English Language Proficiency for Admission Procedure

Section 1 - Introduction

(1) The University requires all applicants for admission, including those whose first language is not English to meet established English language proficiency requirements.

(2) This Procedure supports the English Language Proficiency Policy and Standard and must be read in conjunction with those documents.

Section 2 - Intent

(3) The intent of this procedure is to ensure a consistent approach in the application of the English language proficiency requirements and in any variation to or exemption from that process.

Section 3 - Relevant Definitions

(4) 'Recognised qualification' means a formal qualification listed on the Register which has been assessed in English and where successful completion indicates a person has met the Standard for admission at the University.

(5) 'Register' means the register of Recognised Qualifications issued from institutions listed in formal qualification concordance publications including: the International Handbook of Universities, World Higher Education Database, UK Naric Database or AEI NOOSR guides. The Register of Recognised Qualifications is maintained by the Pro Vice-Chancellor Student Experience and Academic Registrar.

(6) 'Standard' means the English Language Proficiency Standard of the University of Newcastle expressed as IELTS qualification but recognising other relevant qualifications and concordance.

Section 4 - English Language Proficiency Standard

(7) Applicants must satisfy the requirements of the Standard by demonstrating completion of a Recognised Qualification, unless an exemption or variation is approved in accordance with the Policy and this Procedure.

(8) The Register of Recognised Qualifications will be kept for reference during admission decisions.

Section 5 - Exemptions

(9) Exemptions may be applied in exceptional circumstances, on a case by case basis, where it is considered that the applicant meets the Standard by a means other than through a Recognised Qualification.

(10) Application for exemption must be accompanied by documented evidence such as at least two years professional work experience carried out in the English language and undertaken within two years of applying to the University.

(11) Requests for any exemptions must be lodged with the Office of the relevant Deputy Vice-Chancellor (DVC), as specified in the University Delegations of Authority, using the approved form.

(12) Exemptions are approved on a case by case basis and individual exemptions approved cannot be deemed to establish a precedent for admission into a program.

(13) The relevant DVC, as specified in the University Delegations of Authority, is responsible for implementing mechanisms for the granting of exemptions where they meet a defined standard.

(14) A copy of any exemption approvals will be sent to the Pro Vice-Chancellor Student Experience and Academic Registrar who will prepare a combined report for Academic Senate annually on behalf of the DVC's.

Section 6 - Variations

(15) Additions to the Register of Recognised Qualifications may be approved by the relevant DVC, where there is documented:

a. evidence to justify the variation; and
b. support from the Director, Pathways and Academic Learning Support Centre or the Dean of Graduate Research (for Research variations); and
c. the Director, International.

(16) Adjustments to the Standard for specific programs may be approved, by the relevant DVC, with the support of the relevant College Pro Vice-Chancellor.

(17) Requests for any variations must be lodged with the relevant DVC by the relevant College, using the approved form.

(18) Any additions or adjustments will be reported to the Academic Senate by the Pro Vice-Chancellor Student Experience and Academic Registrar and made publicly available.

Section 7 - Review

(19) A three yearly review of the efficacy of the University's process for ensuring English Language Proficiency Standards will be undertaken by the Pro Vice-Chancellor Education Innovation and reported for noting to the Academic Senate.

Section 8 - Roles and Responsibilities

(20) Admissions officers may request an exemption or variation in accordance with the Policy and this Procedure.

(21) Pro Vice-Chancellor Student Experience and Academic Registrar will maintain a register of recognised qualifications.

(22) Relevant DVC's are responsible to approve requests for an exemption or variation in accordance with the Policy and this Procedure, as well as approving any forms for exemptions.

(23) Relevant PVC's are responsible for seeking adjustments to the Standard for specific programs for approval by the

relevant DVC.

(24) Pro Vice-Chancellor Education Innovation will be responsible for conducting a review of the efficacy of the University's process for ensuring English Language Proficiency Standards every three years and will report outcomes to Academic Senate via the Teaching and Learning Committee.

This document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to the Policy Library for the latest version.

Status and Details

Status	Historic
Effective Date	20th June 2019
Review Date	20th June 2022
Approval Authority	Academic Senate
Approval Date	30th April 2019
Expiry Date	1st May 2023
Responsible Executive	Karen Blackmore Pro Vice-Chancellor Education Innovation
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance

Glossary Terms and Definitions

"Academic Senate" - The Academic Senate of the University as described in the University of Newcastle Act 1989.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Applicant" - Where referring to a student, an applicant is an individual seeking entry to a program or course offered by the University or its partner organisation/s. For all other uses of this term, the generic definition applies.

"Exemption" - When referring to a student's learning pathway, exemption means being excused from undertaking preparatory subjects, units, modules or competencies in a course or program, while still being required to undertake the same number of subjects, units, modules or competencies as would be completed if an exemption had not been granted. For all other uses of this term, the generic definition applies.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

"Recognised qualification" - A formal qualification which has been assessed in English and where successful completion indicates a person has met the standard for admission at the University.

"College" - An organisational unit established within the University by the Council.