



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

PARTNERS

Create change

UQ Student Employability Centre

STUDENT-STAFF PARTNERSHIP PROJECTS

GUIDELINES FOR PARTNERS



STUDENT-STAFF PARTNERSHIP PROJECTS

WELCOME

Congratulations on participating in the Student-Staff Partnerships initiative at UQ! We trust that you will find this journey rewarding, and that it will serve as a powerful opportunity to enhance the UQ student experience, develop your professional networks, and the key capabilities that will be beneficial for your future career path.

WHAT ARE STUDENT-STAFF PARTNERSHIPS?

Student-Staff Partnerships support students and staff to actively collaborate in enhancing the UQ student experience. This approach seeks to empower students and staff to collaborate in partnership to design, deliver, and enhance the UQ student experience and is underpinned by values such as *respect*, *reciprocity* and *shared responsibility*.

BENEFITS FOR STUDENTS

- Draw upon your unique experiences and knowledge to be an agent for change at UQ.
- Collaborate on a range of exciting and innovative projects.
- Form meaningful, collaborative partnerships across the University.
- Contribute to the continuous improvement of the UQ student experience.
- Add to your professional portfolio and/or towards the UQ Employability Award.
- Receive a grant in recognition for your partnership.

BENEFITS FOR STAFF

- Empower students to influence decision-making processes throughout the University.
- Collaborate in partnership with motivated and creative students to

- the betterment of your project.
- Help to foster a culture of partnership at UQ.
- Learn from the experiences of students to positively impact your work.
- Increase student satisfaction with course or program content/design.
- Contribute to teaching and learning research as an outcome of your partnership.

HOW CAN STUDENT PARTNERSHIPS BE DISTINGUISHED FROM AN INTERNSHIP?

This is not a student / supervisor relationship, but a collaboration between colleagues. All partners have distinct, yet equally valuable expertise and experience to contribute. Student and staff partners will collaboratively negotiate the project plan, scope, responsibilities and meeting times. Regular and frequent contact between partners is encouraged, to ensure that project outcomes are achieved within the designated timeframes, and to discuss and manage any challenges as they arise.

PARTNERSHIP PROJECTS

Student-Staff Partnership Projects provide a valuable opportunity for student and staff partners to co-develop and deliver initiatives, these may include (but are not limited to):

- Student Partners serving as Pedagogical Consultants.
- Co-designing learning activities or assessment items.
- Co-designing or facilitating workshops, events etc.
- Contributing to university strategy.
- Revising curriculum to ensure

active blended learning components are embedded within courses.

Please note: All projects must comply with the Project Requirements, and must receive formal confirmation from the Student Partners Advisor prior to commencement.

Depending upon the number of contact hours, student partners will receive a grant, paid in two instalments (grant amounts are provided in table below). NB: the below table is indicative of the grants available per student, not per project. Project's may have up to five student partners.

Level	Value	Contact hours	Duration
1	\$250	12	1-5 weeks
2	\$500	25	1-10 weeks
3	\$750	37	2-13 weeks
4	\$1000	50	3-13 weeks

Student Partner Application Procedure

To apply to a Project, you need to:

1. Review available projects within [StudentHub](#), or complete an [Expression of Interest Form](#) to submit an idea for a project.
2. Submit a completed application prior to the specified date, addressing the selection criteria contained within the application.
3. You will be notified of the outcome of your application within two weeks of the application closing date. Applications are reviewed by the staff partner of the project.

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Assessment Criteria for

Applications

Applications will be assessed by the individual Project Leader. Partnerships will be awarded on a competitive basis taking into account:

- The availability of projects and nominated number of student partners required for the project.
- Reasons provided for wanting to partner on the project.
- Skills and attributes of applicants to meet project requirements.

Project Requirements

- All projects must involve a co-creation or co-delivery to reflect shared responsibility between student and staff partners. It must be specified within the project submission that this is an authentic partnership and that student partners will be able to contribute to the intellectual design and development of the project.
- All partners must be committed to the partnership approach and to take the appropriate amount of time to develop these partnerships.
- To ensure equitable distribution of funds, it is recommended that no more than five students will be included per project.
- Projects must not go over the required number of contact hours attached to the grant level.
- Projects must fulfil at least 90% of the prescribed contact hours assigned to the grant value.
- Student partners should not be required to contribute more than 7 hours/week during semester, so that they can continue to prioritise their studies.
- Students should not be required to contribute more than 20

hours/week outside of semester, in accordance with International Student Visa requirements.

- Student Partners can only undertake one project at a time, to ensure that they can prioritise their studies.

Partner Requirements

- Both student and staff partners must attend a Partnership Induction.
- All partners must co-develop the Project Plan, and submit via the StudentHub Workflow. This will ensure that Student Partners receive their two instalments of the grant. Note: The first instalment of the grant will be deposited upon successful submission of the co-developed Project Plan; the second, and final, instalment will be deposited upon successful submission of the Retrospective Report.
- Student partners are required to submit their banking details via the StudentHub workflow as soon as they receive confirmation of their Partnership.
- Student Partners must complete the General Workplace Safety Induction (OHSB08) and Annual Fire Safety Training (OHSB09) via [Blackboard](#) and send a picture of the completed report to SSP@uq.edu.au.
- All partners must actively participate in weekly team meetings.
- All partners must co-develop a Project Retrospective Report and submit via the StudentHub workflow. This will ensure that the second, and final, instalment of the grant is processed.
- All partners are encouraged to complete an evaluation of the

program so that improvements can continue to be made.

- If a student partner withdraws from the project, their grant will need to be returned.
- It is the student partners' responsibility to advise UQ if their grant is taxable. Student partners are eligible for a tax-free grant if they meet the following conditions: fulltime student, currently enrolled in a UQ degree who will remain enrolled in the current degree program for the duration of the project, i.e. will not graduate before or during the project. If student partners are not eligible for a tax-free grant, PAYG will need to be withheld by the university. Tax-free grants are generally paid as two lump-sums. Taxable grants are generally paid in fortnightly instalments.

Taxation and Centrelink Implications

It is the responsibility of student partners to make enquiries and seek independent advice regarding tax liability or impact on Centrelink payments arising from receipt of a grant. Please use the following tool to determine if your grant is taxable ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/

If your grant is taxable, PAYG will need to be withheld by the university. It is the responsibility of student partners to advise UQ if your grant is taxable at the time you accept your offer.

UQ Employability Award

Eligible UQ students who successfully complete their project can count their participation in the project towards attainment of the UQ Employability Award. Further information about the award is available at employability.uq.edu.au/award

STUDENT-STAFF PARTNERSHIP PROJECTS

Milestones

1. **IDEA** - The Project Lead meets with the Student Partners Advisor (SPA) to discuss the idea. Alternatively, project ideas may be submitted through the [EOI form](#).
2. **APPROVAL** - All Partnership Projects must receive formal approval from the SPA, prior to project initiation or recruitment.
3. **RECRUITMENT** - An advertisement will be posted to recruit student / staff partners. Once students have accepted the partnership, they must complete [OH&S Training](#) and provide documentation to SSP@uq.edu.au.
4. **INDUCTION** - Student and staff partners attend an Induction.
5. **PROJECT PLAN** - Student and staff partners co-develop the Project Plan and submit via the workflow. The Project Plan addresses elements such as: when and how often the team will meet; the project outcomes; the timeline; and how success will be measured.
6. **COMMENCE PROJECT** - All project teams must have weekly check-in meetings.
7. **FIRST PAYMENT** - The first instalment of the student partner grant is processed upon successful submission of the co-developed Project Plan.
8. **MILESTONE CHECK-IN** - Half way through the project, student partners meet with the SPA to discuss how the project is proceeding.
9. **RETROSPECTIVE REPORT** - Student and staff partners co-develop the Retrospective Report and submit via the workflow. The Report will address elements such as: what were the outcomes of the project, and what did the team

members learn throughout the partnership.

10. **FINAL PAYMENT** - Once the project is nearing conclusion and the Retrospective Report has been submitted, the final instalment of the grant will be processed.
11. **EVALUATION** - All partners are invited to complete an online evaluation, to ascertain their perspectives on the Student-Staff Partnership initiative and how it can be further improved.
12. **CELEBRATION** - At the conclusion of the project, all partners will be invited to a Celebration in which Certificates of Recognition will be provided, and student and staff partners can network and celebrate their achievements.

Top Tips for Partners

- **Develop clear and transparent lines of communication.** This can be achieved through setting expectations in the first meeting regarding: how the team will communicate and collaborate, outlining areas of responsibility, and developing clear (and feasible) timelines.
- **Keep in contact.** Put aside 30 minutes (minimum) each week for the team to discuss in-person: challenges, successes and priorities for the upcoming week.
- **Celebrate each other's achievements.** When a partner accomplishes a goal, openly acknowledge their efforts. This helps to foster a collaborative and fun working environment.
- **Achieve all milestones.** To ensure that you get the most out of the experience, be sure to attend the Partnership Induction and Networking events.

Tips for Student Partners

- **Develop rapport.** Sometimes it can be difficult, but speak up and don't be afraid to voice your opinions. After all, this is a partnership, and the staff partners want your perspective to shape the design, development and delivery of the project.
- **Understand the vision and goals of the project.** Reflect upon how your tasks contribute to the overall outcomes of the project. Use this project as an opportunity to hone your elevator pitch skills (be able to concisely describe the project in one minute or less). These communication skills are vital to successfully navigate the world of work.
- **Communicate frequently.** If you encounter a problem and can't fix it, or if you have a great idea that you want to share, be sure to communicate with your team. Pose these challenges or ideas during team meetings.
- **Take initiative.** Try solving a problem independently first, or come up with a range of solutions to pose to your team. This is a highly marketable skillset that employers look for in employees.
- **Network.** Use this as an opportunity to expand your professional networks. You may choose to connect with your partners on LinkedIn.
- **Reflect upon your experience.** It is important to reflect upon your experiences and take stock of the challenges that you faced and the lessons learned. These lessons learned can provide valuable evidence of skill development when interviewing for that coveted job. You may wish to write a personal reflection in your ePortfolio or contribute your own reflections in the Retrospective Report.

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Tips for Staff Partners

- **Model Partnership.** Set an example of what partnership entails. Openly seek your partners feedback on the components/ tasks that you are contributing to the project.
- **Acknowledge diversity.** It is vital to acknowledge that your student partners don't speak for all students. The student population is diverse and thus student partners cannot speak for all of their peers.
- **Shared work space.** Where possible, ensure that your workspace is shared, so that partners can share ideas, or pose questions during a specified working time. Consider booking a meeting room for the team to enable the team to collaborate.
- **Provide a reference.** Social media platforms, such as LinkedIn, can serve as a powerful tool to promote your professional profile. Show student partners your appreciation for their hard work through providing them with a professional recommendation, detailing what they did and the skills that they evidenced throughout the project. Alternatively, you may wish to provide student partners with a written reference.

OTHER OPPORTUNITIES

There are a range of Student-Staff Partnership opportunities for students and staff to collaborate:

- Student representation
- Student voice.

STUDENT REPRESENTATION

Student Representation seeks to enhance the student voice through providing opportunities for students to serve as committee members. Student Representatives may be: undergraduate, postgraduate, domestic and international students.

We are currently recruiting representatives to act on a range of committees throughout the University. This is a unique chance to impact the governance and strategic direction at UQ.

Incentives

- Expand your networks (both student and staff).
- Enhance your employability.
- Add to your professional portfolio (e.g. Resume and LinkedIn profile).
- Contribute to enhancing the student experience, and be part of important change.

STUDENT VOICE

Student Voice aims to connect students with projects seeking student feedback and opinion. This may include participating in: focus groups, interviews or testing programs/ software.

Incentives

- Enhance your employability.
- Contribute to enhancing the student experience.
- Receive 1 x UQU meal voucher per engagement.

WANT TO KNOW MORE?

For more information on Student-Staff Partnerships, visit [here](#). If you have any questions, or want to pitch an idea, email SSP@uq.edu.au

PARTNERS

CONTACT

For more information, or to express an interest in Partnership Projects, please email SSP@uq.edu.au