

## LANGUAGES OTHER THAN ENGLISH POLICY



Current version in effect from: 29 Jul 2019  
Approved by Academic Board: 27 May 2016  
Revised by Academic Board: 26 Jul 2019

### Related Policies

*Admissions Policy*

*Credit Policy*

*Assessment Policy*

*Academic Staff Policy*

*Unit Policy*

### 1. Rationale and Objectives

1.1 This policy sets standards to ensure the quality of units taught in languages other than English (LOTE) and the courses toward which they count.

### 2. Scope

2.1 This policy applies to all units taught and assessed in a LOTE.

### 3. Definitions

3.1 **LOTE unit:** A unit which is taught and assessed in a language other than English, or a unit which aims to prepare students to study theology in English.

3.2 **LOTE award:** An award which is accredited to be taught in a LOTE.

### 4. Principles

4.1 LOTE units and LOTE awards must be of an equivalent academic standard to the same taught in English.

4.2 Lecturers delivering LOTE units must meet the requirements of the Lecturer Accreditation Policy.

4.3 Academic transcripts and Australian Higher Education Graduation Statements must clearly identify LOTE units and LOTE awards.

### 5. Accreditation

5.1 A College may only apply for accreditation to offer a LOTE unit after approval by the Academic Board to offer instruction in the applicable language. The College's application to the Academic Board must demonstrate the College's capacity to meet the requirements of this Policy in relation to that language.

5.2 A College may only apply for accreditation to offer a LOTE award after approval by the Academic Board to offer instruction in the applicable language. The College's application to the Academic Board must demonstrate the College's capacity to meet the

requirements of this Policy in relation to that language and to meet all requirements of the applicable award in that language.

5.3 The Academic Board may only give approval under sections 5.1 or 5.2 after receipt of a report from an academic who is proficient in English and in the proposed language of instruction and in a relevant discipline that assesses:

- a) Qualifications of proposed teaching staff
- b) Quality of teaching
- c) Translation of materials
- d) Quality of teaching materials
- e) Appropriateness of the learning outcomes and assessment.

5.4 Applications for accreditation of a LOTE unit must be made in accordance with the Unit Approval Policy and must include the unit description in the relevant LOTE and an English translation.

## **6. Unit Delivery**

6.1 All learning materials, including texts, references and other resources in the language of instruction, must be of a standard at least equivalent to the materials available for the same or similar unit taught in English.

## **7. Assessment**

7.1 Assessment tasks must be submitted in either the same language in which the LOTE unit is taught or in English.

7.2 All marking and moderation of assessments in LOTE units must be undertaken in the same way as for English language units.

7.3 If an appropriately qualified second examiner or moderator with proficiency in the language of instruction is not available, assessment must be translated into English by an appropriately qualified translator to permit examination or moderation to occur.

## **8. Academic Documents**

8.1 A LOTE unit must be recorded on an academic transcript or AHEGS with clear identification of the language in which it was delivered.

8.2 A LOTE award must be recorded on an academic transcript or AHEGS with clear identification of the language in which it was delivered.

## **9. Student Admission and Progression**

9.1 A student enrolling in a LOTE unit or a LOTE award must demonstrate competency in that language to the equivalence of that required by the English Language Requirements Policy.

9.2 Before enrolling in any units taught in English (except those units designed to assist students in transitioning to studying in English), a student enrolled in a LOTE award must demonstrate compliance with the English Language Requirements Policy.

**10. Review Date**

10.1 This policy must be reviewed no later than 30 June 2024.

**SCHEDULE 1**

**Approvals to deliver units in Languages Other Than English**

<i>College</i>	<i>Language</i>	<i>Notes</i>	<i>Date of Academic Board Approval</i>
Whitley College	Korean		7 Apr 2017