

ANZSOG - ENROLMENT POLICY

1 Purpose

This policy outlines the requirements for students enrolling into the Executive Master of Public Administration (EMPA) program.

2 Scope

This policy applies to enrolment of students successfully admitted into the EMPA program.

3 Guiding Principles

- 3.1 Enrolment in the EMPA program is a staged process that includes involvement from ANZSOG as well as the nominated conferring university. University enrolment requirements for elective subjects should be followed up by the student with their conferring university.
- 3.2 A student's enrolment in the EMPA program requires students to study core subjects delivered by ANZSOG and elective subjects offered by the student's conferring university. This combination of subject delivery defines the program of study, the amount and timing of that study, and the fees and charges that will be applied.
- 3.3 Enrolled students are subject to relevant ANZSOG policies and procedures associated with EMPA program delivery. Students must also adhere to the policies and procedures of their conferring university for elective subjects.
- 3.4 Where a student is determined by ANZSOG and the conferring university to have completed the requirements of the EMPA program, their enrolment will expire on the day before the start-date of the next relevant compulsory teaching period, or on their graduation with the qualification, whichever is the earlier.

4 Policy Statement

- 4.1 Students enrolling in the EMPA are required to follow and meet the stated requirements of both ANZSOG and the conferring university, and to uphold these until their degree is conferred. Enrolment follows admission into the EMPA program, where eligibility to undertake the degree has been confirmed.
- 4.2 ANZSOG's specific eligibility requirements for enrolment –
 - i. Mandatory requirements:
 - Formal written notification from ANZSOG of the successful outcome of an application for EMPA admission
 - Formal written notification from the nominated conferring university confirming admission.
 - ii. Other requirements
 - Students must provide all required information to ANZSOG and their conferring university in accordance with the published timelines.
 - Students may enrol only in electives that are approved by ANZSOG for inclusion in the EMPA program, or with the permission of the Academic Director of the EMPA program, and for which they meet the stated prerequisites.

- iii. Students must make themselves aware of all the requirements of the subject/s in which they are enrolling and forward any questions related to enrolling in a timely fashion to the EMPA Academic Director. Students must promptly notify ANZSOG if they encounter circumstances that adversely impact their studies or ability to enrol/re-enrol.
- iv. Students are responsible for enrolling in accordance with student rules, policies and procedures, program requirements, and any other criteria the student is required to meet as stated by both ANZSOG and the conferring university. ANZSOG reserves the right to reject an enrolment which is attempted and submitted after the due date for enrolment.
- v. Students may, in certain circumstances, amend their enrolment through consultation with ANZSOG. Sponsorship of EMPA enrolment and participation is contingent on the student completing the degree program within a period of no more than four years from enrolment. In some limited circumstances completion of the program is permitted beyond four years, depending on requirements of the conferring university and the student anticipating to cover their own fees. Any variation to this requires consultation with the Academic Director of the EMPA program and the conferring university.

4.3 Enrolment in ANZSOG subjects by the student is separate but also must be done concurrently with enrolment in subjects at the students nominated conferring university..

4.4 ANZSOG and Conferring University subject enrolment

- i. ANZSOG co-ordinates a student's initial program enrolment with their conferring university. However, it is a student's responsibility to be aware of and respond to their university's enrolment processes and requirements for both the ANZSOG core subjects and the university elective subjects.
- ii. ANZSOG allows students to undertake the equivalent of electives at the conferring university. Additional electives required to complete the degree, for example, due to failure of subject or failure to withdraw prior to university census date, will be undertaken at the student's expense.
- iii. Students must select and enrol in elective subjects for which they meet the eligibility criteria, through their conferring university enrolment system.

4.5 Deferral, withdrawal and suspension

- i. ANZSOG's preference is that students complete their core subjects with the same student cohort with which they commenced, wherever possible.
- ii. In exceptional circumstances, an enrolled EMPA student can defer or withdraw from subjects in their study plan at the discretion of the Academic Director of the EMPA program as well as their sponsor agency.

- iii. Program and/or monetary penalties apply for deferring and/or withdrawing from a subject pending circumstances and requirements to meet census timelines as outlined in ANZSOG's Terms and Conditions provided to both prospective students in the application process and again to commencing students on confirmation. Students will be able to access all policies through the EMPA LMS. If a student fails a subject and is required to repeat it or an alternative subject, an additional fee will apply and must be paid before commencement. The initial program enrolment fees do not cover the cost of undertaking additional subjects due to failure or other circumstances.
- iv. Authority to determine waivers in relation to program adjustment or withdrawals is guided by ANZSOG's Delegations Policy.
- v. Withdrawal from the EMPA program requires agreement between the sponsoring agency and ANZSOG.

4.6 Credit and Recognition of Prior Learning

- i. Credit and recognition of prior learning is only granted in exceptional circumstances since the EMPA core program learning objectives includes the development of a well networked cohort of students across Australia and New Zealand and this is achieved through subject participation.
- ii. Following enrolment, a student may apply to have their prior learning recognised for admission to the program, and/or for credit or an exemption toward a program of study, to a maximum of one subject of credit. Such recognition must also be approved by the students enrolling university.
- iii. All requests for recognition of prior learning are assessed on a case by case basis by the Academic Director of the EMPA program, in consultation with the conferring university. Overall integrity of the EMPA program is the main consideration when assessing such requests.

5 Definition of Terms

Term	Definition
Core subject	A compulsory subject within the EMPA program that must be satisfactorily completed to meet the requirements of the program.
Deferral	An agreement with ANZSOG and the conferring university to allow a student to take up their offer of enrolment at another time.
Elective subject	A subject which may be chosen by a student that is separate to core subjects. Elective subjects are delivered by the EMPA award-conferring university.
Eligibility	To be eligible for selection to the EMPA program, an applicant must meet the general entry requirements of ANZSOG and the program entry requirements of their nominated university and apply via the formalised admission process.
Enrolment	When a student has provided all required information, including a subject study plan, to enrol in ANZSOG's EMPA program and submitted it to ANZSOG for approval. If successful ANZSOG will submit an offer of enrolment that is then concurrently forwarded to the student's nominated university for consideration and final approval.
Exceptional circumstances	A situation that requires consideration to alleviate, or mitigate, unforeseen or unconventional hardship.
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.
Student	Any person enrolled in ANZSOG's EMPA program.

Withdrawal	The process of a student removing his or her enrolment in the EMPA program.
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6 Related Policies

- ANZSOG Delegations Policy
- Admission
- Credit and Recognition of Prior Learning
- Diversity, Equity and Inclusion
- Student Disability
- Student Grievances and Complaints

7 Version History

Version	Audience	Responsibility	Approved By	Approval Date	Last Reviewed
2	Prospective Students ANZSOG staff	EMPA Academic Director	Associate Dean UR & CEO	2022	October 2020