Teaching in a Language Other Than English Policy

Policy Code: LT1093

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Purpose
All Federation University Australia programs/courses are required to be taught and assessed in English, unless a School has received permission from Academic Board for a School to instruct in an alternative language. This policy aims to uphold the standard and quality of any University programs/courses taught in languages other than English for the purpose of ensuring the quality of the University’s graduates.

Scope
This policy applies to all teaching that occurs in a language other than English.

Legislative Context
• Federation University Australia Act 2010
• Relevant University Statutes and Regulations

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Board</td>
<td>Provides academic oversight of prescribed academic programs of study of higher education in the University</td>
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<tr>
<td>Assessment</td>
<td>The process of collecting evidence and making judgements on whether the agreed learning outcomes for that course has been achieved</td>
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<tr>
<td>Course</td>
<td>A subsidiary element of a program</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
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<tr>
<td>Examination</td>
<td>An assessment task (written or practical) or other written paper that is timetabled within an examination period and that forms part of the final results in a course or program</td>
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<td>School</td>
<td>Federation University Australia has a number of Academic Organisational Units – click here for details</td>
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<td>Invigilated assessment</td>
<td>Any type of supervised assessment</td>
</tr>
<tr>
<td>Moderation</td>
<td>A quality assurance process which ensures that assessment is continuously conducted with accuracy, consistency, transparency and fairness</td>
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<tr>
<td>Partner Provider (also referred to as third party)</td>
<td>An approved educational institution that delivers university programs/courses as part of an agreement</td>
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<tr>
<td>Program</td>
<td>Study/research leading to the granting of an official University award or qualification – refer Schedule 5.1. A program contains subsidiary elements referred to as courses</td>
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<tr>
<td>Student</td>
<td>Any person admitted to the University in a Course or Program</td>
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**Policy Statement**

All Federation University Australia programs/courses are normally taught in the English language, however, in exceptional circumstances Academic Board may approve the teaching of a program/course in languages other than English. **All assessment tasks, with the exception of foreign language courses, must be undertaken and assessed in English.** Approval will not be given for the offering of assessment tasks in a language other than English.

The University acknowledges that the acquisition and expression of skills and knowledge often requires an understanding of the subject matter in a cultural context and this may be best delivered in a local language or dialect in certain countries. In these contexts programs/courses may be taught partly in English and another language. However, the School would need to ensure all graduands are proficient in English.

No course is to be wholly taught in a language other than English.

Approval to offer programs partly in a language other than English must be obtained from Academic Board. Such proposals must also be considered as part of the University process for approving partner provider agreements for international delivery.

Submissions to Academic Board seeking approval to offer programs in languages other than English, must include statements justifying the need to offer such programs/courses in educational, cultural and economic terms and demonstrating that these programs/courses will have adequate and regular monitoring and periodic formal review. The proposal must also detail how the program/course will meet the University’s [Teaching and Assessing in a Language Other Than English Procedure](#).

Any teaching materials provided to students in languages other than English must be of an equivalent standard and reviewed by the course coordinators on an on-going basis.

Special assessment conditions will not be made available to students for whom English is a second language solely on the basis that they have difficulty with reading and writing English.

Use of bilingual dictionaries for invigilated assessments is allowed if a student applies for and receives a letter of authorisation from the Head of School giving permission for its use, in accordance with the University’s [Higher Education Assessment Policy](#).
For the University to ensure the quality of its programs all teaching staff must be fluent in written and spoken English. The teaching of programs/courses in languages other than English will not affect the minimum language requirements which are a prerequisite for admission to the University.

Programs which are partly taught in a language other than English are to be included in course review or re-accreditation processes that the relevant School undertakes, using the same standards as those that apply to programs taught in English.

Responsibility

Academic Board is responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure

Chair, Academic Board is responsible for maintaining the content of this policy as delegated by the Academic Board

Academic Secretariat is responsible for the administration support for the maintenance of this policy as directed by the Chair, Academic Board

Associated Documents

- Teaching and Assessing in a Language Other Than English Procedure
- Operational Requirements for Partner Provider Agreements Procedure
- Learning and Teaching Policy
- Higher Education Assessment Policy
- Higher Education Assessment Procedure
- Higher Education Examinations Procedure

Promulgation

The Teaching in a Language Other Than English Policy will be communicated throughout the University community in the form of:

- an Announcement Notice under ‘FedNews’ on the ‘FedUni’ website and through the University Policy - ‘Recently Approved Documents’ webpage to alert the University-wide community of the approved Policy
- Academic Board
- Partner communications

Implementation

The Teaching in a Language Other Than English Policy will be implemented throughout the University via:

- Information sessions
- Training sessions