

Course Delivery in Languages Other Than English Procedure

Section 1 - Purpose / Objectives

(1) The purposes of this procedure are:

- a. to establish a quality framework for award courses delivered fully or partially in a language other than English (LOTE); and
- b. to provide guidance on the delivery and development of award courses fully or partially in a language other than English.

Section 2 - Scope / Application

(2) The procedure covers 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.

(3) 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.

Section 3 - Definitions

(4) Nil

Section 4 - Policy Statement

(5) See:

- a. Principles of Equivalence Policy
- b. Learning and Teaching Quality and Standards Policy

Section 5 - Procedures

Part A - Roles and Responsibilities

Roles	Responsibilities
Course Coordinator or equivalent	Recommends, implements and monitors appropriate course customisation for LOTE / bilingual delivery
Dean of College / Vice President Vocational Education	Approves waiver of bilingual requirement for Course Coordinator subject to clause (13)

Roles	Responsibilities
College delivering in LOTE / bilingual or VUIT	<p>Ensures course materials are translated and available to students</p> <p>Monitors equivalence of materials and assessments</p> <p>Assesses and approves translators according to specified criteria</p>

Part B - Quality Assurance

(6) 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.

(7) 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.

(8) All courses to be taught fully or partially in a LOTE will be approved through the University's established course approvals procedures.

(9) 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.

(10) For bilingual delivery, both English language and LOTE proficiency entrance requirements must reflect the expectations about the level and nature of usage of English incorporated in the course delivery model.

(11) 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 by the Australian Government for gaining a visa to study in Melbourne in their course.

Part C - Teaching Staff

(12) VU Higher Education 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.

(13) 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.

(14) 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 Dean of the relevant College.

(15) 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.

(16) Where clause 14 cannot be realised, 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).

Part D - Assessment

(17) The same standards and assessment criteria will be applied in assessing learning outcomes to those used in the concomitant English based course/s.

(18) Moderation/verification of assessment tasks will be in accordance with the relevant Assessment Procedures.

(19) Where there are insufficient suitably qualified VU staff to undertake moderation in LOTE, 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 organisation.

(20) All assessment tasks submitted in a LOTE will either be assessed by a LOTE speaking instructor or translated as required;

(21) 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 utilised for the assessment task

Part E - Course Customisation

(22) Victoria University recognises 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 customisation.

(23) Translation of unit and course materials will be completed prior to the delivery of the course and validated by a second translator.

- a. All appropriately qualified translators and interpreters must be approved by the responsible VU Coordinator.

(24) Course Approvals documentation will include explicit descriptions of the customisation of the features of the course.

(25) Customisation will include aspects such as:

- a. increased class contact time to account for interpretation time (if required)
- b. language skill development needs for each language, and
- c. the provision of learning materials and case studies relevant to the student's national context and linguistic and cultural environment.

(26) 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.

Part F - Student Support

(27) 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.

(28) 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.

(29) 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.

(30) Examinations should be conducted under the same conditions as those conducted for English based courses.

(31) The College 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.

(32) 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.

Section 6 - Guidelines

(33) Nil

Status and Details

Status	Current
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	Vice-Chancellor
Approval Date	To Be Advised
Expiry Date	Not Applicable
Responsible Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 99195077
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