

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	2
	English language proficiency test requirements	2
	Academic qualifications accepted as meeting the English language requirements	3
	Special consideration	5
	Required evidence	5
	English language courses	5
5	RESPONSIBILITIES	5
	Compliance, monitoring and review	5
	Reporting.....	6
	Records management.....	6
6	DEFINITIONS	6
7	RELATED LEGISLATION AND DOCUMENTS	6
8	FEEDBACK.....	6
9	APPROVAL AND REVIEW DETAILS.....	7

1 PURPOSE

- 1.1 This policy and procedure outlines the minimum English language requirements, and evidence of English language proficiency as required for admission pathways into CQUniversity courses.

2 SCOPE

- 2.1 This policy and procedure applies to prospective and current CQUniversity students, including Study Abroad and exchange and those articulating into CQUniversity courses.

3 POLICY STATEMENT

- 3.1 English language proficiency requirements take into consideration the level of English language skills needed to commence and successfully progress through a course of study and to meet requirements of any external accreditation or professional bodies, where required.
- 3.2 The University's English language proficiency requirements are determined and approved by Academic Board, and support the [Board's Position Statement on English Language Proficiency](#).
- 3.3 Each course has its own English language proficiency requirements. Applicants for combined degrees must meet the minimum requirements of both courses. If the requirements differ, the higher English language requirement will be the minimum.
- 3.4 The English language proficiency requirements for a course of study are monitored and reviewed on a regular basis through the course review process. Any variation to the minimum English language requirements for a specific course may be made based on evidence of student performance, professional registration and/or accreditation standards, or specific discipline and/or course requirements and must be approved as a separate submission through the University's academic approval processes.

- 3.5 Applicants to the University must provide evidence that their English language ability meets minimum English language requirements for a course of study prior to admission.
- 3.6 Evidence required to demonstrate English language proficiency includes:
- country of birth
 - secondary or tertiary education study
 - English language proficiency test, or
 - completion of English language course as specified in 4.10 and 4.11 of this policy and procedure.
- 3.7 An applicant born within, or recognised as a citizen of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, or the United States of America is deemed to have met English language proficiency requirements provided they successfully completed senior secondary or tertiary studies in English.
- 3.8 Applicants may sit an approved English language proficiency test to provide evidence that they meet English language proficiency requirements.
- 3.9 Time limitations apply to the age of evidence used to demonstrate English language proficiency and test results must be valid for two years prior to the date of the student's first commencement term.
- 3.10 Independent of this policy and procedure, the [Department of Home Affairs](#) sets English language proficiency requirements for international applicants to obtain a student visa to study in Australia.
- 3.11 The University may accept other evidence that satisfies English language proficiency requirements with the approval of the relevant Dean of School, or equivalent, (for domestic applicants) or the Vice-President (Student Success) (for international applicants), in accordance with the procedure below.

4 PROCEDURE

English language proficiency test requirements

- 4.1 Table 1 provides a guide to the English language tests and the standards required in those tests to meet the University's English language proficiency entry requirements.
- 4.2 Variations to the standards required in the English language tests may apply, especially for courses that require higher levels of English proficiency. Refer to the English language requirements listed in the [CQUni Handbook](#) for each course.
- 4.3 Table 1 Minimum proficiency standards on English language tests

Test or other English preparation	English Language Test Scores Required for Admission to CQUniversity Qualifications		
	Foundation or Certificate or Diploma ¹	Undergraduate or postgraduate coursework course or study abroad ²	Postgraduate research degree including PhD pathway preparatory courses
The International English Language Testing System (IELTS) (Academic) www.ielts.org	5.5 (with no individual band score of less than 5.0).	6 (with no individual band score of less than 5.5).	6.5 (with no individual band score less than 6.0).
Test of English as a Foreign Language (TOEFL) (Internet-based) www.toefl.org	Overall score of 65 with no score less than 15.	Overall score of 75 with no score less than 17.	Overall score of 79 with no score less than 21.

¹ These students are required to undertake further communications and language study as part of their degree.

² Courses with different requirements have been separately approved by Academic Board. These requirements can be accessed from the University's [website](#) or [Handbook](#).

Pearson Test of English Academic (PTE Academic) www.pearsonpte.com	Overall score of 46 with no score less than 42.	Overall score of 54 with no score less than 46.	Overall score of 62 with no score less than 54.
Cambridge English: C1 Advanced Cambridge English: C2 Proficiency http://www.cambridgeenglish.org/exams/advanced	Overall test score of 162 (with no individual band score of less than 154).	Overall test score of 169 (with no individual band score of less than 162).	Overall test score of 176 (with no individual score less than 169).

4.4 The following English language proficiency tests:

- the Occupational English Test (OET) may be accepted for specific courses. Refer to the CQUniversity [website](#) or [Handbook](#) for more information.
- International Second Language Proficiency Rating (ISLPR) may be accepted in some cases – with a minimum score of three in all four skill areas (postgraduate research courses may require higher scores).

Academic qualifications accepted as meeting the English language requirements

4.5 Table 2 sets out minimum achievement standards in academic qualifications that meet the University's English language requirements.

Academic Qualifications used to determine English Language Standard	Achievement Standards in English Required for Admission to CQUniversity Qualifications		
	Foundation or Certificate or Diploma ¹	Undergraduate or postgraduate coursework course or study abroad ²	Postgraduate research degree
Global Qualifications			
General Certificate of Secondary Education (GCSE) or International General Certificate for Secondary Education (IGCSE)	A grade of C or better in English - First Language or English - Second Language.	A grade of C or better in English – First Language or English – Second Language.	A grade of B or better in English – First Language or English – Second Language.
General Certificate of Education Advanced Level (GCE A Level studies)	A grade of D or better in GCE-A Level English	A grade of C or better in GCE – A Level English	A grade of C or better in GCE-A level English.
International Baccalaureate Diploma/Certificate	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).
Qualifications from other countries			
Austria – Matura	Minimum grade of 4 for English on Secondary Education Certificate.	Minimum grade of 4 for English on Secondary Education Certificate.	Minimum grade of 3 for English on Secondary Education Certificate.
Denmark – Upper Secondary School 2007 onwards	A minimum grade of 7 in English.	A minimum grade of 7 in English.	A minimum grade of 9 in English.
Finland Matriculation Certificate	A grade of 7 or better in English.	A grade of 8 or better in English.	A grade of 8 or better in English
Germany – Deutscher Akademischer Austauschdienst (German Academic Exchange Services) (DAAD)	Minimum grade of B in all areas.	Minimum grade of B2 (4 star) result in all three bands of DAAD Language Certificate	Minimum grade of B2 (4 star) results

Germany - Abitur	English results on Higher School Certificate with a grade no lower than 4.	English results on Higher School Certificate with a grade no lower than 4.	English results on Higher School Certificate with a grade no lower than 3.
Hong Kong Diploma of Secondary Education (HKDSE)	Foundation Courses Level 2 in English, Diploma Courses Level 3 in English.	Level 3 in English or better.	Pass in English at Grade 4 or better.
Malaysia – Sijil Pelajaran Malaysia (Malaysian Certificate of Education) (SPM)		Minimum grade of C in English.	Minimum grade of C in English.
Malaysia – Sijil Tinggi Persekolahan (Malaysian Higher School Certificate) (STPM)		Minimum grade of C in English.	Minimum grade of C in English.
Malaysian Independent Chinese Secondary Schools Unified Examination Certificate		Grade of B6 in English.	Grade of B5 in English.
Malaysia University of Cambridge Locale Examinations Syndicate (UCLES)		Score of C6 or better.	Score of C6 or better.
Norway – Upper Secondary School	A grade of 3 or better in final year English.	A grade of 4 or better in English.	A grade of 4 or better in English.
Sweden – Upper Secondary School (Slutbetyg)	A grade of C/D in final year English.	A grade of C/D in final year English.	A grade of C/D in final year English.
Studies undertaken in Australia or other English-speaking countries			
At least two years full-time senior secondary study (or at least one year post senior secondary tertiary study) where the medium of instruction was English ³	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	N/A
At least one year full-time senior secondary study where the medium of instruction was English ³	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	N/A
Successful completion of Year 12 secondary schooling in Australia OR Successful completion of an Australian qualification recognised as at least Australian Qualifications Framework (AQF) Certificate IV (taught in English)	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.

³ Medium of instruction for English is assessed against the Country Education Profiles (CEP) managed by Australian Government Department of Education, Skills and Employment. English instruction maybe accepted if the CEP states that English is the language of instruction relevant to the country, education level or institution. However, the University reserves the right to request proof of English language proficiency for all students.

At least one year full-time tertiary level study in Australia	Minimum period of study of 1 academic year completed within the last 5 years with satisfactory academic progression.	Minimum period of study of 1 academic year completed within the last 5 years with satisfactory academic progression.	Minimum period of study of 1 academic year completed within the last 5 years with satisfactory academic progression.
---	--	--	--

Special consideration

- 4.6 In certain cases, special consideration may be applied where an applicant does not meet the prescribed English language proficiency requirements for admission but qualifies for admission based on life experience or other circumstances. TEQSA guidance notes or equivalent are used to guide decision makers in approving such requests.
- 4.7 To be considered for special consideration, applicants must provide evidence of one or more of the following:
- studies were conducted in English (language of instruction and assessment)
 - studies were completed no more than two years prior to application for admission to the University
 - residency in a recognised English-speaking country for at least five years since completing their latest study
 - sustained work immediately prior to commencement of study at the University in a country where English is an official language or English is the primary medium of communication for the position
 - membership of professional and/or accrediting bodies that recognise previous qualifications and work experience as meeting English language requirements, or
 - completion to an appropriate level of an alternative academic test (such as an Academic PTE test) that is recognised by professional and/or accrediting bodies to be within its English language skills registration standard for professions registered by it.
- 4.8 Academic Board delegates approval of special consideration cases to the relevant Dean, or equivalent, (for domestic students) and the Vice-President (Student Success) or delegate (for international students). Such approvals, including the criteria for approval, are recorded by Student Central for domestic students and International Directorate for international students.

Required evidence

- 4.9 Applicants must provide documentation to demonstrate how they meet the English language proficiency requirements or special consideration criteria outlined in this policy and procedure, including the entry testing for English language studies. An applicant who provides fraudulent information may not be eligible to apply for admission to the University for a period of two years.

English language courses

- 4.10 If an applicant is unable to meet the English language proficiency requirements or special consideration criteria outlined in this policy and procedure, English language courses (ELICOS) are available at Brisbane, Sydney, and Melbourne campuses. Applicants who successfully complete the relevant ELICOS course, meet the University's English language proficiency requirements for admission.
- 4.11 For applicants who have completed an ELICOS course at another Australian provider, the Deputy Director International CQUEnglish assesses whether the outcomes of this course are comparable to the University's ELICOS course. Where the courses are assessed as comparable, the applicant meets the English language proficiency requirements for admission.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 This policy and procedure specifies the minimum English language requirements for admission.

- 5.2 If changes to the University's minimum English language requirements are required, the Vice-President (Student Success) is responsible for researching the industry, developing change proposals for consideration by the Academic Board, and, where endorsed, planning the implementation of the change.
- 5.3 Schools and Colleges proposing to vary or establish higher English language requirements are to consult the Manager International Admissions and the Manager National Admissions and Student Services prior to making a submission to the University's academic approval processes.
- 5.4 The Manager International Admissions and the Manager National Admissions and Student Services are responsible for ensuring compliance with English language requirements for all courses by auditing student files.
- 5.5 The Vice-President (Academic) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.6 A summary of approved special consideration cases are reported twice yearly to Academic Board as separate submissions by the Vice-President (Academic) for domestic students, and the Vice-President (Student Success) for international students.
- 5.7 The University reports any information or data as prescribed in regulatory reporting requirements.

Records management

- 5.8 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.9 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Board Position Statement - English Language Proficiency](#)

[Admission to CQUniversity Coursework Courses Policy and Procedure](#)

[Australian Qualifications Framework \(AQF\)](#)

[CQUni Handbook](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Non-Award Courses and Micro-credentials Policy and Procedure](#)

[Pre-Enrolment Assessment Policy and Procedure \(VET\)](#)

[Research Higher Degree Course Rules Policy and Procedure](#)

[Research Higher Degree \(Offshore\) Course Rules Policy and Procedure](#)

[Tertiary Education Quality and Standards Agency \(TEQSA\) Act 2011](#) (Cwlth)

[VET Product Registration Policy and Procedure](#)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Vice-President (Academic)
Next Review Date	29/09/2024

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 31/07/2002
Amendment Authority and Date	Academic Board 30/03/2005; Executive Director (Corporate Services) 06/04/2009 - updated hyperlink and new brand logo and name; updated on 03/09/2009 to include CQUniversity's CRICOS code; Academic Board 06/10/2010; Executive Committee of Academic Board 15/12/2011; Position titles updated 23/08/2013; Academic Board 25/03/2015; Academic Board 25/05/2016; Legislation Updates 1/03/2018; Editorial Amendment 26/03/2020; Academic Board 25/09/2020; Editorial amendment 20/11/2020; Academic Board 29/09/2021; Vice-President (Academic) 10/02/2022; Editorial amendments 12/01/2023.
Notes	