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AUSTRALIA

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UQ Student Employability Centre

# EMPLOYABILITY GRANT GUIDELINES



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Employability Grant recipient

# EMPLOYABILITY GRANT GUIDELINES

## OVERVIEW

The UQ 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

UQ Employability Grants offer financial support for a broad range of **extra-curricular** activities that enhance students' employability, enrich their studies and do not compete with a students study commitments.

Activities could include, but are not limited to:

- research programs
- internships
- conferences (preference is given to applicants who will be presenting)
- leadership programs

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.

Grants are not available for the following:

- participation in UQ course/program activities, including compulsory clinical or professional placements (ie. if you have to participate in an activity to complete your course/program you are not eligible for funding.) This applies to core courses, elective 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 UQ Abroad student exchange
- participation in courses offered at UQ including language courses or extra-curricular activities held on a UQ campus
- to cover the cost of travel to and from a local activity. Students who are already overseas wishing to undertake an activity locally will be considered on a case by case basis.
- Travel to destinations classified as dangerous according to the Australian Government's security classification on [Smartraveller](#). 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

UQ 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 UQ Employability Grants throughout their studies at UQ and are eligible to apply for one grant per round.**

Grants are not available to:

- students enrolled in research higher degree (RHD) programs\*
- international students returning to their home country
- UQ staff members employed on a full-time basis

\* For further information about support available to RHD students, please visit the UQ Graduate School's website at [www.uq.edu.au/gradschool](http://www.uq.edu.au/gradschool).

## HOW MUCH

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

## HOW TO APPLY

The UQ 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 anytime.

Students are required to submit supporting documentation for their application. If all supporting documentation is not finalised at the time of application, students may submit supporting materials to [employability@uq.edu.au](mailto:employability@uq.edu.au) at a later date. 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.

# EMPLOYABILITY GRANT GUIDELINES

## APPLICATION DUE DATES

The UQ 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 February** | For an activity commencing mid-Mar to mid-Jun

**15 May** | For an activity commencing mid-Jun to mid-Sept

**15 August** | For an activity commencing mid-Sept to mid-Dec

**15 November** | For an activity commencing Dec to mid-March

## HOW APPLICATIONS ARE ASSESSED

The allocation of the UQ Employability Grant is determined by a Selection Panel consisting of representatives from the UQ Student Employability Centre and UQ Faculties taking into consideration the following at the time of application:

- 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 retrospectively.** 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. Grant applications without supporting documentation to confirm acceptance into a program or activity will not be accepted. Students must provide evidence from their host organisation that they are participating in the activity. 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 UQ Employability Grants are required to submit their travel details in order to be covered by The University of Queensland's Corporate Travel Insurance for the period of their activity. Details of coverage can be found [here](#). Please note that this page is password protected and that you will be required to login using your UQ username and password.

Please print and keep this information (including the Policy Number and the emergency contact numbers) with your travel documents.

3. Recipients of the UQ Employability Grants are representatives of The University of Queensland and as such 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.
4. Recipients of the UQ 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 academic staff.
5. 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.
6. Recipients of a UQ Employability Grant agree to allow the 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.

## 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 will be sent to the Associate Deans (Academic) in the relevant Faculty for endorsement. Faculties may also consider co-funding.
- 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 UQ Employability Grant Selection Committee 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 required to submit their bank details and travel details into StudentHub and will be paid within six weeks of the closing date.

Guidelines last updated 31/01/2017