

**Explanatory note / Preamble:**

BOKU's Language Policy Plan (LPP) exists since 2012, is established for an indefinite period of time but is regularly updated, taking into account the results of the external reviews of BOKU's Strategy for Internationalization (taking place appx. every 5 years), the results of general BOKU Quality Assurance Procedures and suggestions for remediation measures. The LPP is based on the objectives of BOKU's Strategy for Internationalization and other strategically relevant documents. like e.g. the Model Language Policy Plan of the EPICUR European University Network. In 2020, an analysis of the results achieved so far and further action required was carried out by a working group of BOKU's Committee for Internationalisation. This document is the resulting update of the LPP.

As in 2016, the LPP will be disseminated within BOKU in the Meetings with the Heads of Departments, the Heads of the Service Units and via the International Newsletter. The Student members of the Committee for Internationalisation are asked to disseminate it within their target audience. In addition, for this 2020 LPP, the option of promoting it via BOKU's "Training passport" ("Trainingspass") will be explored and a follow-up survey on the awareness level among BOKU members will be carried out.

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

**1) At Governance level**

- Introduce English as the second internal BOKU working language: this means that documents and applications are accepted, processed and answered in English. The ability to research and teach in English is a precondition for appointment to an academic post at BOKU.
- In addition, BOKU welcomes diversity and multilingualism among its members, i.e. students and staff. Therefore, it should be encouraged to find a "common language" for internal communication, which could also be a different one than English or German, provided that all persons involved in the communication process agree to the use of this language.
- When appointing administrative personnel, knowledge in English is to be considered as a central qualification; corresponding continuing education courses should be expanded and actively offered to the personnel.
- BOKU graduates should be able to work in at least two languages and when possible also have knowledge of a third language.
- Experience abroad for academic personnel in their specialist field should be supported as well as technical language. For this, leaves of absence should be encouraged. Administrative personnel should also be supported to improve language skills .
- Fundraising for scholarships, language courses and similar "international" activities is essential for maintaining and expanding BOKU's international activities.

**2) At the level of Teaching**

- Increase in and structured expansion of the classes taught in English in the bachelor's and master's programmes

- Expansion of classes taught in English within the framework of doctoral programmes or “Doctoral Schools”
- Increase visibility of international guest teachers (=guest lecturers and guest professors)
- When inviting Guest lecturers, if possible, the achievement of intercultural competences should be one of the learning outcomes (case studies etc.). Sufficient support (intercultural awareness trainings) for BOKU staff dealing with Guest lecturers is provided.
- Strengthening existing and developing complementary foreign language, international and interdisciplinary study programs (e.g. Joint- or Double/ Multiple-Degree programs). Language specification possibilities can be developed in cooperation with partner universities.
- Quality Assurance procedures implemented at BOKU do include all LPP-relevant aspects (courses, study programs, language courses...); e.g. the monitoring (course evaluation) should include a question on the language of instruction.

### 3) with regard to Research activities

- Highlight BOKU’s research contributions to the implementation of the Language Policy Plan
- Allow for multilingualism in research projects by e.g. writing project abstracts in the local language of the region where the research was carried out; thereby also having an impact on research-based teaching and dissemination of results (“third mission”)
- Strengthening researcher language skills to increase impact in the scientific community and interaction with stakeholders beyond academia.
- Expand the training in scientific writing in English as a key competence in BOKU’s staff training programs.

### 4) Community Services / Third mission

- Supporting researchers in efforts to make insights useful and applicable for society in Austria, including translation and dissemination in German.
- Supporting researchers in efforts to make insights useful and applicable for society in other countries (particularly those directly involved in the project), including translation and dissemination in local languages.

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## **DRAFT LANGUAGE POLICY PLAN IMPLEMENTATION MEASURES:**

**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. The content of the information provided in German and English should be the same, and not a mere summary!!

It should be compulsory to submit Topstories in both English and German, otherwise they shouldn’t be uploaded to the website.

**Funding:** additional funding is required for supporting the Departments/Service units in this endeavour (by proof-reading or translation services). Basically, each Department / Service Unit is responsible for translating its information material within its own budget

**When:** within the next Performance Contract (Leistungsvereinbarung) 2022-2024

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

For both academic and administrative staff the foreign language knowledge is given in the tender

**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) Encouraging a “common language” in communication:**

- In meetings, it should be defined in a participatory approach which languages are allowed for communication - some participants might well accept one language for listening (passive language skills), while preferring to speak in a different language (active language skills).
- Co-Supervision of master or doctoral theses in co-operation with partner universities worldwide allows supervision of students in their mother tongue. If the BOKU supervisor is fluent in the chosen language, the supervision and examination could be done in this language as long as the supervisor panel is able to judge the performance.

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

**Funding:** no additional funding required

**When:** constantly

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

**Who:** the Human Resources Development offers a broad spectrum of English and German courses for academic and administrative staff.

**Funding:** The English and German language courses are part of the staff office’s continuing education course budget.

**When:** Constantly

**Who:** the e-learning and didactics unit will continue to offer English coaching for BOKU researchers teaching in English.

**Funding:** The English Coaching is part of the e-learning and didactics’ budget. Peer-to-Peer-learning could be financed via ERASMUS+ Teaching staff exchanges. Furthermore, German coaching could be offered if additional funds arise.

**When:** regularly

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

BOKU’s language courses will be continued to be offered (remaining places up to the maximum number of participants can be taken by BOKU staff).

**Who:** BOKU-IR

**Funding:** The language courses are part of the BOKU-IR office’s budget.

**When:** every semester

SECONDOS project: “Second generation”-Students whose parents have a different home country should be encouraged to spend a semester for studying, internship or thesis research in their parents’ home country in order to intensify their knowledge of this country’s language.

**Who:** special promotion campaign by BOKU-IR

**Funding:** using existing CEEPUS / ERASMUS funding options

**When:** within the usual scholarship application deadlines

**6) Mobility of administrative staff:**

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

**Who:** During the "Mitarbeiter\*innengespräche", 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 to travel and subsistence costs.

**When:** Constantly

**7) 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. This should be verified in the framework of the "Qualifizierungsvereinbarung". For a "habilitation", it should be evaluated positively if the candidates offer courses in English.

**Funding:** no specific funding, but part of "Begleitgespräche zur Zielvereinbarung" (agreement on objectives). The e-learning and didactics unit also offers a basic didactic course in English.

**When:** Agreements of 2021; implementation at latest by 2022; yearly monitoring takes place.

**8) 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:** yearly monitoring takes place

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

**Who:** Program coordinators / Study commissions / Senate / Study Services and BOKU International Relations

**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.

**10) 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

**A glossary of official terms and specific denominations used at BOKU in German and English should be created and made available to BOKU's student and staff in order to facilitate a consistent communication and the use of a "common language".**

**Who:** The unit in charge of supporting the departments / service units with regard to point 1) of this LPP

**Funding:** Via the next Performance contract (Leistungsvereinbarung 2022 ff)

**When:** in 2022/23

Measure + Target Group	Funding	Who?	When?
<p>English as second working language</p> <p>Target group: BOKU Members + external stakeholders</p>	<p>each Department / Service Unit within its own budget; supported by proof-reading / translation services which have to be additionally funded via the next performance contract</p>	<p>in the "DepartmentleiterInnensitzung" and "ServiceleiterInnensitzung", the Department Heads and Service Unit Heads will be informed about the need to <b>translate</b> (and not only summarise) all documents / website contents / topstories / signs and forms into English and the support provided for proof-reading/translating</p>	<p>translation of forms etc. finished within the next performance contract period (2022-2024)</p>
<p>English knowledge of new staff: For both academic and administrative staff, the foreign language knowledge is given in the tender Target group: New academic + administrative staff</p>	<p>no additional funding required</p>	<p>In the job interviews, the language knowledge should be tested.</p> <p>In the "Berufungsgesprächen" with new professors, it has to be agreed that at least one course (Lehrveranstaltung) is offered in English.</p>	<p>continuously</p>
<p>Encouraging a "common language" in communication:</p> <ul style="list-style-type: none"> <li>In meetings, it should be defined in a participatory approach which languages are allowed for communication - some participants might well accept one language for listening (passive language skills), while preferring to speak in a different language (active language skills).</li> </ul> <p>Co-Supervision of master or doctoral theses in cooperation with partner universities worldwide allows supervision of students in their mother tongue. If the BOKU supervisor is fluent in the chosen language, the supervision and examination could be done in this language as long as the supervisor panel is able to judge the performance.</p> <p>Target group: BOKU Members + external stakeholders</p>	<p>no additional funding required</p>	<p>all BOKU members (students and staff)</p>	<p>constantly</p>
<p>Expansion of continuing education courses</p> <p>Target group: academic + administrative staff</p>	<p>The English courses are part of the Human Resources Development continuing education course budget. The English Coaching is part of the e-learning and didactics' budget. Peer-to-Peer-learning could be financed via ERASMUS+ Teaching staff exchanges. Furthermore, German coaching could be offered if additional funds arise.</p>	<p>The Human Resources Development offers a broad spectrum of English and German courses for academic and administrative staff.</p> <p>The e-learning and didactics unit will continue to offer English coaching for BOKU researchers teaching in English.</p>	<p>Constantly</p> <p>regularly</p>

Measure + Target Group	Funding	Who?	When?
<p>Improve BOKU graduates foreign language knowledge: BOKU's language courses will be continued to be offered SECONDOS project: "Second generation"-Students whose parents have a different home country should be encouraged to spend a semester for studying, internship or thesis research in their parents' home country in order to intensify their knowledge of this country's language.</p>	<p>The language courses are part of the BOKU-IR office's budget.  using existing CEEPUS / ERASMUS funding options</p>	<p>BOKU-IR  special promotion campaign by BOKU-IR</p>	<p>every semester  within the usual scholarship application deadlines, starting in 2021/22</p>
<p>The mobility of administrative staff should be increased via ERASMUS Staff mobility (within Europe).</p>	<p>ERASMUS+ contributes to travel and subsistence costs.</p>	<p>During the "Mitarbeiter*innengespräche", 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.</p>	<p>Constantly</p>
<p>Increase of courses taught in English (at Bachelor, Master and Doctoral level)</p>	<p>no specific funding, but part of "Begleitgesprächen zu Zielvereinbarungen" (agreement on objectives). The e-learning and didactics unit also offers a basic didactic course in English.</p>	<p>Departments: employees with "Laufbahnstellen" should be encouraged to offer courses in English whenever this seems appropriate for the topics taught. This should be verified in the framework of the "Qualifizierungsvereinbarung". 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.</p>	<p>Agreements of 2021; implementation at latest by 2022 yearly monitoring takes place</p>
<p>Guest teachers / lecturers</p>	<p>external funds (ERASMUS / CEEPUS etc. ) or Senate funds for guest professors or partnership agreements and EU project funding</p>	<p>Departments</p>	<p>implementation at latest by 2021/22; yearly monitoring takes place</p>
<p>Target-group orientated screening of joint curricula, based on BOKU's competence areas</p>	<p>global budget based on performance contract (Leistungsvereinbarung)</p>	<p>Program coordinators / Study commissions / Senate / Study Services and BOKU-IR</p>	<p>yearly monitoring by the consortia; joint curricula should additionally be reviewed every 5 years at latest.</p>
<p>British English is the English to be used in all BOKU websites / documents / forms / signs etc. A glossary of official terms and specific denominations used at BOKU in German and English should be created and made available to BOKU's student and staff in order to facilitate a consistent communication and the use of a "common language".</p>	<p>No additional funding required  Funding: Via the next Performance contract (Leistungsvereinbarung 2022 ff)</p>	<p>All BOKU members  The unit in charge of supporting the departments / service units with regard to point 1) of this LPP</p>	<p>Immediately  in 2022/23</p>