

University of Essex

Validation and delivery of programmes in a language other than English

Minimum Expectations

1. A realistic assessment of the initial and on-going costs of translation should be incorporated into the partnership financial model from the outset. The financial model should ensure adequate financial resources will be made available to allow for the translation of all necessary documentation, in order to:
 - (a) enable the University to oversee effectively the quality and standards of provision at the partner institution;
 - (b) ensure that students and staff at the partner institution have access to all the information they require in the language of delivery and assessment.
2. Translation should be undertaken by translators approved by the University. The costs of translation required to prepare for validation and meet arising conditions should normally be included in a first year "validation charge" element. On-going translation and/or interpretation costs should also normally be met by the partner institution.
3. Validation and review panels should include at least one external panel member who is fluent in both the proposed language of delivery and English. Where this is not possible, arrangements should be made for an independent interpreter (approved by the University) to be present.
4. At least one external examiner for each programme should be fluent in both English and the relevant language of delivery and assessment. The external examiner should fulfil the normal criteria for UK external examiners.
5. There should be clear arrangements for communication between the University of Essex and relevant staff at the partner institution, including provision for staff development where necessary, with mechanisms identified for overcoming any potential or actual language barriers.
6. Information published to students (including promotional material, handbooks and course information) should be available in both English and the language of delivery and assessment.
7. All relevant student-facing University policies, procedures and regulations should be translated into the language of delivery and assessment, so that they are accessible to staff and students at the partner institution. The following is an indicative list:
 - Academic Appeal Procedures
 - Academic Offences Procedures
 - Complaints Procedure
 - Extenuating Circumstances Guidelines and Procedures
 - Rules of Assessment
8. Where students at the partner institution are actively engaged in procedures relating to appeals, complaints or academic offences, they should have the right to supply information (either verbally or in written form) in the language of delivery and assessment. Where necessary (for example when cases are referred to the University), it will be necessary for an independent translator or interpreter to be employed to facilitate consideration of the case by relevant staff at the University.
9. Information required for University of Essex quality assurance and enhancement processes (for example validation documentation, annual monitoring reports and external examiner reports) should be completed in English, but should also be accessible to staff and students at the partner institution

in the language of delivery and assessment. Course committee minutes should be made available to the University in English.

10. Assessment briefs and accompanying assessment criteria should be translated into English to allow for oversight by the link tutor and other relevant staff at the University (unless the link tutor is fluent in the language of delivery and assessment).
11. Examination Boards should be conducted and minuted in English, and should be chaired by the University of Essex Dean of Partnerships or nominee.
12. The language of delivery and assessment should be included on the certificate and transcript.