

Course Delivery in A Language Other than English Policy

Policy Category	Policy		
Review	3 years from the date of approval		
Policy Code	AP040		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.10	Academic Board	12 October 2023	12 October 2023

1. PURPOSE

English is the language generally used for course delivery at the Australian National Institute of Management and Commerce (IMC). IMC acknowledges that for offshore courses the acquisition of skills and knowledge may require an understanding of the subject matter in a cultural context, and this may be best achieved through delivery in a local language.

The purpose of this policy is to outline principles that underpin the delivery of courses and units that do not have as their primary purpose education in language proficiency, in languages other than English. This policy outlines additional requirements for offshore delivery where offshore courses are delivered in a language other than English and should be read in conjunction with the Offshore Course Delivery Policy.

2. SCOPE

This policy applies to students undertaking courses delivered in a language other than English and to all staff involved in the development, delivery and administration of those courses.

3. DEFINITIONS

Australian Qualifications Framework (AQF) means a framework that specifies standards for educational qualifications in Australia.

Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021) means the regulatory framework of standards that govern higher education in Australia.

Language Other Than English (LOTE) means any language other than English which is used as the language of instruction for an IMC Course.

National Accreditation Authority for Translators and Interpreters (NAATI) means the national standards and certifying authority for translators and interpreters in Australia.

Offshore Course means an IMC course approved for delivery to students at a location outside of Australia.

Testamur means the legal certification of a degree that is presented upon graduation. It may also be known as an award or degree certificate.

4. PRINCIPLES

- a) A course or unit which is awarded an AQF qualification may be delivered in a LOTE so long as the criteria required for the level of award are met.
- b) The testamur and academic transcript must clearly state the language in which the course was delivered.
- c) The delivery of a course in a LOTE must adhere to HESF 2021 requirements and IMC policies and procedures.
- d) IMC will undertake regular monitoring to ensure AQF, HESF 2021 and IMC policy requirements are met.
- e) IMC must assure that the standards of delivery of a course in a LOTE are compatible with those of an IMC course delivered in English, including in the following areas: learning outcomes; assessment; teaching materials; and student experience.
- f) Courses delivered in a LOTE are included in IMC's course review and re-accreditation processes with the same standards as for those taught in English.
- g) All courses to be delivered in a LOTE must have the approval of the Academic Board before delivery.
- h) Student admission standards will be the same as standards for courses delivered in English, with the exception of the requirement for minimum English language proficiency

5 RELATED DOCUMENTS

- i. *Academic Qualifications and Equivalent Professional Experience Policy AP003*
- ii. *Student Selection and Admissions Policy and Procedures AP034*
- iii. *Academic Quality Assurance Framework*
- iv. *Offshore Course Delivery Policy AP041*

6. Version Control

Historical Version	Approved by	Approval Date
2020.08	Academic Board	19 August 2020

Course Delivery in A Language Other than English Procedure

Policy Category	Procedure		
Review	3 years from the date of approval		
Policy Code	AP040P		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2023.10	Provost	October 2023	October 2023

1. PURPOSE

English is the language generally used for course delivery at the Australian National Institute of Management and Commerce (IMC). IMC acknowledges that for offshore courses the acquisition of skills and knowledge may require an understanding of the subject matter in a cultural context, and this may be best achieved through delivery in a local language.

This procedure outlines the processes which must be undertaken in circumstances where an IMC course is delivered offshore in a language other than English (LOTE).

This procedure should be read together with the Course Delivery in a Language Other than English Policy (AP040).

2. PROCEDURES

2.1 Approval

. The Dean of the School in which the course is taught is responsible for seeking the approval of the Academic Board for delivery of a course in LOTE. and must provide justification for seeking such approval.

It is expected that the Dean will appoint an external assessor who is an expert in the relevant discipline and proficient in both English and the LOTE. The assessor will be required to provide translations where appropriate and to assess:

- The qualifications of proposed teaching staff;

- The quality of teaching materials;
- The provision of student support;
- The appropriateness of assessment and learning outcomes; and
- Any other matters that may have an impact on IMC's quality assurance.

The assessor's evaluation will be provided to members of the Academic Board as an element of the justification presented by the Dean.

2.2 Admission

At the time of admission Students studying in LOTE must be made aware that if they wish to transfer to another IMC course taught in English, then minimum English proficiency standards will apply.

Students must be informed, prior to enrolment, that both the Testamur and Academic Transcript will state that the language of instruction was in the LOTE.

2.3 Teaching Staff

Along with the requirement that staff have appropriate qualifications in the course discipline for the level of teaching, there is a strong preference for teaching staff to be proficient in the LOTE to be used for course delivery. Proficiency should be of a level that ensures that course delivery is of a similar standard to that of a course delivered in English. In cases where staff are not proficient in the LOTE, the course may be delivered through a process of interpretation.

In relation to courses delivered in a language other than English, the Dean of the School in which course is taught is required to provide an Annual Report to the Academic Board listing all teaching staff and their linguistic, professional and disciplinary qualifications.

2.4 Content and Teaching Resources

Course content and resources should draw on materials written in the LOTE, with assurance that the materials are of a similar standard to those used in English and that they are appropriate to teaching and learning activities.

Resources will need to be translated and there must be assurance of the standard of translation. As a guide, it is expected that translators or interpreters will be at least level 3 on the scale of National Accreditation Authority for Translators and Interpreters (NAATI) or the discipline experts with the high level of both English and language delivered in a language other than English.

2.5 Student support

In order to ensure that the student experience is equivalent for all IMC students, irrespective of the language of instruction, support services will be provided to students in the LOTE, including:

- Student Handbook and orientation materials;
- Access to IMC email services;

- Online resources;
- Library services;
- Academic and welfare support services;
- Access to student appeals and complaints processes.

2.6 Learning Outcomes and Assessment

Learning Outcomes must be equivalent to and compatible with those of the course delivered in English. Further, assessment must be capable of demonstrating that Learning Outcomes have been achieved and the extent to which they have been achieved.

To facilitate the assurance of equivalent standards, IMC will appoint a staff member to act as a moderator. The moderator should be an expert in the relevant discipline and proficient in English and the LOTE. The moderator will provide a comprehensive written report to the Dean at the end of each semester.

The moderator's role encompasses the moderation of areas including:

- Examinations and assessment tasks, based on marking guidelines, assessed student samples and samples of marking;
- Translation of material such as guides and student samples;
- Content, particularly lecture/tutorial coverage, study guides and reference material;
- Unit outline information including channels for concerns, complaints and appeals;
- Student feedback;
- Assessment appeals;
- Student academic and welfare support and advice;
- Academic progression;
- Academic integrity and student misconduct.

2.7 Quality Assurance

In addition to IMC's usual Quality Assurance procedures, courses delivered in a LOTE will undergo further monitoring by an external assessor who is proficient in English and the language of instruction and expert in the relevant discipline. Monitoring will particularly focus on: equivalence of teaching, course learning outcomes and assessment tasks that are completed in English with those in LOTE; and ensuring compliance with IMC policy and relevant HESF 2021 requirements. The external assessor will conduct a review and report to the Academic Board once every two years or more regularly as required.

RELATED DOCUMENTS

- i. Academic Qualifications and Equivalent Professional Experience Policy AP003*
- ii. Student Selection and Admissions Policy and Procedures AP034*
- iii. Academic Quality Assurance Framework*
- iv. Offshore Course Delivery Policy AP041*
- v. Course Delivery in a Language Other than English AP040*

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