

UNIVERSITY OF TWENTE.




University Council
to: Chair of the University Council

STRATEGY & POLICY

FROM	DATE	PAGE
Inge Boomkamp T 0534894363 i.s.m.boomkamp@utwente.nl	17 juli 2019 OUR REFERENCE CvB-UIT-4125/S&P	1 of 2

Dear Chair of the University Council,



During our discussions regarding the UT Language Policy and the Code of Conduct Language, the Executive Board promised a clarification on the term 'legally binding documents' and the language used in those documents. The reason for this is to avoid potential confusion and unwarranted expectations on the part of both the recipients and the authors of the relevant documents.

The general principle of the UT considering the language of the organization – English, unless - also applies to formal documents. The "unless" part though needs clarification and is therefore added to the overview (see next page).

As well as sending this information to the University Council, the organization will amongst others be informed through the website regarding the language policy (launched summer 2019). Please note that current practices may still differ from the policy because the UT is still in a transitional phase.. It is also possible that, based on new insights, extensions and/or adjustments may be made to the choice of language of documents. When this situation arises, the relevant stakeholders will obviously be informed.

With kind regards,

The Executive Board



V. van der Chijs

V. van der Chijs,
President

UNIVERSITY OF TWENTE.

DATE

17-07-2019

OUR REFERENCE

CvB-UJT-4125/S&P

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Category	Examples	Language	Remarks
1	UT general educational policies and regulations Enrolment regulations, students' charter and code of conduct	English	Based on Code of Conduct Language article 3.4
2	Programme-specific documents Education and Examination Regulations (EER)	English --> English taught programmes Dutch --> Dutch taught programmes	Based on Code of Conduct article 1.2b
3	Documents for and Decisions made by formal bodies (CvB, CvB-D, SB, Faculty Boards, UC-OW, UC-B, UC-OZ, and UC-I)	English: unless Dutch is mandatory for legal reasons or contact with external (Dutch) stakeholders. Dutch: Documents regarding the legal status of employees --> Staff handbook with Leave regulations, Commuting travel & accommodations and optional model for employment conditions.	Based on UT Language Policy Based on Dutch law (WNRA) and regulations. An English translation will be available.
4	Information about decisions (made by these formal bodies), policies and regulations of the UT.	Website, feedback from Executive Board ('post-CvB'). English	In case of communication on Dutch documents mentioned at 3, a reference to the Dutch documents shall be included.
5	Safety instructions Evacuation plan	Dutch and English	Based on Dutch law (Working conditions Act / Arbowet). Based on Dutch law.
6	Decisions/letters (HR) to individual employees: appointment letter, settlement agreement	Dutch; for Dutch staff-members English: for staff-members with another nationality.	
7	Documents in legal proceedings Legal documents	Dutch, Easy to read attachments could be in English, unless the judge court or other agencies requires a translation	Based on Dutch law and regulations.