

## ENGLISH LANGUAGE REQUIREMENTS POLICY

Approved by Academic Board: 7 October 2011

Revised by Academic Board: 22 November 2013, 29 May 2015, 29 July 2016

### 1. Scope

This policy applies to all applicants for coursework and higher degree by research awards at the University, and to applicants for single units of study.

### 2. Principles

- 2.1 The University must be satisfied that all successful applicants, both domestic and international, have sufficient English language skills at admission and sufficient English language support throughout their awards to complete their studies successfully. English language requirements are in addition to any other requirements for admission.
- 2.2 A consistent approach to English language ability must be applied to all applicants for admission to the University.
- 2.3 The English competency of an applicant may be determined either by an English language test approved by the University or by evidence that the applicant has lived and functioned for a substantial part of his or her life in an English-speaking context.
- 2.4 Where an applicant has completed several measures of English proficiency only the most recent measure will be considered.
- 2.5 The University reserves the right to request that an applicant undergo an English test in addition to any evidence of English language proficiency provided under this policy.

### 3. Definitions

- 3.1 An English medium institution is an educational institution where English is the language of instruction, communication and assessment for all aspects of study in the entire institution or in a substantial school or program and the use of English is certified by the institution or department.
- 3.2 The English language test threshold for admission to undergraduate and postgraduate coursework study at the University may be met by one of the following:
  - a) an International English Language Testing System (IELTS Academic) score of at least 6.5 with no individual band under 6.0.
  - b) a written Test of English as a Foreign Language (TOEFL Academic) score of 550 with a Test of Written English (TWE) score of at least 4.5.
  - c) an internet-based TOEFL score of 79 with no less than 21 for Writing, 12 for Listening, 13 for Reading, 18 for Speaking.

d) Pearson Test of English (PTE Academic) overall score of at least 58 and all PTE communicative skills scores of at least 50.

e) equivalent results in an English language test approved by the Academic Board.

3.3 The English language test threshold for admission to higher degrees by research at the University may be met by one of the following:

a) an IELTS Academic score of at least 7.0 with no individual band under 6.5.

b) a TOEFL Academic score of 577 with a TWE score of at least 5.0.

c) an internet-based TOEFL score of 91 with no less than 25 for Writing, 22 for Listening, 22 for Reading, 22 for Speaking.

d) a PTE Academic overall score of at least 65 and all PTE communicative skills scores of at least 58.

e) equivalent results in an English language test approved by the Academic Board.

3.4 A standard full-time undergraduate year means successful completion of the equivalent of a full-time year of study in:

a) a university bachelor level program; or

b) a TAFE or VET diploma program at Certificate IV level; or

c) a program approved by the Academic Board as being taught at a level equivalent to undergraduate study at the University.

3.5 A standard full-time postgraduate year means successful completion of the equivalent of a full-time year of study in:

a) a university Graduate Certificate, Graduate Diploma, or coursework Masters program; or

b) a program approved by the Academic Board as being taught at a level equivalent to postgraduate study at the University.

#### **4. Applicants to undergraduate coursework awards or units**

Any result or qualification listed below must have been gained or completed within the two years prior to commencement of the course in which enrolment is sought.

4.1 Applicants for undergraduate awards whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

a) Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject.

b) Satisfactorily completing a standard full-time undergraduate year.

- c) Satisfactorily completing a Certificate IV that has been approved by the Director of Academic Services in consultation with the College's Coursework Coordinator, as requiring sufficient English skills to meet the English language entry requirements.

4.2 Applicants for undergraduate awards whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject.
- b) Satisfactorily completing a period of study, at a sufficiently advanced level, in an English-medium institution, or substantial English-medium school or department within a larger institution. The applicant must have completed satisfactorily a standard full-time undergraduate year as defined in the Glossary above.
- c) Attaining the English language test threshold for admission to undergraduate study.

4.3 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 4.1 or 4.2 may be granted probationary entry to an undergraduate Diploma under the terms set out in the Regulations for that program.

4.4 Applicants for single undergraduate units may fulfil the English language entry requirements by one of the following:

- a) Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school.
- b) Passing a unit at Bachelor level or above taught in English in an English-medium university recognised by the Academic Board for that purpose.
- c) Passing units equivalent to one fulltime semester of tertiary study taught in English in an English-medium institution at Australian TAFE Certificate IV level or above, or equivalent recognised by the Academic Board for that purpose.
- d) Attaining the English language test threshold for admission to undergraduate study.

4.5 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 4.4 may be granted entry to a single undergraduate unit.

4.6 An applicant who does not meet any of the above requirements may apply for entry to the Special Entry Supported Undergraduate Study Program provided all of the following criteria are met:

- a) The applicant is not on a Student Visa;
- b) The applicant has attained English language proficiency demonstrated by one of the following test results:
  - i) an IELTS Academic overall score of 5.5 with no band under 5.0 less than two years prior to application; or
  - ii) a written TOEFL Academic score of 513 with a TWE score of at least 4.0.

- iii) an internet-based TOEFL score of 65 with no less than 15 for Writing, 15 for Listening, 15 for Reading, 15 for Speaking.
- iv) a PTE Academic overall score of at least 42 and all PTE communicative skills scores of at least 42.
- c) The applicant is sponsored by a College of the University or by a church or religious order that is a partner of that College; and
- d) The applicant's sponsor supplies evidence that both English as a Second Language support and academic skills support will be provided to the applicant by appropriately trained staff for the duration of the applicant's undergraduate studies, to the satisfaction of the Director of Academic Services.

4.7 A student who is admitted to the Special Entry Supported Undergraduate Study Program may not be enrolled in an award of the University, and may enrol in no more than two standard single undergraduate units in the first semester of study. Progress in this program is only permitted as follows:

- a) A student who passes two units at the first attempt is permitted to transfer to the Diploma in Theology and receive 30 points of credit.
- b) A student who passes one unit and fails the other is permitted to take a third standard single undergraduate unit. If a pass is obtained in the third unit, the student is permitted to transfer to the Diploma in Theology and receive 30 points of credit.
- c) A student may study a maximum of three single undergraduate units in this pathway.
- d) A student who fails two units in this pathway is not permitted to enrol in further units for academic credit in this pathway.
- e) A student in this pathway who completes the requirements of the Diploma in Theology may transfer to an Advanced Diploma and receive 120 points of credit.
- f) A student in this pathway who completes the requirements of the Advanced Diploma may transfer to a Bachelor's degree and receive 240 points of credit.

## 5. Applicants to postgraduate coursework awards or units

5.1 Applicants for postgraduate awards whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution.
- b) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution.
- c) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution.

- 5.2 An applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 5.1 may be admitted as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of the College's Coursework Coordinator and the Director of Academic Services.
- 5.3 Applicants for postgraduate awards whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:
- a) Satisfactorily completing an undergraduate degree in an English-medium institution within the five years prior to the commencement of the course for which application is made.
  - b) Satisfactorily completing an undergraduate degree in an English-medium institution and providing evidence verified by a third party of use of English in a professional or scholarly context for a continuous period of at least three years within the five years prior to the commencement of the course for which application is made.
  - c) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution within the two years prior to the commencement of the course for which application is made.
  - d) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution within the two years prior to the commencement of the course for which application is made.
  - e) Attaining the English language test threshold for admission to postgraduate study.
- 5.4 An applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be admitted as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of the College's Coursework Coordinator and the Director of Academic Services.
- 5.5 Applicants for single postgraduate units may fulfil the English language entry requirements by one of the following:
- a) Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school.
  - b) Passing a unit in an English-medium university.
  - c) Attaining the English language test threshold for admission to postgraduate study.
- 5.6 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 5.5 may be granted entry to a single postgraduate unit as an exceptional case on the basis of relevant and documented experience and achievement subject to approval of the College's Coursework Coordinator and the Director of Academic Services.

## **6. Applicants to higher degrees by research**

6.1 Applicants to higher degrees by research whose secondary schooling was entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution.
- b) Satisfactorily completing the equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma or equivalent in an English-medium institution.
- c) Satisfactorily completing the equivalent of at least one standard full-time year of postgraduate study in an English-medium institution.
- d) Satisfactorily completing a postgraduate award of the University consisting of at least one full-time semester.

6.2 An applicant who is an Australian citizen or Australian resident and who does not satisfy the requirements of 6.1 may be admitted as an exceptional case on the basis of relevant and documented experience and achievement to the satisfaction of the Research Committee of Academic Board.

6.3 Applicants to higher degrees by research whose secondary schooling was not entirely in an English-medium institution may fulfil the English language entry requirements by one of the following:

- a) Satisfactorily completing an undergraduate degree in an English-medium institution within the five years prior to the commencement of the course for which application is made.
- b) Attaining the English language test threshold for admission to higher degrees by research.

## SCHEDULE A: English language tests approved by the Academic Board

This schedule lists tests approved by the Academic Board for the purpose of fulfilling the requirements of section 3 of the English Language Requirements Policy.

<b>Institution</b>	<b>CRICOS Provider Code</b>	<b>CRICOS Course Name</b>	<b>CRICOS Course Code</b>	<b>Admission to UD Courses</b>	<b>English language test threshold required</b>
Australian Catholic University	00004G	English for Academic Purposes	063671F	Coursework	65% and above
				Higher Degree by Research	75% and above
Deakin University	00113B	English for Academic Purposes 4	083596B	Coursework	60% and above
				Higher Degree by Research	65% and above
English Language School for Pastoral Ministry	01307F	English for Academic Purposes		Coursework	Credit
				Higher Degree by Research	Distinction