uq.edu.au.

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

- Facilitate sharing of best practice and experience between institutions
- Enhance processes and activities within the UQ-Exeter Institute
- Provide professional development opportunities
- Align with the 'How We Will Work' pillars of the Exeter Strategy, including 'Collaboratively, Sustainably and Digitally'
- Align with UQ Strategic Plan 2026-2029, 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 for the Fellowship

A partnership between

- Support of the applicant's line manager / Head of Department
- Suitability of the applicant to undertake the activity described
- Scope for professional development and enhancement to the sending and receiving units
- Potential for improving UQ-Exeter Institute administration and/or sharing of good practice and professional services experiences relating to UQ-Exeter Institute 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 will need to provide evidence of this support in your application.

Key dates

Activity	Date
Call opens	11 March 2026
Deadline for applications	4 May 2026
Notification of results	8 June 2026
Placement to begin no earlier than	16 June 2026 (UQ staff) or 1 September 2026 (Exeter staff)
For Exeter staff, placement to be completed by	31 July 2027
Evaluation reports to be submitted	<i>Within 1 month of completing the visit</i>

Speak to previous award holders

Those considering applying to the UQ-Exeter Professional Services Fellowship program are encouraged to contact previous awardees to find out more about their experiences and any relevant contacts.

UQ:

- Suzanne Brangwin, Faculty of Business, Economics and Law, 2024
- Megan Stegeman, Student Enrichment and Success, 2024
- Carolyn Maltby, Faculty of Business, Economics and Law, 2025
- Chris Gibbons, Graduate School, 2025
- Jemma Short, Global Partnerships, 2025
- Charla Strela, Faculty of Humanities, Arts and Social Sciences, 2025

Exeter:

- Tom Willey, Communications - External Engagement and Global, 2023
- Jorandi Scholtz, MBA Corporate Engagement - Exeter Innovation, 2024
- Ruth Thorne, Strategic Marketing – External Engagement and Global, 2025

- Pauline Zhang, Student Employability & Academic Success, 2025
- Beverley Thornton, Communications - External Engagement and Global, 2025

Financing

In this round, Exeter is offering up to two Fellowships, each valued at up to £4,000, for Exeter staff to travel and be hosted by UQ. UQ is offering up to two Fellowships, each valued at up to A\$7,000, for UQ staff to travel and be hosted by 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 of staff 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 fees; 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 £4,000 (for Exeter staff) or \$7,000 AUD (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 UQ-Exeter 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 UQ-Exeter Institute, UQ, and Exeter.

Award-holders must abide by the University's official reporting, insurance and registration requirements for international travel. Please ensure you are aware of current visa requirements and refer to the latest University policies on international travel here:

- Exeter: <https://universityofexeteruk.sharepoint.com/sites/Travel/SitePages/Booking-your-Travel.aspx>
- UQ: <https://ppl.app.uq.edu.au/content/travel-policy-0> .
- 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 UQ-Exeter Institute, Exeter and UQ websites as appropriate.
- The 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 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 UQ 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 UQ-Exeter Professional Services Fellowship but require support in making contact with potential host units or directorates at the Host Institution, Exeter staff can contact UQ-ExeterInstitute@exeter.ac.uk and UQ staff uq-exeter@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 for your visit, but please note that Host Institutions cannot secure accommodation for you and do not have visiting staff housing available on campuses. You may consider short-let apartments or hotels, and the Host Institution can advise on locations and travel time to and from campuses.

In drafting your budget, please provide examples of actual costs, such as accommodation, local transport, and international travel. There is no fixed duration for a UQ-Exeter Professional Services Fellowship, but it is suggested that your Fellowship lasts between one to 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 undertaking 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 while undertaking your Fellowship.

In your application, you will 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 undertaking your Fellowship, you will not be expected to maintain your working responsibilities at your home institution concurrently, and your Line Manager will be expected to manage and temporarily reallocate any responsibilities to enable this.

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 UQ-Exeter Professional Services Fellowship to share your experiences and advice with prospective applicants.

Contacts

Please contact your home institution contact if you would like any additional information:



Global Partnerships
The University of Queensland
uq-exeter@uq.edu.au

Global Partnerships
The University of Exeter
UQ-ExeterInstitute@exeter.ac.uk