# Experiential Credit: Claim Form

**Pre-approved Activities Only: For activities ALREADY allocated a points value for GLP**

<table>
<thead>
<tr>
<th>Tick</th>
<th>Description of Activity</th>
<th>Points</th>
<th>Further details to be provided for this category</th>
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</thead>
</table>
| GLX01 | Exchange or study abroad | 100    | What institution and country  
|       | 1 semester or 1 year. At a Macquarie partner institution or approved overseas institution. |        | What did you study  
|       |                         |        | Semester/s and year you went  
|       |                         |        | * Attach a transcript as evidence for your exchange. |
| GLX02 | Overseas short course or study tour | 60     | What institution and country  
|       | 6 weeks or more. Led by Macquarie University or an approved overseas institution. |        | What did you study  
|       |                         |        | When did you go (dates – including duration in weeks)  
|       |                         |        | * Attach a transcript as evidence. |
| GLX03 | Overseas internship or volunteer experience | 60     | What organisation and country  
|       | 180 hours or more. Unpaid. |        | When did you go (dates)  
|       |                         |        | Duration of the internship in working hours (do not include holidays)  
|       |                         |        | * Attach a transcript, certificate or official letter confirming your attendance, and the total number of hours worked. Attach a description of your role as an intern, your daily tasks, and how your internship was related to global leadership. |
| GLX04 | Domestic internship or volunteer experience. | 60     | What organisation  
|       | 180 hours or more. With an international organisation and working on tasks relevant to global leadership. Unpaid. |        | When did you do it (dates)  
|       |                         |        | Duration of the internship in working hours (do not include holidays)  
|       |                         |        | Describe your daily tasks and how your work is relevant to global leadership  
|       |                         |        | * Attach a transcript, certificate or official letter confirming your attendance, and the total number of hours worked. Attach a description of your role as an intern, your daily tasks, and how your internship was related to global leadership. |
| GLX05 | Principal responsibility for the organisation of an overseas or domestic event or competition | 60     | What was the name of the event  
|       | Featuring international content and delegates. Must be sole leader of the activity. Minimum of 180 hours. Unpaid. |        | Who was the organisation running it  
|       |                         |        | When was it (dates and times)  
|       |                         |        | Describe your role at the event, including your position title, your tasks, and relevance to global leadership  
|       |                         |        | * Attach evidence of your participation, such as letter or certificate and the contact details of a referee. |
| GLX06 | Overseas short course or study tour A | 40     | What institution and country  
|       | Less than 6 weeks. Led by Macquarie University or an approved overseas institution. |        | What did you study  
|       |                         |        | When did you go (dates including duration in weeks)  
|       |                         |        | Describe your role at the event, including your position title, your tasks, and relevance to global leadership  
|       |                         |        | * Attach evidence of your participation, such as letter or certificate. |
| GLX07 | Overseas short course or study tour B | 40     | What institution and country  
|       | Less than 6 weeks. Led by Macquarie University or an approved overseas institution. |        | What did you study  
|       |                         |        | When did you go (dates including duration in weeks)  
|       |                         |        | Describe your role at the event, including your position title, your tasks, and relevance to global leadership  
|       |                         |        | * Attach evidence of your participation, such as letter or certificate. |
| GLX08 | Overseas internship or volunteer experience | 40     | What organisation and country  
|       | 100 hours or more. Unpaid. |        | When did you go (dates including duration in weeks)  
|       |                         |        | Duration of the work in working hours (do not include holidays)  
|       |                         |        | Describe your role, your daily tasks, and relevance of the work undertaken to global leadership  
|       |                         |        | * Attach a transcript, certificate or official letter confirming your attendance, and the total number of hours worked. Attach a description of your role as an intern, your daily tasks, and how your internship was related to global leadership. |

The GLP awards credit to academic and cultural experiences with a global leadership component. This form should be used to claim credit for activities already completed. Follow the steps below:

**STEP 1:** Use this Claim Form as a cover sheet – complete your contact details and tick clearly the categories that apply to your claim.

**STEP 2:** In a word document, type one paragraph on each category, covering the ‘further details’ requested. Clearly mark the category number and activity that your explanations correspond to. We evaluate claims based on the information provided – so provide all relevant information about an activity IN PARTICULAR how it relates to global leadership and what cross-cultural element is involved.

**STEP 3:** Include any additional attachments requested, such as copies of transcripts, certificates, event programs or references. Do not provide originals. You may provide a print out from e-student rather than an official transcript.
| GLX09 | Domestic internship or volunteer experience | 40 | What organisation
|       | 100 hours or more. With an international organisation and working on tasks relevant to global leadership. Unpaid. |       | When did you do it (dates including duration in weeks)
|       | Describe your role, your daily tasks, and relevance of the work undertaken to global leadership * Attach a transcript, certificate or official letter confirming your attendance, and the total number of hours worked. Attach a description of your role as an intern, your daily tasks, and how your internship was related to global leadership. |
| GLX10 | Work abroad | 40 | What organisation and country
|       | 100 hours or more. Paid. |       | When did you go (dates including duration in weeks)
|       | Describe your role, your daily tasks, and relevance of the work undertaken to global leadership * Attach a letter which states the work was paid and which confirms the total number of hours worked. |
| GLX11 | Participation at an overseas symposium or conference A | 40 | What was the name of the event
|       | Demonstrating active participation, eg. participating in workshops, undertaking community work, delivering a paper, presenting, contributing to a declaration, etc. Lecture-style events are not participatory. |       | Who was the organisation running it
|       | Describe your role at the event, including your goals, how you participated, and your major learning outcomes. * Attach evidence of your participation, such as letter or certificate. |
| GLX12 | Participation at an overseas symposium or conference B | 40 | What was the name of the event
|       | Demonstrating active participation, eg. participating in workshops, undertaking community work, delivering a paper, presenting, contributing to a declaration, etc. Lecture-style events are not participatory. |       | Who was the organisation running it
|       | Describe your role at the event, including your goals, how you participated, and your major learning outcomes. * Attach evidence of your participation, such as letter or certificate. |
| GLX13 | Participation at an overseas competition or moot | 40 | What was the name of the event
|       | Demonstrating active participation, eg. Model United Nations, debating, law or politics moot, business simulations, involving at least 10 hours of preparation time. |       | Who was the organisation running it
|       | Describe your role at the event, including your goals, how you participated, and your major learning outcomes. * Attach evidence of your participation, such as letter or certificate. |
| GLX14 | Participation at a domestic competition or moot | 40 | What was the name of the event
|       | Demonstrating active participation, eg. Model United Nations, debating, law or politics moot, business simulations, involving at least 10 hours of preparation time. |       | Who was the organisation running it
|       | Describe your role at the event, including your goals, how you participated, and the relevance of the work you did to global leadership * Attach evidence of your participation, such as letter or certificate. |
| GLX15 | Serving on the executive of a club or society on-campus | 40 | What was the name of the club or society
|       | 1 semester or more. Demonstrating at least 5 hours a month of contribution to the club’s activities. |       | What was your position
|       | Describe your role, including your tasks, how you participated, and the relevance of the work you did to global leadership * Attach evidence of your role, such as letter or certificate. |
| GLX16 | Serving as a Mentor Leader in the MQ Transition Program OR as a Buddy Coordinator in the ISS Buddy Program OR Completion of the Challenge Package as a Buddy in the Macquarie International (ISS) Buddy Program | 40 | Which semester and year was it?
|       | 1 semester or more. |       | Describe your tasks
|       | * Attach evidence of your participation, such as letter or certificate. |
| GLX17 | Attendance at an overseas symposium or conference | 20 | What was the name of the event and who was running it
|       | Less participatory events with limited hands-on participation. |       | Where was it (city and country)
|       | Describe your role at the event, including your goals, how you participated, and the relevance of the work you did to global leadership * Attach evidence of your participation, such as letter or certificate. |
| GLX18 | Participation at a domestic symposium or conference | 20 | What was the name of the event and who was running it
|       | 2 days or more. Demonstrating active participation, eg. participating in workshops, undertaking community work, delivering a paper, presenting, contributing to a declaration, etc. Lecture-style events are not participatory. |       | Where was it (city and country)
|       | Describe your role at the event, including your goals, how you participated, and the relevance of the work you did to global leadership * Attach evidence of your participation, such as letter or certificate. |
| GL X19 | Attendance at a domestic symposium or conference 2 days or more. Less participatory events with limited hands-on participation. | 20 | What was the name of the event and who was running it
Where was it (city and country)
When was it (dates and times)
Describe your role at the event, including your goals, how you participated, and the relevance of the work you did to global leadership
* Attach evidence of your participation, such as letter or certificate. |
| GL X20 | Assisting in the organisation of a overseas, domestic or on-campus event Featuring international content and delegates. | 20 | What was the name of the event and who was running it
Where was it (city and country)
When was it (dates and times)
Describe your role at the event, including your goals, how you participated, and the relevance of the work you did to global leadership
* Attach evidence of your participation. If you have a referee, include their contact details. |
| GL X21 | Undertaking a GLP-approved unit of study at Macquarie Unit must have international theme or content related to global leadership. | 20 | What is the name and UNIT CODE of the unit:
* Attach a unit outline from the MQ Handbook, showing the international content of the unit
* Attach evidence of your participation in the form of a transcript or print-off from e-student. You must have obtained at least a pass grade for the unit. |
| GL X22 | Undertaking a GLP-approved unit of modern language study at Macquarie Unit must be a modern language. | 20 | What is the name and UNIT CODE of the unit:
* Attach a unit outline from the MQ Handbook, showing the content of the unit
* Attach evidence of your participation in the form of a transcript or print-off from e-student. You must have obtained at least a pass grade for the unit. |
| GL X23 | Serving as a Mentor in the MQ Transition Program OR completion of the Social Package as a Buddy in the Macquarie International (ISS) Buddy Program 1 semester or more. | 20 | What was the name of the program (eg. ISS Buddy Program, MQ Transitions Program)
Who was running it
When was it (dates and times)
Describe your tasks
* Attach evidence of your role, such as letter or certificate. |
| GL X24 | Serving as a Mentor in all other mentor programs associated with Macquarie University subject to approval, including AIME and faculty based mentor programs 1 semester or more. | 20 | What was the name of the program (eg. AIME)
Who was running it
When was it (dates and times)
Describe your tasks
* Attach evidence of your role, such as letter or certificate. |
| GL X25 | Participation in Community Service 40 hours or more. Active participation in community service or engagement with community organisations. | 20 | What organisation
When did you do it (dates including duration in weeks)
Describe your role, your daily tasks, and the community benefits of your work
* Attach a certificate or letter confirming your attendance and the total number of hours worked. |
| GL X26 | Undertaking a community (non-tertiary) course in a foreign language Must complete the full course. Minimum of 14 contact hours. | 20 | What organisation/language
What were the participation dates (including duration in hours)
* Attach a certificate or letter confirming your attendance and the total number of hours attended. |
| GL X27 | Attending an on/off campus conference 1 day or more. Run by a university department, society or student club. | 10 | What was the name of the event
Who was running it
How does it include content relevant to global leadership
* Attach the GLP On campus conference or seminar forms. |
| GL X28 | Attending 2 on-campus seminars 2 seminars of less than 1 day each. Run by a university department, society or student club or other appropriate organisation. | 10 | What was the name of each event
Who was running it
How does it include content relevant to global leadership
* Attach the GLP On campus conference or seminar form for each event |
| GL X29 | Attending 2 on-campus careers events Attend 2 events (minimum 1 hour each), eg. MQ Career Development Office, Macquarie International Graduate Development Program | 10 | What was the name of the event
* Attach the GLP Career Development workshop or seminar form for each event |
| GL X30 | Participation in an on-campus competition or moot Demonstrating active participation, eg. Model United Nations, debating, law or politics moot, business simulations, involving at least 10 hours of preparation time. | 10 | What was the name of the event
Who was the organisation running it
Where was it
When was it (dates and times)
Describe your role at the event, including your goals, how you participated, and the relevance of the activity to global leadership
* Attach evidence of your participation, such as letter or certificate. |
| GL X31 | Serving as a Mate in the Student Exchange Program’s ‘Meet a Mate at Mac’ program 1 semester or more. | 10 | When was it
The name of your mate(s):
* Attach evidence of your participation, such as letter or certificate. |
<table>
<thead>
<tr>
<th>GLX32</th>
<th>Participating in a GLP Sydney Cultural Series tour</th>
<th>10</th>
<th>Of at least one day, as organised by GLP staff. * Attach evidence of your participation, such as letter or certificate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>GLX33</td>
<td>Participating in 2 GLP Sydney Consular Series events</td>
<td>10</td>
<td>Of at least one hour, as organised by GLP staff. * Attach the GLP Consular Series form for each event. Form only available at the conclusion of each event from GLP staff.</td>
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Any other notes regarding your application should be written in the space below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Is this your final semester of undergraduate study at Macquarie University? (Please circle)  YES  NO

OFFICE INFO ONLY:

Notes:
________________________________________________________________________
________________________________________________________________________
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