Travel Grants for International Volunteering

Firstly, you need to check your grant amount and eligibility based on the Outbound Mobility Program Policy basic requirements, which can be found at: http://www.international.mq.edu.au/goingabroad/important/student_exchange

Please make sure you comply with all the requirements before applying for the travel grant; i.e. Students must have a satisfactory level of academic achievement with an expected GPA of 2.0 or higher and you need to be enrolled in the semester before and after your volunteer placement takes place (if done during the university break).

Travel grants are only available for full degree enrolled Macquarie University students from UG, PG, or research degrees. Study Abroad or Exchange students are not eligible for travel grants.

The number of hours per week and the total duration of your volunteer placement (in weeks), is one of the most important criteria to prove it is a substantial volunteer experience.

The steps for applying are as follows:

Step 1: Once you have your placement confirmed, please complete the Volunteer Travel Grant document (From http://www.international.mq.edu.au/volunteer/abroad/individual) and email to dave.rorke@mq.edu.au along with a copy of your letter of offer that proves your participation.

Step 2: David Rorke will check the information supplied and reply to you with an approval to use his details as the non-academic referee on your online travel grant application.

Step 3: Fill out the online travel grant form by going to the following link and choosing the travel grant application type. Include David Rorke as your non-academic referee in the form. You will need to get an academic referee as well. Please check with your academic referee that he/she has in fact submitted the reference so that your application is acknowledged as complete. They will receive a notification via email to submit the reference electronically. Link: https://www.international.mq.edu.au/goingabroad/Applications/AbroadApplication.aspx

Step 4: David Rorke will fill out the non-academic reference section.

Step 5: Your travel grant application form will be assessed by Macquarie Abroad.

Note: By accepting your travel grant you agree to provide the two documents detailed in the Upon Your Return section below.

Travel Grants Timeline

- Applications are processed on the 15th of every month.
- You will be notified 2 weeks after this date on the status of your application. Make sure you have submitted all relevant documentation; otherwise your application will be deemed incomplete and will not be considered until the following month.
- The internal approval process and depositing of funds will take 4 - 6 weeks to be processed and you will be contacted via email when they are ready to be collected.

Further Information

Discounts for vaccinations in Macquarie University Medical Centre
Macquarie University Medical Service, Student Wellbeing kindly offer discounts on vaccinations to all Macquarie University volunteers going abroad. When making an appointment be sure to say that you are a volunteer on an International Office approved program. The GP will give you advice on the vaccinations you will need for your destination.

Where: Lincoln Building, level 2 - Tel: 9850-7497

For information on Health Care and Vaccinations in different destinations, please visit: http://www.tmvc.com.au/travelreport.asp?UnqID=0.2171413&PageID=10

Travel Insurance

All volunteers must take out approved travel and health insurance for the duration of their program. Please see the link below for full travel insurance requirements and approved providers: http://www.international.mq.edu.au/goingabroad/important/travel_insurance

Registering on Smart Traveller, DFAT website (Department of Foreign Affairs and Trade)

You are required to register your details on the DFAT website. This applies to local and international/study abroad/exchange students: https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage

Upon your Return

Sharing your experience with other Macquarie prospective volunteers will be very valuable for them. Within 30 days of completion of your program, please submit to dave.rorke@mq.edu.au AND navya.chalasani@mq.edu.au a written report (1-2 pages) including the following details:

- Program Description (Dates, Location, Goals/Objectives, Tasks)
- Outcomes of the program for the host organisation measured against their goals
- Outcomes of the program against your individual learning goals; skills/competencies you enhanced through your participation on the program.
- Examples of skills or competencies:
  - Organisational skills
  - Team work and cooperation
  - Effective communication skills
  - Problem Solving skills
  - Analytical skills
  - Creativity and Innovativeness
  - Professional and Personal Judgement and Initiative
- Your reflection/feedback about the program (positive and negative aspects)
- Would you recommend this same program to other MQ students interested in volunteering?
- At the end please include a 1 paragraph testimonial of your experience and attach to your email some pictures to upload on the website. Your story will be an inspiration and a very useful guide to other students who wish to volunteer abroad in the future.

We must also have official confirmation of your volunteer placement from the host organisation. This must be in the form of a certificate of completion or a reference letter by your supervisor.

By accepting your travel grant you agree to provide the above two documents upon your return.