

# English Language Proficiency Policy

## Section 1 - Policy Purpose

(1) The purpose of this Policy is to ensure that all ACU students are enabled to participate fully in academic study and are confident and proficient communicators at graduation.

(2) This Policy outlines the principles the University follows in supporting the English language proficiency of its undergraduate and postgraduate coursework students.

## Section 2 - Scope

(3) This Policy applies to all students enrolled in an undergraduate or postgraduate course at ACU.

## Section 3 - Definitions

(4) Entry Standards – The University's English language entry standards for undergraduate and postgraduate courses are prescribed in the [Admission to Coursework Programs Policy](#). The English language standards at entry represent minimum levels of language proficiency that enable a student to commence university studies.

(5) English language proficiency is the ability of students to use the English language to make and communicate meaning appropriately in spoken and written contexts while completing their course of study.

(6) Proficiency in the English language is critical to personal, academic and professional success. The development of English language proficiency during a student's course of study focuses on academic and professional, discipline-specific proficiency across all four language skills: listening, speaking, reading and writing.

## Section 4 - Policy Statements

(7) The University is committed to the ongoing development of English language proficiency for all students during their course of study. The University recognises the importance of general, academic, and discipline-specific communication skills.

(8) All students are expected to continuously improve their English language proficiency and familiarise themselves with discipline-specific language skills during their studies at ACU.

(9) Undergraduate studies are conducted in upper intermediate and / or advanced levels of English, other than non-English language units (e.g., Spanish or Italian) otherwise indicated. All ACU students are expected and are enabled to learn and communicate effectively at these levels.

(10) English language proficiency development is assured through a range of initiatives embedded in curriculum and through opportunities adjunct to study courses.

(11) Levels of proficiency are monitored and reported through the relevant Course Monitoring Committees and Cohort Monitoring Committees, in accordance with the [Course and Student Monitoring Policy](#) and the University Learning and Teaching Committee.

(12) The Deputy Vice-Chancellor (Education) or nominee is responsible for reviewing evidence of students' English language proficiency and for determining a range of strategic actions and initiatives enabling language support.

## Section 5 - Responsibilities

(13) Responsibility for general, academic and discipline-specific English language support at ACU is shared between the University and students.

(14) The University is responsible for:

- a. requiring that language proficiency levels, as expected by the industry standards, are achieved by course completion;
- b. providing suitable resources, approaches and initiatives to support English language proficiency;
- c. providing staff with ongoing opportunities and partnerships to extend their skills and knowledge in supporting the development of English language proficiency in their students; and
- d. informing ACU students about their responsibility and about the resources and opportunities for developing English language proficiency during their university studies.

(15) Students are responsible for making use of the language support and development activities and resources that are provided by the University.

(16) All staff are responsible for developing the discipline-specific language skills of their students.

(17) Staff are responsible for identifying at-risk students and acting appropriately as per the [Academic Regulations](#) and [Support for Students Policy](#). Students are responsible for taking charge of their own learning and are encouraged to seek support and advice from staff in a timely way if they experience language proficiency issues that may affect their educational progress.

## Section 6 - Application of Policy

(18) The Policy applies to all ACU staff and to all ACU students undertaking undergraduate and postgraduate courses.

## Section 7 - Authority

(19) Approval Authority: Academic Board

(20) Governing Authority: University Learning and Teaching Committee

(21) Responsible Officer: Deputy Vice-Chancellor (Education)

(22) The Executive Deans are responsible for implementing the Policy within the programs in their Faculties.

(23) The Deputy Vice-Chancellor (Education) uses evidence from a variety of sources to monitor the development of students' English language proficiency and the success of strategies implemented under this Policy.

(24) The Deputy Vice-Chancellor (Education) reports to Academic Board and the University community about the

effectiveness of this Policy and its implementation.

## **Section 8 - Policy Review**

(25) The University may make changes to this Policy from time to time to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this Policy may forward their suggestions to the Deputy Vice-Chancellor (Education).

## **Section 9 - Further Assistance**

(26) Any staff member who requires assistance in understanding this Policy should first consult the nominated officer responsible for the implementation and operation of these arrangements in the work area. Should further advice be needed, the staff member should contact their Head of School or Associate Dean, Learning and Teaching, or Director, Pathways.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	11th September 2024
<b>Review Date</b>	11th September 2029
<b>Approval Authority</b>	Governance Officer
<b>Approval Date</b>	10th July 2024
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Tania Broadley Deputy Vice-Chancellor (Education)
<b>Responsible Manager</b>	Marta Skrbis Director, Pathways
<b>Enquiries Contact</b>	Global and Education Pathways