English Language Proficiency Admission Procedure

Section 1 - Purpose and Scope

(1) This Procedure addresses the level of English language proficiency (ELP) required for entry to the University.

(2) This Procedure enacts the English Language Proficiency Admission Policy and is supported by the following tables:

a. Table 1 - English Language Proficiency Requirements for Higher-than-minimum ELP Programs
b. Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications
c. Table 3 - English Language Proficiency Tests and Scores Approved for UQ Admission
d. Table 4 - English Language Proficiency Tests and Scores Approved for UQ English Language Pathway Program Entry Requirements.

(3) This Procedure applies to all prospective students applying for entry into award and non-award programs delivered by the University, at undergraduate, postgraduate and Higher Degree by Research (HDR) levels, including Study Abroad and exchange students, and students articulating from Study Abroad or exchange programs into UQ academic programs.

(4) This Procedure does not apply to secondary school enrichment studies, professional and continuing education programs, or other short courses delivered externally. English language proficiency requirements for shorter form credentials are covered under the Shorter Form Credentials Admission, Enrolment, Fees and Assessment Procedure.

Section 2 - Process and Key Controls

(5) Proficiency in the English language is a requirement for admission to all award and non-award studies at The University of Queensland.

(6) The ELP requirements have been established for admission to all academic programs, and are detailed in this Procedure and in the associated Tables. The requirements take into consideration the level of English language skills needed to commence and successfully progress through a program, and the requirements of external accreditation bodies.

(7) The ELP requirements will not be waived for any domestic or international applicant seeking entry to undergraduate, postgraduate coursework or HDR award programs or to non-award study.

Section 3 - Key Requirements

(8) Applicants will be considered to have satisfied the University's ELP requirements provided they meet the criteria applicable for their program.

(9) Test scores are valid for ELP purposes for two years from the date of the test to the date of commencement at the University. Where ELP is demonstrated using the IELTS One Skill Retake, together with the original IELTS Academic test, the 2-year validity applies to the date of the original IELTS Academic test.

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 refer to The University of Queensland's Policy and Procedure Library for the latest version.

(10) Minimum ELP requirements for admission to UQ programs are provided in clause 11. ELP requirements for higher-than-minimum ELP programs are provided in Table 1 - English Language Proficiency Requirements for Higher-than-minimum ELP Programs.

(11) Applicants will meet minimum ELP requirements if:

a. they demonstrate achievement of approved grades in English language proficiency tests outlined in Table 3 - English Language Proficiency Tests and Scores Approved for UQ Admission; or
b. they have completed senior secondary schooling and achieved the required English result in one of the designated countries[1] listed in Part A of Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications where:
    i. English was the medium of instruction, and
    ii. English was the medium of assessment; or
c. they hold qualifications and satisfy relevant conditions set out in Part B of Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications; or
d. they have successfully undertaken at least one year of full-time (or part-time equivalent) post-secondary study (at diploma level or higher) in a designated country as listed in Part A of Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications, from an accredited university or institution which is recognised by The University of Queensland as one where:
    i. English was the medium of instruction, and
    ii. English was the medium of assessment; or
e. they have successfully completed a bachelor degree or higher program from an accredited university or institution which is recognised by The University of Queensland as one where:
    i. English was the medium of instruction, and
    ii. English was the medium of assessment, and
    iii. the final year of study has been undertaken during the five (5) years immediately prior to the commencement of study at the University[2]; or
f. they have successfully undertaken at least two years of full-time (or part-time equivalent) post-secondary study (at diploma level or higher), from an accredited university or institution which is recognised by The University of Queensland as one where:
    i. English was the medium of instruction, and
    ii. English was the medium of assessment, and
    iii. the final year of study has been undertaken during the five (5) years immediately prior to the commencement of study at the University; or
g. they provide evidence of sufficient English language skills developed through substantial paid and/or voluntary work experience in a primarily English-speaking professional environment, in designated countries listed in Part A of Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications, for a period of at least three (3) years full-time immediately prior to the commencement of study at the University; or
h. they have current registration with one of the following professional regulatory authorities:
    i. Australian Health Practitioner Regulation Agency (AHPRA): Applications listed on the AHPRA register of practitioners without cancellation or conditions, or
    ii. Australian Teacher Registration Authorities: Current teacher registration with an accredited state body.

Notes:

[1] For clause 11(b), proof of studies and/or national identification or visa as proof of citizenship and/or residency will be required.

[2] For clause 11(e), the time limits specified do not apply where the applicant has held 'predominant residence' in a designated country, as defined in the 'Definitions, Terms, Acronyms' provisions, and as listed in Table 2 - Designated Countries and Other Recognised English Language Proficiency Tests or Qualifications. Evidence of language of instruction and residence must be submitted.

(12) A domestic undergraduate applicant from a non-English speaking background can satisfy the ELP requirement concurrently with satisfaction of the English subject prerequisite set out in Schedule 1 – Undergraduate and Non-Award Entry Requirements and Selection. A domestic undergraduate applicant will be informed by QTAC or GEMSAS if the ELP requirement is not satisfied.

(13) Applicants who cannot demonstrate ELP specified for their program may be referred, as follows, for consideration of relevant evidence to ascertain whether they meet the University's ELP requirements:

a. By the Senior Manager, Domestic Admissions or the Senior Manager, International Admissions to the Academic Registrar (coursework applications)
b. By the Senior Manager, Domestic Admissions, or the Team Leader Admissions or Senior Manager (Administration), Graduate Research School, to the Director, Graduate Research School (HDR applications).

(14) Applicants who cannot demonstrate that they satisfy ELP requirements for their program may consider one of UQ's English language pathways as outlined in the 'English Language Pathways to UQ Programs' provisions below.

(15) Where an applicant has provided evidence that they have met the ELP requirements for their program but concerns have been raised about their English language ability through the admissions process, the Academic Registrar may be asked to seek an objective assessment of the applicant's abilities by UQ College.

English Language Pathways to UQ Programs

(16) If an applicant has the academic qualifications required for entry into a University program but does not satisfy the University's ELP requirements for that program, they may be eligible for a package offer. Package offers are not available to undergraduate domestic applicants, or to HDR applicants wishing to be considered for the UQ Graduate Research School Scholarship.

(17) The University of Queensland offers English language pathway entry options through the UQ College. More information on pathway options, including entry requirements, is available on the English Language Requirements website.

English Language Proficiency Requirements Review Process

(18) The Academic Board's Committee for Academic Programs Policy (CAPP), through its Coursework Admission Standards Sub-Committee (CASSC), is responsible for the setting and the ongoing review of the University's English Language Proficiency requirements. English Language Proficiency entry requirements are reviewed formally on an annual cycle and reported to CASSC.

(19) Schools, Faculties and Institutes that wish to establish higher requirements for admission to particular programs, based on professional registration standards or particular program requirements, must submit such requests, using the Proposal to Change English Language Proficiency Requirements for Current Programs Form, and then to the CASSC for consideration. Submissions to change the ELP requirement for a program must include the academic justification for the change and must be submitted for consideration by CASSC and Academic Board by July each year

for implementation in the following admissions cycle.

(20) If endorsed by CASSC, such requests will be referred to CAPP and the Academic Board for further consideration, and to the Vice-Chancellor for approval. If approved, these changes will be clearly and widely promulgated, in advance of implementation, to prospective students and other relevant stakeholders.

(21) A case may be made to vary the ELP requirements for student exchange or study abroad cohorts from key strategic partners. Such arrangements are limited to formal University partners and are underpinned by a program of study that recognises the University's duty of care to both domestic and international students. Such exchange or study abroad cohorts may be restricted to undertaking specific UQ courses and arrangements documented via a written agreement (see International Agreements Policy).

Section 4 - Roles, Responsibilities and Accountabilities

Vice-Chancellor

(22) The Vice-Chancellor exercises delegated authority from Senate, on advice from the University's Academic Board, to approve the English language proficiency requirements of new academic programs, and changes to the English language proficiency requirements of existing programs.

Deputy Vice-Chancellor (Global Engagement)

(23) The Deputy Vice-Chancellor (Global Engagement) provides assurance to the Vice-Chancellor that proposals to establish higher requirements for admission to particular programs are made in accordance with the University's overall engagement strategy.

Deputy Vice-Chancellor (Academic)

(24) The Deputy Vice-Chancellor (Academic) provides assurance to the Vice-Chancellor on the University's academic program approval process and the maintenance and development of high standards of teaching and learning.

Faculties

(25) Faculties are responsible for the determining the English language proficiency requirements for admission into the programs they administer, and subsequent monitoring of student performance in engaging with academic content of their programs.

Academic Board and committees

(26) The Coursework Admission Standards Sub-Committee is responsible for the ongoing review of ELP requirements for academic programs, and considering requests for higher-than-minimum ELP requirements for particular programs.

(27) The Committee for Academic Programs Policy reviews items referred by CASSC.

(28) The Academic Board reviews items referred by CAPP and will recommend proposals for approval by the Vice-Chancellor.

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 refer to The University of Queensland's Policy and Procedure Library for the latest version.

Section 5 - Monitoring, Review and Assurance

(29) The Deputy Vice-Chancellor (Academic) will:

a. oversee the academic program approval process where English Language Proficiency requirements are endorsed; and
b. review the English Language Proficiency Admission Policy and this Procedure periodically.

(30) The Coursework Admission Standards Sub-Committee will oversee the setting and review of English Language Proficiency requirements.

(31) The Academic Registrar is required to monitor the University's compliance with the Education Services for Overseas Students Act 2000.

Section 6 - Recording and Reporting

(32) The records of all proposals initiated and maintained through these Procedures shall be managed in accordance with Information Management Policy.

(33) The Planning and Business Intelligence, the Admissions (Domestic) and International Admissions teams shall provide, as required, reports to Academic Board and its committees, members of the University Senior Executive Team and/or Senate.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Academic Program	Sequence of study leading to the award of a qualification such as an undergraduate degree or diploma, postgraduate coursework qualification or Higher Degree by Research (HDR).
BE	Bridging English.
CAE/CPE	Cambridge English: Advanced / Cambridge English: Proficiency.
ELP	English Language Proficiency, the ability of an individual to communicate competently in English. ELP at the University is further categorised into general proficiency (general communicative competence), academic proficiency (skills in the specialised vocabularies, concepts, and knowledge associated with particular disciplines) and professional proficiency (intercultural competence and interpersonal skills in the discourses and behaviours associated with particular professional domains).
English-rich Disciplines	Disciplines that require extensive use of, and assessment in, the English language. An English-rich discipline is a discipline that develops English language skills and includes in-depth study and analytical, critical and creative engagement with a range of texts, allowing students to acquire understanding of stylistic conventions and participate in extended writing.
English Language Skills	The four macro skills of reading, writing, speaking and listening in English.
Higher-than-minimum ELP Program	A UQ program that requires an applicant to demonstrate higher-than-minimum ELP, as specified for that program in Table 1.
UQ College	UQ College.
IELTS	International English Language Testing System.

Term	Definition
Minimum ELP requirement	The standard English language entry requirement for entry into UQ programs; applied unless specified otherwise in Table 1.
Minimum ELP Program	A UQ program that requires an applicant to demonstrate minimum ELP, as specified in Section 3. All UQ programs are minimum ELP programs unless specified otherwise in Table 1.
Non-Award Study	Enrolment in a course or courses offered by the University without being enrolled in a program that leads to an award of the University. Examples include students enrolled in the Enhanced Studies Program, cross-institutional students, exchange students and Study Abroad students.
Package Offer	A combined offer comprising an offer of English Language Studies plus the conditional offer of the principal UQ program once ELP requirement has been met.
Predominant Residence	Residence in the country for at least two years immediately prior to the commencement of study at UQ. Evidence of language of instruction and residence may include but not limited to the following: letter of employment, utility bills, government-issued letters or permits, proof of residential documents.
PTE	Pearson Test of English.
Successfully Undertaken	Indicates that the study was completed to a satisfactory standard, fulfilling all academic requirements and conditions necessary to meet the eligibility criteria outlined in the procedure.
TOEFL	Test of English as a Foreign Language.

Status and Details

Status	Current
Effective Date	10th October 2024
Review Date	10th May 2027
Approval Authority	Deputy Vice-Chancellor (Academic)
Approval Date	27th September 2024
Expiry Date	Not Applicable
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Office of the Deputy Vice-Chancellor (Global Engagement)

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 refer to The University of Queensland's Policy and Procedure Library for the latest version.