

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

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## 1. Introduction

- 1.1 This paper sets out the University's framework for the teaching and assessment of a course in a language other than English [the language of study].
- 1.2 The ownership and responsibility for demonstrating that all elements of the Framework have been met at Course Approval Events are set out under item 3.

## 2. Principles

- 2.1 This Framework is underpinned by five key principles, that:
  - 2.1.1 no student shall be disadvantaged by the delivery of a course in a language other than English;
  - 2.1.2 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 course in a language other than English;
  - 2.1.3 a strategy for delivery that involves the translation of student work into English should be avoided whenever possible;
  - 2.1.4 the School that is responsible for oversight of the delivery of the course will, for each course 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;
  - 2.1.5 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;

## 3. Approval of Courses

- 3.1 The Course Approval Panel must include a minimum of one external panel member fluent in the proposed language of study, who must participate at the approval event and have appropriate experience of working in a UK University.
- 3.2 The Course Approval Panel must receive all Course documentation and supporting information in both the language of study and in English.
- 3.3 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.
- 3.4 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.

- 3.5 Before the conditions and recommendations can be approved, the Panel must receive copies of the documentation in both the language of study and in English.
- 3.6 It is the responsibility of the Faculty Portfolio Planning Executive during the course planning process to ensure the following arrangements are in place that:
- 3.6.1 there is appropriate academic bi-lingual expertise within the School(s) in which the award is situated;
  - 3.6.2 individuals with the necessary expertise in the language of study and subject expertise will be identified and employed;
  - 3.6.3 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;
  - 3.6.4 individuals with the necessary expertise in the language of study and subject expertise approve assessments prior to being issued to the students, and that such arrangements will not delay the issuing of such work;
  - 3.6.5 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 of study, and that that function is sustainable;
  - 3.6.6 there are indicative arrangements to enable students to complete their studies in the language of study should any partnership arrangement underpinning delivery fail;
  - 3.6.7 contingency plan for the possibility of teach out in the language of study are drawn up, as required by the *UK Quality Code*.
- 3.7 It is the responsibility of the Course Team/s to demonstrate to the satisfaction of the Course Approval Panel that the following arrangements are in place:
- 3.7.1 both teaching and assessment (including the provision of feedback) will take place in the same language as that in which the course(s) will be studied ;
  - 3.7.2 effective communication between the University and non-UK staff and students will occur;
  - 3.7.3 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;
  - 3.7.4 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;
  - 3.7.5 there are arrangements in place for all assessments to be first and second marked in line with the University's *Marking Procedures*, by markers with appropriate academic expertise who are fluent both in English and in the language of study;
  - 3.7.6 where translation is used, the reliability and validity of the assessment judgments arising from the marking of translated assessments will be assured.

## **4. Translation**

- 4.1 Translation of material must be undertaken 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.
- 4.2 Where assessment cannot be carried out by markers who are fluent in both in English and in the language of study, the Head of School concerned may give explicit permission to allow translation of assessed work, provided that:
  - 4.2.1 the arrangement will not delay feedback to the student;
  - 4.2.2 a strategy is outlined to ensure future compliance with the Framework.
- 4.3 Translation of University materials from English into the language of study will include:
  - 4.3.1 the course document documentation, including module descriptors;
  - 4.3.2 Student Handbooks;
  - 4.3.3 Placement Handbooks, where applicable;
  - 4.3.4 University regulations and assessment procedures;
  - 4.3.5 all student-facing regulations and process documents;
  - 4.3.6 any modified regulatory, policy or process documents, as modified (on-going cost);
  - 4.3.7 Annual Reports;
  - 4.3.8 External Examiner Reports, which must be written in English;
  - 4.3.9 Responses to external examiners, which must be written in English;
- 4.4 Translation of University materials from the language of study into English for quality assurance and enhancement processes will include:
  - 4.4.1 Student-Staff Liaison Meeting reports
- 4.5 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.

## **5. The Memorandum of Agreement**

- 5.1 In order to support the requirements of delivery and assessment in another language, the Memorandum of Agreement will state that:
  - 5.1.1 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;
  - 5.1.2 the University is able to undertake such activity as an appeal in the language of study;

- 5.1.3 where members of University staff, who do not speak the language of study, engage with students, appropriate translation arrangements will be put in place;
- 5.1.4 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;
- 5.1.5 the language of delivery and assessment will be stated on the award certificate and or transcript/diploma supplement;
- 5.1.6 the University has access to and is able to read all materials that are made available to students in the language of study, including, but not limited to, marketing material, course websites and VLEs, correspondence with student, to ensure that applicants are not being misled, as required by the UK Quality Code.

## **6. Guidance**

- 6.1 The School that is responsible for oversight of the delivery of the course will need to ensure that there is sufficient bilingual academic expertise to enable the course or courses to be taught, including the identification or engagement of a member of academic staff for each course area, who is fluent both in English and in the language of study other than English.
- 6.2 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.
- 6.3 All staff appointed to the role of Academic Link Tutor must have prior course management experience. Where this is not the case, the School will ensure a clear development course is in place to support the Academic Link Tutor in their role.
- 6.4 Translation will not be used for moderation of assessed work unless it is agreed by the Dean of the relevant Faculty as it may compromise the effectiveness of feedback to students.
- 6.5 Course Teams will need to ensure that there is sufficient bi-lingual expertise, either within the School or contracted for the purpose by the School, to support the delivery of the course.