

Applying to PACE International

TOP TIPS FOR PREPARING YOUR APPLICATION

Put your best foot forward and prepare for an experience of a lifetime with PACE International.

This document includes further information about the PACE International application process including top tips for completing the application form, responding to selection criteria and confirming your referee.

ELIGIBILITY

PACE International applications are open to all currently enrolled students at Macquarie University. To be eligible you must:

1. Have completed one session at Macquarie University
2. Be enrolled – or eligible to enrol - in a PACE unit, as listed in the Partner search on the PACE International website
3. Hold a Weighted Average Mark (WAM) on or above 60 (LAWS units require a LAWS WAM of 70 or above)
4. Be assessed as suitable using the PACE International Selection Criteria

* If you do not hold the minimum required WAM please apply for special consideration in your application form.

Please note that placements are allocated based on partner availability, student preference, student skills and unit requirements. While we aim to place all eligible students, some placements are very limited and applications are considered competitively. Activities and partners are subject to change.

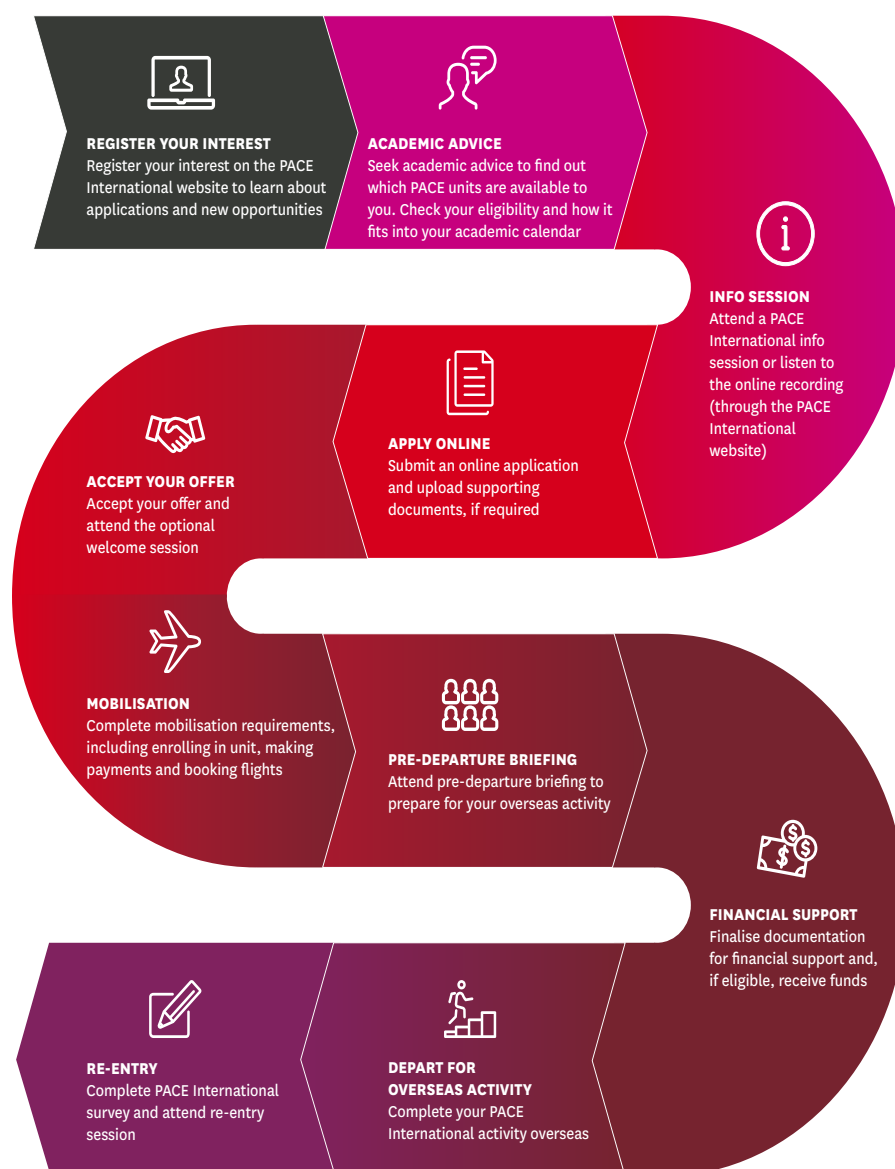
In assessing your suitability, PACE International review all components of your application, including your application form, academic transcript, CV, and referee report.

We may also seek advice from your Faculty office, Student Wellbeing, Global Leadership Program Advisor and/or Macquarie International.

If your WAM is under 60 (or under 70 if applying through a LAWS unit), or if your transcript lists Academic Caution or Disciplinary Issues, you will need to complete a special consideration form alongside your application to provide further information.

In some cases, we may require additional information to properly consider your suitability and may require additional supporting documents or to attend an interview with PACE International staff.

APPLICATION PROCESS





PACE International students exploring the Great Wall whilst on a free weekend in China

SELECTION CRITERIA

Your application is assessed based on your understanding, appreciation and response to the following selection criteria:

FLEXIBILITY AND ADAPTABILITY

You are open to new ideas and ways of doing,
You are willing to accept and adapt to change.

TEAM WORK

You collaborate with others and value their contribution to team projects. You seek to build a harmonious culture of cooperation that facilitates information sharing, communication and learning.

OPEN TO CONSTRUCTIVE FEEDBACK

You listen when ideas are challenged, accept criticism of own ideas and respond in a thoughtful and considered way.

EMPATHY AND RESPECT FOR OTHERS

You appreciate and show respect for diverse backgrounds, experiences and perspectives. You recognise and adapt to individual differences and working styles.

SELF AWARENESS AND BEHAVIOUR

You can demonstrate an awareness of your own strengths, limitations, personal values and impact on others. You understand how your beliefs, thoughts and emotions can influence your behaviour and actions.

EFFECTIVE COMMUNICATION

You communicate clearly, actively listen to others and respond with respect to other points of view.

MOTIVATION AND COMMITMENT TO THE PRINCIPLES OF PACE

You are motivated to participate in PACE International for the personal and professional benefits of the experience. You believe in learning from and supporting your partner organisation along with the community it serves.

HOW TO APPLY

Please apply online via the PACE International website and submit the following:

- Online application form
- Updated curriculum vitae (CV)
- Copy of your academic transcript
- Contact details of your referee

As part of your application you will need to identify the PACE unit code you intend to enrol in and your preferences for host organisations (if applicable).

Please note: an automatic reference check will be sent to your referee on submission of your application.

Applications open approximately 6 months before the start of the activity, to enable plenty of time to prepare. To be notified once applications open, add your details to our registrations of interest survey on our website.

CONFIRMING A REFEREE

Your written reference is an important part of your application. Reference checks are due, at latest, one week after the application closing date. Your referee should be one of the following:

- **Academic Referee:** Unit convenor, tutor or academic advisor
- **Macquarie University Referee:** GLP staff member, Career's advisor, MQ Mentors advisor, Campus wellbeing advisor

If you are unable to obtain an academic or Macquarie University referee, a professional referee such as a work supervisor or high-school teacher may be considered.

If you are unable to obtain any of the above please contact PACE International to discuss alternative options.

APPLICATION TIPS

- Check which organisations have activities available in your academic unit or co-curricular option
- Relate your responses to the selection criteria and consider how your skills will be useful to partners
- Brainstorm situations when you have displayed the qualities listed in the selection criteria
- Practice writing your responses in word and get a friend or colleague to check before submitting your application
- Try not to use the same example twice, the more information we have about you the better picture we have of who you are
- Proof read and be careful of your spelling and grammar
- Use the STAR model to highlight examples in response to the selection criteria
- Keep your responses clear and concise

TOP TIPS FOR COMPLETING YOUR REFEREE CHECK:

- Before submitting your application, confirm with your referee that they are happy to complete a reference check for you.
- Apply early to give your referee sufficient time to complete the reference check.

UPDATING YOUR CURRICULUM VITAE (CV)

We recommend you update and tailor your CV to highlight your skills, knowledge and experience in relation to PACE International. Below are some key areas to consider when updating your CV:

- Include a personal statement describing how PACE International fits into your personal and professional aspirations
- Identify key transferable skills and experiences (paid and/or unpaid)
- List your experience in reverse chronological order
- Format your document correctly – name, page numbers, spell check
- Keep your CV to only 2 pages in length
- Include your full name in the file name: E.g. BenSmith_PACEInternational_2018

For more information and advice regarding your CV please contact the Career's Hub.

T: (02) 9850 7372

E: careers@mq.edu.au

FIND OUT MORE

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