

Language Policy Plan 2012/13
MC-P / ZIB, 18.9.2012
Beschlussfassung Rektorat am 05.03.2013

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 contract (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:

- a) **Measure 1:** Analyse the need for translating **documents /forms** used at BOKU into English. Provide funds and professional translators to produce English files.
- b) **Measure 2:** Translation of Webpages into English
Who: in the "Zielvereinbarungen" with the Departments and Service Units, the translation of documents / forms will be included
Funding: in the framework of the "Zielvereinbarungen"
When: Zielvereinbarungen 2013; translation of forms etc. finished until 2015

2) English knowledge of new staff:

For academic staff, English is already a pre-condition for employment and work experience abroad is part of the "Laufbahnstellen" (career model positions). Int Stellen

For hiring **new administrative staff: "whenever the position allows to, it is recommended to give priority to staff with knowledge of English or – in case of specific need – another foreign language."**

Who: The staff office will include this sentence in the explanatory information sent to the BOKU-Departments for announcements of BOKU job vacancies.

Funding: no additional funding required

When: by January 2013, this should be done automatically

3) Expansion 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:

a) **Measure 1:** BOKU's language courses will be continued to be offered.

Who: ZIB

Funding: Global budget for 21 courses; additional courses to be financed by fundraising

When: every semester

b) **Measure 2:** The **SECONDOS project** aims at increasing the language knowledge of students of the "second generation" who want to improve their original mother tongue knowledge. This is achieved by study abroad periods/ internships in their (their parents) "home" country, through preparatory language and cultural training at BOKU as well as through joint curricula with the partner institutions.

Who: ZIB co-ordinates this project within BOKU if funds can be secured

Funding: depending on fundraising (estimate costs: 179.237,5 EURO for 2 years)

When: as soon as fundraising was successful; project duration: 2 years

5) Mobility of administrative staff:

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

Who: ZIB increases the promotion of such possibilities and informs all department heads about it.

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

When: Promotion campaign finalized until June 2013

6) Fundraising for language courses and similar international activities:

Who: ZIB

Funding: fundraising activities are financed by ZIB

When: constantly

7) Increase of courses taught in English (both at Master and Doctoral level)

Who: Departments

Funding: no specific funding, but part of "Zielvereinbarungen" (agreement on objectives)

When: Agreements of 2013; implementation at latest by 2015; yearly monitoring takes place

8) Increase of guest teachers / lecturers:

Who: Departments

Funding: external funds (ERASMUS / CEEPUS etc.) or Senate funds for guest professors or global budget based on performance contract (Leistungsvereinbarung)

When: implementation at latest by 2015; yearly monitoring takes place

9) Target-group orientated increase of joint curricula:

Transformation of existing Double / Multiple degrees into Joint Degrees and development of new curricula with international partner institutions:

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

Funding: global budget based on performance contract (Leistungsvereinbarung)

When: by 2015, at least one curriculum should be transformed into a joint degree

Measure	Funding	Who?	When?
<p>1. Analyse the need for translating documents /forms used at BOKU into English.</p> <p>2. Translation of Webpages into English</p>	in the framework of the "Zielvereinbarungen"	in the "Zielvereinbarungen" with the Departments and Service Units, the translation of documents / forms /websites will be included	Zielvereinbarungen 2013/14; translation of forms etc. finished until 2015
For hiring new administrative staff , the following sentence will be included in the explanatory information sent to the BOKU Departments for announcements of BOKU job vacancies: "whenever the position allows to, it is recommended to give priority to staff with knowledge of English or – in case of specific need – another foreign language."	no additional funding required	The staff office will include this sentence in the explanatory information sent to the BOKU-Departments for announcements of BOKU job vacancies.	Immediately after approval of Language policy plan
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 Staff office will continue to offer a broad spectrum of English courses for academic and administrative staff.	Constantly
BOKU's language courses will be continued to be offered	Global budget for 21 courses; additional courses to be financed by fundraising (New funding concept for 2013/14 submitted to VR Hinterstoisser, VR GlöBl and VR Reithmayer in January 2013)	ZIB	every semester
The SECONDOS project aims at increasing the language knowledge of students of the "second generation" who want to improve their original mother tongue knowledge. This is achieved by study abroad periods/ internships in their (their parents) "home" country, through preparatory language and cultural training at BOKU as well as through joint curricula with the partner institutions.	depending on fundraising (estimate costs: 179.237,5 EURO for 2 years)	ZIB co-ordinates this project within BOKU if funds can be secured	as soon as fundraising was successful; project duration: 2 years
The mobility of administrative staff should be increased via ERASMUS Staff mobility (within Europe).	ERASMUS contributes up to 800 EURO per week for travel and subsistence costs.	ZIB increases the promotion of such possibilities and informs all department heads about it.	Promotion campaign finalized until June 2013
Fundraising for language courses and similar international activities	No additional funding required	ZIB	constantly
Increase of courses taught in English (both at Master and Doctoral level)	no specific funding, but part of "Zielvereinbarungen" (agreement on objectives)	Departments	Agreements of 2013; implementation at latest by 2015; yearly monitoring takes place
Increase of guest teachers / lecturers	external funds (ERASMUS / CEEPUS etc.) or Senate funds for guest professors or global budget based on performance contract (Leistungsvereinbarung)	Departments	implementation at latest by 2015; yearly monitoring takes place
Target-group orientated increase of joint curricula + Transformation of existing Double / Multiple degrees into Joint Degrees and development of new curricula with international partner institutions	global budget based on performance contract (Leistungsvereinbarung)	Program coordinators / Study commissions / Senate / Admission's office and ZIB	by 2015, at least one curriculum should be transformed into a joint degree