THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

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

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.

Contents

Startup AdVenture Terms and Conditions

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-destination 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	• Experience first-hand life in a startup and gain valuable insight into a global startup ecosystem
	• Network with global startups and leaders in innovation
	• Develop your entrepreneurial skills through events, workshops and activities organised by UQ Ventures, local program partners and others in the local [Startup AdVenture destination] ecosystem
	• Collaborate with your peers and build your connections through team building activities and social activities
	• Build your resilience and get out of your comfort zone to learn new skills and test your limits
	• Undertake your own project (agreed with your startup) to extend your learning experience
Outcomes of participation	• Develop cross-cultural communication and digital work skills
	• Build your understanding of a global startup scene
	• Complete a real-world, international business project that you can add to your portfolio
	• Develop and apply entrepreneurial skills highly sought by employers across all industries and around the world
	• Gain confidence in presenting and pitching
	• Grow your global networks and connections
	• Form new friendships with your fellow participants!
Inclusions, exclusions, and costs	**Inclusions:**
	• Return flights from/to Brisbane
	• Accommodation for the duration of the program (may be on a share

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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-destination 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 - applicable only to successful students accepting an offer from UQ Ventures to participate in a Startup AdVenture.

Participant obligations	Students *participating* in 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-destination 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 the student needing to pay a proportional reimbursement of fees incurred by UQ Ventures.
	- **Travel with the group:** Fly to *and* from the Startup AdVenture destination on flights organised by UQ Ventures. Participants who do not use the organised flights, including the return sector only, may be liable to reimburse UQ Ventures.
	- **Remain within the destination state, province or region:** Refrain from traveling to other states, provinces, or regions outside of the 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 (i.e. work from 'home', cowork space, other) 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 from their home, 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

- **Document and share experiences:** Create a Media Project to document and share their 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 their experience to UQ Ventures at the conclusion of the program. Instructions will be provided during the program.

If there is any reason, known or anticipated, that could impact their ability to fulfil any of the Startup AdVenture Participant Obligations, students must make full disclosure in the Startup AdVenture application form, and for students invited to join a Startup AdVenture program, in their Letter of Offer. Failure to disclose may impact a student's participation in the program or eligibility for future opportunities.

Withdrawal and Non-Completion

Students who withdraw after accepting their placement or fail to complete the full Startup AdVenture program may be required to reimburse UQ Ventures for costs or losses incurred by UQVentures as a consequence of the student withdrawing from their placement or failing to complete the Startup AdVenture program in its entirety (up to a maximum $7,000). Such costs 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.

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 page under the 'key dates' section.

Applicants

Successful applicants from the written application stage will be invited to a 1-hour, in-person group interview at St. Lucia campus. Three - four 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-destination, participants are required to attend mandatory pre-departure events including:

- 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:

- Cultural Agility Training
- Language class(es)

Eligibility and applying for a Startup AdVenture Program

Topic	Description

Eligibility	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

Who can apply	The Startup AdVenture program is <u>open to ALL UQ students</u> that meet the Startup AdVenture eligibility criteria, irrespective of faculty, area of study or degree level (i.e., undergraduate, honours, graduate certificate, graduate

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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 an 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.

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

Application and selection process overview:

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. **Understand destination-specific requirements**

   Read the information and requirements specific to the Startup AdVenture destination.

4. **Prepare 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.

5. **Submit your application**

   Submit your application via the URL on the Startup AdVenture website.

   Note: You might be invited to provide additional information throughout the application process.

6. **Assessment of applications**

   Applications will be assessed by the Startup AdVenture Selection Committee.

7. **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.

8. **Notification of outcomes**

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

9. **Onboarding requirements**

   Successful applicants must:

   - accept their placement in the Startup AdVenture program, accepting the Startup AdVenture program terms and conditions
   - pay their 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:** Thoroughly read and understood this document, including the program's requirements, expectations, and participant obligations.
- **Application preparation:**
  - Provided clear, concise, honest, and meaningful answers that directly address the selection criteria.
  - Reviewed 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. Students who are successful in being 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 not available in 2025.
Course credit options	The Startup AdVenture program is an extra-curricular learning experience. For it to be considered for course credit, students must be <u>enrolled in a relevant, elective topic</u> and have their Startup AdVenture participation approved by the faculty/course coordinator by the course enrolment deadline. It is the student's responsibility to enquire, gain approval and enrol into the appropriate elective course. Students interested in exploring the option of course credit must speak with their Faculty Academic Advisors as soon as possible about your individual circumstances. It is also important for students to share their intention to enrol in an elective course in your Startup AdVenture application 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.](#) • **Organisational Psychology** - For undergraduate students with space in their study program, you may be able to enrol in [Industrial & Organisational Psychology (PSYC3202)](#). This course is open to students

from all UQ faculties. Students interested in this course are advised to speak with their faculty advisor to confirm eligibility.

URL: https://programs-courses.uq.edu.au/course.html?course_code=PSYC3202

- **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 RBUS3903 - Special Topics in Business or 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).

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:
  - Applying for, and obtaining an e-visa or arrival card through the destination country's visa-waiver program
  - Applying for, and obtaining a visa through the destination country's embassy (which may involve interstate travel, or travel outside of Australia)

- 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. Please refer to the Startup AdVenture destination page for dates and details this event.

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, is part of the Startup AdVenture program inclusions and will be 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. Students who have completed the Virtual Singapore or a Queensland Startup AdVenture are eligible to apply for an in-person, international Startup AdVenture program. If a second Startup AdVenture is being applied for and there is a high volume of applications, preference will be given to students who have not yet had the opportunity to participate in a Startup AdVenture (virtual or in-person).

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.

Hosting startups participating in the Startup AdVenture program and our in-destination partners will assess the participant's profile, 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 in a position 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 often is 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 not available in 2025.

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. What do I need to do to get an NCP Grant to fund my participation in a Startup AdVenture?

<u>NOTE</u>: the below information relates to recipients of NCP Grant in 2024, and previous years. Funding through the New Colombo Program (NCP) Grant scheme – for participation in the Startup AdVenture program, is not available in 2025.

To receive an NCP Grant to fund participation in a Startup AdVenture, the following steps must be completed:

- **Check eligibility**: confirm all NCP Grant eligibility criteria is met
- **Check eligibility – elective course:** Contact a faculty advisor to confirm eligibility to enrol in an approved elective course (or credit pathway such as EPP hours) and obtain approval
- **Indicate funding source**: Select 'NCP Grant' as the funding source in the Startup AdVenture application form.
- **Information verification**: UQ Ventures will verify the information provided in the application.

  Students accepting an offer to join a Startup AdVenture, will be required to:
    - Submit an NCP recipient consent form
    - Complete a series of pre-departure modules in Blackboard
    - Submit any required documentation related to the elective course or credit pathway selection
- **Provide evidence of course completion**: Upon completion of the elective course, provide proof of course completion to UQ Ventures.

Q. Can I travel during the Startup Adventure program?

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

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-organized 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 or does not complete the Startup AdVenture is due to medical reasons, a 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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