



To Party Heads
From Chair & Clerk UC
C.c.
Date April 16, 2019 (update May 14, 2019)
Phone 3125
Number
Subject Method of working of internal language facilities UC until September 1, 2020

In response to the election of a non-Dutch speaking UC member, and the recent discussion about the language policy and co-participation, the University Council (UC) has agreed to make an effort to facilitate co-participation for non-Dutch speaking UC-members. This is specifically approached as a learning process, in which until September 1 2020 undermentioned measures will be taken and (throughout the process) evaluated. Until that time there will be no additional measures taken and these measures will be suspended when there are no non-Dutch speaking members participating in the UC. The starting point is that the administrative language in Leiden University is Dutch.

1. Exploration of paid internship simultaneous translation

The party leaders will execute explorations with regards to establishing a paid internship for simultaneous translation together with the chair and clerk. An intern can sit next to the council member, communicate through online programmes, and not rely on cost intensive IT-facilities. Information needs to be gathered regarding, amongst other things, the requirements and lengths of such an internship, the role of an internship supervisor, and the internship compensation.

2. Language buddy

At the moment, the UC is working with a paid language buddy through JobMotion. The party leaders have agreed that this language buddy will work for the Council until at least the 1st of September. This will be extended after a positive evaluation and if a paid internship has not been established by that time.

3. One-on-on meetings with chair and/or clerk

Non-Dutch speaking council members are given the opportunity to go through the agenda and the accompanying documents at the beginning of a council cycle with the chair and/or clerk. Furthermore, there will be contact during the council cycle to discuss how the contributions of these members will be shaped.

4. Party head meetings in English

Since September 2019, the party heads are conducting their meetings as much as possible in English to ensure that the non-Dutch speaking party head is able to participate. When a party head (every now and then) prefers to speak in Dutch, that is naturally possible during the meeting. The minutes of the party head meetings are in English.

5. Translation of important documents and information

Existing relevant regulations concerning co-participation have already been translated to English in 2018 (this costed €0,20 p/w). Moreover, the chair and clerk have made improvements on the (English) website. With regards to translation of meeting documents the translation bureau will have to be hired. The party heads will have to agree every cycle during the discussion of the list of points (*puntenlijst*) in the party head meetings, which documents need to be translated and whether those are (cost and time) effective. Emphasis lies here on a careful approach in which learning is centralized. It should be noted that one cannot derive any rights from the English translation of the texts.