

**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.

<i>Tick</i>	<i>Description of Activity</i>	<i>Further Details Requested for this Category</i>
	Attending an approved Macquarie short course or Study tour	What institution and country What did you study When did you go *Attach transcript as evidence
	Attending a GLP run Global Leadership Symposium – International	What country When did you go Describe your role at the event *Attach evidence of participation
	Undertaking 40 hours of Cross cultural unpaid Internship 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

	<p>Undertaking 40 hours of Cross cultural volunteering in Australia or Overseas</p>	<p>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</p>
	<p>Attending 2 domestic Conferences</p> <p>PLUS</p> <p>10 hours of cross cultural volunteering in Australia or Overseas</p>	<p>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</p> <p>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</p>
	<p>Attending 1 international Conferences</p> <p>PLUS</p> <p>10 hours of cross cultural volunteering in Australia or Overseas</p>	<p>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</p> <p>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</p>

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

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