

ANZSOG – INFORMATION FOR STUDENTS POLICY

1. Purpose

This policy outlines ANZSOG's standards and approach to providing students enrolled or seeking enrolment in the Executive Master of Public Administration (EMPA) program clear and timely program information to enable informed decision-making.

2. Scope

This policy applies to information provided to prospective students in relation to the EMPA program structure and admission, application and enrolment processes, and to current students on policies and procedures, subject content, learning activities, program participation requirements and assessments.

3. Guiding Principles

3.1 ANZSOG provides accurate, relevant, current and timely information for students and their sponsoring agency that is publicly available for prospective students and accessible through a Learning Management System (LMS) for enrolled students.

3.2 Content covered in communications should enable students and sponsoring agencies to make informed decisions about educational offerings and activities.

3.3 ANZSOG will ensure information required by students is written in plain English and student-centred language and these will be provided where possible in accessible formats for all students.

4. Policy Statement

4.1 Types of information

ANZSOG will provide information to EMPA prospective and current students to assist

- i. make decisions about the relevance and quality of the education program to fulfill their learning goals before application and enrolment
- ii. guide the enrolment process and explain program design, eligibility, prerequisites, application dates and procedures, required information and forms to submit, and recognition of prior learning options where relevant
- iii. plan and participate in program activities including contacts, advice about orientation and induction, program delivery details and timetables, subject content, learning objectives and assessments, IT systems access, and information on access to learning resources
- iv. understand their responsibilities and meet obligations to ANZSOG and the provider including standards of behaviour, critical deadlines, disciplinary conduct and measures, and processes for deferral, leave of absence, special consideration or withdrawal
- v. understand their responsibilities in relation to program progression and completion and its implications for adjustment to or withdrawal from the program and its implications and financial penalties including clearly stating expectation on sponsorship period of four years duration from enrolment.
- vi. access current academic governance policies and requirements particularly related to assessment, grading and subject completion and access to student support services and educational resources
- vii. resolve grievances, including processes to submit complaints and appeals, and sources of assistance.

4.2 Delivery of information

- i. Prospective students will be able to access information to guide their application for admission through the ANZSOG website and through email communications including ANZSOG's Terms and Conditions statement outlining program fee arrangements, completion, withdrawal deadlines with respect to census dates and recording a failed subject grade
- ii. Students will be provided the Sponsorship Nomination Form specifying agency responsibilities on fee commitments and duration of sponsorship to be signed by the agency authority and submitted on application
- iii. Current students will access required program and core subject information via the EMPA Learning Management System, will be encouraged to seek clarification or more detail by speaking with EMPA staff or their subject leaders.

4.3 Accuracy, Currency and Quality Control

- i. Official materials informing students of program, subject and administrative requirements is regularly subject to review.
- ii. Students should be given reasonable notice of any changes to program operations that may affect their ability to participate in the intended program.

5 Definition of Terms

Terms	Definition
Plain English	using simple, direct and commonly used words in communications.
Learning Management System (LMS)	an online, interactive platform that supports EMPA program student administration and teaching and learning activities and assessments.
Student	any person enrolled in ANZSOG's EMPA Program
Student-centred language	communications directed to the student as an individual learner in his or her voice in contrast to impersonal, institution-centred or bureaucratic language.

6 Related Policies

- ANZSOG Delegations Policy
- Academic Integrity
- Admission
- Assessment
- Code of Conduct
- Credit and Recognition of Prior Learning
- Diversity, Equity and Inclusion
- Enrolment
- Facilities and Infrastructure
- Learning Outcomes and Assessments
- Learning Resources and Education Support
- Orientation and Progression
- Privacy Statement
- Student Disability
- Student Grievances and Complaints
- Wellbeing and Safety

7 Version History

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

	Subject Leads ANZSOG EMPA Delivery Team	Academic Director			
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