



<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0520.07</b>
Title:	<b>English Language Requirements for International Learners and those for whom English is an additional language</b>	
Baldrige Criteria:	<b>Customers</b>	
Chief Executive Approval:	Effective Date: <b>22 August 2018</b>	Review Date: <b>1 August 2019</b>
Previous Policy No:	<b>AP511, AP512</b>	Status: <b>Current</b>
Contact Authority:	<b>Associate Director Quality</b>	

## Purpose

To enable learners, particularly international learners, who use English as an additional language (EAL) to participate effectively and to complete their chosen programme of study successfully, they must meet the required competency level for English before an Offer of Place at Otago Polytechnic can be made. This applies to all programmes except those which study and assess English language competency and short courses where an interpreter/reader/writer may be used.

## Background

International learners studying abroad usually study in a language other than their first and many New Zealand residents/New Zealanders are in a similar situation. It is therefore required that education institutions have an entry English language proficiency requirement for each programme/qualification. Registration requirements of professional organisations/statutory bodies where specific levels of English language competence are mandatory will influence English language entry requirements in those programmes that lead to registration. The most common and preferred English language testing measures are IELTS (International English Language Testing System), TOEFL iBT (Test of English as a Foreign Language via the Internet), and Cambridge International Examinations. Otago Polytechnic prefers its applicants to have IELTS, although equivalents are acceptable.

The level of English language competency assists in student success, as can supplementary English classes. However, it is not the only factor contributing towards learner success. It is important that academic and support staff provide support with other learning needs such as local and technical language and the need for good study habits and exam preparation.

## Statutory Compliance

The Education (Pastoral Care for International Students) Code of Practice 2016.

Public Records Act 2005

NZQA, NZQF Programme Approval and Accreditation Amendment Rules 2017, as amendment to the NZQF Programme Approval and Accreditation Amendment Rules 2013 (the Principal Rules).

## Policy

1. Each programme, except English language programmes, will have an English language competency level as an entry requirement. This level must be stated in the programme document and published for prospective learners.

The English language competency level will not be less than NZQA's minimum requirement for the level of programme/qualification. Refer to NZQA website <https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/> for English language requirements.

2. Where a programme document does not specify the necessary levels of English language competency, the entry requirement will be deemed to be that listed in Appendix A for the level and type of programme.
3. Where English is an additional language for learners, English language competency requirements are applicable to all learners who are new to Otago Polytechnic, or existing learners who apply to a new programme.
4. IELTS is the preferred English language testing system for Otago Polytechnic. IELTS scores must be taken from a single IELTS Test Report taken in the



preceding two years (i.e. combining scores from more than one test is not permissible). Equivalent testing systems that are listed in Appendix A are also acceptable when taken within the preceding two years.

5. All English language competency results must be supplied in original format or as certified copies before an Offer of Place can be made.
6. Evidence of English Language Proficiency must be retained for 2 years following each enrolment.
7. **Previous tertiary study in English:** All International learners are eligible for enrolment at all levels of the NZQF when they
  - a. Have achieved NCEA Level 3 and have met New Zealand university entrance requirements; or
  - b. can provide clear evidence of completion of:
    - Cambridge Certificate in English Language Teaching to Adults (CELTA), or
    - a Bachelor Degree, or
    - Graduate Certificate, or
    - Graduate Diploma, or
    - Bachelor Honours Degree, or
    - Postgraduate Certificate, or
    - Postgraduate Diploma, or
    - Master's Degree or
    - Doctoral Degreewith English as the language of instruction from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States.
8. International learners from countries with Immigration NZ annual student visa approval rates of at least 80% are eligible for enrolment at all levels of the NZQF when they provide evidence of either of the following kinds of previous primary and secondary study in English:
  - a. completion of all primary education (being the equivalent of New Zealand primary school years 1 to 8) and at least three years of secondary education (being the equivalent of three years from New Zealand secondary school years 9 to 13) at schools where the learner was taught using English as the language of instruction; or
  - b. completion of at least five years of secondary education (being the equivalent of New Zealand secondary school years 9 to 13) at schools where the learner was taught using English as the language of instruction.

Refer to Appendix A for acceptable evidence of English language proficiency.
9. Those EAL learners who have been identified as at risk learners may be required to undertake supplementary tuition in English language to ensure success.

## Referral Documents

Programme Documents – Entry Requirements

NZQA English language entry requirements for international students

<https://www.nzqa.govt.nz/providers-partners/qa-system-for-teos/english-international-students/>

Immigration NZ student visa approval rates

Approved by Chief Executive  
Date: 22 August 2018



## Acceptable evidence of English language proficiency

### Student from a country with a visa decline rate of more than 20%:

- NCEA Level 3 with University Entrance
- Certificate of Teaching English to Speakers of Other Languages (CELTA)
- Completed Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree, but only if:
  - The qualification is obtained from a tertiary education provider from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States; AND
  - The language of instruction was English.
- Internationally recognised English language proficiency test listed in [the Appendix](#) to Rule 18, but only if:
  - The student has achieved the required test scores for the level of the programme as specified in [the Table](#) in the Appendix; AND
  - The scores were achieved in a single test during the preceding two years. Combination of scores from multiple tests is not acceptable.

**Check the student visa decline rates that apply to your students on the [Immigration New Zealand website](#).**

### **Education organisations need to verify the English proficiency evidence**

Education organisations should verify any evidence of English language proficiency presented by international students or their agents. This includes verifying recognised English language tests or evidence of previous primary, secondary or tertiary study with English as the medium of instruction.

### Student from a country with a visa decline rate of 20% or less:

- NCEA Level 3 with University Entrance
- Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA)
- Completed Bachelor Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's Degree or Doctoral Degree, but only if:
  - The qualification is obtained from a tertiary education provider from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States; AND
  - The language of instruction was English.
- Internationally recognised English language proficiency test listed in [the Appendix](#) to Rule 18, but only if:
  - The student has achieved the required test scores for the level of the programme as specified in [the Table](#) in the Appendix; AND
  - The scores were achieved in a single test during the preceding two years. Combination of scores from multiple tests is not acceptable.
- An NZQA-approved English language proficiency test, administered by a Category 1 or 2 institution, where the student has achieved an outcome that is equivalent to or better than those listed in [the Table](#) of the Appendix.
- Completion of all primary education and at least three years of secondary education at schools with English as the language of instruction.
- Completion of five years of secondary education at schools with English as the language of instruction.

