

ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines the minimum [English language proficiency requirements](#) for admission into CQUniversity.

2 SCOPE

- 2.1 This policy and procedure applies to prospective and current CQUniversity students.
- 2.2 This policy and procedure is in addition to any [English language proficiency requirements](#) set by the [Department of Home Affairs](#) for international applicants to obtain a student visa to study in Australia.
- 2.3 This policy and procedure does not apply to non-award courses.

3 POLICY STATEMENT

- 3.1 The University's minimum [English language proficiency requirements](#) are determined and approved by Academic Board, and support the [Academic Board Position Statement on English Language Proficiency](#).
- 3.2 Each course has its own English language proficiency requirements. Applicants for combined degrees must meet the minimum requirements of both courses. If the requirements differ, the higher English language requirement will be the minimum.
- 3.3 The English language proficiency requirements for a course are monitored and reviewed through the course review process.

Variations to proficiency requirements

- 3.4 Variations to the [English language proficiency requirements](#) for a specific course may be required due to student performance, professional registration and/or accreditation standards, or specific discipline and/or course requirements.
- 3.5 Business areas proposing to vary English language proficiency requirements must consult the Director International, Manager International Admissions and Manager Admissions. If this consultation demonstrates a variation is required, the business area will develop the change course proposal, submit an updated course proposal in the University's Academic Information Management System (AIMS), and, when approved, liaise with relevant stakeholders to implement the change. A variation cannot lower the requirements below what is set out in this document.

Meeting proficiency requirements

- 3.6 Prior to admission at the University, applicants must provide supporting documentation to confirm their English language ability meets the minimum [English language proficiency requirements](#) for the course.
- 3.7 Supporting documentation includes:
- country of birth documentation, or
 - completion of:
 - [secondary or tertiary education study](#)
 - an [English language proficiency test](#), or
 - an [English language course](#).
- 3.8 Applicants born within, or recognised as a citizen of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, or the United States of America are deemed to have met English language proficiency requirements provided they have successfully completed senior secondary or tertiary studies in English.
- 3.9 Test results used as supporting documentation to demonstrate English language proficiency are valid for two years prior to the date of the student's first commencement term.
- 3.10 The University may accept other supporting documentation that satisfies English language proficiency requirements in accordance with the procedure below.
- 3.11 Applicants who provide fraudulent information may not be eligible to apply for admission to the University for a period of two years.

4 PROCEDURE

- 4.1 Courses with different requirements have been separately approved through the University's academic approval process, in accordance with section 3.5. These requirements can be accessed from the University's [website](#) or [Handbook](#).

Secondary or tertiary education study

- 4.2 The below tables outline the minimum study standards required to meet the University's [English language proficiency requirements](#) for international students (Table 1.1) and domestic students who have completed studies in Australia or other English-speaking countries (Table 1.2).

Table 1.1 - Minimum study proficiency standards for international students

Study standards	Standards required for admission to the University		
	Foundation, Certificate or Diploma courses ¹	Undergraduate or postgraduate coursework courses or study abroad	Postgraduate research degrees
Global Qualifications			
General Certificate of Secondary Education (GCSE) or International General Certificate for Secondary Education (IGCSE)	A grade of C or better in English – First Language or English – Second Language.	A grade of C or better in English – First Language or English – Second Language.	A grade of B or better in English – First Language or English – Second Language.
General Certificate of Education Advanced Level (GCE A Level studies)	A grade of D or better in GCE-A Level English	A grade of C or better in GCE – A Level English	A grade of C or better in GCE-A level English.
International Baccalaureate Diploma/Certificate	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).	Minimum grade of 3 in English A or B (higher level) or 4 (Standard Level).
Qualifications from other countries			
Austria – Matura	Minimum grade of 4 for English on Secondary Education Certificate.	Minimum grade of 4 for English on Secondary Education Certificate.	Minimum grade of 3 for English on Secondary Education Certificate.
Denmark – Upper Secondary School 2007 onwards	A minimum grade of 7 in English.	A minimum grade of 7 in English.	A minimum grade of 9 in English.
Finland Matriculation Certificate	A grade of 7 or better in English.	A grade of 8 or better in English.	A grade of 8 or better in English
Germany – Deutscher Akademischer Austauschdienst (German Academic Exchange Services) (DAAD)	Minimum grade of B in all areas.	Minimum grade of B2 (4 star) result in all three bands of DAAD Language Certificate	Minimum grade of B2 (4 star) results
Germany – Abitur	English results on Higher School Certificate with a grade no lower than 4.	English results on Higher School Certificate with a grade no lower than 4.	English results on Higher School Certificate with a grade no lower than 3.
Hong Kong Diploma of Secondary Education (HKDSE)	Foundation Courses Level 2 in English, Diploma Courses Level 3 in English.	Level 3 in English or better.	Pass in English at Grade 4 or better.
Malaysia – Sijil Pelajaran Malaysia (Malaysian Certificate of Education) (SPM)	Not applicable.	Minimum grade of C in English.	Minimum grade of C in English.
Malaysia – Sijil Tinggi Persekolahan (Malaysian Higher School Certificate) (STPM)	Not applicable.	Minimum grade of C in English.	Minimum grade of C in English.
Malaysian Independent Chinese Secondary Schools Unified Examination Certificate	Not applicable.	Grade of B6 in English.	Grade of B5 in English.
Malaysia University of Cambridge Locale Examinations Syndicate (UCLES)	Not applicable.	Score of C6 or better.	Score of C6 or better.

¹ These students are required to undertake further communications and language study as part of their degree.

Norway – Upper Secondary School	A grade of 3 or better in final year English.	A grade of 4 or better in English.	A grade of 4 or better in English.
Sweden – Upper Secondary School (Slutbetyg)	A grade of C/D in final year English.	A grade of C/D in final year English.	A grade of C/D in final year English.
Studies undertaken in Australia or other English-speaking countries			
At least 1 year full-time Australian Qualifications Framework (AQF) (or equivalent) Bachelor level study where the medium of instruction was English ²	Successful completion within the last 5 years.	Successful completion within the last 5 years.	Successful completion within the last 5 years.
Successful completion of an AQF (or equivalent) Diploma or Certificate IV qualification where the medium of instruction was English	Successful completion within the last 5 years.	Successful completion within the last 5 years.	Successful completion within the last 5 years.
Successful completion of a secondary qualification (Year 11 and 12, or equivalent), where the medium of instruction was English	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.	Successful completion within the last 5 years and gaining a satisfactory pass in English in the final year.

4.3 **Table 1.2 - Minimum study proficiency standards for domestic students**

Study standards	Standards required for admission to the University		
	Foundation, Certificate or Diploma courses ¹	Undergraduate or postgraduate coursework courses or study abroad	Postgraduate research degree
Studies undertaken in Australia or other English-speaking countries			
At least 1 year full-time AQF (or equivalent) Bachelor level study where the medium of instruction was English	Successful completion.	Successful completion.	Successful completion.
Successful completion of an AQF (or equivalent) Diploma or Certificate IV qualification where the medium of instruction was English	Successful completion.	Successful completion.	Successful completion.
Successful completion of a secondary qualification (Year 11 and 12, or equivalent) where the medium of instruction was English	Successful completion.	Successful completion.	Successful completion.

English language proficiency tests

- 4.4 The below table outlines the English language tests and standards required to meet the University's [English language proficiency entry requirements](#). Variations to the below standards may apply, especially for courses that require higher levels of English proficiency. Each course's English language proficiency requirements are listed in the [CQUni Handbook](#).

² Medium of instruction for English is assessed against the [Country Education Profiles](#) (CEP) managed by Australian Government Department of Education. English instruction may be accepted if the CEP states that English is the language of instruction relevant to the country, education level or institution. However, the University reserves the right to request proof of English language proficiency for all students.

4.5 **Table 2 - Minimum proficiency standards on English language tests**

English Language Test	Scores required for admission to the University		
	Foundation, Certificate or Diploma courses ¹	Undergraduate or postgraduate coursework courses or study abroad	Postgraduate research degrees including research preparatory courses
The International English Language Testing System (IELTS) (Academic) ³ www.ielts.org	5.5 (with no individual band score of less than 5.0).	6 (with no individual band score of less than 5.5).	6.5 (with no individual band score less than 6.0).
Test of English as a Foreign Language (TOEFL) (Internet-based) www.toefl.org	Overall score of 65 with no score less than 15.	Overall score of 75 with no score less than 17.	Overall score of 79 with no score less than 21.
Pearson Test of English Academic (PTE Academic) www.pearsonpte.com	Overall score of 46 with no score less than 42.	Overall score of 54 with no score less than 46.	Overall score of 62 with no score less than 54.
Cambridge English: C1 Advanced Cambridge English: C2 Proficiency http://www.cambridgeenglish.org/exams/advanced	Overall test score of 162 (with no individual band score of less than 154).	Overall test score of 169 (with no individual band score of less than 162).	Overall test score of 176 (with no individual score less than 169).

4.6 The following English language proficiency tests may also be accepted:

- the Occupational English Test (OET) may be accepted for specific courses. Refer to the University's [website](#) or CQUni Handbook for more information.
- International Second Language Proficiency Rating (ISLPR) with a minimum score of three in all four skill areas (postgraduate research courses may require higher scores) may be accepted in some cases, subject to approval by the Manager International Admissions, in consultation with the CQUniversity Team.
- Other alternative English language proficiency tests may be accepted subject to approval by the Director Global Brand and Marketing or Director International (or nominee) and other applicable accreditation requirements.

English language courses

- 4.7 Applicants who are unable to meet the [English language proficiency requirements](#) or [special consideration criteria outlined below](#), can complete the University's [English language course](#) (ELICOS) to meet the English language proficiency requirements for admission.
- 4.8 Where applicants have completed an ELICOS course at another Australian provider, the Deputy Director International CQUniversity and Global Partnerships can assess whether the outcomes of this course are comparable to the University's ELICOS course. Where the courses are assessed as comparable, the applicant meets the English language proficiency requirements for admission.
- 4.9 Applicants who are unable to meet the English language proficiency requirements or special consideration criteria below, can complete the University's English language courses (ELICOS) to meet the English language proficiency requirements for admission.
- 4.10 Where applicants have completed an ELICOS course at another Australian provider, the Deputy Director International CQUniversity and Global Partnerships can assess whether the outcomes of this course are comparable to the University's ELICOS course. Where the courses are assessed as comparable, the applicant meets the English language proficiency requirements for admission.

³ IELTS One Skill Retake (OSR) is accepted for admission subject to meeting the minimum scores required and the accrediting body specific requirements.

Special consideration

- 4.11 Special consideration may be applied where an applicant does not meet the prescribed [English language proficiency requirements](#) for admission but qualifies for admission based on life experience or other circumstances. Relevant TEQSA guidance notes or equivalent are used to guide decision makers in approving such requests.
- 4.12 To be considered for special consideration, applicants must provide supporting documentation for one or more of the following:
- studies were conducted in English (language of instruction and assessment)
 - studies were completed no more than two years prior to application for admission to the University
 - residency in a recognised English-speaking country for at least five years since completing their latest study
 - sustained work immediately prior to commencement of study at the University in a country where English is an official language or English is the primary medium of communication for the position, or
 - membership of professional and/or accrediting bodies that recognise previous qualifications and work experience as meeting English language requirements.
- 4.13 Special consideration cases will be approved by the relevant Dean of School (for domestic students) and the Vice-President (Student Success) (or delegate) (for international students). Such approvals, including the criteria for approval, are recorded by Student Central for domestic students and International Directorate for international students.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Manager International Admissions and Manager Admissions are responsible for ensuring compliance with English language requirements for all courses.
- 5.2 The Vice-President (Academic) is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.3 A summary of approved special consideration cases are reported twice yearly to Academic Board by the Vice-President (Academic) for domestic students, and the Vice-President (Student Success) for international students.
- 5.4 The University reports any information or data as prescribed in regulatory reporting requirements.

Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

English language proficiency requirements: the level of English language skills needed to commence and successfully progress through a course and to meet requirements of any external accreditation or professional bodies.

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Board Position Statement - English Language Proficiency](#)

[Admission \(Coursework\) Policy and Procedure](#)

[Australian Qualifications Framework \(AQF\)](#)

[CQUni Handbook](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#) (Cwlth)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#) (Cwlth)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Non-Award Courses and Micro-credentials Policy and Procedure](#)

[Pre-Enrolment Assessment Policy and Procedure \(VET\)](#)

[Research Higher Degree Course Rules](#)

[Research Higher Degree \(Offshore\) Course Rules](#)

[Tertiary Education Quality and Standards Agency \(TEQSA\) Act 2011](#) (Cwlth)

[Tertiary Education Quality and Standards Agency \(TEQSA\) Guidance Note: Admissions \(Coursework\)](#)

[VET Product Registration Policy and Procedure](#)

8 FEEDBACK

8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	N/A
Advisory Committee	Curriculum Committee
Required Consultation	N/A
Administrator	Vice-President (Academic)
Next Review Date	22/11/2026

Approval and Amendment History	Details
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Notes	