

# English Language Proficiency Procedure

## Section 1 - Purpose

(1) This Procedure sets out how applicants to the University can demonstrate they meet the English language proficiency requirement of their relevant program.

(2) This Procedure should be read in conjunction with the [English Language Proficiency Policy](#).

## Section 2 - Scope

(3) This Procedure applies to applicants seeking admission to the University to study undergraduate or postgraduate programs of study, regardless of their citizenship or study location.

(4) This Procedure does not apply to applicants seeking admission to enabling programs or approved preparatory English programs.

(5) It is noted that students also seeking accreditation or registration with professional bodies may be required to demonstrate English language proficiency requirements in addition to the University's requirements. Contact should be made with the relevant professional body in these circumstances.

## Section 3 - Relevant Definitions

(6) Please refer to the [English Language Proficiency Policy](#).

## Section 4 - Demonstrating English language proficiency requirements

(7) Evidence used to demonstrate an applicant's English language proficiency may be:

- a. a completed University recognised English language proficiency test, not more than 2 years old as at the date of application for admission (please refer to Section 5);
- b. a completed University recognised preparatory English or enabling/pathway program (please refer to Section 6);
- c. evidence of prior study that was taught and assessed within a University recognised English speaking country or is a Recognised Qualification (please refer to Section 7); or
- d. evidence of accumulation of English through a combination of qualification(s), work and/or life experiences (please refer to Section 8).

(8) Where an applicant provides evidence that can demonstrate their English language proficiency through multiple pathways, the most recent evidence will be used for the purpose of meeting the English language requirements for a program.

(9) The University reserves the right to request additional evidence of meeting the English language proficiency requirements if the University determines that the evidence provided is insufficient. This applies, amongst others, to cases where a combination of the University of Newcastle and the applicant's country of citizenship assessment level require submission of evidence of English language ability as per the Department of Home Affairs English Language requirements for student visa applications.

(10) The University may accept evidence alternate to that outlined in Clause 7 in exceptional circumstances and in accordance with this Procedure. Such evidence will be considered via a Record of Academic Decision (RAD) by an authorised delegate on a case by case basis. Outcomes of such decisions will not be used to establish any precedent for admission or non-admission into a program.

## Section 5 - English Language Proficiency Tests

(11) Applicants may meet the University's English language proficiency requirement for a program by completing a University recognised English Language test and achieving the overall and minimum section score requirements. English language test scores must be less than 2 years old as at the date of the application for admission to the University.

(12) A consolidated list of programs that require a level of English proficiency that is higher than the English Language Proficiency Standard can be found [here](#).

**Table 1 - English language tests and section minimum score requirements**

Overall Test Score Equivalences					
IELTS	6.0	6.5	7.0	7.5	8.0
TOEFL iBT	60	79	94	102	110
PTE Academic	50	58	65	73	79
Cambridge English Scale Score	169	176	185	191	200
Occupational English Test (OET)*	250	300	350	400	450
Test Section Minimum Equivalences^					
IELTS	6.0	6.5	7.0	7.5	8.0
TOEFL iBT	R13, L12, S18, W21	R19, L20, S20, W24	R24, L24, S23, W27	R27, L27, S24, W29	R29, L28, S26, W30
PTE Academic	50	58	65	73	79
Cambridge English Scale Score	169	176	185	191	200
Occupational English Test (OET)*	Not applicable.				
*Not applicable for Higher Degree by Research programs					
^ Note, unless indicated by separate section scores, the minimum subtest score must be achieved in all sub-tests.					

## Section 6 - Enabling or Pathway Programs

(13) Applicants may meet the English language proficiency requirement for their program by completing a University recognised enabling or pathway program at the University, as specified in Table 2. A full list of recognised University-affiliated ELICOS / EAP programs may be found [here](#).

**Table 2 - University of Newcastle enabling and pathway programs**

University of Newcastle Managing Unit	Program	IELTS Equivalence Scores				
		6.0	6.5	7.0	7.5	8.0
Pathways and Academic Learning Support Centre	English Language Bridging Program (ELBP)	Entry Level Pass (EP)	Higher Level Pass 4 (HP4)	Higher Level Pass 2 (HP2)	Higher Level Pass 1 (HP1)	N/A
	Newstep	Completion of program				
	NUchance	Completion of program				
	Open Foundation	Completion of program				
	Open Foundation Extended	Completion of program				
	Yapug	Completion of program				
University of Newcastle College of International Education	Foundation Studies / Foundation Studies in Medicine	50%*	65%*	75%*	85%*	N/A
	Degree Transfer Extended Business / Commerce / Engineering / Information Technology	Completion of program				
	Pre Masters Program Business Information Technology	Completion of program				
*Average Foundation Studies English for Academic Purposes and Introduction to Academic Communication						

## Section 7 - Prior Study

(14) Applicants may meet the English language proficiency requirement for their program by providing evidence of prior study that demonstrates they have:

- completed at least one year of full-time (or equivalent) study (bridging, tertiary or senior secondary level) towards a recognised qualification wholly conducted and assessed in English from one of the countries specified in Table 3. (Note, senior secondary studies are studies that are comparable to the New South Wales Higher School Certificate); or
- completed a recognised qualification within the five years prior to application that was wholly conducted and assessed in English and is of two years full-time equivalent duration and at a senior secondary level or above. Applicants are encouraged to provide evidence of the study completed and the University will assess the evidence provided; or
- achieved an IELTS score equivalence for the qualifications and programs listed in Table 4 or Table 5. This evidence must be less than five years old as at the date of the application for admission to the University. Note, these qualifications are not applicable for Higher Degree by Research applicants.

**Table 3 - English language proficiency - Country Exemption List**

Country			
American Samoa	Antigua and Barbuda	Australia	Bahamas
Barbados	Botswana	Belize	Canada

Country			
Cook Islands	Dominica	Fiji	Gambia
Ghana	Gibraltar	Grenada	Guyana
Ireland	Jamaica	Kenya	Kiribati
Lesotho	Liberia	Malawi	Maldives
Namibia	Nauru	New Zealand	Nigeria
Papua New Guinea	Philippines	Samoa	Singapore
Solomon Islands	South Africa	Saint Kitts and Nevis	Tanzania
Tonga	Trinidad and Tobago	Uganda	United Kingdom
United States of America	Vanuatu	Zambia	Zimbabwe

**Table 4 - Specific qualifications and grade requirements for English proficiency**

Country or Region of Study	Senior Secondary Level Qualification	IELTS Score Equivalence				
		6.0	6.5	7.0	7.5	8.0
Various	International Baccalaureate (IB) English A Literature or English A Language and Literature at Higher Level or Standard Level	3	4	5	6	7
	International Baccalaureate (IB) English B at Higher Level or Standard Level	4	5	6	7	N/A
Denmark	Studentereksamen	English A-6 or English B-9	English A-7 or English B-10	N/A	N/A	N/A
Finland	Ylioppilastutkinto / Studentexamen	7	8 or above	N/A	N/A	N/A
Germany	Arbitur	7	10	N/A	N/A	N/A
	Deutscher Akademischer Austausch Dienst (DAAD)	Minimum top two scores in two sections and a C grade in final section.	Minimum top two scores in all sections.	N/A	N/A	N/A
Hong Kong	Diploma of Secondary Education (HKDSE) - English Language or Literature in English	4	5	5*	5**	N/A
Malaysia	Malaysia Siji Tinggi Persekolahan (STPM) - English Literature (920)	C-, C, C+	B-, B, B+	A-, A	N/A	N/A
Netherlands	Diploma Voorbereidend Wetenschappelijk Onderwii (VWO)	7	8 or above	N/A	N/A	N/A
Norway	Vitnemal den Viddergaende Skole	4	5 or above	N/A	N/A	N/A
Sweden	Slutbetyg	C	B or above	N/A	N/A	N/A

**Table 5 - Other Internally Recognised Qualifications**

Qualification	IELTS Score Equivalence				
	6.0	6.5	7.0	7.5	8.0

Qualification	IELTS Score Equivalence				
Australian University affiliated Tertiary Preparation / Bridging Program	Successful completion of an Australian Tertiary Preparation / Bridging Program as listed in the UAC Tertiary Preparation Schedules.				
Incomplete tertiary studies (for study abroad or exchange students only)	Successful completion of a minimum 1 year full time equivalent study at AQF7 or above wholly conducted and assessed in English at a recognised institution.	N/A	N/A	N/A	N/A
AEMG Academic English for Academic Purposes 3 Direct Entry Program (EAP3DEP)	70%	75%	N/A	N/A	N/A
PSB Certificate in Academic English (PSB CAE)	EP – 60% or more in each of the 4 exams. Each exam is equally weighted.	HP – Higher Level Pass – 65% or more in 3 of the 4 exams. Only 1 exam may be in 60-64\$ range. Each exam is equally weighted.	N/A	N/A	N/A
Kaplan English for Advanced Purposes 2	65%	75%	N/A	N/A	N/A
Navitas English Services Pty Ltd	AE3 (Pass 50%)	AE3 (Pass 65%)	AE3 (Pass 75%)	N/A	N/A
NCUK International Foundation Year (IFY)	C	B	N/A	N/A	N/A

## Section 8 - Accumulation of English

(15) Applicants may meet the English language proficiency requirement for their program by providing evidence that they can achieve the required points in the English Proficiency Form for Accumulated English for Coursework Programs (See [Accumulation of English Form](#)). Note, this method of demonstrating English language proficiency will only be considered should an applicant be unable to meet their program's English requirements through another entry pathway and is not applicable for Higher Degree by Research applicants.

## Section 9 - Roles and Responsibilities

(16) The Pro Vice-Chancellor Student Experience and Academic Registrar will report to Academic Senate on an annual basis to detail all RADs approved by authorised delegates.

(17) The Pro Vice-Chancellor Education Innovation is responsible for conducting a review of the efficacy of the University's process for meeting English language proficiency requirements every three years and will report outcomes to Academic Senate via the Teaching and Learning Committee.

(18) Relevant Pro Vice-Chancellors are responsible for seeking approval or amendment of a program's English language proficiency requirement via Program and Course Approval Committee.

(19) The relevant Admissions Officer / Advisor is responsible for seeking consideration of Records of Academic Decisions, as permitted under this Procedure to the relevant authorised delegate, on behalf of the applicant.

(20) Applicants are responsible for providing information with their admission application to demonstrate how they meet the English language proficiency requirements for the program they have applied for. International applicants

may apply to the University without evidence of English proficiency and receive conditional offers or be offered admission via the University's English Language Bridging Program (ELBP). International applicants must satisfy the Department of Home Affairs English language requirements for visa applications in addition to the University's English language requirement for entry into a program of study.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	25th September 2023
<b>Review Date</b>	2nd May 2026
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	5th September 2023
<b>Expiry Date</b>	4th October 2023
<b>Responsible Executive</b>	Belinda Tynan Senior Deputy Vice-Chancellor (Academic)
<b>Enquiries Contact</b>	John Radvan Senior Manager, Academic Governance & Compliance <hr/> Student Central

## Glossary Terms and Definitions

**"Enabling program"** - A tertiary preparation program offered to domestic students.

**"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.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"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.

**"Undergraduate"** - Refers to any qualification up to and including the level of a Bachelor Honours degree.