Experiential Credit Table
Session 2 2016

PLEASE READ CAREFULLY before applying for credit:

- Each GL X CODE can only be claimed once;
- Each experience you undertake (e.g. volunteering with a specific organisation, attending a conference, etc) can only be claimed once for GLP credit under one of the Experiential Credit Codes below;
- No credit can be claimed in retrospect (before you started GLP) unless it was a MQ approved overseas exchange OR study tour OR International PACE trip for which a travel grant was issued;
- Please note that whilst the GLP stipulates the minimum requirements for claiming Experiential Credit for a particular activity, you must also ensure that you adhere to the requirements of the particular role or program that you are completing;
- All credit applications must be completed online through Thrive and all evidence must be scanned and attached to the relevant credit application;
- All letters must be official, on letterhead and signed including dates, hours & tasks completed;
- Required total hours can be made up by combining hours accrued through different activities or organisations or projects;
- All letters must be in English or accompanied by an official translation in to English;
- You can obtain a copy of your MQ transcript through eStudent; make sure we can see your name and student number as well as your results;
- For some evidence requirements there is a GLP form you can use. All available GLP forms are included in the descriptions below (where applicable) and can be downloaded from the GLP website HERE.

Please note: The Experiential Credit Codes listed in this table are correct and applicable at time of publication of this guidebook, but may change from Session to Session. Students are advised to collect their evidence and claim their Experiential Credit activities in the Session completed.

100 points

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<tr>
<th>Code</th>
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| GL X01 | Exchange or study abroad                                                                | * Attach an official transcript from the exchange University (must include name of University and course details on transcript) AND
                                                  1 Session or 1 year. At a Macquarie partner institution or GLP approved overseas institution.  | * Attach a MQ transcript from eStudent showing “S” (satisfied) grade for each exchange unit (once credit has been transferred). |

60 points

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| GL X02 | Overseas short course or study tour                                                     | * Attach an official transcript from the exchange University (must include name of University and course details on transcript) AND
                                                  6 weeks or more. Led by Macquarie University or a GLP approved overseas institution running academic courses which will be credited to your Macquarie degree  | * Attach a MQ transcript from eStudent showing “S” (satisfied) grade for each exchange unit (once credit has been transferred). |
| GL X03 | Overseas internship or volunteer experience  
180 hours or more. **Unpaid.** This experience does not require an international or cross-cultural focus. | * Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, your tasks, the total number of actual hours worked (180+ hours) and that the work was **unpaid.** |
| GL X04 | Domestic internship or volunteer experience.  
180 hours or more. Working on cross-cultural and/or international tasks. This experience must have an explicit and demonstrable international or cross-cultural focus. | * Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, how your tasks had an international or cross-cultural focus and the total number of actual hours worked (180+ hours). |
| GL X05 | Principal responsibility for the organisation of an overseas or domestic event or competition  
Featuring international or cross-cultural content or significant portion of international delegates. Must be sole leader of the activity. Minimum of 180 hours. This experience must have an explicit and demonstrable international or cross-cultural focus. | *Attach official evidence of participation such as a certificate or letter confirming name of the event, which organisation was running it, when it was (dates and times), describe your role at the event, including your position title, the number of hours you worked (180+ hours) and how your tasks/the event had an international or cross-cultural focus.  
*Attach a timesheet/log of your hours if needed. There is a GLP form available for this [HERE](#). |

**40 points**

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| GL X06 | Overseas short course or study tour A  
Less than 6 weeks. Led by Macquarie University which **will** be credited to your Macquarie degree. | Attach an official transcript from the exchange University (must include name of University and course details on transcript) **AND**  
*Attach a MQ transcript from eStudent showing “S” (satisfied) grade for each exchange unit (once credit has been transferred). |
| GL X07 | Overseas short course or study tour B  
Of at least one week in length. Led by a GLP pre-approved institution (non-Macquarie run) running academic courses which will **not** be credited to your Macquarie degree. | *Attach an official transcript from the institution that ran your academic course (must include name of institution and course details on transcript) **AND** **OR**  
* Attach an official letter or Certificate from the course administrator confirming your course completion. **AND**  
* Attach a course/ unit guide/ learning rubric which clearly outlines the academic goals of the course and its structure. |
| GL X08 | Overseas internship or volunteer experience  
100 hours or more. **Unpaid.** This experience does not require an international or cross-cultural focus. | *Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, your tasks, the total number of actual hours worked (100+ hours) and that the work was **unpaid.** |
| GL X09 | Domestic internship or volunteer experience  
100 hours or more. With an international organisation and working on cross-cultural and/or international tasks. This experience must have an explicit and demonstrable international or cross-cultural focus. | *Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, how your tasks had an international or cross-cultural focus and the total number of actual hours worked (100+ hours). |
| GL X10 | Work abroad  
100 hours or more. **Paid.** This experience does not require an international or cross-cultural focus. | *Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, your tasks and the total number of actual hours worked (100+ hours). |
| GL X11 | Participation at an overseas symposium or conference A  
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. This experience must have an explicit and demonstrable international or cross-cultural focus. | *There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter.  
*Attach evidence confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, participation and how your tasks had an international or cross-cultural focus.  
*Attach the conference itinerary or schedule. |
| GL X12 | Participation at an overseas symposium or conference B  
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. This experience must have an explicit and demonstrable international or cross-cultural focus. | *There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter.  
*Attach evidence confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, participation and how your tasks had an international or cross-cultural focus,  
*Attach the conference itinerary or schedule. |
| GL X13 | Participation at an overseas competition or moot  
2 days or more. Demonstrating active participation, eg; Model United Nations, debating, law or politics moot, | *There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter.  
*Attach evidence confirming name of the event, location, which
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<td>GL X14</td>
<td>Participation at a domestic competition or moot conference</td>
<td>*There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter. *Attach evidence confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, how you participated, participation hours (40+ hours) and how your tasks had an international or cross-cultural focus. *Attach the competition schedule or itinerary. *Attach a timesheet/log of your hours if needed. There is a GLP form available for this HERE.</td>
</tr>
<tr>
<td>GL X15</td>
<td>Serving on the executive of a club or society on-campus</td>
<td>*Attach an official letter from the President or executive of a club confirming name of the club or society, your position, your tasks, dates and hours worked as well as details on how the club/society has a cross-cultural and/or international focus. *Provide evidence that the group is formally recognized by Campus Experience. *The minimum weekly hour commitment must meet or exceed 2 hours for the duration of at least one Session. *Attach the conference itinerary or schedule.</td>
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<tr>
<td>GL X16</td>
<td>Serving as a Mentor Leader</td>
<td>*Attach official participation certificate confirming the Session and year.</td>
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**20 points**

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<td>GL X17</td>
<td>Attendance at an overseas symposium or conference</td>
<td>*There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter. *Attach evidence confirming name of the event, location, which organisation was running it and when was it (dates and times). *Attach the conference itinerary or schedule.</td>
</tr>
<tr>
<td>GL X18</td>
<td>Participation at a domestic symposium or conference</td>
<td>*There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter. *Attach evidence confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, how you participated and evidence of a cross-cultural, international or leadership focus. *Attach the conference itinerary or schedule.</td>
</tr>
<tr>
<td>GL X19</td>
<td>Attendance at a domestic symposium or conference</td>
<td>*There is no GLP form available for this activity: you must obtain your own official evidence such as a certificate or letter. *Attach evidence confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, how you participated and evidence of a cross-cultural, international or leadership focus. *Attach the conference itinerary or schedule.</td>
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<tr>
<td>GL X20</td>
<td>Assisting in the organisation of a overseas, domestic or on-campus event</td>
<td>*Attach official evidence of participation such as a certificate or letter. *Attach evidence confirming name of the event, which organisation was running it, when was it (dates and times), describe your role at the event, including your position title, the number of hours you worked</td>
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<tr>
<td>GL X21</td>
<td><strong>Undertaking a GLP-approved unit of study at Macquarie</strong>&lt;br&gt;Unit must have a cross-cultural and/or international focus. Units undertaken at other universities for credit towards your Macquarie degree cannot be claimed under this code. There is no list of approved units – you must check with GLP staff directly.</td>
<td>*Attach a unit outline from the MQ Handbook, showing the name and unit description confirming the international or cross-cultural focus of the unit <em><strong>AND</strong></em>&lt;br&gt;*Attach a MQ transcript from eStudent showing at least a pass grade for the unit (once credit has been transferred).</td>
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<tr>
<td>GL X22</td>
<td><strong>Undertaking a GLP-approved unit of modern language study at Macquarie</strong>&lt;br&gt;Unit must be a modern language. Units undertaken at other universities for credit towards your Macquarie degree cannot be claimed under this code. There is no list of approved units – you must check with GLP staff directly.</td>
<td>*Attach a unit outline from the MQ Handbook, showing the name and unit description confirming the international or cross-cultural focus of the unit <em><strong>AND</strong></em>&lt;br&gt;*Attach a MQ transcript from eStudent showing at least a pass grade for the unit (once credit has been transferred).</td>
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<tr>
<td>GL X23</td>
<td><strong>Serving as a Mentor A</strong>&lt;br&gt;Serving as a Mentor in mentor programs subject to approval by GLP staff (including faculty based mentor programs). 1 semester. Must be 20 hours or more in one given semester.&lt;br&gt; Eg. Macquarie University Mentors, LEAP, Buddy Program Note: Service with two different kinds of Mentor Programs must be claimed under GL X23 and GL X24. It is not possible to claim the same Mentor experience under GL X23 if already claimed under GL X24.</td>
<td>*Attach official evidence of your participation, such as letter or certificate confirming the Session and year as well as demonstrating your tasks and hours completed (20+ hours).</td>
</tr>
<tr>
<td>GL X24</td>
<td><strong>Serving as a Mentor B</strong>&lt;br&gt;Serving as a Mentor in mentor programs subject to approval by GLP staff (including faculty based mentor programs). 1 Session. Must be 20 hours or more in one given Session.&lt;br&gt; Eg. Macquarie University Mentors, LEAP, Buddy Program Note: Service with two different kinds of Mentor Programs must be claimed under GL X23 and GL X24. It is not possible to claim the same Mentor experience under GL X24 if already claimed under GL X23.</td>
<td>*Attach official evidence of your participation, such as letter or certificate confirming the Session and year as well as demonstrating your tasks and hours completed (20+ hours).</td>
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<tr>
<td>GL X25</td>
<td><strong>Participation in Community Service</strong>&lt;br&gt;40 hours or more. Active participation in community service or engagement with community organisations. This experience does not require an international or cross-cultural focus.</td>
<td>*Attach an official letter from your supervisor confirming company/organisation information, the dates you worked, your tasks and the total number of hours worked (40+ hours).</td>
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<td>GL X26</td>
<td><strong>Undertaking a community (non-tertiary) course in a foreign language or sign-language (Auslan)</strong>&lt;br&gt;Must complete the full course. Minimum of 14 contact hours.</td>
<td>*Attach an official transcript or letter from the institution confirming attendance, dates and total number of hours completed (14+ hours).</td>
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<tr>
<td>GL X27</td>
<td><strong>Undertaking a community (non-tertiary) course</strong>&lt;br&gt;Must complete the full course. Must be <strong>pre-approved</strong> by GLP staff. This experience must have <strong>EITHER</strong> an explicit and demonstrable international or cross-cultural focus <strong>OR</strong> an explicit and demonstrable <strong>leadership</strong> focus. Pre-approval from GLP staff for this category is strongly recommended as approval for activities with a <strong>leadership</strong> focus will be at staff discretion.</td>
<td>*Attach an official transcript or letter from the institution confirming attendance, dates, total number of hours completed (14+ hours) and evidence of a cross-cultural/international or leadership focus.</td>
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<td>GL X28</td>
<td><strong>Attending an overseas or domestic conference</strong>&lt;br&gt;1 day or 1.5 days. This experience must have <strong>EITHER</strong> an explicit and demonstrable international or cross-cultural focus <strong>OR</strong> an explicit and demonstrable <strong>leadership</strong> focus.</td>
<td>*Attach a completed GLP On/off campus conference form for the event found <a href="#">HERE</a> and have it signed by an organising at the conference&lt;br&gt;*Attach additional evidence demonstrating a cross-cultural/international or leadership focus</td>
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</table>
| GL X29 | **Attending 2 on/off-campus seminars**  
2 seminars of less than 1 day each. This experience must have an explicit and demonstrable international or cross-cultural focus. | *Attach a completed GLP On/off campus seminar form for each event found [HERE](#) by outlining the seminars had a cross-cultural or international focus and have them signed by an organiser at the seminar. |
| GL X30 | **Attending 2 on/off-campus careers events**  
Attend 2 events (minimum 1 hour each), eg. MQ Career Development Office, GLP-advertised events. This experience does not require an international or cross-cultural focus. | * Attach a completed GLP Career event form found [HERE](#) for each event and have them signed by an organiser at the event. |
| GL X31 | **Participation in an on/off-campus competition or moot**  
Demonstrating active participation, eg. Model United Nations, debating, law or politics moot, business simulations. This experience must have an explicit and demonstrable international or cross-cultural focus. | *Attach official evidence of participation such as a certificate or letter confirming name of the event, location, which organisation was running it, when was it (dates and times), describe your role at the event, how you participated, how many hours you completed and evidence of a cross-cultural or international focus. *Attach the competition schedule or itinerary. |
| GL X32 | **Serving as a Mentor C**  
Serving as a Mentor in mentor programs subject to approval by GLP staff (including faculty based mentor programs).  
1 Session. Must be at least 10 hours in one given Session.  
Eg. FBE First STEP, Macquarie University Mentor Plus Initiatives, Unit Representatives Program (FBE). | *Attach official evidence of your participation, such as letter or certificate confirming the Session and year as well as your tasks completed and number of hours worked (minimum of 10). |
| GL X33 | **Participating in a GLP Cultural Series tour**  
Of at least 1 day, as organised by GLP staff. | *Attach official certificate issued by GLP staff. |
| GL X34 | **Participating in 2 GLP Foreign Affairs Series (previously named Consular Series) events**  
Of at least 1 hour each, as organised by GLP staff. | *Attach a completed GLP Foreign Affairs Series form that will be given to you at each event. Please wait until you have two completed forms (for two separate events) before claiming on Thrive – they must be uploaded together as part of the one claim. Please note you may still upload Consular Series forms to fulfil this category. |
| GL X35 | **Contributing blog articles**  
Three blog articles reviewed and published Online or in Print by a professional organisation. The articles published must have an international or cross-cultural theme. | *Attach a signed letter from a supervisor confirming company/organisation information and details of the three published blogs and how they had an international or cross-cultural theme. |