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Responsible Body/Person	Academic Board for the policy, AUT Vice-Chancellor for the Appendices.
Initial Approval date	9 Nov 2020
Initial Effective date	1 Jan 2021
Next Review date	June 2027
Superseded documents	
Related documents	Affiliated College Changes Policy English Language Proficiency Policy Higher Education Standards Management Policy Quality Management Policy
Related HE Standards	1.1.1, 1.1.2, 1.1.3, 1.4.1, 2.4.1, 2.4.3, 2.4.4, 3.3.3, 3.3.4, 5.2.1, 5.2.3, 5.3.5, 7.2.1, 7.2.2, 7.2.3, 7.2.4.
Student Lifecycle Stage/s	Admission, Teaching & Learning and Student Support

1. PURPOSE

To ensure compliance with the *Higher Education Standards Framework (Threshold Standards) 2021* for courses delivered in a language other than English. This policy outlines how students who study an **AUT course** in a language other than English are appropriately supported, and outlines the approval and quality assurance processes for delivery and assessment of courses undertaken in a language other than English.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the Policy Glossary. The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to **AUT** at an institutional level in relation to all policies and procedures relating to the delivery of AUT **courses** in **languages** other than English, including both **Coursework** and **HDR courses** although separate approaches are taken for these. The policy also applies to the **affiliated colleges** that have received approval to deliver any specific AUT courses in a language other than English.

4. POLICY STATEMENT

AUT recognises the multicultural context of Australia today and need for quality higher education in religious studies. As a specialist **higher education provider** in this area, **AUT** is committed to offering a range of its **courses** in **languages** other than English. This allows greater access to courses and deeper engagement with the subject material when studied in the student's primary language.

The AUT is committed to meetings its obligations under **HESF (2021)** for courses delivered in a language other than English. These standards require **higher education providers** to ensure that "admitted students have the academic preparation and proficiency in English needed to participate in their intended study" (Standard 1.1.1, which in this context is any English proficiency required for study conducted in a language other than English. Students also need proficiency in the relevant language other than English for study.

Within **Coursework awards**, proficiency in English is not required for the completion of studies where the course is delivered in a language other than English. Requiring a demonstration of English language proficiency for **LOTE** students could limit access to courses and place a burden on prospective students. In order to ensure that all prospective and current students have access to appropriate information and processes relating to their course, **AUT** will ensure that appropriate material is provided for students in their language of instruction. This policy outlines these resources and the availability of services to students studying in a language other than English.

For **HDR candidates**, given the specialised support services and the comparatively lower number of candidates likely to seek to undertake a course in a language other than English without a relatively competent level of English language proficiency, a different approach is appropriate for **HDR** degrees.

AUT's understanding of the principle of HESF 1.1.1 is that not only do admitted students have proficiency specifically in English needed to participate in their intended study, but that they have proficiency in the language of their course instruction needed to participate in their intended study. For that reason, applicants to a course in a Language Other than English are required to demonstrate proficiency in that language.

The only approved language other than English for AUT courses is Chinese. Courses approved for delivery in Chinese include all Coursework Awards of the AUT, and the Master of Theology (Research).

5. PRINCIPLES

<u>STUDENT REQUIREMENTS</u>

Student requirement: proficiency in a language other than English

5.1   Applicants to a course in a Language Other than English are required to demonstrate proficiency in that language. Applicants to a course to be delivered or assessed in Chinese must satisfactorily demonstrate of Chinese language proficiency, to the satisfaction of the Academic Dean of the relevant Affiliated College. Chinese language proficiency may be demonstrated from one of the following:

    5.1.1   The applicant holds a formal qualification completed in Chinese, issued by a provider of education registered with the relevant authority, completed within the last ten (10) years; or

    5.1.2   The applicant, for ten (10) or more years, has used Chinese as the language primarily spoken both at home and work; or

    5.1.3   The applicant provides proof of Chinese Language Proficiency. Normal proof of Chinese Language Proficiency is the outcomes of a **HSK Test**, or a test administered by an Affiliated College which has been approved by

AUT as one which will enable students to demonstrate proficiency in Chinese needed to participate in their intended study.

5.1.4 The **AUT Registrar**, on the written request of an **affiliated college**, has the right to waive or vary the requirement for proof of Chinese Language Proficiency as part of the admission process. On such occasions the **Registrar** will advise the relevant college in writing and record the action on the relevant student's record.

Student requirement: English Proficiency – Higher Degrees by Research

5.2 The *English Language Proficiency Policy* applies to applicants to a higher degree by research within Australian University of Theology in English. Where applicants wish to complete their research degree in a language other than English, demonstration of English language proficiency is required from one of the following:

5.2.1 The applicant holds an **Assessable Qualification** completed in one of the Approved Countries, completed within the last ten (10) years; or

5.2.2 The applicant has been resident in Australia for ten (10) or more years, with English being the language primarily spoken both at home and work; or

5.2.3 The applicant provides proof of **English Language Proficiency**. Normal proof of **English Language Proficiency** is an **IELTS** Test – Academic Version, with the **IELTS** requirement being an overall score of at least 6.0, with both Reading and Writing each being at least 6.0.

5.3 The **AUT Registrar**, on the written request of an **affiliated college**, has the right to waive or vary the requirement for proof of **English Language Proficiency** as part of the admission process, with consultation with the **Director of Research**. On such occasions the **Registrar** will advise the relevant college in writing and record the action on the relevant student's record.

Student requirement: Flexibility in the use of English – Coursework Awards

5.4 The standard delivery structure of units in a language other than English is that all learning activities (such as all classwork, lectures, tutorials, readings and completion of assessments) is undertaken in the language other than English. As such, proficiency in English is not required for the completion of studies where the course and all units are delivered and undertaken wholly in a language other than English.

5.5 Students undertaking AUT units and courses in a language other than English may wish to undertake some learning activities of a unit in English. For example, a student may wish to enrol in a unit in Chinese language, undertake the class in Chinese, complete readings in Chinese, but wish to submit one or more written assessments for the unit in English. In such cases:

5.5.1 Affiliated colleges are authorised to permit individual students, on written request, to complete specified learning activities in English within a student's coursework unit enrolled in a language other than English. The Affiliated College is to have a designated staff member responsible for the assessment of such requests, and in considering a student's request, the college staff member is required to ensure that the student has the *proficiency in English needed to participate in their intended study* (HESF 1.1.1). In order to undertake a review of a student's English language proficiency, an Affiliated College may implement a relevant testing mechanism.

5.6 Students who are enrolled in a course in a language other than English may wish to submit a unit enrolment application for a unit (or units) in English. Such students should refer to the *Unit Enrolment and Results Policy* and the *English Language Proficiency Policy* as the standard admission requirements for units undertaken in English language apply.

QUALITY MANAGEMENT OF COURSES IN A LANGUAGE OTHER THAN ENGLISH

Translation of Key Policies and other published material

5.7 AUT is to provide and maintain published translations of key policies and published material into Chinese. This includes the following:

5.7.1 Information about courses

5.7.2 Admission policies and fee information

5.7.3 Orientation materials

College approvals and quality assurance processes

5.8 Processes for approval of delivery of a course in a language other than English are outlined in the *Affiliated College Changes Policy*.

5.9 The quality of the delivery and assessment of courses delivered in a language other than English is ensured through the processes outlined in the Affiliation Agreement, Higher Education Standards Management Policy, and Quality Management Policy.

Provision of a bilingual contact person in each affiliate college offering LOTE

5.10 In order to ensure that **LOTE** students fully understand and can access all **AUT** policies as well as interact with AUT as needed, each affiliated college offering courses in LOTE will provide a bilingual contact person to provide interpretation to, and on behalf of, LOTE students. They will support LOTE students in applying the translated policies. This will ensure that students are adequately informed prior to admission and supported throughout their studies.

Policy assistance to be provided on request

5.11   A list of policies which relate to students but have not been translated into **LOTE** is outlined at Appendix B. This list, and a brief summary of the policy purpose is to be provided to students in LOTE. Students will also be informed of the availability of the bilingual student support officer at their campus to interpret the English policy for them, at no cost to themselves. This will ensure that students are adequately informed prior to admission, and supported throughout their studies.

Student Grievances and Complaints

5.12   The *Grievance Resolution Policy – Students* outlines that students have the right to lodge a formal grievance either in English or in the language of delivery of their course.

    5.12.1 In the case of a student lodging a formal grievance in Chinese to the Affiliated College or to the AUT, the Affiliated College and the AUT Office undertake to provide necessary interpretation and translation support required in order to address the specific concerns of the formal grievance.

Student interaction with AUT office

5.13   Students need to be able to communicate freely with AUT about any aspect of their course. In order to facilitate this, the student's primary sponsoring **affiliated college** undertakes to translate and interpret on behalf of the student to the **AUT office** for any written or verbal communication that the student wishes to undertake with AUT staff.

AUT office interaction with student

5.14   **AUT Office** needs to be able to communicate freely with the student about any aspect of their course. In order to facilitate this, the student's primary sponsoring **affiliated college** undertakes to translate and interpret on behalf of the **AUT Office** to the student for any written or verbal communication that the AUT Office wishes to undertake with student.

AUT-delivered content or programs

5.15   All programs and initiatives of **AUT** to be presented to students need consideration on how the objectives are achieved by students enrolled in courses in languages other than English. Examples of this include Academic Integrity modules, safe environments training, or any other institution-wide programs that AUT students are to undertake.

Affiliated college student support services in LOTE

5.16   Affiliated colleges that provide courses both in English and in LOTE need to also provide relevant student support services in LOTE (e.g., library materials,

student advice services, etc).

Affiliated college material

5.17   Affiliated colleges will provide all relevant affiliated college material, including but not limited to college policies, websites, admission processes, course content, advertising, etc.

Demonstration of compliance with the HESF standards

5.18   AUT has analysed the **HESF (2021)** standards to determine which standards require students to be able to either have sufficient proficiency in English or **LOTE** translation available for them. The following standards have been identified and necessary actions determined as follows for courses studied in Chinese language.

HE Standard	Action to achieve and demonstrate compliance
1.1.1	Admission policies, requirements and procedures are provided in LOTE; Minimum LOTE proficiency expectations to be established
1.1.2	All fees and policies relating to changes, withdrawals, credit for prior learning, tuition protection and refunds are provided in LOTE
1.1.3	Admission requirements, contractual arrangements and enrolment forms are provided in writing in LOTE
1.4.1	Learning outcomes for each course of study in LOTE are published
2.4.3	Provision for LOTE students to lodge a formal grievance in LOTE, and associated provisions from AUT and the Affiliated Colleges to support a student throughout the management of the student's grievance.
2.4.4	Decisions about formal complaints and appeals are recorded and the student is informed in writing in the appropriate LOTE and English, along with further avenues of appeal where they exist and the student could benefit.
5.2.1 5.2.3	Admission procedures and policies and orientation provided in LOTE will promote and uphold the academic and research integrity of courses and units and study.
5.3.5	Students will be given opportunity to provide feedback on their study via feedback mechanisms provided in LOTE.
7.2.1	Course information and admissions policies are made available in LOTE and a designated bilingual contact person provided to assist students

7.22	All the information normally provided in plain English for students, will be provided in LOTE
7.2.3	Policies relating to students holding or applying for an Australian student visa will be provided in LOTE
7.2.4	Any changes impacting LOTE students will be provided in LOTE

6. RELATED DOCUMENTS AND LEGISLATION

English Language Proficiency Policy

Higher Education Standards Framework (Threshold Standards) 2021

7. REFERENCES

During development of the now superseded *Admissions Policy – English Language Proficiency*, the University of Queensland "English Language Proficiency Admission Requirements for University Programs" stated several times that residence in Australia for a ten-year period was sufficient evidence of English language proficiency. This was initially considered, however there were concerns amongst AUT stakeholders that residence alone does not guarantee competence in English, and that an applicant ought to use English as the primary language both at home and at work. This increased measure was inserted into the draft policy before approval. Recent benchmarking at the time of approval of this document shows that UQ continues to allow students without assessable qualifications in English or formal English language testing to be admitted to courses, now stating a requirement for "acceptable evidence of sufficient English language skills developed through paid and/or voluntary work experience in a primarily English-speaking professional environment for at least 3 years immediately before the start of your UQ studies". https://future-students.uq.edu.au/apply/english-language-proficiency-requirements

8. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1.0	Council	9 November 2020	1 Jan 2021	New policy
2	Council	3 June 2024	3 June 2024	Policy review, minor revisions
3	Academic Board	2 August 2024	2 August 2024	Embedding flexibility for undertaking some tasks in English and associated language proficiency requirements
4	Vice-Chancellor	June 2025	June 2025	New policy format, minor editorial updates to implement university status.

APPENDIX A

List of policies and key material required to be translated into languages other than English:

Policies

- Academic integrity policy for coursework awards

- Course Progress Policy

- Coursework course enrolment policy

- Credit Transfer Rules

- Grievance resolution policy – students

- Overseas students release and transfer policy

- Overseas Student Extension, Deferment, Suspension and Cancellation Policy

- Prior Learning Policy

- Unit enrolments and results policy

- Sexual assault and sexual harassment policy

- Sexual assault and sexual harassment procedure

- Tuition fee refund policy

- Whistleblower policy

Other

- Webpage information for each course to be delivered in a language other than English, including course structure, rationale, admission requirements, duration, course learning outcomes.

- Tuition fee information

- Overseas students letter of offer and written agreement

- Course information and course learning outcomes

- Coursework Course and Unit Application and Enrolment Forms are to be established by relevant Affiliated Colleges using the AUT template, and confirmed by AUT for use.

- Information on student support published on AUT website for students, with specific references to the additional supports for students studying in a language other than English.

APPENDIX B

List of policies and other material which may concern students but are not translated into languages other than English, to be summarised and made accessible to students:

- Academic Governance Policy
- Assessment guidelines
- Assessment Policy
- Codes of conduct policy
- Committees of the Academic Board Policy
- Community engagement policy
- Conferral Policy
- Courses policy
- Critical incident policy
- Exam computer use rules
- Field education policy
- Moderation Policy
- Orientation Program rules
- Quality management policy
- Student records management policy
- Unit categories policy
- Unit delivery rules