

# ANZSOG - ORIENTATION AND PROGRESSION POLICY

## 1. Purpose

This policy outlines ANZSOG's approach to student orientation and academic progression in the Executive Master of Public Administration (EMPA) program.

## 2. Scope

This policy applies to processes supporting the orientation of students into the EMPA program and their academic progression through the core subjects of the program.

## 3. Guiding Principles

- 1.1 Effective and supportive orientation enables students to fully and effectively participate in the EMPA program and should include EMPA program structure, progression, orientation to learning and teaching and all key policies.
- 1.2 Orientation should clarify the role of ANZSOG and the role of conferring universities in relation to different aspects of the EMPA.
- 1.3 Students will have equivalent opportunities for successful transition into and progression through the EMPA subjects
- 1.4 Monitoring of academic progress within or between EMPA subjects ensures achievement of learning outcomes and identifies students at risk of making unsatisfactory progress.
- 1.5 Orientation should include ANZSOG's approach to monitoring student progress across the core EMPA subjects. ANZSOG provides learning resources and support to assist students in their progression through the core subjects (refer to the Learning Resources and Education Support Policy). Students who are having difficulty meeting ANZSOG's core academic requirements for an individual subject are advised to discuss their needs with their subject leaders. If the issues relate to more than one subject, a student should raise this with the EMPA Academic Director.

## 3 Policy Statement

### 4.1. Orientation

- i. ANZSOG orientation includes but is not limited to:
  - o Program structure and student progression through the program
  - o Key policies and procedures
  - o Learning support and services
  - o Obligations and responsibilities of all parties
- ii. Orientation includes information and resources provided in the EMPA Orientation and Program Information online module on the School's Learning Management System (Canvas), and presentations during subject commencement sessions with students. Additionally, students are advised to refer to their subject guides to familiarise themselves with subject specific content including learning outcomes, assessment methods, contact hours and assessment submission deadlines as part of their program orientation.

- iii. Students should familiarise themselves with their conferring universities' orientation policies in regard to their elective subjects.
- iv.

#### 4.2. Progression

- i. EMPA program planning of core subjects is progressive. Academic progression and key dates for delivery of EMPA core subjects will be communicated to students before program commencement.
- ii. Responsibility for meeting program academic progression requirements rests with the student.
- iii. Students are required to maintain enrolment in at least one subject in each standard term or semester in the EMPA program, unless they have taken approved leave or are on suspension. Further detail is provided in the **Enrolment Policy**.
- iv. The program subject guides outline expectations related to students' participation and engagement for their progression, including details on learning activities and assessments to achieve learning outcomes. Subject guides also detail resources available to support students to successfully complete the EMPA core subjects.
- v. If a student is identified as being 'at risk' of making unsatisfactory academic progress, ANZSOG will review the student's particular circumstances, assess the likelihood of progression and discuss with the student, and then implement, any possible intervention strategies.
- vi. If, despite the implementation of intervention strategies, a student is deemed to have made unsatisfactory academic progress, ANZSOG, in consultation with the student's conferring university, may suspend or exclude that student from the EMPA program or impose conditions on their enrolment.
- vii. Students will have the right to appeal this decision. Please refer to the **Enrolment Procedure** and **Student Grievance and Complaints Procedure** for further details.
- viii. An award will only be conferred when a student has completed all academic progression requirements for the program and this is determined by the student's enrolling university.

### 5 Definition of Terms

Term	Definition
<b>Academic Progression</b>	The process by which a student advances in the program of study, through progressively meeting the academic and administrative requirements for the EMPA program.
<b>Academic Standing</b>	The status of a student's progress towards meeting the requirements for the EMPA program.
<b>'At risk' student</b>	A student is 'at risk' of making unsatisfactory progress if: they fail one or more core subjects for the first time; they withdraw from one or more core subjects in a particular year; their periodic completion rate is equal to or less than 50 per cent of the credit points attempted; they fail the compulsory 'gateway' subject Delivering Public Value; or, having reached the mid-point of the maximum time limit for completion of the course, they have not attained 50 per cent of the credit points necessary to obtain the award.
<b>Core subject</b>	A compulsory subject within the EMPA program that must be satisfactorily completed to meet the requirements of the program
<b>Elective subject</b>	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.

<b>Orientation</b>	Information modules/sessions that all students undertake when commencing the EMPA program.
<b>Show cause</b>	A student who has been deemed to have made unsatisfactory academic progress may be asked to 'show cause' (in writing) as to why they should be allowed to reenrol in the EMPA.
<b>Student</b>	Any person enrolled in ANZSOG's EMPA program.
<b>Term/Semester</b>	The administrative time period in which teaching periods are defined, students enrol and for which students (or their workplace) are charged fees or student contributions. These time periods may differ based on the student's enrolling university though remain consistent for ANZSOG and the core EMPA subjects it delivers.
<b>Unsatisfactory academic progress</b>	A student's progress is unsatisfactory if the student fails to meet academic progression requirements; fails to meet a condition which has been imposed as part of an earlier academic progression review process; has an 'at risk' status and then fails a core subject; fails any of the core subjects more than once; or is unable to meet the requirements for award within the applicable maximum time limit (4 years) while carrying a full time study load.

## 6 Links to Related Policies

- Academic Integrity
- Admission
- Assessment
- Enrolment
- Student Code of Conduct
- Student Grievance and Complaints

## 7 Version History

<b>Version Number</b>	<b>Audience</b>	<b>Responsibility</b>	<b>Approved By</b>	<b>Date Approved</b>	<b>Last Reviewed</b>
2	Current Students	Associate Dean and EMPA Academic Director	Associate Dean, UR and CEO	2022	October 2022