

## Offshore Teaching and Learning Activities Vice-Chancellor's Directive for Offshore Programs Delivered in Modern Standard Chinese

### Abstract

This Directive supplements the Offshore Teaching and Learning Activities Vice-Chancellor's Directive by providing directives specific to offshore programs taught in Modern Standard Chinese.

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Approved by	Vice-Chancellor	
	Latest amendment: Director, Governance Support Unit (see change history for details)	
Implementation Officer	Deputy Vice-Chancellor (International and Advancement)	
Relevant to	Staff	
Related documents	<a href="#">Admissions Policy</a> <a href="#">Award Course Approval and Reaccreditation Policy and Procedures</a> <a href="#">Commercial Activities Policy</a> <a href="#">Course Name and Award Title Nomenclature Policy</a> <a href="#">Credit Recognition Policy</a> <a href="#">Offshore Policy</a> <a href="#">Offshore Teaching and Learning Activities Vice-Chancellor's Directive</a> <a href="#">Privacy Vice-Chancellor's Directive</a> <a href="#">Statement on course equivalence</a> (PDF) (restricted access: Staff Connect) Teaching and Learning Statement of Values	
Legislation	None	

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### 1. Purpose

This Directive supplements the [Offshore Teaching and Learning Activities Vice-Chancellor's Directive](#) by providing directives specific to offshore programs taught in Modern Standard Chinese.

### 2. Scope

This Directive applies to all UTS staff involved in the management and delivery of offshore programs taught in Modern Standard Chinese.

### 3. Definitions

**Admission** means the process of applying for, being made an offer to, accepting the offer of admission and being admitted to an award course or a program of study at the University.

**Award course** means an integrated collection of academic subjects which constitute study for the award of a UTS degree, diploma or certificate.

**CASS** is the UTS student administration electronic information system.

**Moderation** is the process whereby UTS assesses the merit and worth of teaching and program delivery of its offshore courses through a bilingual academic Moderator.

**Offshore activity** means an activity where UTS engages in an agreement or operates beyond the borders of Australia, either on its own or in cooperation with one or more international partners.

**Offshore partner** means an institution (usually a higher education provider) with which UTS cooperates in an offshore activity.

**Offshore program** means a UTS award course or program of study approved for delivery to students at a location outside Australia through cooperation with an international partner. This includes undergraduate and postgraduate coursework study

programs and higher degree research master's degree, PhD or professional doctorate delivered by UTS.

**Offshore student** means a person who is enrolled in an offshore program, short course or research degree program taught offshore.

**Program of study** means a collection of academic subjects or a plan of research studies that may or may not be integrated, and do not in themselves lead to a UTS award of degree, diploma or certificate.

**Quality assurance** means the review and improvement of processes and outcomes to ensure a high level of quality is maintained.

**Student** means a person who has been admitted to an award course or specified subjects of the University and has an active enrolment in that course or specified subjects.

**UTS International** means the UTS unit responsible for marketing and coordinating admissions of all international students to award courses, study abroad and exchange programs.

#### **4. Directive principles**

All offshore teaching and learning activities delivered in Modern Standard Chinese follow the same principles of operation in the [Offshore Teaching and Learning Activities Vice-Chancellor's Directive](#). In furtherance to that, all aspects of teaching and learning delivery, as well as support for student participation must be provided in Modern Standard Chinese.

#### **5. Directive statements**

##### **5.1 Course content and teaching materials**

Where UTS offers a program in Modern Standard Chinese the professional and disciplinary content of that program should draw on materials written in Modern Standard Chinese, except for subjects referring to circumstances in Australia. A subject with a highly specific Australian content should not be taught in Modern Standard Chinese as there may be the need to use local Australian teaching and supporting materials. In such circumstances, appropriate translation of the teaching and supporting materials should be provided.

Where course materials are not in Modern Standard Chinese and have to be translated, this is the responsibility of the faculty/institute (or the offshore partner) delivering the program. Ownership of the translated course materials belongs to the faculty/institute concerned unless special agreement is reached between the faculty/institute and the partner providing the translated materials.

##### **Process for appointment of translators or interpreters**

The University processes and requirements are:

1. faculties/institutes may employ translators/interpreters who are at least at level 3 on the scale of the National Australian Authority for Translators and Interpreters (NAATI), or

2. faculties/institutes may, through an appointment agent, employ translators/interpreters who are at least at level 3 on the scale of the National Australian Authority for Translators and Interpreters (NAATI), or
3. faculties/institutes may, through arrangements with and/or recommendations from the UTS China Research Centre, appoint translators/interpreters to perform the required translation/interpretation services, or
4. faculties/institutes may, through arrangements with and/or recommendations from the UTS International, appoint translators/interpreters to perform the required translation/interpretation services. UTS International will maintain a list of translators/interpreters whose names are included in the annual reports of offshore programs and whose standard of services is confirmed satisfactory, or
5. faculties/institutes may, through arrangements with the offshore partner, appoint translators/interpreters to perform the required translation/interpretation services. Such arrangements and any cost incurred shall be paid for by the faculty/institute
6. that the University must be assured of the standard and professional services of the translators/interpreters
7. all cost translations/interpretations shall be borne by the faculty/institute (or partner) concerned.

## **5.2 Teaching qualifications**

As far as possible, for offshore programs taught in Modern Standard Chinese all teaching provided by UTS should be by staff who are both competent to teach in Modern Standard Chinese and who are qualified to teach the program from professional and disciplinary perspectives. The annual report to Academic Board on such a program should list all teaching staff involved in the delivery of the program, together with their linguistic, professional and disciplinary qualifications.

Where teaching is not available from staff members who are competent to teach in Modern Standard Chinese, it may be delivered through a process of interpretation. The interpretation may be simultaneous or sequential but in all cases must be carried out by qualified interpreters. The annual report to Academic Board on such a program should list all interpreters employed and their qualifications.

## **5.3 Learning support**

### **Student guide**

Appropriate student guides in Modern Standard Chinese shall be provided to students to ensure that they are aware of what learning support service is available.

### **Faculty/Institute Handbook**

Faculty/institute concerned must ensure that relevant parts of the Faculty Handbook, including study guides and advice on plagiarism, are translated into Modern Standard Chinese and available to students.

### **UTS email**

Students shall have access to the UTS email service. Modern Standard Chinese instructions on the use of UTS email should be provided.

### **UTS Online**

Where relevant, students may access the UTS online teaching and learning resources. Where such resources are not available in Modern Standard Chinese, appropriate alternative learning resource and support must be provided to students.

## **UTSWeb**

UTS rules and selected policies are available and will regularly be updated in Modern Standard Chinese through UTS International in liaison with Governance Support Unit. The [Rules in Modern Standard Chinese](#) are on the UTS web.

## **Library services**

Faculties/institutes must ensure that adequate and appropriate library resources in Modern Standard Chinese are available to offshore students. The University Library must be consulted in discussions of any inter-library arrangements with offshore partners. The agreed arrangements shall be outlined in documentation between UTS and the partner institution. The UTS Library has a webpage on Modern Standard Chinese resources.

## **Academic language support**

Faculties/institutes must make arrangements with the partner institution regarding the provision of academic language support. This provision must be provided for in the agreement and/or operations manual for the delivery of the relevant program.

## **5.4 Assessing learning outcomes**

To ensure that the same standards are applied in assessing learning outcomes, a moderator who is an academic and bilingual (English and Modern Standard Chinese) must be appointed.

### **Role of course moderator**

The primary role of the Moderator is to ensure that the program outcomes of any course with Modern Standard Chinese as the medium of instruction is of an appropriate quality and standard to lead to the UTS award. In essence this requires confirmation that the outcomes are equivalent to and compatible with those of the Course as delivered with English as the medium of instruction. The Moderator's role includes:

1. Responsibility for the validity and quality of locally assessed work.

UTS sets examinations and assignments. The Moderator will be provided with UTS marking plans and/or grading templates to accompany assignments and exams, as well as UTS assessed samples from the English version of the Course.

The Moderator should:

- approve the translation of subject examinations and assignments and marking plans and/or grading templates
- review samples of students work for each subject to see that the work submitted is to a standard appropriate to the UTS Program and that the marking is fair.

Where marks awarded in the subjects appear different by comparison the Moderator will need to report to the Course Director who will discuss the matter with the Subject and/or Course Lecturer.

2. Responsibility for ensuring that the content of each subject (particularly the study guide and reference material) the seminar coverage; and the competence of tuition is comparable with that of the course as delivered with English as the

medium of instruction, noting that some subjects in the course may be unique to offshore.

The Course Director is responsible for advising the Moderator of any modification to the English or Modern Standard Chinese subject support material. The Moderator should review the English and Modern Standard Chinese study guides and texts on a continuing basis.

The Moderator should, from time to time, observe though not participate in seminar sessions delivered in both English and Modern Standard Chinese. The Moderator will be provided with the consolidated results of the UTS Subject Feedback Survey for subjects delivered in both English and Modern Standard Chinese.

The Moderator will have access to and should monitor the UTS online sites for the relevant course subjects.

3. Ensuring that information given to students and teaching staff about the nature of the program, the academic standards and the directions about appropriate channels for concerns, complaints and appeals is comparable with that given to students in the Program delivered in English.
4. Reviewing appeals lodged by students in respect to assignments or examination results and reporting to the Course Director.
5. Providing counselling advice to students on UTS academic matters if required by the Course Director.
6. The Moderator should provide a comprehensive written report to the Dean or nominee within the agreed period following the end of each teaching period. This report should cover the general situation for each Subject and highlight the exceptional, whether examples of good practice or indications of problems. It should also notify any procedural difficulties or inconsistencies. Reports are confidential to the Course Director.

## **5.5 Program operations procedures**

Program operations procedures are the same as equivalent programs where English is the medium of instruction.

## **5.6 Student administration matters**

The same administration processes for UTS programs delivered in English shall apply for those programs delivered in Modern Standard Chinese. Where additional and/or special administrative processes are required in view of the offshore environment then these and any additional services required shall be outlined in documentation between UTS and the partner institution.

### **Application and enrolment**

Students will apply as offshore students through UTS International. These students will be enrolled as students upon commencement of the UTS program offshore.

### **Fees**

Students pay fees according to the agreement between UTS and the partner institution.

**Student ID Card**

Student ID Cards are provided with a pinyin transliteration of the student's name.

**Academic progression/appeals**

To be managed via the Moderator in consultation with the relevant Course Director.

**Course transfer**

Presently, there is no IELTS minimum score required for offshore programs delivered in Modern Standard Chinese. Faculties must ensure that students wishing to transfer to another UTS course taught in English are made aware of the English language requirements that apply.

**Student discipline/academic misconduct**

To be managed via the Moderator in consultation with the relevant Course Director.

**Award — testamur and transcript**

UTS provides a testamur and academic record (transcript) for students who have satisfactorily met the requirements for a UTS award.

Programs delivered in Modern Standard Chinese shall have one single testamur which will be produced bilingually in Modern Standard Chinese and English, and the award title will not include the medium of teaching in accordance with the current Nomenclature Policy.

The final official academic record (transcript) for students enrolled in programs taught in Modern Standard Chinese will have a descriptor 'Taught in Modern Standard Chinese'. The explanatory notes of the transcript on the Table of Grades and Results are in both English and Modern Standard Chinese.

**Graduations**

For all offshore programs, graduands shall be given the option to attend graduation ceremonies and receive their awards either in Sydney or at an offshore location if available. The arrangements for attendance of graduation ceremonies shall be made via the offshore partner and services required shall be outlined in the operations manual between UTS and the offshore partner. Where graduands of Modern Standard Chinese programs choose to attend ceremonies in Sydney and need special language support and/or arrangements for the attendance of the ceremony, the faculty/institute concerned shall work with the Governance Support Unit to ensure that such support and/or arrangements are provided to the graduands for the successful break down of the graduation ceremony.

**5.7 Quality assurance**

Quality assurance of all offshore programs are ensured through the following systems and processes.

**Program proposal and development**

All new proposals and changes to existing offshore programs must go through the various approval stages as outlined in the [Award Course Approval and Reaccreditation Policy](#) before approval is granted. These stages are:

- Initial Strategic assessment
- Business Plan
- Course Planning
- Course Accreditation (academic and educational standard assessment)

- Course commencement (ensure all administrative measures and support are available before commencement).

Equivalent courses offered in either English or Modern Standard Chinese usually follow the same accreditation and reaccreditation principles and processes.

The Academic Programs Office and UTS International shall provide support to the sponsoring faculty/institute during the approval and reaccreditation processes.

As part of the quality framework, regular monitoring of program quality will include:

#### **Student subject feedback**

The faculty/institute concerned shall conduct Student Subject Feedback Surveys for all subjects delivered offshore in Modern Standard Chinese.

#### **Course Survey**

Based on the Course Experience Questionnaire for all UTS programs, UTS International and the Planning and Quality Unit have developed a bilingual Course Survey Form and will coordinate a bilingual Course Feedback report for all offshore Modern Standard Chinese Programs. UTS International shall ensure arrangements are made with the respective offshore partner that Course Feedback Survey forms are returned to UTS International for an analysis report to be compiled by the Planning and Quality Unit.

#### **Annual report to Council**

All offshore programs are categorised as commercial activities and subject to Council's Commercial Directives. The Commercial Directives include the requirements for annual reports to be submitted to Council via Commercial Activities Committee. The report focuses on the overall risk management and sustainability of the activity. The reporting process is coordinated by UTS International. Annual reviews are to be complemented by annual visits to all offshore partner institutions by the Deputy Vice-Chancellor (International and Advancement) and/or delegate.

#### **Annual report to Academic Board**

The annual report to Academic Board will be coordinated by UTS International. The call for this report will be included within the annual review and reporting as per Council directives. UTS International coordinates the annual reports which are reviewed by the Offshore Review Group and submitted to Academic Board via Courses Accreditation Committee. The annual report includes the Academic Board requirements for reports on the language ability of all teachers, as well as the qualifications of translators and interpreters involved in the delivery.

In calling for the annual reports on offshore Modern Standard Chinese programs to Academic Board, UTS International will develop a checklist to ensure that all necessary quality assurance mechanisms are in place and that evidence to demonstrate that the University policies and directives on offshore Modern Standard Chinese programs are provided.

## **6. Roles and responsibilities**

**Accountable Officer:** The Deputy Vice-Chancellor (International and Advancement) has responsibility for coordinating all UTS offshore activities and for ensuring that they are conducted in conformity with this Directive.



**Implementation Officer:** The Director, UTS International provides executive support to the Deputy Vice-Chancellor (International and Advancement) in implementing the Directive.

### Other positions and committees

The **Deputy Vice-Chancellor (Resources)**, supported by UTS Commercial, advises the Vice-Chancellor on the financial management of offshore courses, in accordance with this Directive.

The **Deans** of the faculties/school that offer offshore courses are responsible for the overall delivery, academic management and quality assurance of the respective courses offered offshore.

The **Academic Board**, on the advice of the Courses Accreditation Committee has the authority to approve the accreditation of the offshore award courses.

The **Offshore Review Group** is an advisory group to the Vice-Chancellor to advise on the strategic direction and management of all offshore courses.

### Summary of roles and responsibilities for offshore program delivered in Modern Standard Chinese

Function	Detailed activities	Lead responsible administrative unit
Bilingual university documents <ul style="list-style-type: none"> <li>Rules</li> <li>testamur</li> <li>academic records</li> </ul>	Translation and verification of: <ul style="list-style-type: none"> <li>rule changes</li> <li>the award title</li> <li>explanatory notes on academic records</li> <li>UTS forms</li> <li>Student Guide</li> <li>Offshore Course Survey</li> </ul>	UTS International China Research Centre (through Service Level Agreement with UTS International)
	<ul style="list-style-type: none"> <li>Advice on rule changes</li> <li>Production of bilingual testamur</li> <li>Inclusion of medium of teaching on academic transcript, printing of bilingual explanatory notes on academic records</li> </ul>	Student Administration Unit
	<ul style="list-style-type: none"> <li>Inclusion of translated rules on the UTS web</li> </ul>	Governance Support Unit
Development, delivery, implementation and quality assurance of the program	<ul style="list-style-type: none"> <li>Employment of bilingual staff and where necessary, the provision of interpreting services when suitable bilingual staff are not available, and</li> <li>Provision of Modern Standard Chinese translation for:               <ul style="list-style-type: none"> <li>Course promotional materials</li> <li>Faculty Handbook (relevant</li> </ul> </li> </ul>	Faculty Associate Dean, Course Coordinator, in collaboration with the Partner

Function	Detailed activities	Lead responsible administrative unit
	Faculty and course specific sections) ○ Advice to Students on Good Academic Practice (to be included in the Faculty Student Guide) ○ Course Outlines ○ Subject Outlines ○ Assignments assessment	

## 7. Acknowledgements

None applicable.

## 8. Version control and change history

Date	Version	Approved by, resolution no. (approval date)	Amendment
26/08/2005	1	Vice-Chancellor	New Directive
07/03/2012 (effective date)	2	Vice-Chancellor (23/02/2012)	
23/07/2015 (effective date)	2.1	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.
		Director, Governance Support Unit (GSU) (27/05/2015)	Changes (approved under Delegation 3.17) to update references to the role of Registrar (part of the 2014 restructure).