

ATTENDANCE POLICY

1 Purpose

This policy outlines the expectations for student attendance in core subjects of the Executive Master of Public Administration (EMPA) program.

2 Scope

This policy applies to the core subjects delivered by the Australia and New Zealand School of Government for all students enrolled in the EMPA program. Students should also refer to the attendance requirements for elective subjects at their conferring university.

3 Guiding Principles

3.1 Attendance at all EMPA core subjects is necessary to ensure that students attain knowledge and skills required to successfully complete the subject. It is expected that students attend all classes of each EMPA core subject. Attendance is based on the entire study period of the subject.

3.2 Subject timetables are published in the Learning Management System. Subject guides detail the attendance requirements for each core subject.

3.3 A subject's workload will involve study-related participation over the duration of the study period, that includes class attendance irrespective of mode of delivery. The subject workload comprises timetabled study attendance hours and other attendance requirements, as well as personal study hours. This includes completion of online learning activities and assessment requirements. Please refer to the subject guides that provide specific details for each subject. The **Orientation and Progression Policy** and the **Assessment Policy** also provides further detail.

3.4 ANZSOG recognises the importance of cultural practices and other significant life and family events that may impact on attendance. Students are encouraged to advise their subject leader where leave associated with such events is necessary.

4 Policy Statement

4.1 If attendance at a class is not possible at a given time/day for pressing work, religious or cultural reasons or due to an unexpected event, such as illness of self or family, or bereavement, students are required to advise the subject leader in advance if possible, and provide reasons or evidence, such as a medical certificate where appropriate within one(1) week of the class absence.

4.2 Mandatory requirements:

- i. ANZSOG requires students to attend a minimum of 75% of subject delivery without penalty.
- ii. In limited circumstances where a student is not able to attend 75% of subject delivery, it may be possible with the agreement of the subject leader and EMPA Academic Director to arrange an appropriate level of substitute work to compensate for the scheduled absence.

- iii. Students who fail to attend 75% of subject delivery and complete appropriate substitute work are not eligible to pass the program and are encouraged to withdraw their subject enrolment.
- iv. In the event of a failure to attend at least 75% of subject delivery, ANZSOG will advise your sponsoring employer.

5 Links to Related Policies and Procedures

- Assessment
- Enrolment
- Orientation and Progression

6 Version History

Version	Audience	Responsibility	Approved By	Approval Date	Last Reviewed
1	Current Students and Subject Leaders	Associate Dean and EMPA Academic Director	Associate Dean UR & CEO	2020	July 2020