THE UNIVERSITY OF QUEENSLAND
AUSTRALIA
CREATE CHANGE

UQ Ventures Startup AdVenture Program Overview, Terms and Conditions, and FAQs



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About this document and expectations

This document contains important information for applicants and participants of the Startup AdVenture program, including frequently asked questions.

All applicants *and* selected participants of the Startup AdVenture program are expected to have read and understood the Startup AdVenture program requirements outlined in this document and related Startup Adventure forms and resources.

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Startup AdVenture Terms and Conditions

Definitions

Applicant	a student applying to participate in the Startup AdVenture program
Participant	a student who has been offered, and has accepted a place in the Startup AdVenture program
You / Your	refers to both Applicants and Participants, unless otherwise specified
Student	refers to a UQ student that may be an Applicant and/or Participant of the program

Program Overview

Topic	Description
What is a Startup AdVenture?	Startup AdVentures are four-week innovation and entrepreneurship learning experiences with local, regional Queensland and global startup communities. Selected UQ students are allocated to a startup for the program's duration to gain first-hand experience of what life in a startup is like. Students also learn from experienced entrepreneurs and innovators to build knowledge on how to get started, investing and growing an early-stage business. Pre-departure sessions, and in-country activities and networking opportunities are also part of each Startup AdVenture program to maximise the learning experience. The Startup AdVenture program is designed to get first-hand real-life experiences, test resilience, build confidence, and inspire new perspectives. The program runs three times a year during the summer and winter semester breaks.
What to expect	Students participating in a Startup AdVenture can expect to: • Gain first-hand experience of life in a startup • Gain valuable insights into a global startup ecosystem • Network with global startups and leaders in innovation • Develop their entrepreneurial skills through attending events, workshops and activities organised by UQ Ventures, program partners and other program contributors • Collaborate with peers and build connections through team building activities and social activities • Build resilience and step outside their comfort zone to learn new skills and test your limits • Undertake a project (agreed with your startup) to extend their learning experience
Outcomes of participation	Participation in a Startup AdVenture enables students to: • Develop cross-cultural awareness, communication and digital work capabilities • Build their understanding of a global startup ecosystem

	• Complete a real-world, international business project that you can add to their portfolio • Develop and apply entrepreneurial skills highly valued by employers across industries globally • Gain confidence in presenting and pitching • Grow their global networks and connections • Form new friendships with fellow participants
Inclusions, exclusions, and costs	**Inclusions:** • Return flights from/to Brisbane • Accommodation for the duration of the program (may be on a share basis with other [gender matched] students) • $600 stipend payment to contribute to living expenses in destination • Startup matching • Program schedule (may include orientation, company visits, events and/or entrepreneurship and innovation themed activities) • UQ Travel Insurance • UQ Ventures t-shirt **Exclusions:** • Meals, food, and drinks • Transportation costs (in-country transport costs as well as transportation to/from Brisbane airport) • Visa entry costs, when applicable • Other costs associated with international travel (e.g., passports, travel to an embassy to obtain a visa, vaccinations, etc.) • Optional events and/or activities entry costs • Personal expenses **Costs:** • $129 non-refundable administration fee - applies only to students accepting an offer from UQ Ventures to participate in a Startup AdVenture.

Eligibility and applying for a Startup AdVenture Program

Topic	Description
Eligibility & Who can apply	The Startup AdVenture program is open to ALL UQ students that meet the Startup AdVenture eligibility criteria, irrespective of faculty, area of study or degree level (i.e., undergraduate, honours, graduate certificate, graduate diploma, masters levels of study or HDR). Domestic and international students must have completed at least one semester of study at UQ (i.e., at least six units of credit). Students that have a genuine interest in entrepreneurship and innovation, and are

ready to try something different, get out of their comfort zone and test their resilience are best suited to the Startup AdVenture program.

To apply students must:

- Be 18 years or over
- Be available for and ready to commit to the full length of the program
- Have a minimum cumulative GPA of 4.0
- Be enrolled at UQ for the semester following the Startup AdVenture, e.g. to be eligible to apply for the Nov/Dec or Jan/Feb Startup AdVentures, you MUST be enrolled at UQ for Semester 1 and not graduate before June, and for the Jun/Jul Startup AdVenture you MUST be enrolled at UQ for Semester 2 and not graduate before December
- Not hold citizenship or residency of the Startup AdVenture destination
- Not have previously participated in an international in-person Startup AdVenture program (virtual Startup AdVentures excluded)
- Meet requirements for international travel
- Demonstrated entrepreneurial activity and education, and a genuine keen interest in innovation and entrepreneurship

Startup AdVentures are <u>not</u> available to:

- international students applying to their home country
- UQ staff members employed on a full-time basis
- past participants of an international in-person Startup AdVenture
- students who will graduate in the same semester as the Startup AdVenture program, e.g. you are not eligible to apply for a:
  - Jun/Jul Startup AdVenture if you expect to graduate in July
  - Nov/Dec Startup AdVenture if you expect to graduate in December

How to apply

The Startup AdVenture program has a merit-based, competitive application process.

Step 1: Eligibility check & understanding the program

1. **Check your eligibility**
2. **Read the program details**

   Startup AdVenture program overview, terms and conditions (T&Cs), and FAQs, to understand the scope of the program and participant obligations
3. **Learn more about past participants' Startup AdVenture experiences**

   Read published blogs from past program participants to gain a deeper understanding of the opportunity and what it could mean for you
4. **Understand destination-specific requirements**

   Read the information and requirements specific to the Startup AdVenture destination

Step 2: Prepare & submit your application

5. **Watch all videos in the About the Startup AdVenture playlist**
   - These videos will give you a deeper understanding of the Startup AdVenture program.
   - Watching the videos is a mandatory part of the application process.
   - It will take approximate 30 mins to watch all videos.
6. **Prepare & submit your application**
   - The application contains activities you must complete. Full instructions are within the application form.
   - Allow a minimum of 60-90 minutes to prepare your application.

   You can use UQ resources to get assistance in completing your application - Refer to the Startup AdVenture Program Overview and T&Cs for information on getting assistance completing your application, and information of how your application will be assessed.

Step 3: Assessment & selection process

7. **Assessment of applications**

   Applications will be assessed by the Startup AdVenture Selection Committee.
8. **Group interview**

   Successful applicants will be invited to attend an in-person group interview. Group interview outcomes will be assessed by the Startup AdVenture Selection Committee
9. **Notification of outcomes**

   Successful applicants will be notified and invited to join the program, while unsuccessful applicants will also receive notifications.
10. **Onboarding requirements**

    Successful applicants must:
    - accept their placement in the Startup AdVenture program, by the date stated in the program offer, and accept the Startup AdVenture program terms and conditions and participant obligations
    - pay the non-refundable administration fee
    - participate in mandatory pre-departure activities as directed by the UQ Ventures team
    - complete all required onboarding tasks

Before you apply

Ensure the following steps have been completed:

- **Eligibility verification:** Confirmed eligibility to apply for and participate in the Startup AdVenture program.
- **Document review:** Read and understand the program's requirements, expectations, and participant obligations outlined in this document.

	• **Application preparation:** Provide clear, concise, honest, and meaningful answers that directly address the selection criteria. Review resources from UQ Careers and Employability for guidance on writing a strong application, if assistance was needed.

Funding options and course credit

Topic	Description
Funding options	Successful applicants will have the cost of their participation in the program covered by a UQ Grant. Successful applicants who are invited to join a Startup AdVenture program do not need to do anything in relation to the funding - the UQ Grant will be automatically applied by the UQ Ventures team. Funding through the New Colombo Program (NCP) Grant scheme, for participation in the Startup AdVenture program, is currently not available.
Course credit options	The Startup AdVenture program is an extra-curricular learning experience. Students may be eligible to receive course credit as part of their participation in a Startup AdVenture. To be considered, students must be enrolled in a relevant elective course and obtain approval from the relevant faculty or course coordinator by the course enrolment deadline. It is the student's responsibility to make enquiries, obtain faculty approval and enrol into the appropriate elective course. Students interested in exploring the option of course credit must speak with their Faculty Academic Advisor about their individual circumstances. Students are expected to indicate their intention to enrol in an elective course in the Startup AdVenture application form, so that the UQ Ventures team can work with relevant parties to facilitate the conferral of your credit. Possible topics for course credit include: • **EAIT** - Engineering students with professional practice hours left to complete in their degree can count the internship towards this requirement. Further details on Engineering professional practice. • **Science** - For students in the Faculty of Science, Students who have completed at least 24 units and have an elective available can enrol to SCIE3050. More details on SCIE3050 course. • **Business Industry Placement & Special topics in Business** – For students that have a free elective, you may be able to enrol into elective courses such as RBUS3999/RBUS4999/RBUS7999 – Business Industry Placement. Students are advised to have a consultation with their faculty Work Integrated Learning Advisor. More details on Internships for academic credit (BEL).

Key dates, time commitment and participant obligations

Topic	Description
Key dates and time commitment	All key dates (for the events/activities below) can be found on the Startup Adventure program homepage and on the [Startup AdVenture] destination pages under the 'key dates' section. **Applicants** Successful applicants from the written application stage will be invited to a one-hour, in-person group interview at St. Lucia campus. Two-three date options for the group interview will be offered. NOTE: If attendance at one of the offered group interviews is not possible, the application cannot be progressed. Virtual or additional/alternative dates are not available. **Participants** In addition to the 4-weeks in-country, participants are required to attend mandatory pre-departure events including: • Onboarding session • Pre-departure session • UQ Travel Insurance briefing Participants are also required, where possible, to attend optional events/workshops to maximise readiness and fulfilment of the Startup AdVenture program. Such events may include, but are not limited to: • Culture and/or cultural agility training • Language class(es)
Participant obligations	As a participant of a Startup AdVenture are expected to: • **Meet international travel requirements:** Ensure compliance with all international travel and visa requirements for the Startup AdVenture destination, as well as meet health and wellbeing requirements associated with travel. • **Complete all pre-departure preparations:** Attend all mandatory pre-departure events and activities and complete pre-departure/onboarding tasks. Most mandatory sessions are in-person - refer to the key dates section on the Startup AdVenture destination page for details. • **Participate in organised events:** Attend all mandatory in-country events and activities as detailed in the program schedule. • **Commit to the full program duration:** Complete the program in its entirety. Failure to do so may result in you being required to reimburse a proportional amount of program costs or fees incurred by UQ Ventures. • **Travel with the group:** Fly to *and* from the Startup AdVenture destination on flights organised by UQ Ventures. If you do not use the organised flights, including the return sector only, you may be liable to reimburse UQ Ventures. • **Remain within the destination state, province or region:** Do not travel to other states, provinces, or regions outside of the approved program location.

- **Adapt to assigned placements:** Acknowledge that the assigned startup placement and/or tasks, projects or responsibilities at the hosting startup may not align with personal preferences.
- **Commit to full-time, in-person participation at the host startup:** Engage in full-time, in-person hours at the hosting startup's workspace when it is open. Self-nominated days off or remote participation are not permitted unless pre-approved by UQ Ventures. Only UQ Ventures can authorise remote participation.

  In cases where the host startup's workspace is closed, or the startup team is working remotely, students are required to:

  - remain in the Startup AdVenture destination city
  - take responsibility for sourcing a suitable alternative workspace, such as a cowork space, library, etc.
  - maintain regular communication with their host startup supervisor
- **Adhere to all relevant policies and travel guidance:** Read and comply with all applicable UQ policies, including the Code of Conduct, as well as all safety, health, travel and local laws outlined by DFAT Smartraveller.
- **Document and share experiences:** Create a Media Project to document and share your experience, which may include LinkedIn posts, blogs, vlogs, or similar formats. Specific requirements for the Media Project will be provided prior to departure.
- **Provide program feedback:** Submit feedback on your experience to UQ Ventures at the conclusion of the program. Instructions will be provided during the program.
- **Pay it Forward:** Where possible, support future Startup AdVenture participants by sharing insights, resources or contributing to a Startup AdVenture information session.
- **Disclose factors that may impact fulfillment of the program:** You must disclose any known or anticipated circumstances that may affect your ability to fulfil any of the Startup AdVenture Participant Obligations. This disclosure must be made in your application, and if invited to join the program, in your program acceptance form. Failure to disclose may impact your participation in the program or eligibility for future opportunities.

Withdrawal and non-completion

If you withdraw after accepting your placement, or do not complete the entire program, you may be required to reimburse UQ Ventures for costs or losses incurred (up to a maximum of $7000). Costs and losses may include expenses associated with the cancellation and non-use of flights, accommodation, and other non-refundable program expenses.

Note: the $129 program administration fee, payable upon accepting a placement in the Startup AdVenture program, is non-refundable.

Frequently Asked Questions (FAQs)

If you cannot find the answer to your question, please contact the UQ Ventures Startup AdVenture team at ventures.sua@uq.edu.au

Q. What are the international travel requirements?

To be considered for an international Startup AdVenture program, applicants must:

- Have a valid passport (with a minimum of 6 months validity from end of the program, i.e., the date of arrival in Brisbane)
- Provide evidence of the right to re-enter Australia if not holding an Australian passport. This applies to:
  - Permanent Australian residents –evidence of permanent residency status is required.
  - Temporary Australian residents –a recent Visa Entitlement Verification Online (VEVO) report showing the expiry date of the Australian temporary residence visa is required
- Have a valid entry visa for the Startup AdVenture destination country. This may involve:
  - Obtaining an e-visa or arrival permit through the destination country's visa-waiver program; or
  - Applying for and obtaining a visa through the destination country's embassy, which may require interstate or international travel
- Meet health and wellness requirements associated with international travel and insurance coverage (if a pre-existing medical condition or concern exists, a Fit-for-Travel form, signed by a licenced physician will be required)

If the passport has expired or will expire in the 6 months following the program end, it is recommended to begin the passport renewal process. Note: Renewing a passport does not provide any advantage in the selection process.

As of 2023, proof of COVID-19 vaccination or negative COVID-19 test results, is generally no longer a requirement, however some conditions apply, and applicants are advised to check for advice.

It is recommended that all applicants familiarise themselves with the UQ's Student Travel Procedure prior to applying for a Startup AdVenture program.

Q. My passport has expired or is expiring - what do I do and how do I complete the application form?

In the Startup AdVenture application form, at the passport upload section, please upload a copy of the expired/expiring passport and enter the date of expiry.

As outlined in the international travel requirements question, applicants must have a valid passport with a minimum of 6-months validity from the date of return to Australia.

If the passport has expired, or does not meet the required validity, it is strongly recommended to begin the passport renewal process as soon as possible. This will help avoid delays in completing Startup AdVenture onboarding activities, such as submitting visa applications, if offered a place in the program. Note: costs associated with passport renewal are the responsibility of the applicant. Renewing a passport does not provide an advantage during the Startup AdVenture selection process.

Q. Do I need travel insurance?

All participants of Startup AdVentures will be covered by an appropriate level of travel insurance under UQ's existing policy. All participants are required to attend a UQ Travel Insurance briefing session prior to departure. Refer to the Startup AdVenture destination page for dates and details this event.

Coverage

UQ Travel Insurance covers UQ approved activities that are part of the Startup AdVenture program schedule. However, some activities that participants may choose to engage in during personal time may not be covered under UQ Travel Insurance policy, e.g., snow sports, bungy jumping, etc. It is the responsibility of participants to review the UQ Travel Insurance policy to confirm what activities are and are not covered and organise adequate personal insurance coverage as required.

Q. Do I need to organise my own flight or accommodation?

No. Return flights and accommodation, for the duration of the program, are part of the Startup AdVenture program inclusions and are organised by the UQ Ventures team.

Q. Do I need to apply for a visa?

Yes. The type of visa required will depend on the country of the passport being used for travel. Visas might be:

- E-visa or arrival card - typically obtained through the destination country's visa waiver program, or;
- Visa through an embassy

Successful applicants invited to participate in a Startup AdVenture are required to organise their own entry visa, including covering the cost of the visa and costs associated with obtaining the visa (e.g., flights/transport to an embassy in another state).

The UQ Ventures team will provide necessary documentation to support visa applications, as specified by the embassy. However, UQ and the UQ Ventures team are unable to assist further or with the provision of information relating to visas.

Q. When does the stipend get paid?

The $600 stipend will be paid 1 week prior to the program commencement.

The stipend will be paid into a bank account (an Australian or international bank) nominated by the participant when accepting their placement in the program.

Q. If I have completed the Virtual Singapore or a Queensland Startup AdVenture, can I still apply for an in-person international Startup AdVenture?

Yes. You are eligible to apply for an in-person, international Startup AdVenture program if you have completed the virtual Singapore or a Queensland Startup AdVenture.

Q. I received Ventures funding as part of UQIES study tour, am I eligible to apply for the Startup AdVenture?

Yes, you are eligible to apply for a Startup AdVenture.

Q. How will I be assigned a startup?

Students offered a place in a Startup AdVenture will be asked to provide information about their skillset, industries of interest and objectives for participating in the program. Ventures will create a participant bio that will be shared with prospective host startups.

Prospective host startups, and the Startup AdVenture program partner (when applicable) will review participant bios and their skillset and industry preferences to determine suitable matches. Participants may be invited to meet with host startups for a discussion relating to their skillset, objectives, and expectations.

Whilst consideration to matching participants to their [host startup] preference is made, it cannot be guaranteed. Participants are encouraged to think broadly about the Startup AdVenture experience and seek opportunities for learning and growth from their startup placement experience, irrespective of the preference match outcome.

Q. What kind of roles can I expect to be doing during the startup placement?

Host startups will nominate a project or task(s) for participants to complete during the placement, intended to enhance their learning experience. These roles may vary widely based on the startup's area of business and current needs.

Some participants may have the opportunity to contribute programming or technical skills, while others may be involved in more general projects and activities such as:

- social media content creation
- developing marketing plans
- conducting market research
- creative problem solving for the business
- preparing branding proposals, or
- other tasks aligned with the startup's current priorities

Participants may also have the chance to shadow startup founders or team members, gaining insights into various aspects of the business and contributing to a range of activities. If there are specific skills participants wish to develop or apply during their Startup AdVenture, it may be possible to negotiate these with the host startup to align with the participant's learning goals.

Q. Will I have free time?

Yes! Participants will have free time outside their full-time commitments with the host startup and attendance at program events and activities.

Participants are required to attend startup events and activities organised by UQ Ventures and the local startup community throughout the program. Participants are required to view the Startup AdVenture program schedule and check their host startup's schedule for the placement duration before making plans for free time.

Q. I have a job and commitments to my employer. Can I continue to work for my employer remotely during the Startup AdVenture program?

No. Places in a Startup AdVenture are only open to students who are able to *fully* commit to the full duration of the program without external obligations and distractions that affect the outcomes of the program, for both the student and hosting startup.

Whilst participants will have *some* free time, it is limited, and the schedule is often unpredictable. In addition, participants are encouraged to seek out and attend other events of interest within the entrepreneurial ecosystem to maximise objectives of the Startup AdVenture program.

Q. How can I apply for a New Colombo Plan (NCP) mobility grant to fund my participation in the Startup AdVenture program?

Funding through the New Colombo Program (NCP) Grant scheme, for participation in the Startup AdVenture program, is currently not available.

Successful applicants will have the cost of their participation in the program covered by a UQ Grant. The UQ Ventures team will automatically apply the grant on behalf of the participants.

Q. Can I travel during the Startup Adventure program?

Participants may use their free time to explore places of interest only within the city, state, province, or region of the Startup AdVenture destination. Free time is typically, but not always, on weekends.

If the host startup requests the participant to travel as part of their placement, whether within or outside the program destination's country, state, province, or region, this may be allowed with prior approval from UQ Ventures.

Participants are required to fully commit to the program's duration. This includes dedicating full-time, in-person, hours (approximately 40 hours per week, typically Monday to Friday) to their host startup and attending all UQ-organised events and activities. Consequently, free time for travel and exploration during the program is limited.

Travel to other states, provinces, or regions outside the Startup AdVenture location is not permitted. Additionally, travel outside the Startup AdVenture destination country is strictly prohibited.

Q. What happens if I need to withdraw from the program after accepting a place, or leave the program early?

If a participant withdraws from from the program, or cannot complete the program due to medical reasons, a medical certificate signed by a licenced physical will be required.

For withdrawals or non-completion not related to medical reasons, participants will be required to reimburse UQ for up to $7,000, for:

- fees associated with cancellation and non-use of flights, accommodation, and other non-refundable program costs, and
- any other associated costs incurred by UQ Ventures due to the withdrawal.

When applying for and accepting a place in the program, applicants are required to disclose any potential reasons that could impact their ability to fully commit to, and complete, the program, and other participant obligations.

Contact details

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