

ANZSOG – ADMISSION POLICY

1. Purpose

This policy outlines the requirements for student admission into ANZSOG's Executive Master of Public Administration (EMPA) program.

2. Scope

This policy applies to the admission of applicants to the ANZSOG EMPA.

3. Guiding Principles

3.1 Admission to the EMPA is a multi-stage activity involving public sector agency nomination and sponsorship, ANZSOG review and acceptance, and conferring university admission. No single entity determines admission in isolation to the others.

3.2 The ANZSOG EMPA accepts nominations from member governments and their agencies and is open to employees of the public sector and other nominated employees who work with the public sector (such as those from the non-Government sector), who are nominated by a member government or a sponsoring agency. ANZSOG does not accept applications directly from individuals without agency nomination and support. Government jurisdictions and agencies run processes independently of ANZSOG to determine which applicants they will nominate for entry to the EMPA.

3.3 ANZSOG encourages applications through member governments from Aboriginal, Māori and Torres Strait Islander peoples, people with disability, LGBTIQ and those from culturally, linguistically and religiously diverse backgrounds. ANZSOG will actively work with member governments to ensure the student cohorts represent the diversity of those working with, in and for the public sector in Australia and New Zealand. Refer to the **Diversity, Equity and Inclusion Policy**.

3.4 ANZSOG is supportive of alternative entry pathways for admission and mechanisms to facilitate entry of applicants into the EMPA program without a minimum AQF/NZQF Level 7 qualification. Such arrangements must be agreed between the government agency in conjunction with the conferring university. Prospective students seeking alternate pathway entry into the EMPA program without a minimum AQF/NZQF Level 7 qualification are encouraged to discuss potential for enrolment in the Monash University Pathway program or to discuss options with their sponsoring agency and preferred university as part of the admission process.

3.5 ANZSOG is committed to maintaining internationally recognised high academic standards in its EMPA program and applicants must be able to demonstrate their ability to complete the degree.

3.6 ANZSOG will provide clear information on program admission requirements, including terms and conditions related to fees obligations and program duration, to students and sponsoring agencies who acknowledge their responsibilities through the application process.

4. Policy Statement

To be considered for admission into the EMPA program, an applicant must meet ANZSOG's specific admission requirements, and the conferring university entrance requirements.

4.1 ANZSOG's eligibility requirements for program entry

- i. Mandatory requirements:
 - o Be nominated by a public sector agency of an Australian or New Zealand government

- Agreement from the employing agency to assume the support required of a student throughout the EMPA confirmed by submitting the Sponsorship Nomination Form
- Be accepted by one of ANZSOG's partner universities for conferring the degree.

II. Other requirements:

- Have a minimum of five years of managerial work experience in the public sector in Australia or New Zealand
- Provide evidence of an AQF/NZQF Level 7 degree, unless an exemption is approved
- Be capable of meeting the academic demands of the degree
- Have a commitment to academic excellence
- Have evidence of support by a nominated work referee
- Meet the entry requirements typical of universities for a Master level degree in terms of English and academic standards.

4.2 Application for program entry

- i. Depending on their public sector agency and jurisdiction, students will either apply directly to ANZSOG with the approval of their agency or their agency will submit their application to ANZSOG on their behalf. In either case, a standard application form is used and all applications for admission will abide by the Admission Procedure.
- ii. Applications will only be considered for entry if all required information is provided
- iii. Information required at the application stage includes:
 - Certified copies of completed academic qualifications
 - Evidence of agency sponsorship, including agency sign-off on the Sponsorship Nomination Form
 - Professional referee report
 - Additional documentation outlined in the application form checklist
 - Student personal information and contact details
 - Current employment details
 - Qualifications
 - Preferred conferring university among ANZSOG participating partners
 - Personal statement
 - Referee details
 - Employer authorisation
 - Signed application declaration
- iv. Application data will be collected and managed by ANZSOG in accordance with ANZSOG Privacy Policy (www.anzsog.edu.au/privacy), and with the Privacy Act 1988 (Cth).
- v. At the application stage, prospective students may indicate a preference for their conferring university, but this is not always possible for a variety of reasons. Note that different conferring universities may stipulate different criteria around prior qualification/s and required academic experience, a minimum of a Bachelor qualification (AQF/NZQF Level 7) is a typical requirement.

4.3 Application progress and notification of outcome

- i. Program entry applications will progress through verification and assessment stages detailed in the accompanying Admission Procedures and managed by ANZSOG and the nominated conferring university.
- ii. Applicants receive a formal notification from ANZSOG about the outcome of their application for EMPA admission. The notification, sent by e-mail, will be a full offer conditional on admission by the conferring university, or a letter indicating an unsuccessful application. ANZSOG confirms with the sponsoring agency in writing of

the outcomes to the student's application, for the sponsoring agency to inform the student's workplace.

- iii. Final admission to the EMPA is sent by the conferring university to the student, and admission is not finalised until this has occurred.

4.4 Admissions Authority

- I. ANZSOG's Delegations policy outlines authorities for all decisions, record keeping and reporting related to a student's program admission including admission approval or refusal and revocation of offer, release of notifications, exclusion for non-payment of fees, subject pre-requisite waivers, and deferral of commencement.
- II. Program entry requirements and amendments to requirements must be approved by ANZSOG's Academic Board.

5. Definition of Terms

Term	Definition
Academic experience	the prior activities undertaken by an applicant in relation to university academic studies.
Applicant	a person who has lodged an application to study ANZSOG's EMPA program.
Australian Qualifications Framework (AQF)	the national regulation policy for qualifications in Australian education and training. AQF levels and the AQF levels criteria are an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement.
Conferring university	the university partner that will enrol the EMPA student, and who will subsequently confer the EMPA award.
Eligibility	a range of criteria that articulate the requirements for an applicant to be considered for admission to the EMPA.
New Zealand Qualifications Framework (NZQF)	the national regulation policy for New Zealand secondary and tertiary education qualifications. The NZQF is divided into 10 levels of qualifications from certificates to doctoral degrees depending on the complexity of learning required.
Prospective student	a person who is considering lodging an application to study the EMPA program; a person who has not yet applied or a person who is yet to be notified of their admission outcome.
Sponsor / Sponsoring agency	the government agency and their representative who is nominating and agreeing to support their nominee and/or employee to complete the EMPA.
Work experience entry	work experience entry is a selection method to assess and select students who may not have entry level requirements (typically evidence of AQF/NZQF Level 7 undergraduate degree at a minimum) for acceptance to the program but who have other relevant professional skills and experience that make them a suitable candidate.

6. Related Policies

- ANZSOG Delegations Policy
- Code of Conduct
- Diversity, Equity and Inclusion
- Enrolment
- Student Disability

7. Version History

Version	Audience	Responsibility	Approved By	Approval Date	Last Reviewed
2	Prospective Students	EMPA Academic Director	Deputy Dean E & UR & CEO	2022	October 2022