
Guidance 5(iii) The language of tuition and/or assessment

Normally, the University will expect that the language of tuition and/or assessment is English. If the language of tuition and/or assessment is not English there are a number of criteria which must be met (in addition to any other conditions imposed as a result of an institutional visit or a validation event).

Collaborative Provision not taught/assessed in English

- a. Validation and review events must be conducted and minuted in English.
- b. External examiners must be conversant with the discipline being examined and fluent in English. The University will not permit students to be assessed on the basis of translation of their examination papers and/or coursework into English, except in cases where a Chief External Examiner is not proficient in the local language, when samples of student work may be translated into English (Guidance 4(iii), Plan 2 (b)).
- c. External examiners must make their reports in English.
- d. For programmes with only one examiner - the replacement external examiners must be in place at least one calendar year before the expiry of the contract of the examiner they are to replace (a similar principle applies to programmes with more than one examiner whose contracts are due to end in the same calendar year)
- e. Assessment boards must conduct and minute their proceedings in English.
- f. Annual monitoring reports and accompanying documentation must be in English.
- g. Student feedback may be provided in the language of tuition but a summary of such feedback must be provided and evaluated in English.
- h. Publicity material, validation documents, student handbooks and proposals to appoint External Examiners must be provided in English.
- i. Student handbooks, student learning materials, University regulations and publicity material must be provided in the language of tuition/assessment.

Each case will be judged on its merits in order to satisfy the university that its quality assurance processes will not be compromised or abridged. Formal approval by relevant Faculty quality committee is needed for the delivery and/or assessment in a language other than English at a collaborative partner.

Where the language of tuition is different from the language of assessment measures must be put in place to ensure that students are conversant in both the language of tuition and assessment, and furthermore, are adequately prepared in the language chosen for assessment. Any formal language entry requirements (such as an IELTS equivalent in another language) must be outlined in the entry criteria for the programme. Where these do not exist, alternative methods of establishing language competency should be outlined in advance.

The University will reserve the right not to validate a programme taught and/or assessed in a language other than English if it does not have adequate numbers of staff of its own competent in the language of tuition and/or assessment, as well as in the relevant subject, and judges this to constitute an impediment to the successful quality assurance of the programme.

Where an overseas institution applies to have a programme validated or franchised and the tuition and/or assessment is proposed to be conducted partly or wholly in a language other than English, it will be required to signify its assent in writing to all of the above conditions which apply to the proposed programme, and to agree that it will bear any and all costs associated with meeting the above conditions. These associated costs may include the following:

- a. The provision of an interpreter, approved by the University as competent and independent, at a validation or review event to translate for the non-English speaking staff of the institution.
- b. The costs of translating validation documents and external examiners' reports into the language of tuition/assessment.
- c. The costs of translating into English the following: publicity and promotional material, University regulations, student handbooks, student learning materials, the minutes of assessment boards and Programme Voice Groups, student feedback; documentation relating to any student appeals or complaints to the University, including matters relating to academic misconduct or disciplinary procedures (see University Regulations - Complaints in relation to collaborative partner institutions p65).
- d. Translation of all materials must be conducted by translators approved by the University as competent and independent.