

**Language-specific objectives of BOKU's strategy for Internationalization:**

- Introduce English as the second internal BOKU working language: this means that documents and applications are accepted, processed and answered in English. English skills are a precondition for appointment to an academic post at BOKU.
- When appointing administrative personnel, priority should be given to those with knowledge of English; corresponding continuing education courses should be expanded.
- BOKU graduates should be able to work in at least two languages and when possible also have knowledge of a third language.
- Targets in relation to academic and administrative personnel: experience abroad for academic personnel in their specialist field should be supported. For this, leaves of absence should be encouraged and the sabbaticals envisaged in the collective agreement (Kollektivvertrag) should also be made use of. Administrative personnel should also be enabled to spend work-related time abroad.
- Fundraising for scholarships, language courses and similar "international" activities is essential for maintaining and expanding BOKU's international activities.
  
- Increase in and structured expansion of the classes taught in English in the master's programmes
- Expansion of classes taught in English within the framework of doctoral programmes, particularly for "Doktoratskollegs"
- Increase in the number of international guest teachers (=guest lecturers and guest professors) – in the middle run on the level of Bachelor degree programs 6 ECTS in each subject area by the guest teacher are intended to be held and on the level of Master degree programs it should be 10 ECTS in each subject area.
- Development of foreign language, international and interdisciplinary study programs (e.g. Joint- or (only in cases where the national law does not allow to issue joint degrees): Double/ Multiple-Degree programs such as NARMEE. Horticultural Sciences). In the middle run the goal is to develop foreign-language specification possibilities (in accordance with the target group) in cooperation with several universities for every Master degree subject area. In the long run these specification possibilities should be extended after respective evaluations have been carried out and taking the degrees for international Master degree programs into consideration.

**DRAFT LANGUAGE POLICY PLAN:**

**This language policy plan aims at the implementation of the strategic goals mentioned above.**

**1) English as second working language:**

**Who:** in the "DepartmentleiterInnensitzung" and "ServiceleiterInnensitzung" the Department Heads and Service Unit Heads will be informed about the need to translate all documents / website contents / signs and forms into English

**Funding:** each Department / Service Unit within its own budget

**When:** until end 2016

**2) English knowledge of new staff:**

For both academic and administrative staff, a foreign language knowledge of level B2 of the European Reference Framework for Languages is recommended

**Who:** In the "Berufungsgesprächen" with new professors, it has to be agreed that at least one course (Lehrveranstaltung) is offered in English.

**Funding:** no additional funding required

**When:** continuously

**3) Constant offer of continuing education courses:**

**Who:** the Staff office will continue to offer a broad spectrum of English courses for academic and administrative staff.

**Funding:** The English courses are part of the staff office's continuing education course budget. Other courses could be included in case additional funds arise.

**When:** Constantly

**4) Improve BOKU graduates foreign language knowledge:**

BOKU's language courses will be continued to be offered.

**Who:** ZIB

**Funding:** Global budget for 23 courses

**When:** every semester

**5) Mobility of administrative staff:**

The mobility of administrative staff should be increased via ERASMUS Staff mobility (within Europe).

**Who:** During the "MitarbeiterInnengespräche", the employees should be informed about the opportunity of a staff training abroad as continuing education offer. Job-Shadowing exchanges with administrative staff colleagues from abroad could be planned.

**Funding:** ERASMUS+ contributes up to 1000 EURO per week for travel and subsistence costs.

**When:** Constantly

**6) Increase of courses taught in English (at Bachelor, Master and Doctoral level)**

**Who:** Departments: employees with "Laufbahnstellen" should be encouraged to offer courses in English whenever this seems appropriate for the topics taught. For a "habilitation", it should be evaluated positively if the candidates offer courses in English.

**Funding:** no specific funding, but part of "Begleitgesprächen zu Zielvereinbarungen" (agreement on objectives). The Center for Education also offers a basic didactic course in English.

**When:** Agreements of 2017; implementation at latest by 2018; yearly monitoring takes place

**7) Increase of guest teachers / lecturers:**

**Who:** Departments

**Funding:** external funds (ERASMUS / CEEPUS etc. ) or Senate funds for guest professors or partnership agreements and EU project funding

**When:** implementation at latest by 2016/17; yearly monitoring takes place

**8) Target-group orientated increase of joint curricula, based on BOKU's competence areas :**

**Who:** Program coordinators / Study commissions / Senate / Admission's office and ZIB

**Funding:** global budget based on performance contract (Leistungsvereinbarung)

**When:** yearly monitoring by the consortia; joint curricula should additionally be reviewed every 5 years at latest.

**9) British English is the English to be used in all BOKU websites / documents / signs/ forms etc.**

**Who:** all BOKU members (students and staff)

**Funding:** no additional funding required

**When:** immediately

Measure	Funding	Who?	When?
English as second working language:	each Department / Service Unit within its own budget	in the "DepartmentleiterInnensitzung" and "ServiceleiterInnensitzung", the Department Heads and Service Unit Heads will be informed about the need to translate all documents / website contents / signs and forms into English	translation of forms etc. finished until end 2016
English knowledge of new staff: For both academic and administrative staff, a foreign language knowledge of level B2 of the European Reference Framework for Languages is recommended	no additional funding required	In the job interviews, the language knowledge should be tested.  In the "Berufungsgesprächen" with new professors, it has to be agreed that at least one course (Lehrveranstaltung) is offered in English.	continuously
Expansion of continuing education courses	The English courses are part of the staff office's continuing education course budget. Other courses could be included in case additional funds arise.	The Personnel Development Office will continue to offer a broad spectrum of English courses for academic and administrative staff.	Constantly
Improve BOKU graduates foreign language knowledge: BOKU's language courses will be continued to be offered	Global budget for 23 courses	ZIB	every semester
The mobility of administrative staff should be increased via ERASMUS Staff mobility (within Europe).	ERASMUS+ contributes up to 1000 EURO per week for travel and subsistence costs.	During the "MitarbeiterInnengespräche", the employees should be informed about the opportunity of a staff training abroad as continuing education offer. Job-Shadowing exchanges with administrative staff colleagues from abroad could be planned.	Constantly
Increase of courses taught in English (at Bachelor, Master and Doctoral level)	no specific funding, but part of "Begleitgesprächen zu Zielvereinbarungen" (agreement on objectives). The Center for Education also offers a basic didactic course in English.	Departments: employees with "Laufbahnstellen" should be encouraged to offer courses in English whenever this seems appropriate for the topics taught. For a "habilitation", it should be evaluated positively if the candidates offer courses in English. In the "Berufungsgesprächen" with new professors, it has to be agreed that at least one course (Lehrveranstaltung) is offered in English.	Agreements of 2017; implementation at latest by 2018; yearly monitoring takes place
Increase of guest teachers / lecturers	external funds (ERASMUS / CEEPUS etc. ) or Senate funds for guest professors or partnership agreements and EU project funding	Departments	implementation at latest by 2016/7; yearly monitoring takes place
Target-group orientated increase of joint curricula, based on BOKU's competence areas	global budget based on performance contract (Leistungsvereinbarung)	Program coordinators / Study commissions / Senate / Admission's office and ZIB	yearly monitoring by the consortia; joint curricula should additionally be reviewed every 5 years at latest.
British English is the English to be used in all BOKU websites / documents / forms / signs etc.	No additional funding required	All BOKU members	immediately