ITEE SUPPORT GRANT GUIDELINES

OVERVIEW

The School of ITEE is committed to providing opportunities for current students to access career development and work-experience opportunities, develop networks, and challenge themselves intellectually. The ITEE Coursework Support Grant scheme has been designed to enable participation in a wide range of extra-curricular and related activities which enhance students' academic and career development.

The Grants offer financial support to subsidise UQ students' involvement in activities which will enrich their studies and enhance their employability.

WHAT KIND OF ACTIVITIES ARE SUBSIDISED

ITEE Coursework Support 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 student's study commitments. Activities could include, but are not limited to:

- research programs;
- internships;
- conferences (preference is given to applicants who will be presenting at or are coordinating the conference detailed in their application);
- volunteering;
- leadership programs.

Grants are not available for the following:

- participation in UQ course/program activities, including compulsory clinical or professional placements or required fieldwork (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, elective courses, and practical components that count towards the attainment of a UQ program
- activities that take place during teaching weeks or periods when an applicant is enrolled in coursework
- 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 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 www.smarttraveller.gov.au. 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

ITEE Coursework Support Grants are available to students currently enrolled in coursework towards a degree program or major offered by the School of Information Technology and Electrical Engineering 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.

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.

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 ITEE Coursework Support Grant scheme has a merit-based, competitive application process. Applicants must complete the current electronic application form located at ITEE Coursework Support Grant Application and should submit the completed form via email to enquiries@itee.uq.edu.au or in person to 78-425.

Students are required to submit supporting documentation for their application, as outlined in the conditions on page 2. If all supporting documentation is not finalised at the time of application, students may submit supporting materials to enquiries@itee.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.

APPLICATIONDUE DATES

Applications must be submitted at least 4 weeks prior to the activity taking place.
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HOW APPLICATIONS ARE ASSESSED
The allocation of ITEE Coursework Support Grants is determined by the ITEE Director of Coursework Studies taking into consideration the following at the time of application:
• the relevance of the activity to a student's 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;
• academic progression;
• financial hardship (as defined by UQ).

CONDITIONS
All applications must be submitted 4 weeks prior to the date of the event. A grant cannot be approved retrospectively. Applicants must notify the ITEE Coursework Studies Office of any change to the information provided in their application form. The School may revoke allocation of funding if the information provided is incorrect or incomplete.

1. Student is eligible for and applies for a UQ Advantage Grant unless exceptional circumstances prevent this.

2. Grant applications without supporting documentation to confirm acceptance into a program or activity will not be accepted. Supporting documentation must:
   • Students must provide evidence from their host organisation that they are participating in the activity, or evidence of registration or evidence of acceptance of paper etc;
   • Include details of other sources of funding that have been applied for or secured (e.g. UQ Advantage Grant, EAIT Faculty funding).

3. Students who are participating in activities exceeding 60kms from their usual place of residence MUST complete a UQ travel spreadsheet in order to be covered by The University of Queensland’s Corporate Travel Insurance for the period of their activity. This spreadsheet will be emailed to successful applicants. Details of coverage and the excess 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.

4. Recipients of an ITEE Coursework Support Grant 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 - http://ppl.app.uq.edu.au/content/3.60.01-student-charter and all other relevant policies that guide student conduct.

5. Students are required to provide evidence of participation in, or completion of, an activity from the host organisation, by submitting a brief report within four weeks of return to enquires@itee.uq.edu.au. Failure to submit a report promptly may result in a requirement to repay the allocated funding within two weeks.

6. Recipients of an ITEE Coursework Support Grant agree to allow the School to use their activity report and/or photographs in promotional material or the website. Recipients may be also asked to assist with publicity activities for the School of Information Technology and Electrical Engineering.

WHAT HAPPENS NEXT?
• After receipt of a complete application it will be forwarded to the ITEE Director of Coursework Studies for assessment and Grants will be awarded accordingly. 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.
• Applicants will be notified by email as to the outcome of their application.
• Successful applicants will also receive a request for their bank details and will be paid within six weeks of the notification date. In addition, successful students will be sent details related to UQ’s Corporate Travel Insurance if applicable.

Guidelines last updated 11/04/2016