Macquarie Global Leadership Program (GLP)
Participant Agreement - Terms and Conditions of enrolment

As a participant in the Global Leadership Program you are expected to understand the terms and conditions of your enrolment. If you have any questions about this agreement when signing it or at any time during your participation in the program, please direct these to the Global Leadership Program Coordinator.

1) Prior to enrolment

Participants must be eligible to enroll in the program. Eligibility is at the university’s discretion and updated information is provided on the GLP web site www.international.mq.edu.au/GLP. Please note that the GLP is currently available to undergraduates only.

Prior to enrolling in the program you are required to attend a compulsory Welcome Session. To enroll you must read and accept the terms and conditions of enrolment (this Participant Agreement). You will sign these Terms and Conditions at the Welcome Session you attend.

2) Enrolment conditions

Your enrolment in the GLP is valid for the period that you remain a student at Macquarie University. You must complete the program before you graduate. The program typically takes a minimum of 18 months - 2 years and students with less that this amount of time left in their program will be admitted at Macquarie’s discretion. Program eligibility is subject to change at the University’s discretion.

If you transfer courses or continue further study at Macquarie you simply need to update your personal information by contacting the Global Leadership Program staff, in writing, with your full name, any changes in your course and duration of study, and evidence of these changes.

If you choose not to undertake any GLP activities for a semester or more, or if you travel overseas to complete a component, you will remain enrolled until you either complete the requirements or graduate from Macquarie. At any time should you decide to discontinue in the program, please contact the Global Leadership staff.

3) Equity & Special Needs

We welcome students with special needs to participate in the Global Leadership Program. In the first instance, please discuss your requirements with the Global Leadership Coordinator. More information on the Equity Support Unit at Macquarie is available at: www.sss.mq.edu.au/equity/about/

4) Disciplinary Action

As a Macquarie student you are expected to be respectful towards staff members and fellow students in the program, to comply with the requirements of the program honestly, and to use appropriate channels for any feedback or grievances. In cases of alleged misconduct, the matter will be referred to the University’s Disciplinary Committee where appropriate. Alleged misconduct may include plagiarism, cheating, providing misleading or false information to the University, misuse of University facilities etc. For further information on disciplinary matters at Macquarie, visit the following web site: www.deanofstudents.mq.edu.au/discipline.htm
5) Program Requirements

The program requirements are subject to change at the University’s discretion.

Colloquia

Students must participate in 10 colloquia (workshops) to fulfill the requirements of the GLP. There are 3 compulsory colloquia that all students must attend and which count towards the total of 10. Students may attend more than 10 colloquia if there is an availability of space for them to attend.

You must pre-register to attend the colloquium of your choice and have your registration confirmed. Your attendance will be marked by the GLP staff member present, and you are required to participate for the entire duration of the colloquium, unless you have special permission to arrive late or leave early.

You must complete an online evaluation within 7 days of attending the colloquium. This evaluation includes questions about basic concepts covered the colloquium as well as your feedback on the content, presenter and organisation of the colloquium. If all the above requirements are met then your participation will be credited towards your Program.

Distinguished Speaker Series

Your attendance at all of these events is a requirement of the program for every semester in which you are an enrolled GLP student. You may seek special permission for absence from an event in some circumstances, for example: attendance at a Macquarie class in which you are enrolled, attendance at a Macquarie examination or graduation, absence supported with a Doctor’s Certificate, absence to attend a Macquarie internship requirement or absence on exchange. You must, however, despite circumstances where special permission has been granted, attend a minimum of 2 events in the course of your enrolment in order to be granted the Program.

Your attendance will be marked and in some cases you will be asked to complete an online evaluation within 7 days of attending the event. This evaluation includes questions about basic concepts covered by the presenter/s as well as your feedback on the content, presenter/s and organisation of the event. If all the above requirements are met then your attendance will be credited towards your Program.

Experiential Credit

Students must obtain a minimum of 200 points worth of experiential credit to fulfill the requirements of the GLP. There are no compulsory or core activities that must be taken as part of this requirement. The list of eligible activities and their points weighting will be provided to you at the start of the program, and you will be notified of any changes during your enrolment. The University reserves the right to alter, add and delete eligible activities and their points weighting.

Points will only be awarded for the same experience once. Any experience that falls into 2 categories will be awarded the higher points only. Retrospective points are awarded in special circumstances only.

Once you have identified an activity for which you will apply for points, you should notify your GLP Advisor. Any doubts about the points value of your intended activity should be addressed before you begin that activity, so contact your advisor with any questions you may have. After the activity is complete, and once you have submitted the form, you will only be notified of the result of your application. Please note that activities undertaken must have a significant international and cross cultural element in order to be successfully claimed.

Any student undertaking an international experience that is not covered by one of the points descriptions may petition for that activity to be awarded points weighting towards their GLP. Macquarie International has established a committee to hear these petitions before making a recommendation of points weighting, which will then be approved by the GLP Executive. It is at the discretion of Macquarie International as to when and how regularly petitions will be heard.

Questions Regarding this Participant Agreement should be directed to:

Macquarie Global Leadership Program, Anneke Rowe at: anneke.rowe@mq.edu.au or Chloë Spackman at: chloe.spackman@mq.edu.au
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Please print clearly and legibly

I have read and accept the terms and conditions of enrolment in the Global Leadership Program, and I accept these terms and conditions. Please enroll me in the Global Leadership Program:

First Name: ........................................................................................................................................

Surname: ........................................................................................................................................

Student No: ................................................................. Course: .................................................................

Your Preferred Email: 
If this is a Yahoo or Hotmail account please check your junk mail regularly
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Semester/Year commencing GLP: ................................................................. Semester/Year completing Degree (Estimate):
Eg. Semester 1, 2011 ................................................................. Eg. Semester 2, 2014
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Signature: ................................................................. Date: .................................................................
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