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>
</tr>
</thead>
</table>
| GLX01 | Exchange or study abroad 1 semester or 1 year. At a Macquarie partner institution or approved overseas institution. | 100 | What institution and country  
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 6 weeks or more. Led by Macquarie University or an approved overseas institution. | 60 | What institution and country  
What did you study  
When did you go (dates – including duration in weeks)  
* Attach a transcript as evidence. |
| GLX03 | Overseas internship or volunteer experience 180 hours or more. Unpaid. | 60 | What organisation and country  
When did you go (dates)  
Duration of the internship in working hours (do not include holidays)  
* Attach a transcript, certificate or letter confirming your attendance, and evidence of the duration of the program. 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. 180 hours or more. With an international organisation and working on tasks relevant to global leadership. Unpaid. | 60 | What organisation  
When did you do it (dates)  
Duration of the internship in working hours (do not include holidays)  
* Attach a transcript, certificate or letter confirming your attendance, and evidence of the duration of the program. 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 Featuring international content and delegates. | 60 | What was the name of the event  
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 or if you have a referee, include their contact details. |
| GLX06 | Overseas short course or study tour A Less than 6 weeks. Led by Macquarie University or an approved overseas institution. | 40 | What institution and country  
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 Less than 6 weeks. Led by Macquarie University or an approved overseas institution. | 40 | What institution and country  
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 100 hours or more. Unpaid. | 40 | What organisation and country  
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 certificate or letter confirming your attendance |
| GLX09 | Domestic internship or volunteer experience 100 hours or more. With an international organisation and working on tasks relevant to global leadership. Unpaid. | 40 | What organisation  
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 certificate or letter confirming your attendance |

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 an official transcript.
| GL X10 | Work abroad | 100 hours or more. Paid. | 40 | What organisation and country
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 reference or letter confirming your attendance |
| GL X11 | Participation at an overseas symposium or conference A | 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. | 40 | What was the name of the event
Who was the organisation 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 your major learning outcomes.
* Attach evidence of your participation, such as letter or certificate. |
| GL X12 | Participation at an overseas symposium or conference B | 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. | 40 | What was the name of the event
Who was the organisation 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 your major learning outcomes.
* Attach evidence of your participation, such as letter or certificate. |
| GL X13 | Participation at an overseas 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. | 40 | What was the name of the event
Who was the organisation 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 X14 | Participation at a domestic 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. | 40 | 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 work you did to global leadership
* Attach evidence of your participation, such as letter or certificate. |
| GL X15 | Serving on the executive of a club or society on-campus | 1 semester or more. Demonstrating at least 5 hours a month of contribution to the club’s activities. | 40 | What was the name of the club or society
What was your position
When was it (semester and year)
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 |
| GL X16 | Serving as a Mentor Leader in the MQ Transition Program | 1 semester or more. Must be trained and recognised as a Mentor Leader. | 40 | Which semester and year was it?
Describe your tasks
* Attach evidence of your participation in the form of letter or certificate. |
| GL X17 | Attendance at an overseas symposium or conference | 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 X18 | Participation at a domestic symposium or conference | 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. | 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 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.  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the name and UNIT CODE of the unit?</td>
<td>20</td>
<td>* 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.</td>
</tr>
</tbody>
</table>

**GL X22**  
**Undertaking a GLP-approved unit of modern language study at Macquarie**  
Unit must be a modern language.  

<table>
<thead>
<tr>
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<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the name and UNIT CODE of the unit?</td>
<td>20</td>
<td>* 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.</td>
</tr>
</tbody>
</table>

**GL X23**  
**Serving as a Mentor in the MQ Transition Program OR serving as a Buddy in the Macquarie International (ISS) Buddy Program**  
1 semester or more.  

<table>
<thead>
<tr>
<th>Requirement</th>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the name of the program (e.g. ISS Buddy Program, MQ Transitions Program)?</td>
<td>20</td>
<td>* Attach evidence of your role, such as letter or certificate.</td>
</tr>
<tr>
<td>Who was running it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When was it (dates and times)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe your tasks</td>
<td></td>
<td></td>
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**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.  

<table>
<thead>
<tr>
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<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the name of the program (e.g. AIME)?</td>
<td>20</td>
<td>* Attach evidence of your role, such as letter or certificate.</td>
</tr>
<tr>
<td>Who was running it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When was it (dates and times)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe your tasks</td>
<td></td>
<td></td>
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</tbody>
</table>

**GL X25**  
**Participation in Community Service**  
40 hours or more. Active participation in community service or engagement with community organisations.  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>When did you do it (dates including duration in weeks)?</td>
<td>20</td>
<td>* Attach a certificate or letter confirming your attendance.</td>
</tr>
<tr>
<td>Describe your role, your daily tasks, and the community benefits of your work</td>
<td></td>
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</tbody>
</table>

**GL X26**  
**Attending an on-campus conference**  
1 day or more. Run by a university department, society or student club.  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the name of the event?</td>
<td>10</td>
<td>* Attach evidence of your participation, such as letter or certificate.</td>
</tr>
<tr>
<td>Who was running it?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| How does it include content relevant to global leadership? | | *
| Attach the GLP On campus conference or seminar forms. | |

**GL X27**  
**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.  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the name of each event?</td>
<td>10</td>
<td>* Attach evidence of your participation, such as letter or certificate.</td>
</tr>
<tr>
<td>Who was running it?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| How does it include content relevant to global leadership? | | *
| Attach the GLP On campus conference or seminar form for each event. | |

**GL X28**  
**Attending 2 on-campus careers events**  
Attend 2 events (with a total of no less that 2 hours ) with the MQ Career Development Office.  

<table>
<thead>
<tr>
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<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>What was the name of each event?</td>
<td>10</td>
<td>* Attach the GLP Career Development workshop or seminar form for each event.</td>
</tr>
</tbody>
</table>

**GL X29**  
**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.  

<table>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>What was the name of the event?</td>
<td>10</td>
<td>* Attach evidence of your participation, such as letter or certificate.</td>
</tr>
<tr>
<td>Who was the organisation running it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where was it?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>When was it (dates and times)?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Describe your role at the event, including your goals, how you participated, and the relevance of the activity to global leadership | | *

**GL X30**  
**Serving as a Mate in the Student Exchange Program’s ‘Meet a Mate at Mac’ program**  
1 semester or more.  

<table>
<thead>
<tr>
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<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>When was it</td>
<td>10</td>
<td>* Attach evidence of your participation, such as letter or certificate.</td>
</tr>
<tr>
<td>The name of your mate/s:</td>
<td></td>
<td></td>
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</table>

**GL X31**  
**Participating in a GLP Sydney Cultural Series tour**  
Of at least one day, as organised by GLP staff.  

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of at least one day, as organised by GLP staff.</td>
<td>10</td>
<td></td>
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</tbody>
</table>

**GL X32**  
**Participating in 2 GLP Sydney Consular Series events**  
Of at least one hour, as organised by GLP staff.  

<table>
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<tr>
<th>Requirement</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Of at least one hour, as organised by GLP staff.</td>
<td>10</td>
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</table>
Any other notes regarding your application should be written in the space below:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Do you anticipate finishing the GLP after claiming for these points?:  YES  NO

Do you anticipate graduating before the next claim deadline?:  YES  NO

OFFICE INFO ONLY:

Notes:

________________________________________________________

________________________________________________________

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