Universiteit Leiden

Guideline on Language Policy
Adopted by the Executive Board on 5 September 2017

This guideline has been drawn up in the context of Leiden University's Language Policy. The guideline comprises agreements reached on six different themes: (a) the language of instruction, (b) the language proficiency of lecturers (c) the language proficiency of other staff, and the language used in (d) recruiting new employees, in (e) communication and in (f) University administration.

Leiden University's aim with this guideline is to ensure that a consistent language policy is applied throughout the University. The aim is to create an environment in which language does not constitute a barrier for anyone to take part in all possible aspects of academic life in Leiden.

(a) Language of instruction

1. The 'Code of Conduct on the Language of Instruction' sets out the language in which teaching will be offered and the language used for tests and examinations, hereafter referred to as the official language, for programmes at Leiden University. The Code of Conduct is available via:
   https://www.organisatiegids.universiteitleiden.nl/reglementen/algemeen/gedragscode-voertaal (Dutch)
   https://www.organisatiegids.universiteitleiden.nl/en/regulations/general/language-of-instruction (English)

2. The programme departments will ensure that all the subjects or components of subjects that are offered in English are actually taught in English. The final theses of English-language programmes will in principle be written in English. The final diploma of an English-taught programme also implies that the programme has been completed in English. Where a Dutch-language thesis better serves the content and target group, the Board of Examiners can give permission for the final thesis to be written in Dutch.

(b) Language proficiency of lecturers

3. Lecturers who teach in English all hold the University Teaching Qualification (BKE, in Dutch) or they are able to demonstrate by means of an alternative test that they meet the required C1 level on the scale of the Common European Framework of Reference for Languages (CEFR). Lecturers whose native language is English are exempted from this requirement.

4. International staff who teach in Dutch are required to demonstrate that they have at least C1 level of language proficiency in Dutch.

5. Course evaluations for subjects taught in English will include a question on the quality of the English language skills of the lecturer. If the course evaluations give reason for concern, the English language proficiency of the lecturer will be discussed in his/her Performance and Development interview. Where necessary, the institute will offer resources for improving the lecturer's level of English proficiency.

Blad 2/4 (c) Dutch language proficiency of international lecturers

6. International staff who have the prospect of a permanent position will start to learn Dutch within six months after being appointed. The aim is that they should have attained a B1 level of Dutch proficiency within two years. Where necessary, the institute or department will provide the resources for improving the Dutch proficiency of these members of staff.

(d) Job vacancies
7. A minimal level of C1 English proficiency will be stipulated in the job descriptions of all vacancies for academic staff who are to teach in English.
8. An appropriate language requirement is included in the job descriptions of non-academic staff.
9. The English-language job descriptions of all vacancies that have the prospect of a permanent position will stipulate that staff are expected to attain B1 level of Dutch language proficiency within two years.

(e) Communication
10. All information on bachelor's, master's and PhD programmes will be available in s the language of instruction of the programme. For Dutch-language bachelor's programmes, it is sufficient to provide information in Dutch, supplemented by information in English aimed specifically at exchange students.
11. As regards communication via the website, the guidelines for 'Dual language on the University website' apply. The principle of 'Dual language unless…' applies (see attachment).
12. An English terminology list is available that provides standard translations of job positions, educational terms and formal bodies within the University. This list is available via: http://www.terminologielijst.leidenuniv.nl.

(f) Administration
13. Dutch is in principle the language of administration and employee participation councils at Leiden University unless there are good reasons for opting for English. A minimum of a passive knowledge of Dutch at B1 level is therefore needed in order to take part in administrative bodies and participation councils. The decision on the language to be used rests with the relevant administrative body or participation council. Where necessary, the relevant body will provide the resources needed to improve members' language proficiency.
14. All formal agreements within the University, such as regulations, codes of conduct and statutes must be available in Dutch and English.

Dual-language University website
Explanation of the 'Dual language, unless...' principle in University-wide guidelines

Introduction

Leiden University has opted for a language policy based on bilingualism - Dutch and English. Obviously, this also applies to the University website, as the University's principal vehicle for communication.

However, as complete bilingualism is not feasible in all instances, there are some exceptions to this rule. The Implementation Plan on Language Policy (Nov. 2016) states:

> *The principle of 'Dual language, unless..." applies to the University website. The aim is therefore to have a Dutch-English mirror version of the website. This also applies to faculty websites. An important criterion to be borne in mind here is findability via search engines (in English, but also in Dutch).*

Given that there are different possible interpretations of the principle of 'Dual language, unless...', this principle needs to specified in greater detail. Guidelines are given below for dual language use on the University website per page type.

Options for dual language use on the University website

There are three possible options:

1. Completely dual language
Information is available completely in Dutch and English. In some cases, the choice can be made not to translate texts in their entirety, but to adapt them to suit the target group. Some topics may require further explanation, for international readers, for example, where this is not necessary for Dutch visitors to the site.

2. Partially dual language
Full information is available in one of the two languages, and the second language provides:
- A brief intro or summary;
- A translation of the keywords (if applicable; this applies particularly for profile pages of members of staff, news articles and research programmes);
- A link to further information, such as: 'For further information, see the Dutch page (resp. English page). '

3. Single language
Information is available in only one of the two languages. In these cases, the corresponding page in the alternative language (the language switch above the webpage is not active in this case). In some instances the corresponding page in the other language is generated automatically by the CMS (because of the principle of 'mirroring' on which the website was

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originally constructed). In this case, the relevant page should contain a reference to the page in the other language, where possible automatically, but if necessary a manual link should be inserted.

Guidelines for dual language use on the University website
The summary below indicates per page type which of these options applies. These are the minimum requirements. If a (full) translation is not specified as a requirement, the web editor may of course still choose to offer this.

Part of the website	Editor	Option
External website		
Homepage	SCM	1
Main topic	SCM	1
Dossier	SCM	1
Location	SCM	1
News article	SCM, fac	2
Calendar item	SCM, fac	3
Job vacancy	BV, fac	2
Profile page of staff member	fac, SCM, BV, SOZ	2
Faculty start page/content page	fac	2
Institute start page/content page	fac	3
Research programme (SEP)	fac	2
Research project	fac	3
Research output	fac	3
Research facility	fac	3
Landing page/content page prospective students	SCM	1
Programme dossier, bachelor's	SCM	2
Programme dossier, master's	SCM	2
Meet us in your country	SCM	3
Library website	UBL	2
Student website		
Homepage	fac	3
Content page	SOZ	1
Content page	fac	3
Announcement	SOZ, SCM	2
Announcement	fac	3
News article	SOZ, SCM, fac	2
News article	fac	3
Calendar item	SOZ, SCM, fac	3
Course	SOZ, fac	2
Staff website		
Homepage	fac	3
Content page	BV	1
Content page	fac	3
Announcement	BV, SCM	2
Announcement	fac	3
News article	BV, SCM	2
News article	fac	3
Calendar item	BV, SCM, fac	3
Course	BV, fac	2
Organisation guide	BV, SOZ, SCM	1
Organisation guide	fac	2
Regulation	BV, SOZ, SCM	1
Regulation	fac	2