English Language Proficiency Development and Concurrent Support Procedure

Section 1 - Purpose and Scope

(1) This Procedure addresses the development of ELP during students' enrolment in the University.

(2) This Procedure applies to all current students undertaking award and non-award programs delivered by the University, at undergraduate, postgraduate and research levels.

(3) The following are not within the scope of this Procedure:

a. secondary school enrichment studies;
b. professional and continuing education programs; or
c. other short courses delivered on-shore and offshore.

Section 2 - Process and Key Controls

(4) The University provides all Non-English-Speaking Background (NESB) students enrolled in an academic program the opportunity to access concurrent English language support, as outlined in section 3 below.

Section 3 - Key Requirements

(5) Students whose first language is not English and who require additional English language support have an obligation to seek assistance by accessing the concurrent English language programs provided by the University. Concurrent support provided during a student's program is delivered through a range of options including:

a. English for Academic Communication (EAC) is designed for NESB students who are studying at UQ and want to further develop their academic language skills. It is delivered by UQ College during Semesters 1 and 2. For more information see Academic English classes for UQ Students.
b. Customised discipline-specific courses developed in collaboration with UQ's academic programs coordinators: Academic English support.
c. UQ Graduate School academic writing courses for HDR candidates.
d. Student Services Learning Workshops.
e. Credit-bearing elective courses such as: Writing for International Students (WRIT1001), and Academic English & Thesis Writing for International Students (WRIT6001).
f. Language Exchange Mates Program.

(6) The University reserves the right to amend concurrent provisions based on identified need and available resources.

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Section 4 - Roles, Responsibilities and Accountabilities

Faculties

(7) 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.

Section 5 - Monitoring, Review and Assurance

(8) The Academic Registrar is required to monitor the University's compliance of the Education Services for Overseas Students Act 2000, and when required, provide reports to members of the University Senior Management Group and Senate.

(9) This Procedure is monitored by the Academic Registrar and reviewed by the Academic Board through its committees.

Section 6 - Recording and Reporting

(10) Records initiated through this Procedure must be forwarded to Data Strategy and Governance for inclusion on the student/s file and retained in accordance with Information Management Policy and supporting procedures.

Section 7 - Appendix

Definitions, Terms, Acronyms

Term	Definition
Academic Program	The 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).
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).
Non-Award enrolment	Enrolment in a course or courses offered by the University but not enrolment 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.

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Status and Details

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Enquiries Contact	Office of the Deputy Vice-Chancellor (Global Engagement)

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