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ENGLISH LANGUAGE PROFICIENCY FOR ADMISSION POLICY – D15/15438

Date of first edition:	26 Nov 2014	Date this review will take effect:	5 Dec 2017	Date of next Review:	26 Nov 2017
RM Folder Ref:	15/334	Document Number:	D15/15438	Revision Number:	1
Approved by:	Academic Senate				
Policy Sponsor:	Deputy Vice-Chancellor (Academic)				
Policy Owner:	Pro Vice-Chancellor (Learning and Teaching)				
Policy Contact:	Senior Manager, Admissions				
Governing Legislation or Policies:	Rules Governing Admissions and Enrolments - 000966 Rules Governing Research Higher Degrees - 000830				
Supporting documents, procedures & forms of this Policy:	<p>English Language Proficiency for Admission Procedure English Language Proficiency Requirements Tables UoN English Proficiency for Admission Flowchart</p> <p>Request for English Proficiency Exemption- Accumulation of English Form Recognised Qualifications for the English Language Proficiency for Admission (including Standard – resolution number ---) Request for English Proficiency Exemption and Variation Forms</p>				
Audience:	All students seeking admission to the University of Newcastle including undergraduate, postgraduate or research higher degree programs, other than admission to Enabling or ELICOS programs,				
Keywords:	English, Proficiency, Admission				
Expiry Date (if applicable):	Policy including Procedure, Standard, Register and Exemptions to be reviewed every three years				
Important Notes:	On 26 November 2014, Academic Senate approved the: new English Language Proficiency for Admission Policy and the new English Language Proficiency for Admission Procedure for implementation from 1 January 2015 for 2016 admissions subject to the President of Academic Senate approving requested amendments under delegated authority (AUB1) [amendments approved by President of Academic Senate 15 December 2014].				

1. Introduction

The University of Newcastle is committed to offering its educational programs to students from a broad range of backgrounds, cultures and languages. In doing so, it recognises its responsibility to ensure all students, including those whose first language is not English, have sufficient proficiency to undertake the program of their choice.

2. Policy Intent

The purpose of this Policy is to set the principles by which the English Language Proficiency **Standard** will be applied, for all **applicants** for admission to the University excluding applicants entering enabling programs.

3. Policy Principles

- 3.1. All applicants must meet the English Language Proficiency requirements of the **Standard** prior to their admission, by demonstrating completion of a **recognised qualification**.
- 3.2. An exemption, from the requirement to have completed a **recognised qualification**, will only be granted in exceptional circumstances where it can be demonstrated that the applicant meets the **Standard**. Any exemption must be sought in accordance with this Policy and the approved procedure/s.
- 3.3. A variation to the Standard for admission to a specific program/s or to include an additional qualification on the register may be approved, in exceptional circumstances. Any exemptions or variations will be included on a register and reported to the Academic Senate for noting to ensure oversight of the application of the Standard.

4. Roles & Responsibilities

- 4.1. Academic Senate will:
 - 4.1.1. define the English Language Proficiency **Standard** and will review it annually; and
 - 4.1.2. note any exemptions or variations reported.
- 4.2. The Deputy Vice-Chancellor (Academic) will approve any variations to the Standard for a specific program or exemptions from completion of a recognised qualification where the application is for non-award, undergraduate or a postgraduate (coursework) program.
- 4.3. The Deputy Vice-Chancellor (Research and Innovation) will approve any variations to the **Standard** for a specific program or exemptions from completion

of a **recognised qualification** where the application is for a postgraduate (research) or research higher degree program.

- 4.4. The relevant Admissions Officer is responsible for seeking any exemption, to the relevant DVC, on behalf of the applicant.
- 4.5. The Academic Registrar, on behalf of the Deputy Vice-Chancellors, will maintain a register of **recognised qualifications** and will provide this register annually to Academic Senate, to support the review of the **Standard**.
- 4.6. Admission applicants will provide information with their application for admission that demonstrates completion of a **recognised qualification**, unless an exemption or variation is approved in accordance with the Policy and Procedure.

5. Relevant Definitions

In the context of this document:

Admission Applicant means an applicant for admission to the University of Newcastle;

Recognised qualification means 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;

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 Academic Registrar; and

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

Date Effective	Approved By	Amendment
5 December 2017	President of Academic Senate (AUB2)	Amendments to the English Language Proficiency Requirements Tables
15 November 2017	Academic Senate	Minor administrative amendments to remove reference to transition information. Change of 'Applicant' to 'Admission Applicant' to better define the type of applicant in preparation for the forthcoming implementation of the UON Policy Glossary.

Various dates 9 April 2015 – 21 June 2017	DVCA / PVCL&T	Amendments to the English Language Proficiency Requirements Tables.
1 January 2015 for 2016 admissions	Academic Senate	First version