Quinn Exchange Fellowships for Graduate Students (QXF)  
Policies, Guidelines and Instructions

Purpose

The purpose of this travel fund is to enhance research opportunities for students pursuing a graduate degree in Psychology at UBC by sponsoring short-term exchanges with graduate students in universities outside of British Columbia. In addition to direct benefits to the exchange students, we anticipate that this program will foster new ties with foreign academics, create opportunities for innovative research collaborations, and may broaden the job prospects for our graduates. Funding for this program is provided by an extraordinary gift to the Department from the estate of a distinguished alumnus, Dr. Michael J. Quinn (1917-2005).

Funding Available

Depending on the distance and duration of the trip, up to $3000 each will be provided for both partners in an exchange (the host and the visiting student).

Eligibility

Students registered in the UBC Psychology graduate program may receive funding for one trip. The student’s supervisor must support the exchange. Exchange proposals are carefully reviewed. Some proposed matches may not be funded and awards will not necessarily be made every year.

Responsibilities

Both students must be given the opportunity to participate fully in the research activities of the host institution. The duties of each supervisor are to ensure:

- There is a host/mentor for the visiting student (may be the matching exchange student)
- The visiting student is encouraged to participate fully in the lab and area research activities
- The visiting student meets relevant local researchers
- The visiting student is introduced to and has access to relevant university and departmental resources

Visiting students who wish to register in (or audit) courses at the host institution should work out those details (e.g., fees, timing) prior to their departure. Students are expected to make their own travel and accommodation arrangements.
Procedures

1. The student and research supervisor meet to determine whether an exchange program would enhance the student’s research program and to arrange a potential match with another university and graduate student.

2. Student and supervisor co-author a brief (1-2 page) but detailed rationale for the trip, identify the matching exchange student and university, and collect documentation confirming that the exchange university will provide similar access to the UBC student (see above).

3. Exchanges need not occur simultaneously or be for the same amount of time. For instance, one of our students might go to University X for three months in the summer while his or her exchange partner could come to UBC for six months beginning in September. The average visit is expected to last the equivalent of one academic semester (about 12 weeks) and to range from 1 to 12 months.

4. Student submits the proposal (signed by the student and supervisor) and documents to the Department Head on June 1, October 1 or February 1 for travel in the following six months.

5. The Head reviews the application to ensure the trip meets the purpose of the award.

6. Award confirmations are issued shortly after the deadlines.

7. Payment of award will be in the form of travel reimbursement (E.g., airfare and accommodation with appropriate documentation.)

For more details contact finance@psych.ubc.ca.