

Language policy for Roskilde University 2022

INTRODUCTION

Roskilde University has staff and students from around 100 different countries. The university's language policy should help to ensure good communication between all these different people and cultures. The aim of this language policy is to ensure clarity about the demands that students and staff can make on the university, and the demands that the university makes on students and staff. The language policy covers teaching, research and administration, including researchers and teaching staff, technical and administrative staff and students.

GENERAL

- Danish is the main language of the university (Swedish and Norwegian are considered as equivalent to Danish)
- English is the official second language of the university
- The university encourages a pragmatic, parallel language approach to be applied locally within the university. Parallelism in this context is when two languages are perceived as of equal status within a particular linguistic practice and the choice of language is determined by what is most appropriate in the given situation
- Staff and students who do not speak Danish must be able to communicate in English where appropriate
- All essential notices and information shall be available in both Danish and English, including on ruc.dk
- The university ensures that resources are allocated and training is provided to enable staff and full-time students to meet the expectations set out in the language policy.

THE UNIVERSITY AS A PLACE TO WORK AND LEARN

Technical and administrative staff (TAP)

- The university's technical and administrative staff must be able to communicate appropriately in Danish and English with the university's staff and students *) See note page 2
- Education programmes in languages other than Danish use the same language for both teaching and administration.

Academic staff (VIP) and students

- Teachers who teach in English are all certified teachers
- Employees in permanent positions for 2-3 years must learn Danish to a sufficient level to participate in and chair meetings. The same is expected of full-time students *) See note page 2
- Visiting and exchange students, visiting researchers and teachers, and administrative staff on exchange programmes are not expected to learn Danish, but the University encourages them to do so to the extent possible
- All job advertisements and employment contracts must reflect the language requirements associated with the position.

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Meeting practices and language use in collegiate bodies

Written material

- Danish is the university's administrative language, and meeting materials for various collegial bodies are generally prepared in Danish. However, documents that are most appropriately drafted in English do not need to be translated into Danish
- The collegiate bodies may, if one or more members so wish, choose to supplement the Danish-language meeting material in whole or in part with English translations
- In 2019, the Executive University Management decided that the Academic Council and the Education Committee will always supplement meeting minutes in Danish with a summary in English
- For study boards, meeting materials for English-language programmes are generally prepared in English, unless other arrangements are deemed more appropriate in the given situation.

Oral discussions

- Oral discussions in collegiate bodies are generally conducted in Danish, while English is encouraged if so desired by one or more members. However, it must always be possible for a member to express himself in Danish, if this is most appropriate
- In Study Boards for English-language programmes, meeting materials and oral discussions should always be in English.

Essential messages and communication

- All important documents and notices relevant to the university's staff and/or students must be available in both Danish and English
- The university's website (including the intranet) must be available in both Danish and English. The websites intended for international partners are in English
- In the long term, signage at the university will be available in both Danish and English.

The university distinguishes between different degrees of language proficiency:

- Official publications, websites, job advertisements, etc. must follow recognised language standards
- There are no requirements set for daily, informal communication
- In Danish, all public institutions should conform to the orthographic dictionary from the Danish Language Council 2014 (Retskrivningsordbogen – Dansk Sprognævn 2014), while in English, recognised spelling and writing methods should be used (UK English).

*) Linguistic support and skills training

- Administrative staff will be trained and retrained so that they are qualified to provide the necessary service in the necessary language
- The university will ensure that time is allocated and courses offered so that permanent academic staff and full-time students have the opportunity to achieve the required level of Danish
- The university makes language support available in the form of subscriptions to multilingual dictionaries, including access to language hotlines
- The University maintains a glossary that prescribes how key words and phrases (e.g. titles) are translated between, as a minimum, Danish and English.