Framework for Teaching and Assessment in a Language of Study other than English

# Introduction

## This paper sets out the University’s framework for the teaching and assessment of a programme in a language other than English [the language of study].

## It is the responsibility of the Programme Teams presenting at the Programme Approval Event to demonstrate to the satisfaction of the Programme Approval Panel that all elements of this Framework will be met.

# Principles

## This Framework is underpinned by five key principles, that:

### No student shall be disadvantaged by the delivery of a programme in a language other than English.

### The commitment of the University to the quality and standards of its provision shall not in any way be compromised by the delivery of a programme in a language other than English.

### A strategy for delivery that involves the translation of student work into English should be avoided whenever possible.

### The School or Centre that is responsible for oversight of the delivery of the programme will, for each programme area to be taught in a language other than English, identify or engage a member of academic staff, who is fluent both in English and in the language of study other than English.

### In the case of all documentation, other than that created by the student for the purposes of assessment, it is the English version of the documentation that is to be relied upon.

# The Approval Event

## The Programme Approval Panel must include a minimum of one external panel member fluent in the proposed language of study, who is currently employed by a UK University.

## The Programme Approval Panel must see all Programme documentation in English and in the language of study.

## The Approval Event will be conducted in English, although an interpreter may be used for the purposes of translation from the language of study into English.

## The Approval Event will consider the English version of all documentation, and conditions and recommendations must be met in English with translation in the language of study, except where there is a reference to a secondary source for which the original is in the language of study.

## It is the responsibility of the Programme Teams to demonstrate to the satisfaction of the Programme Approval Panel that the following arrangements are in place.

### That both teaching and assessment (including the provision of feedback) will take place in the same language for the module(s), stage(s), level(s) programme(s) to be taught in the language of study.

### That there is appropriate academic bi-lingual expertise within the School(s) or Centre(s), in which the award is situated.

### That individuals with the necessary expertise in the language of study and subject expertise will be identified and employed.

### That suitable external examiners fluent in both English and the language of study and who have recent experience of UK higher education will be identified and employed and that there is a sufficient pool of external examiners to enable external examining arrangements to be sustainable.

### That effective communication between the University and non-UK staff and students will occur.

### That the accuracy and quality of all documents to be translated into the language of study will be assured and how updated versions of such will be made available.

### That all assessments will be approved by members of staff who are fluent in English and in the language of study prior to being issued to the students, and that such arrangements will not delay the issuing of such work.

### That all assessments will be first and second marked by markers with appropriate academic expertise who are fluent both in English and in the language of study, and that that arrangement will not delay feedback to the students.

### That where the second marker is not a member of University academic staff there must be subject-specific moderation of the first and second marking, either by a member of University staff, who is fluent both in English and in the language of study, or through the translation of assessed work, which must comprise all assessed work for that module or modules and which will not delay feedback to the students.

### That, where translation of assessed work is used, the reliability and validity of the assessment judgments arising from the marking of translated assessments will be assured.

### That all translation complies in full with the University regulations for translation. For example, student work must be translated from the language of study by a professional translator whose first language is English.

### That the University is able to undertake such activity as an appeal in the language of study.

### That appropriate arrangements for link tutoring are in place by an academic employed by the University who is fluent both in English and in the language if study, and that that function is sustainable.

### That, where members of University staff, who do not speak the language of study, engage with students, appropriate translation arrangements will be put in place.

### That material required for University quality assurance and enhancement processes will be made available to both local staff and students and the relevant University faculty, schools and professional service departments, and that annual monitoring and periodic review may be conducted by those who speak only English.

### That language of delivery and assessment will be stated on the award certificate and or transcript/diploma supplement.

### That there are indicative arrangements to enable students to complete their studies in the language of study should any partnership arrangement underpinning delivery fail.

# Guidance

## The School or Centre that is responsible for oversight of the delivery of the programme will need to ensure that there is sufficient bilingual academic expertise to enable the programme or programmes to be taught, including the identification or engagement of a member of academic staff for each programme area, who is fluent both in English and in the language of study other than English.

## Such staff members may have sufficient specific expertise to second mark some assessed work, and have sufficient generic expertise to moderate a wider range of work.

## It is expected that translation will be used for moderation of assessed work only as a final resort, as it may compromise the effectiveness of feedback to students.

## Programme Teams will need either;

### to ensure that there is sufficient bi-lingual expertise, either within the School or contracted for the purpose by the School, to provide direct support to it to moderate all work, including all dissertations, or

### that assessed work will be translated into English for the purpose.

## Translation of University materials from English into the language of study will include:

### Programme document/programme specification/module descriptors

### Student handbooks

### University regulations and assessment procedures

### All student-facing regulations and process documents

### Any modified regulatory, policy or process documents, as modified (on-going cost)

### Annual Reports

### External Examiner Reports, which must be written in English

### Responses to external examiners, which must be written in English

## Translation of University materials from the language of study into English for quality assurance and enhancement processes will include:

### Student-Staff Liaison Meeting reports

## Adequate resources must be costed and provided to allow for the translation of all the necessary documentation to enable the School to manage the liaison in accordance with University requirements.

## Translation of material must be done by translators approved by the University in line with its regulations on translation and the cost will be borne by the partner institution. Account must be taken of updates and changes to policies and regulations. Regulatory and Quality Assurance documents may be translated by a partner organisation and verified by an independent, professional translator employed by the University. Assessment materials must be translated in their entirety by an independent, professional translator employed by the University.

## The University must be able to read all publicity materials in the language of study to ensure that applicants are not being misled, as required by the UK Quality Code (Part C)

## Contingency plan for the possibility of teach out in the language of study must be drawn up, as required by the UK Quality Code (Part B, Chapter 10).