

THE UNIVERSITY OF JYVÄSKYLÄ
LANGUAGE POLICY ACTION PLAN 2015–2016



UNIVERSITY OF JYVÄSKYLÄ
Rector's decision on 22 April 2015

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1 THE UNIVERSITY AS A WORKING ENVIRONMENT

The University staff displays expertise and continuously develops its competences in an international, multilingual and multicultural working community.		
Actions	Responsibility assigned to	Indicators and follow-up
<p>The University creates and adopts guidelines for the requirement and target levels for the language, communication and cultural skills of teaching, research and other staff. The levels include, for example, the following guidelines and decisions on their application:</p> <ul style="list-style-type: none"> • Employees providing teaching and guidance in a language other than Finnish are required to have achieved an advanced level (CEFR: C1) in the target language or language of instruction. • International employees are required to have at least developing basic skills in Finnish (CEFR: A2.2) within three years from the beginning of the employment relationship. • Teaching and research staff should possess teaching and guidance skills for multilingual and multicultural groups. • Employees in administration and support services are required to have English proficiency suitable for their duties. 	<p>Language Policy Committee in cooperation with the Staff Development Committee</p>	<p>The guidelines have been created and adopted.</p>

<p>The guidelines are applied in the recruitment of new employees and in the systematic process of developing the competence of the whole staff. Furthermore, they are taken into consideration in work plans and development discussions.</p>	<p>Staff Development Committee</p> <p>University Services, HR Services</p>	<p>Number of recruitments in which the required level of language, communication and cultural skills has been used as a selection criterion.</p> <p>Training needs have been defined on the basis of development discussions and follow-up of the measures set in development discussions.</p>
<p>To implement the guidelines, the University offers its employees systematic language, communication and cultural skills training as well as possibilities to develop their competences, including the following:</p> <ul style="list-style-type: none"> • Multifaceted work-related language and cultural studies • The TACE programme (Teaching Academic Content through English) • University pedagogical studies in Finnish and English 	<p>Staff Development Committee</p> <p>University Services, HR Services</p> <p>University Language Centre</p>	<p>Training included in the staff development plan and implemented accordingly; related follow-up.</p>

Equal and barrier-free communication is the right and responsibility of every member of the University of Jyväskylä working community.		
Actions	Responsibility assigned to	Indicators and follow-up
<p>Key University-level documents, instructions, service descriptions, forms and information systems required for work are available in Finnish and English.</p> <p>All internal communication concerning the staff is available in Finnish and English so that at least a summary of Finnish material is available in English.</p>	<p>University Services Especially University Communications</p>	<p>Documents and systems are available in Finnish and English.</p> <p>International staff is satisfied with communications (results of internal communications survey).</p>
<p>The University organisation, job titles, degree titles and other central terminology related to the operations of the University are collected in the University of Jyväskylä organisation glossary. As part of the MOT online dictionary, the glossary is available for the whole University community in both Finnish and English and supplements the national Higher Education Glossary.</p>	<p>University Services, University Communications University Language Centre, Language Services</p>	<p>The organisation glossary is up to date and includes all special terminology related to the University of Jyväskylä.</p>

2 THE UNIVERSITY AS A LEARNING ENVIRONMENT

<p>Graduates of the University are experts who possess the diverse and discipline-specific language, communication and internationalisation skills required in working life.</p> <p>Finnish-medium teaching fosters high standards in the language and promotes the development of multifaceted interactive skills in students. Particular attention is paid to both oral and written academic communication.</p>		
Actions	Responsibility assigned to	Indicators and follow-up
<p>Studies supporting students in the development of multifaceted language, communication and cultural skills that are applicable in the workplace are integrated into all degree levels.</p> <p>Material is created and systematic training is offered to support guidance related to the development of students’ language, communication and cultural skills.</p>	<p>Faculties</p> <p>University Language Centre</p>	<p>Multifaceted language, communication and cultural skills that are applicable in the workplace are described in the learning outcomes of degrees.</p> <p>Guidance material is available and training for instructors is offered.</p>

The University offers high-level, internationally competitive English-medium education.		
Actions	Responsibility assigned to	Indicators and follow-up
All students selected for English-medium degree programmes are required to demonstrate good English proficiency in accordance with admission criteria.	Faculties Education Council University Services, Student and Academic Services	The ratio between the admitted students with English proficiency confirmed in accordance with admission criteria and the total number of admitted students. The target is 100%.
The University as a multilingual and multicultural community and operational environment is a systematically utilised resource in education.		
Actions	Responsibility assigned to	Indicators and follow-up
Faculties and units are encouraged to recognise the different linguistic and cultural backgrounds of students and teachers and to use these in teaching.	University University Language Centre Language Policy Committee	Linguistic and cultural backgrounds have been recognised and used.

3 THE UNIVERSITY AS A SOCIETAL AGENT

<p>The University trains experts who master the communicative and discourse practices of their discipline and who are able to communicate knowledgeably and effectively within their own field as well as to external target groups and the general public.</p>		
<p>Actions</p>	<p>Responsibility assigned to</p>	<p>Indicators and follow-up</p>
<p>For researchers and doctoral students, the University offers tools, channels, incentives and training for active and open societal interaction and science communication.</p>	<p>Science Council Graduate School for Doctoral Studies University Services, University Communications</p>	<p>The interaction is monitored as part of the science barometer and the societal interaction barometer.</p>

<p>The University’s publications meet high scientific and linguistic standards in Finnish as well as in other languages.</p> <p>The University promotes the development of Finnish as a language of science.</p>		
Actions	Responsibility assigned to	Indicators and follow-up
<p>The University supports international and domestic scientific publishing by maintaining and developing the language and communication skills of researchers and doctoral students.</p>	<p>Graduate School for Doctoral Studies</p> <p>Faculties</p> <p>Staff Development Committee</p> <p>University Language Centre</p>	<p>Language and communication training is systematically available for doctoral students and researchers.</p>