



# Melbourne College of Divinity

Established by the Melbourne College of Divinity Act (Victoria) 1910  
www.mcd.edu.au

## MCD English Language Requirements Policy

### **Purpose:**

To ensure that:

- Admission processes are consistent across the Melbourne College of Divinity (MCD);
- That all applicants, both domestic and international, for MCD awards have the English skills to perform well in their studies;
- That the AUQA Good Practice Principles for English Language Proficiency for International Students in Australian Universities are addressed.

### **Scope:**

Applicants for coursework and higher degree by research programs at the MCD

### **Policy Statement:**

There are minimum English language entry requirements for all courses at the MCD that applicants must meet in order to be considered for admission. These requirements are set out in detail in the MCD English Language Entry Requirements Procedures.

**Supporting Procedures:** MCD English Language Entry Requirements Procedures

### **Responsibility for Implementation:**

Director of Coursework  
Director of Research  
RTI Coursework Coordinators

### **Owners:**

Coursework Studies Committee & Research Committee

### **Author & Contact Person:**

Quality & Compliance Officer

# MCD English Language Requirements Procedures

## Glossary of Terms

### G1. English medium

Where English is the language of instruction, communication and assessment for all aspects of study in the entire institution or substantial school or program and this is certified by the institution or department.

### G2. English language standard required for undergraduate study

The minimum English requirement for undergraduate study at MCD, evidenced by either:

- 2.1 an IELTS (see below) test score of at least 6.5 with no individual band under 6.0; or
- 2.2 a TOEFL (see below) test score of either:
  - 2.2.1 in the written TOEFL, 577 with a Test of Written English (TWE) score of at least 4.5, or;
  - 2.2.2 in the computer-based TOEFL, 233 including an Essay Rating score of 4.5; or
  - 2.2.3 in the internet-based TOEFL, an overall score of 90 with no less than 21 in any section; or
- 2.3 equivalent results in an English language test approved by the MCD.

### G3. English language standard required for postgraduate study

The minimum English requirement for postgraduate study at MCD, evidenced by either:

- 3.1 an IELTS (see below) test score of at least 7.0 with no individual band under 6.5; or
- 3.2 a TOEFL (see below) test score of either:
  - 3.2.1 in the written TOEFL, 580 with a Test of Written English (TWE) score of at least 5.0, or;
  - 3.2.2 in the computer-based TOEFL, 250 including an Essay Rating score of at least 5.0; or
  - 3.2.3 in the internet-based TOEFL, an overall score of 100 with at least 22 in the written section and no less than 21 in any section; or
- 3.3 equivalent results in an English language test approved by the MCD.

### G4. IELTS

International English Language Testing System: see [www.ielts.org](http://www.ielts.org)

### G5. Standard full-time undergraduate year

Successful completion of the equivalent of a full-time year of study in:

- a university bachelor level program; or
- a TAFE or VET diploma program at Certificate IV level; or
- a program approved by the MCD as being taught at a level equivalent to MCD undergraduate study.

## **G6. Standard full-time postgraduate year**

Successful completion of the equivalent of a full-time year of study in:

- a university Graduate Certificate, Graduate Diploma or coursework Masters program; or
- a program approved by the MCD as being taught at a level equivalent to MCD postgraduate study.

## **G7. TOEFL**

Test of English as a Foreign Language: see [www.toefl.org](http://www.toefl.org)

# **1. MCD Coursework Programs**

## **1.1 Introduction**

In setting English entry requirements for coursework programs at the MCD, relevant considerations are:

- 1.1.1 The level of the course to which admission is sought;
- 1.1.2 Whether applicants have lived and functioned for a substantial part of their lives in an English-speaking context, or whether they have only recently begun to study in an English-speaking school or institution.

Accordingly, these procedures set out the ways in which the various types of applicants can meet the English language entry requirements of the College by fulfilling one of the alternative English language entry requirements listed for each type of applicant.

For each type of applicant, the requirements listed are the minimum requirements for admission to any course at that level.

As well as fulfilling the English language entry requirements, applicants must also fulfil the academic entry requirements for admission to the course.

When an applicant has completed several measures of English proficiency over a period of time, only the most recent measure will be considered.

The College reserves the right to request that the applicant undergo an English test in addition to any other evidence of English language proficiency provided.

## **1.2 Applicants to undergraduate courses**

### **1.2.1 Applicants whose secondary schooling was entirely in English**

Applicants for undergraduate courses whose secondary schooling was entirely in an English-medium school may fulfil the English language entry requirements by one of the following:

- 1.2.1.1 Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject; or
- 1.2.1.2 Satisfactorily completing a standard full-time undergraduate year as defined in the Glossary above; or
- 1.2.1.3 Satisfactorily completing a Certificate IV that has been approved by the Director of Coursework in consultation with the RTI Coursework Coordinator, as requiring sufficient English skills to meet the English language entry requirements.

### **1.2.2 Applicants whose secondary schooling was not entirely in English**

Applicants for undergraduate courses whose secondary schooling was not entirely in an English-medium school may fulfil the English language entry requirements by one of the following.

- 1.2.2.1 Gaining a pass in a VCE English subject or an equivalent Year 12 or university foundation English subject; or
- 1.2.2.2 Satisfactorily completing a period of study, at a sufficiently advanced level, in an English-medium institution, or substantial English-medium school or department within a larger institution. The applicant must have completed satisfactorily a standard full-time undergraduate year as defined in the Glossary above; or
- 1.2.2.3 Attaining the *English language standard required for undergraduate study* as defined in G2 above.
- 1.2.2.4 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be granted probationary entry to an undergraduate program under the terms set out in the Regulations for that program.

Note that any result or qualification listed must have been gained or completed within the two years prior to commencement of the course in which enrolment is sought.

### **1.3 Applicants for single undergraduate units**

Applicants for single undergraduate units may fulfil the English language entry requirements by one of the following:

- 1.3.1 Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school; or
- 1.3.2 Passing a unit at Bachelor level or above taught in English in an English-medium university recognised by the Academic Board for that purpose; or
- 1.3.3 Passing units equivalent to one fulltime semester of tertiary study taught in English in an English-medium institution at Australian TAFE Certificate IV level or above, or equivalent recognised by the Academic Board for that purpose; or
- 1.3.4 Attaining the *English language standard required for undergraduate study* as defined in G2 above.
- 1.3.5 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be granted probationary entry to an undergraduate program under the terms set out in the Regulations for that program.

### **1.4 Applicants to graduate/postgraduate coursework courses**

#### **1.4.1 Applicants whose secondary schooling was entirely in English**

Applicants to graduate/postgraduate coursework courses whose secondary schooling was entirely in an English-medium school may fulfil the English language entry requirements by one of the following:

- 1.4.1.1 Satisfactorily completing a period of study, at a sufficiently advanced level, in an English-medium institution. The applicant must have completed satisfactorily one of the following:
  - 1.4.1.1.1 An undergraduate degree, or;
  - 1.4.1.1.2 The equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma, or equivalent, or;
  - 1.4.1.1.3 The equivalent of at least one full-time year of postgraduate study.
- 1.4.1.2 An applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be admitted as an exceptional case on

the basis of relevant and documented experience and/or achievement, subject to approval by the relevant Coursework Coordinator and the Director of Coursework.

#### **1.4.2 Applicants to graduate/postgraduate coursework courses whose secondary schooling was not entirely in English**

Applicants to graduate/postgraduate coursework courses whose secondary schooling was not entirely in an English-medium school may fulfil the English language entry requirements by one of the following:

1.4.2.1 Satisfactorily completing a sufficient period of study, at a sufficiently advanced level, in an English-medium institution. The applicant must have completed satisfactorily one of the following:

1.4.2.1.1 An undergraduate degree within the five years prior to the commencement of the course of intended enrolment, or;

1.4.2.1.2 The equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma, or equivalent, within the two years prior to commencement of the course for which the application was made, or;

1.4.2.1.3 The equivalent of at least one *standard full-time postgraduate year* as defined in the Glossary above, within the two years prior to commencement of the course for which application was made; or

1.4.2.2 Attaining the *English language standard required for postgraduate study* as defined in G3 above.

1.4.2.3 An applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be admitted as an exceptional case on the basis of relevant and documented experience and/or achievement, subject to approval by the relevant Coursework Coordinator and the Director of Coursework.

## **1.5 Applicants for single postgraduate units**

Applicants for single postgraduate units may fulfil the English language entry requirements for admission by one of the following:

- 1.5.1 Having completed the last two years of their secondary schooling, or equivalent, in an English-medium school; or
- 1.5.2 Passing a unit in an English-medium university; or
- 1.5.3 Passing units equivalent to one fulltime semester of tertiary study in an English-medium institution at Australian TAFE Certificate IV level or above, or equivalent; or
- 1.5.4 Attaining the *English language standard required for postgraduate study* as defined in G3 above.
- 1.5.5 A mature-age applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be granted probationary entry to an undergraduate program under the terms set out in the Regulations for that program.

### **Responsibility for Procedures Relating to Coursework Programs**

Director Coursework

RTI Coursework Coordinators

## **2 MCD Higher Degree by Research Programs**

### **2.1 Introduction**

In setting English language requirements for MCD research programs, the relevant consideration is whether applicants have successfully completed a significant period of study in an English-speaking school or institution.

Accordingly, these procedures set out the ways in which applicants for the various types of MCD research programs can meet the English language entry requirements of the College by fulfilling one of the alternative English language entry requirements listed for applicants below.

For applicants for each type of research program, the requirements listed are the minimum requirements for admission to any program at that level.

As well as fulfilling the English language entry requirements, to be considered for admission to a research program, applicants for research programs must also fulfil the academic entry requirements detailed in the Regulations for those courses.

When an applicant has completed several measures of English proficiency over a period of time, only the most recent measure will be considered.

The College reserves the right to request that the applicant undergoes an English test in addition to any other evidence of English language proficiency provided.

### **2.2 Applicants whose secondary schooling was entirely in English**

Applicants to higher degree by research programs whose secondary schooling was entirely in an English-medium school may fulfil the English language entry requirements by one of the following:

- 2.2.1 Satisfactorily completing a period of study, at a sufficiently advanced level, in an English-medium institution. The applicant must have completed satisfactorily one of the following:
  - 2.2.1.1 An undergraduate degree, or;
  - 2.2.1.2 The equivalent of at least three standard full-time semesters of a university degree or Australian TAFE diploma, or equivalent, or;
  - 2.2.1.3 The equivalent of at least one full-time year of postgraduate study; or
- 2.2.2 Satisfactorily completing an MCD diploma, graduate certificate, or graduate diploma comprising at least one full-time semester of postgraduate-level units.

- 2.2.3 An applicant who is an Australian citizen or Australian resident and who does not satisfy any of the above requirements may be admitted as an exceptional case on the basis of relevant and documented experience and/or achievement, subject to recommendation by the Director of Research and the Research Committee, and approved by Academic Board.

### **2.3 Applicants to higher degree by research courses whose secondary schooling was not entirely in English**

Applicants to higher degree by research courses whose secondary schooling was not entirely in an English-medium school may fulfil the English language entry requirements by one of the following:

- 2.3.1 Satisfactorily completing a sufficient period of study, at a sufficiently advanced level, in an English-medium institution. The applicant must have completed satisfactorily an undergraduate degree within the five years prior to the commencement of the course of intended enrolment, or;
- 2.3.2 Attaining the *English language standard required for postgraduate study* as defined in G3 above.

### **Responsibility for Procedures Relating to Research Programs**

Director of Research  
Research Committee