北京师范大学
香港浸会大学 **联合国际学院**
BEIJING NORMAL UNIVERSITY · HONG KONG BAPTIST UNIVERSITY
UNITED INTERNATIONAL COLLEGE

Guidelines on the Implementation of Monitoring Mechanism on the English-Medium of Instruction (EMI) Policy

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1. Background

1.1 To ensure a high quality and effective English learning environment, English is deemed as the "default" language of instruction (i.e. English-Medium of Instruction – EMI) at UIC since its inception in 2005.

1.2 Nonetheless, the understanding that English is the official Medium of Instruction (MOI) of the College would not preclude the use of Chinese in the delivery of materials, texts and courses related to Chinese Language and Culture, such as University Chinese. Such exemption may also apply to courses related to languages other than English, such as French, Japanese, etc.

1.3 While there are stipulated guidelines[1] for submission of applications for using another language(s) instead of English as MOI, the accumulation of applications approved in a piecemeal manner renders it difficult for the College to ensure that the 90% threshold for the offering of courses with EMI has been met.

2. Proposed monitoring mechanism on an annual basis

2.1 Against the above background, the Academic and Administrative Quality Assurance Office (AAQAO) proposed the following arrangement:

(i) Starting from the 2014-15 academic year, all Divisions and Course-offering units[2] are requested to make an annual submission to the Quality Assurance Committee (QAC) for endorsement _**in the 2nd semester of each academic year**_ a list of courses (with proposed MOI) to be offered in the following academic year.[3]   A template is attached in Appendix 2.

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[1] Please refer to Appendix 1 for details.

[2] Course-offering units refer to the General Education Office, the Whole Person Education Office, the English Language Centre, and the Chinese Language and Culture Centre. The Centre of Foreign Languages and Cultures should report to the QAC via the Division of Humanities and Social Sciences.

[3] It is **unnecessary** to include in the submission courses NOT involving formal classroom teaching (e.g. Honours Project, practicum, laboratory and the like).

(ii) Along the same line, all applications for exemption from the EMI policy should be submitted to the UIC-Senate for approval via the UIC-QAC[4] on an annual basis. Normally, applications not included in the annual submission will NOT be considered except for those under extenuating circumstances and/or with very strong justifications. Those applications, if any, will be considered on a case-by-case basis.

2.2 While the College would entrust the decision on MOI for courses to the Deans of the Divisions and Directors of the Course-offering units, mixed-mode of MOI is NOT allowed. The Divisions and Course-offering units should declare the dominant MOI for courses concerned.

2.3 Please take note of the following regarding the special arrangements on the offering of new courses under respective circumstances:

(i) For new courses to be introduced in the middle of an academic year (the number of which should be small), applications for exemption from the EMI policy should be submitted to the QAC via the respective Division Board/Committee by the end of the 1st semester of that academic year.

(ii) For new courses to be offered along with the introduction of new programmes, the Programme Directors should be reminded to submit applications for exemption from the EMI policy (if applicable) to the QAC via the respective Division Board/Committee. The Accreditation Panel's approval to the introduction of the new programmes should by no means be regarded as an approval for the programmes/courses to be conducted in a language other than English. The QAC would consider the exemption applications together with the accreditation report and the written responses to the report.

2.4 In any case, Deans/Programme Directors/Directors should be alerted to the fact that exemption for any particular course is not necessarily a one-off exercise.

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[4] All applications will have to be duly endorsed by the respective Division Board/Committee before their submission to the QAC.

Guidelines for Use of Other Language Instead of English as the Medium of Instruction

English is the medium of instruction at UIC, and teachers should deliver lectures and set examination questions in English. For request of using another language instead of English, the following procedures should be followed:

1. With justification, a teacher who wishes to use another language instead of English (or use a mixture of English and another language) in delivering lectures and conducting examinations should make a formal request to

   a). the relevant Programme Management Committee and Division Board for endorsement – applicable to major courses and GE required and elective course offered by an academic division; OR

   b). Committee on General Education for endorsement – applicable to GE required and GE elective course offered by an academic unit other than the academic division; OR

   c). Committee on Whole Person Education Experiential Learning for endorsement – applicable to WPE modules.

2. The request shall then be submitted to QAC and Senate for approval. Senate's approval should be sought before course registration in each semester. [Note: Senate may delegate the power to QAC for final approval.]

3. It should be clearly stipulated in the course syllabus, if the medium of instruction is not English.

4. If instruction is not in English, students should be informed at registration. If a course requires certain language proficiency (e.g. for non-Chinese speaking students to take a course instructed in Chinese), the instructor may conduct a language proficiency test of the students before registration.

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Ref.: CAA paper "CAA/0708/15-06"
Revision Date: 26 Feb. 2011

(Template)

English-Medium of Instruction (EMI) Policy
Implementation Plan for <u>2015-16</u>

Division/Center/Office: _____

Percentage of MOI of courses to be offered in 2015-16 (full list of courses is attached as Attachment I^)

Programme	No. of courses				Percentage (%)		
	MOI-English	MOI-Chinese	#Others	Total	MOI-English	MOI-Chinese	#Others
Division/ Centre/ Office							

^ It is **unnecessary** to include in the submission courses NOT involving formal classroom teaching (e.g. Honours Project, practicum, laboratory and the like).
#Including MOI-French, MOI-Japanese, MOI-Spanish, etc.,

Please note that the mixed mode of MOI is **NOT** allowed.

Notes:
1. Courses are counted once if they are to be offered in the first and second semesters respectively[5].
2. Courses are counted twice if they are
   a) Year courses
   b) Assigned with different courses codes but same course title, i.e. double-coding courses.
3. Example of calculation

Course code	No. of Semester to be offered	No. of Count
FINM XXXX	1	1
MUS XXXX	2	1
ENG XXXX	Year Course	2

Endorsed by

_____
Dean/Director   Date

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[5] *If a course is offered in more than one MOI sections, please count it twice and highlight this course in the submission.*

English-Medium of Instruction (EMI) Policy Implementation Plan

Full list of courses to be offered in 2015-16

Division/Center/Office: _____

Programme: _____ *(if applicable)*

(I)   Courses to be offered **ONLY** in the **1st Semester** of 2015-16

Course Code	Course Title	Proposed MOI	Justifications for the non-default MOI (reason code)*

(II)   Courses to be offered **ONLY** in the **2nd Semester** of 2015-16

Course Code	Course Title	Proposed MOI	Justifications for the non-default MOI (reason code)*

(III)   Same Courses to be offered in **BOTH Semesters** of 2015-16

Course Code	Course Title	Proposed MOI	Justifications for the non-default MOI (reason code)*

(IV)   **Year Courses** to be offered in 2015-16

Course Code	Course Title	Proposed MOI	Justifications for the non-default MOI (reason code)*

*Reason Code:
  1. Course contents in relation to Chinese Language and Culture
  2. Foreign language course

Remarks: It is **unnecessary** to include in the submission courses NOT involving formal classroom teaching (e.g. Honours Project, practicum, laboratory and the like).