Global Leadership Program
Postgraduate
Cross Cultural Practicum Claim Form

First Name
Surname
Phone
Email
Student Number
Date of Birth

Claims will only be accepted for those activities specified by the GLP for the Cross Cultural Practicum component. This form should be used to notify the GLP which activity you have completed and to substantiate your claim with evidence.

**Step 1** – Use this claim form as a cover sheet – complete your contact details and tick clearly the activity you are claiming for.

**Step 2** – In a word document, type one paragraph on the category you are claiming for, covering the ‘further details requested’. Provide all relevant information, in particular how it relates to global leadership and what cross cultural element was involved.

**Step 3** – Include any additional attachments such as certificates, event programs, references and transcripts. Do not provide originals.

<table>
<thead>
<tr>
<th><strong>Tick</strong></th>
<th><strong>Description of Activity</strong></th>
<th><strong>Further Details Requested for this Category</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attending an approved Macquarie short course or Study tour</td>
<td>What institution and country&lt;br&gt;What did you study&lt;br&gt;When did you go&lt;br&gt;*Attach transcript as evidence</td>
</tr>
<tr>
<td></td>
<td>Attending a GLP run Global Leadership Symposium - International</td>
<td>What country&lt;br&gt;When did you go&lt;br&gt;Describe your role at the event&lt;br&gt;*Attach evidence of participation</td>
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<tr>
<td></td>
<td>Undertaking 40 hours of Cross cultural unpaid Internship in Australia or overseas</td>
<td>What organization and country&lt;br&gt;When did you do it&lt;br&gt;Duration of the work in hours&lt;br&gt;Describe your role, tasks, significance to global leadership&lt;br&gt;*Attach a certificate or letter confirming your attendance</td>
</tr>
</tbody>
</table>
| **Undertaking 40 hours of Cross cultural volunteering in Australia or Overseas** | What organization and country  
When did you do it  
Duration of the work in hours  
Describe your role, tasks, significance to global leadership  
*Attach a certificate or letter confirming your attendance |
|---|---|
| **Attending 2 domestic Conferences**  
**PLUS**  
**10 hours of cross cultural volunteering in Australia or Overseas** | What was the name of the event  
Who was the organization running it  
Where was the event  
Describe your role at the event, including your position title, Tasks and relevance to global leadership  
*Attach a reference, materials from the event  
What organization and country  
When did you do it  
Duration of the work in hours  
Describe your role, tasks, significance to global leadership  
*Attach a certificate or letter confirming your attendance |
| **Attending 1 international Conferences**  
**PLUS**  
**10 hours of cross cultural volunteering in Australia or Overseas** | What was the name of the event  
Who was the organization running it  
Where was the event  
Describe your role at the event, including your position title, Tasks and relevance to global leadership  
*Attach a reference, materials from the event  
What organization and country  
When did you do it  
Duration of the work in hours  
Describe your role, tasks, significance to global leadership  
*Attach a certificate or letter confirming your attendance |

Please submit this form, by hand or mail, together with all supporting documents to the Global Leadership Program upon the completion of the activity.

Global Leadership Program Building E3A Level 1  
North Ryde  
NSW 2109  
Email: glp@mq.edu.au