

Executive Master of Public Administration (EMPA) Application Form

Applications are encouraged from Aboriginal, Torres Strait Islander, Māori or Pacific Peoples, and from people with disabilities and culturally and linguistically diverse backgrounds.

Information is collected and managed in accordance with ANZSOG Privacy's Policy (www.anzsog.edu.au/privacy), and complies with the Privacy Act 1988 (Cth) (Act).

Return your completed application form and checklist, together with all supporting documentation to the Government Relations team via email at programs_team@anzsog.edu.au. **The closing date for applications is Friday 13 September 2019.**

Personal information

Title	
	Miss
	Ms
	Mrs
	Mr
	Doctor
	Other, <i>please specify</i>
Gender	
	Female
	Male
	Other, <i>please specify</i>
	Prefer not to say

Name	
Given name	
Preferred name	
Surname	
Contact details	
Business telephone	
Mobile telephone	
Email (Primary)	
Email (Secondary)	
Executive assistant details	
Name	
Business telephone	
Email	

Do you identify as Aboriginal, Torres Strait Islander, Māori or Pacific Peoples?

	Yes
	No
	Prefer not to say

Country of citizenship

Are you a permanent resident of:

	Australia
	New Zealand
	Other, <i>please specify</i> :

Current employment details

Applicants are selected based on their current public service level or grade, and level of experience.

Organisation details			
Organisation name			
Organisation type	Federal/National government agency		Statutory body/agency
	State government agency		Non-government organisation
	Local government agency		Not-for-profit
	Other, <i>please specify:</i>		

Government jurisdiction	Work location
Australia/Commonwealth	Australian Capital Territory
Australian Capital Territory	New South Wales
New South Wales	New Zealand
New Zealand	Northern Territory
Northern Territory	Queensland
Queensland	South Australia
South Australia	Tasmania
Tasmania	Victoria
Victoria	Western Australia
Western Australia	International, <i>please specify country:</i>
International, <i>please specify country:</i>	

Position details	
Position title	
Position commencement date	
Current Public Service level or grade (or equivalent)	
Years at present level	
Years in public sector	

Job function	
Corporate services (HR, Finance, IT, Legal)	Staff management
Ministerial adviser	Strategy
Policy design/development	Technical advice (e.g. medical, agricultural)
Operations management	Other, <i>please specify:</i>
Policy implementation	
Service delivery	

Qualifications

Indicate the highest education qualification achieved.

Doctoral Degree	Diploma
Master's Degree	Certificate
Honours Degree	Senior Secondary Certificate of Education
Bachelor's Degree	Other, <i>please specify</i> :
Graduate Diploma	
Graduate Certificate	

Academic achievements

List all degrees or diplomas awarded.

From		Degree/Diploma name	
To		Institution	
From		Degree/Diploma name	
To		Institution	
From		Degree/Diploma name	
To		Institution	
From		Degree/Diploma name	
To		Institution	

University choice

This degree is awarded by any one of our participating universities, and applicants are required to nominate their chosen university. Applicants must satisfy the eligibility and enrolment requirements of their chosen university, and therefore ANZSOG cannot guarantee enrolment into the program at any participating university.

If you are successful, ANZSOG co-ordinates your enrolment with your chosen university.

Australian National University *	University of Melbourne *
Charles Darwin University	University of New South Wales
Flinders University	University of Sydney
Griffith University	Curtin University
Monash University	Victoria University of Wellington
University of Canberra	

* Applicants must have successfully completed a Bachelor's or Master's degree in any discipline from a recognised university to be eligible for enrolment at these participating universities. For further information regarding eligibility contact Rosie Colosimo, Learner Liaison on +61 3 8344 1909 or r.colosimo@anzsog.edu.au

Personal statement

This personal statement is designed to help the Selection Committee learn more about you and your motivations for undertaking the degree and your desired learning outcomes. Responses should not exceed 200 words per question.

What are your reasons for undertaking this degree?	
What are your long-term objectives and how will the degree help you achieve them?	
Outline your specific learning and development needs:	
How do you think your participation in the program will benefit you and your agency?	

Referee details

Provide the name and contact details of the person acting as your referee. Your referee is someone who is familiar with your work and your ability to perform in this program. Note, your referee may be contacted about your application.

Your referee must complete the 'Referee Report' included in this application form.

Name	
Department, Agency or Organisation	
Division	
Position title	
Email	
Business telephone	

How did you hear about the EMPA? (Tick all applicable boxes)

<input type="checkbox"/>	ANZSOG website	<input type="checkbox"/>	Alumni referral
<input type="checkbox"/>	ANZSOG email	<input type="checkbox"/>	External advertisement
<input type="checkbox"/>	Other email	<input type="checkbox"/>	Colleague
<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Other website
<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Other, <i>please specify</i>
<input type="checkbox"/>	LinkedIn		

Specify any previously attended ANZSOG education

ANZSOG communications

Do you consent to receive communications from ANZSOG regarding the School's events, content, research and special offers? You can change your preferences at any time.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Information for applicants

Program fees

Participants are responsible for their own travel to and from each subject they undertake within the EMPA.

Note, the AUD fees apply for international participants, and all fees are exclusive of GST.

Fees	Inclusions
AUD 45,000	Tuition
NZD 48,500	Program and subject materials Accommodation for all ANZSOG delivered residential subjects for the teaching duration. Students are responsible for any accommodation outside these dates Daily catering and refreshments, and some evening meals during residenceals Text books

The subject *Designing Public Policies and Programs* is delivered in Singapore and attracts an administrative fee of AUD 1,500 or NZD 1,630 (excluding GST) to cover costs of delivery offshore. This fee is in addition to the Program fee.

All Program fees must be paid within 2 years of acceptance regardless of how long it takes to complete the degree.

For information about program fees for not-for-profit organisations, contact Rosie Colosimo, Learner Liaison on +61 3 8344 1909 or r.colosimo@anzsog.edu.au

Travel arrangements

Portions of the EMPA are delivered offshore and successful applicants into the program will be required to seek appropriate travel clearance from their organisation to attend these deliveries. Further information regarding offshore deliveries will be provided upon acceptance into the EMPA.

Cancellation and deferral policy

ANZSOG aims to provide high quality service at all levels of its operation and is committed to providing a timely and fair withdrawal procedure. ANZSOG prices its programs based on full capacity and incurs costs progressively throughout the lead-up to and delivery of programs. Should you be required to withdraw from the EMPA, the following policy and timelines apply. All fees are exclusive of GST

Notice Period	Applicable Fees
7+ weeks prior to program commencement (Before Friday, 6 December 2019)	If a suitably qualified substitute is provided: AUD 1,000 or NZD 1,085 Without a suitably qualified substitute: AUD 6,500 or NZD 7,060
4 weeks or less prior to program commencement (From Friday, 27 December 2019 onwards)	50% of applicable country Program fee Note, no substitutes can be provided
Once program has commenced (From Tuesday, 28 January 2020)	Withdrawal during first year of program – 50% applicable country Program fee Withdrawal during second year of program – 100% applicable country Program fee
Failure in EMPA	If a student fails one subject in the EMPA program, that subject can be repeated. However, the student will be invoiced for the cost of the repeated subject. A student who fails a second time or a second subject will be asked to show cause to the Dean why he or she should not be excluded from the program.

Applicant declaration

In signing this application I acknowledge I have read and agree to comply with the ANZSOG Privacy Policy (www.anzsog.edu.au/privacy), and with the cancellation policy if I am accepted into the program.

Applicant's signature <i>Scanned signatures are acceptable</i>	
Date	

Manager details and authorisation

In signing this application, I agree to support the applicant to participate in the Program and that this organisation will pay the full program fee if this application is successful.

Name	
Department, Agency or Organisation	
Division	
Position title	
Email	
Business telephone	
Manager's signature <i>Scanned signatures are acceptable</i>	
Date	

Enquiries

Information about ANZSOG and the EMPA can be found on our website at www.anzsog.edu.au

If you have any queries about your application please contact:

Rosie Colosimo, Learner Liaison

T: +61 3 8344 1909

E: r.colosimo@anzsog.edu.au

Executive Master of Public Administration (EMPA)

Referee Report

You have been nominated as a referee for an applicant applying to the degree of Executive Master of Public Administration. Please complete this form in support of his/her application and return it to the applicant for submission with their application.

Applicant's name	
Referee's name	
Department, Agency or Organisation	
Division	
Position title	
Email	
Business telephone	
How long have you known the applicant and in what capacity?	
What do you believe are the applicant's learning and development needs?	
How do you see the degree contributing to the applicant's professional progression?	
Please comment on the suitability of the applicant for this program.	
Referee's signature: <i>Scanned signatures are acceptable</i>	
Date:	

Executive Master of Public Administration (EMPA)

Application Checklist

Key dates

Application closing date: Friday 13 September 2019

Program commencement: Late January/early February 2020

Please complete this checklist and attach to the front of your application. Only complete applications will be considered.

Note:






A certified copy is a photocopy of the original document with the signature and official stamp of an appropriate authority, confirming it is a true and accurate record. Universities will only accept the colour certified copy document with original signature and stamp.

For applicants wishing to enrol at the University of Melbourne, you are required to submit both an electronic and hard copy of your application and supporting documentation. Scanned copies of this application will be accepted to meet application deadlines. Send all information to:

Rosie Colosimo, Learner Liaison
PO Box 230
Carlton South VIC 3053
Australia

Name:

Government Jurisdiction:

Tick	Ensure you have:
<input type="checkbox"/>	 Attached a certified colour copy of your birth certificate or data page of your passport
<input type="checkbox"/>	 Attached a certified colour copy of proof of permanent residency for non-Australian or New Zealand citizens
<input type="checkbox"/>	 Attached a copy of your current curriculum vitae
<input type="checkbox"/>	 Attached certified colour copies of academic transcripts and testamurs for all degrees or diplomas
<input type="checkbox"/>	 Attached a completed Referee Report with signature
<input type="checkbox"/>	Selected your preferred University
<input type="checkbox"/>	Provided the name and contact details of your manager
<input type="checkbox"/>	Provided the name and contact details of your referee
<input type="checkbox"/>	Signed and dated the application