

The Use of Languages Other than English Policy

Section 1 - Purpose / Objectives

(1) The purposes of this policy are two-fold:

- a. to establish a quality framework for award courses delivered fully or partially in a language other than English (LOTE) (see 4 and 5); and
- b. to provide guidance through the establishment of a set of principles on the delivery and development of award courses fully or partially in a language other than English (see 6 and 7).

(2) This policy is intended to cover delivery of VU award courses entirely in a language other than English (LOTE delivery) or using a planned combination of English and LOTE in delivery (bilingual delivery), including assessment being undertaken entirely or primarily in a LOTE. It is envisaged that this will occur most commonly in niche postgraduate and vocational areas where the development of competence in English is not an expected or desired learning outcome. Quality of student outcomes is assured by the provision of high quality teaching and learning, supported by appropriate resourcing and infrastructure and well understood processes.

(3) This policy does not replace nor impact on VU's Approval Process for International Agreements, but should be read as an adjunct policy to the Higher Education Course Approvals Policy and Guidelines and the TAFE Qualification Governance and Registration Guidelines. The focus of this policy is to ensure that the academic outcomes for students undertaking an award course in a language other than English are of a comparable quality to those for students studying the same program in English.

Section 2 - Policy Statement

(4) Principles in a quality framework for award courses delivered fully or partially in languages other than English;

- a. Courses approved to be delivered fully or partially in a LOTE must comply with Australian legislation, the University legislation and legislative and regulatory requirements of the host country.
- b. VE and HE courses to be delivered fully or partially in a LOTE must comply with the quality assurance regimes of their respective sectors, with additional emphasis on assuring the integrity of the processes of translation and interpretation.
- c. Student feedback tools in courses to be delivered fully or partially in a LOTE will be translated into the specified LOTE prior to the delivery of the course and will be used regularly in accord with VU policy. Student feedback results will be provided to students in the relevant LOTE.
- d. VU staff appointed to coordinate higher education courses delivered fully or partially in a LOTE will be suitably qualified in both English and the other language, as well as having the requisite disciplinary knowledge and qualifications. VE staff appointed to coordinate the delivery of TAFE qualifications will be suitably qualified in both English and the other language as well as having the relevant and current training qualifications. Where the partner course coordinator and at least half of the VU teaching staff are fluent in both the LOTE and English, the requirement for the VU coordinator to be bilingual may be able to be waived subject to the approval of the

Principal Officer responsible for the faculty.

- (5) Principles assuring the quality and comparability of all courses at an award level;
- a. VU will only offer a course fully or partially in a LOTE where an existing award at the same level is offered in English.
 - b. All courses to be taught fully or partially in a LOTE will be approved through the University's established approvals procedures.
 - i. Higher education courses developed for full or partial LOTE delivery will be approved via the University's higher education course approvals procedures for a major course amendment (modules 1 and 2).
 - ii. VE courses developed for full or partial LOTE delivery will be approved via the procedures for a major course amendment (modules 2 to 4 and 6) of the TAFE Qualification Governance and Registration procedures.
 - c. Admissions standards for off-shore courses are required to be comparable to those applied to on-shore courses. In the case of courses being delivered fully or partially in a LOTE the admission standards for the LOTE offering will be the same as for its English equivalent, except that the English language requirements will be modified.
 - i. For off-shore delivery refer to Appendix 14.1 of this policy
 - ii. For on-shore delivery, even though English language competence may not be required for gaining entry to the course, students must meet any IELTS requirement stipulated for gaining a visa to study in Melbourne in their course (refer to <http://www.immi.gov.au/students>)
 - d. The same standards and assessment criteria will be applied in assessing learning outcomes to those used in the concomitant English based course/s.
 - i. moderation/verification of assessment tasks will be in accordance with the Student Assessment Policy;
 - ii. where there are insufficient suitably qualified VU staff to undertake moderation in LOTE as per the Student Assessment Policy, a sample of LOTE assessments will be translated for moderation in line with moderation principles in the policy. This translation will be commissioned by VU and will occur independently of the partner organization.
 - e. Academic transcripts and testamurs will indicate the language or languages of instruction where this has been fully or partially in a LOTE.
 - i. The VU testamur will distinguish the language of course delivery, using the terms 'bilingually delivered in English and [name of LOTE]' or 'delivered in [name of LOTE]'. In every other respect, the testamur will conform with standard VU requirements.
 - ii. For VE awards, this will be in accordance with the National Quality Council (NQC) policy on languages for delivery of VET off-shore, "AQF qualifications and Statements of Attainment covered by the Australian Quality Training Framework must be delivered and assessed at a level of English language proficiency appropriate to the context of delivery. This does not preclude the use of Languages Other Than English (LOTE) to support training delivery and assessment. Where units of competency and/or qualifications have been delivered and assessed entirely in a LOTE, then the language of delivery and assessment should be noted on the testamur. Testamurs are to be in English. Official translations may (optionally) be included on the reverse of the document."
 - iii. For higher education students, academic transcripts will be produced in the respective LOTE as well as English and will specify the language of course delivery.
 - f. Victoria University recognizes that, whilst each course delivered fully or partially in a LOTE must demonstrate comparability in breadth and academic standard to English delivered courses, good pedagogical objectives demand a level of course customization.
 - g. A student accorded the opportunity to undertake a course approved to be fully delivered in a LOTE and/or a combination of English and LOTE will abide by the conditions stipulated by the University.
 - i. At the commencement of the course, students will be provided with rules and advice about plagiarism,

the grading schema and protocols related to the translation of student assessment.

- ii. At the commencement of the course students will be provided with clear information about the content, resources and assessment required in the course and access to course materials, academic advice and support.
- iii. Examinations should be conducted under the same conditions as those conducted for English based courses.

(6) Principles guiding the delivery and development of award courses delivered fully in languages other than English

- a. As far as possible, all teaching staff involved in the delivery of a course taught fully in a LOTE should be proficient in the respective LOTE as well as the disciplinary area.
- b. Where principle 6 a cannot be realized, qualified interpreters/translators (National Accreditation Authority Translators and Interpreters scale of at least level 3 or equivalent) will be employed by VU to provide interpretation and to prepare translations of written materials (as required).
 - i. All appropriately qualified translators and interpreters must be approved by the responsible VU coordinator.
- c. Translation of unit and course materials will be completed prior to the delivery of the course and validated by a second translator.
- d. All student-related Teaching and Learning policies and VU regulations will be translated into the LOTE of delivery by VU and will be accessible on the University website prior to the delivery of the course.
 - i. The Faculty offering the course in LOTE will be responsible for regularly monitoring the currency of rules translated into the LOTE and where necessary, revising this material to maintain its currency.
- e. Course Approvals documentation will include explicit descriptions of the customization of the features of the course.
 - i. Customization will include aspects such as increased class contact time to account for interpretation time and the provision of learning materials and case studies relevant to the student's national context and linguistic and cultural environment.
- f. Students undertaking courses delivered fully in a LOTE may not be native speakers of that LOTE. Students admitted to such courses will be required to fulfil LOTE proficiency entry requirements specified in the course approval documents. These will be comparable with English proficiency entry requirements for programs delivered in English, i.e. they will consist of a comparable level of test result or a comparable length and level of previous study in the LOTE.
- g. Students studying in a LOTE will be offered access to appropriate academic support mechanisms in the specified LOTE in accord with what is required by VU Teaching and Learning Policies.
- h. All assessment tasks submitted in a LOTE will either be assessed by a LOTE speaking instructor or translated as required;
 - i. In the instance where student work needs to be translated for moderation or assessment purposes, then a single translator as approved by VU will be utilized for the assessment task

(7) Principles guiding the delivery and development of award courses in a combination of English and a language other than English

- a. A detailed language usage and skills needs analysis plan for the proposed bilingual delivery must be developed and approved as part of the course approval process.
- b. Both English language and LOTE proficiency entrance requirements (see 6 f) must reflect the expectations about the level and nature of usage of English incorporated in the course delivery model (see 7 a).
 - i. Both the English and LOTE entry requirements recorded in the higher education LOTE course approvals documentation will be carefully substantiated in relation to a detailed analysis of the language

proficiency and skills requirements for a student's participation in and successful completion of the course in its proposed bilingual delivery model.

- ii. The entry requirements for VE courses in the Request to Register and TAFE Qualification module will specify the requirements related to undertaking the course in a combination of English and LOTE.
- c. As far as possible, all teaching staff involved in the delivery of a course taught in a combination of English and a LOTE will be proficient in both languages as well as in the disciplinary area.
- d. Where principle 7 b cannot be realized, and the agreed delivery model involves aspects of delivery in LOTE then qualified interpreters/translators (National Accreditation Authority Translators and Interpreters scale of at least level 3) will be employed to provide interpretation and to prepare translations of written materials (as required).
 - i. All appropriately qualified translators and interpreters must be approved by the responsible VU coordinator.
- e. All student-related Teaching and Learning policies and VU regulations will be translated into the LOTE of delivery by VU and will be accessible on the University website prior to the delivery of the course.
 - i. The Faculty offering the course in bilingual mode will be responsible for regularly monitoring the currency of rules translated into the LOTE and where necessary, revising this material for consistency
- f. Course Approvals documentation will include explicit descriptions of the customization of the features of the course
 - i. Customization will include aspects such as increased class contact time to account for interpretation time (if required), language skill development needs for each language, and the provision of learning materials and case studies relevant to the student's national context and linguistic and cultural environment.
- g. Translation of unit and course materials will be completed prior to the delivery of the course and validated by a second translator through back translation.
- h. Students studying bilingually will be offered access to comparable level of academic support in English and/or the LOTE as is available to students studying in English.
- i. All assessment tasks submitted in a LOTE will either be assessed by a LOTE speaking instructor or translated as required;
 - i. In the instance where student work needs to be translated for moderation or assessment purposes, then a single translator as approved by VU will be utilized for the assessment task.
 - ii. The testamur will document the languages of instruction and the transcript will indicate that the student has undertaken their studies through a course that has been 'bilingually delivered in English and [name of LOTE]'

Section 3 - Scope / Application

(8) Nil

Section 4 - Definitions

(9) Approval - process of assessment of course materials to ensure that they meet the appropriate standards in line with the AQF;

(10) Bilingual Delivery - unit/s and/or course material and instruction are in a combination of English and LOTE, and assessment is primarily in a LOTE

(11) Course - is an approved program of units arranged sequentially or complementarily which lead to the conferring of a VU award such as of a Certificate, Diploma or Degree.

(12) Award Course - program of study which, on satisfactory completion, qualifies the student for the award of a degree, diploma or certificate from Victoria University.

(13) Delivery in a LOTE - all unit and/or course material, instruction and assessment are in a LOTE.

(14) Interpretation - process of conveying meaning orally from one language to another.

(15) Partner - organization with whom Victoria University has an agreement for the delivery of education services.

(16) Translation - rendering of course materials and/or other written information, including written assessment, from LOTE to English or vice versa.

Section 5 - Procedures

(17) The procedures for the approval of courses delivered in LOTE are enunciated in:

- a. Higher Education Course Approvals Guidelines; and
- b. TAFE Governance and Registration Guidelines.

Section 6 - Guidelines

(18) Nil

Status and Details

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