

# Employability Grant Guidelines



# Employability Grant Guidelines

## Overview

The Employability Grant has been designed to enable participation in a wide range of extra-curricular activities which enrich current UQ students' studies and enhance their employability.

## What kind of activities are subsidised?

Employability Grants offer financial support primarily for a broad range of **extra-curricular activities** that enhance students' employability and enriches their studies provided it does not compete with a students' study commitments.

### Activities could include, but are not limited to:

- research programs
- unpaid internships
- conferences (preference is given to applicants who will be presenting)
- leadership programs
- any other extra-curricular activities where you are selected to represent UQ

Employability Grants are available for activities that take place across a maximum of one teaching week (up to five weekdays). Applicants who wish to undertake an activity across one teaching week must have a cumulative GPA of 4.5 on their UQ studies report.

Students who have activities exceeding one teaching week may be eligible for an exception in very limited circumstances if they receive approval from the Associate Dean- Academic of their faculty.

Please note that vacation, exam/revision periods are not counted as teaching weeks.

### Grants are not available for the following:

- participation in UQ course/program activities, including compulsory clinical or professional placements (i.e. if you have to participate in an activity to complete your course/program you are not eligible for funding). This applies to core courses, and practical components that count towards the attainment of a UQ program
- research trips that are essential to the completion of a student's studies/thesis
- activities where students will receive a salary\*

- international exchange activities that are part of a Global Experiences Student Exchange or Short-Term Study Program including preparatory language course(s)
- participation in courses offered at UQ including language courses or extra-curricular activities held on a UQ campus
- activities through which students receive professional qualifications
- to cover the cost of travel to a from a local activity. Students who are already overseas wishing to undertake an activity locally will be considered on a case by case basis.
- UQ staff members employed on a full-time basis
- travel to destinations classified as dangerous according to the Australian Government's security classification on **Smarttraveller** or those **considered high risk by UQ**. A destination is classified as dangerous if the security situation in the intended destination is:
  - Level 3 - Reconsider your need to travel;
  - Level 4 - Do not travel; or
  - No advice issued

**\*Note:** International activities where students receive a salary may be considered for funding towards travel costs at the discretion of the selection panel.

## Who is eligible?

Employability Grants are available to students currently enrolled in coursework towards a degree program at The University of Queensland (i.e. undergraduate, honours, graduate certificate, graduate diploma or coursework masters levels of study), and who **remain enrolled** for the duration of their activity.

Full-degree international students are welcome to apply. Students must have completed at least one semester of study (i.e. at least six units of credit) at UQ before applying for a grant.

**Students can receive a maximum of two Employability Grants throughout their studies at UQ and are eligible to apply for one grant per round.**

## How much?

The grant amount will vary up to a maximum of \$1000, depending on availability of funding, duration and location of activity.

Location	Amount
<b>Brisbane, Gold and Sunshine Coasts</b>	Up to \$300
<b>Other Queensland</b>	up to \$500
<b>NSW, VIC</b>	up to \$500
<b>ACT, WA, SA, TAS, NT</b>	up to \$750
<b>Overseas</b>	up to \$1000

## How to Apply

The Employability Grant scheme has a **merit-based, competitive** application process. Applicants must complete and submit the current electronic application form located in StudentHub. All current UQ students have an active StudentHub account and can check the progress of their application at any time.

Students are required to submit supporting documentation for their application. Failure to submit required supporting documentation by the requested date may result in the application being ineligible.

Groups of three or more who are undertaking the same activity may indicate on their application form that they are part of a group activity, however each student must submit an individual application. Group applications are subject to the same eligibility requirements as individual applicants.

## Application Due Dates

The Employability Grant will be allocated four times during the year. All applications **MUST** be submitted by the due date. Late applications will not be considered. The due dates for applications are by 11.59pm on the following dates\* each year:

**15 March** | For an activity commencing mid-April to 30 June

**15 May** | For an activity commencing mid-June to 30 September

**15 August** | For an activity commencing mid-September to 31 December

**15 November** | For an activity commencing mid-December to 30 April

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## How applications are assessed

The allocation of Employability Grants are determined by a selection panel comprising of representatives from the Student Employability Centre and UQ Faculties. The following are taken into consideration when assessing applications:

- the relevance of the activity to a students' degree and how it will aid academic and professional development and enhance employability;
- the strength of each application and the responses to the application selection criteria;
- faculty endorsement;
- academic merit (cumulative GPA on the students UQ studies report);
- academic progression;
- financial hardship (as defined by UQ).

## Conditions

### A grant cannot be paid if:

- the activity commences outside the period outlined for each round in the **application due date section**;
- the activity has concluded.

Applicants must notify the Student Employability Centre of any change to the information provided in their application form. The University may revoke allocation of funding if the information provided is incorrect or incomplete.

1. Students must provide evidence from their host organisation to confirm acceptance into a program or activity. If supporting documentation is not finalised at the time of application, students can submit documents to [employability@uq.edu.au](mailto:employability@uq.edu.au) at a later date as advise by SEC. Supporting documentation must:
  - Be a letter or an email sent from a verifiable email address (i.e. not a gmail or hotmail account). If an email, please take a screenshot of the correspondence to your UQ student email account (which we can verify as yours). A cut and paste of an email into a Word document is not sufficient for the grant application;

- Include your full name and, preferably, your UQ student number in the correspondence;
  - Include details on what the activity is that you are undertaking, i.e. conference presentation
  - Include the dates that you will be undertaking the activity;
  - Include details of the organisation, i.e. name, address and contact details;
  - Include the full name and position of the person sending the correspondence.
2. Recipients of the Employability Grants are expected to respect the rules and customs of the host campus/ organisation, community and country. Recipients must abide by the **UQ Student Charter** and all other relevant policies that guide student conduct.
  3. Recipients of the Employability Grant will not receive support from the Student Employability Centre for special consideration assessment extensions or deferred exams requests. It is the responsibility of the Grant recipient to manage any absences from class and inform the appropriate staff.
  4. Students are required to provide evidence of participation in, or completion of, an activity, by completing a Verification Report within four weeks of return. Failure to submit a report promptly may result in a requirement to repay the allocated funding within two weeks.
  5. Recipients of a Employability Grant agree to allow The University of Queensland to use their activity report and/or photographs in promotional material. Recipients may be also asked to assist with publicity activities for The University of Queensland.

## Insurance Cover

Students participating in a domestic or global employability related experience will be covered by UQ's Travel Insurance if:

- They are travelling more than 50km from their normal place of residence; and
- Before commencing the activity, their travel and experience has been authorised by either:

- the Student Employability Centre (the experience must have been advertised by the Student Employability Centre to be considered authorise); or
- their Faculty in writing; and
- They have registered their travel with **InternationalSOS**.
- Travel to any high risk destination has been notified to Insurance Services and insurance cover for the travel confirmed in advance (refer to **Travel Insurance** webpage).

If all the above conditions are not met, students will not be covered by UQ Travel Insurance and should obtain their own travel insurance.

## What happens next?

- After the closing date, all applications will be checked to ensure their eligibility. If your application does not meet the criteria, you will be informed via email. **Please note that meeting the eligibility criteria does not necessarily result in a Grant being awarded.**
- All eligible applications may be sent to the Associate Deans (Academic) in the relevant Faculty for endorsement.
- Please note dual program students **MUST** state in their application which Faculty they wish to nominate to endorse their application. This should be the Faculty which the proposed activity most closely relates to.
- The grant selection panel will convene to assess all applications and Grants will be awarded accordingly.
- All successful and unsuccessful students will be notified by email within four weeks of the closing date.
- Successful applicants will be paid within six weeks of the application closing date provided they meet all the conditions of the offer.





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## Contact

### Student Employability Centre

**E** [employability@uq.edu.au](mailto:employability@uq.edu.au)

**W** [employability.uq.edu.au/financial-support](https://employability.uq.edu.au/financial-support)