

Project call Language & Culture policy¹: context, conditions and formats

Service departments (deadline 1 April 2016)

Context; strategic projects in education

The University of Groningen (UG) has the ambition to become a “truly international university” with an excellent reputation worldwide and a distinctive research and teaching profile (UG strategic plan 2016-2020). In teaching and learning, this requires an approach of activated, inclusive learning. This approach will be implemented through internationalised curricula, and the integrative use of innovative educational concepts like the international classroom, the flipped classroom, IT/e-learning, learning communities and the UG Language & Culture Policy.

Three strategic projects have been defined to achieve this distinctive international research and teaching profile:

1. The **Language & Culture Policy**. This specific call focuses on stimulating service departments and faculties to develop language and intercultural competences in line with task or didactics of all staff and students in a multilingual and multicultural context.
2. The **International Classroom**. A specific call is launched to faculties concurrently with this one to stimulate faculties to develop international classrooms in faculties.
3. The **Learning Communities**. Another specific call is launched to faculties concurrently with this one to stimulate faculties to form such communities for inclusive, activated group-based learning.

This call focuses on the Language & Culture Policy (LCP) which goes way further than teaching alone. It has to do with creating an inclusive environment throughout the entire university.

For UG, the LCP in short, aims at the following:

- Ensure a proper level of English, Dutch, any other relevant language for all staff (scientific and support) and students (related to didactics/task);
- Create more intercultural awareness and develop appropriate intercultural competences.

Through the development of appropriate language and intercultural skills in a specific context, LCP aims to contribute to making UG a “truly international university”.

Possible synergy in project plans

Although this is not applicable for service departments, we do want to inform you that faculties are encouraged to look for the synergy amongst the three strategic initiatives, they obviously are related. The Language and Culture Policy project supports the International Classroom as does the Learning Communities project and vice versa. Ideally, an integrated approach to the three projects would deliver faculties synergistic benefits. Such an integrated approach is stimulated and faculties may describe that in their project plans and specifically refer to these interrelations. Such an integrated approach is not a requirement but an option, however.

¹ Please refer to enclosed February 2015 document with specific recommendations for implementation language & culture for detailed information

Important to know

At UG central level we are, amongst other things, working on LCP fundamentals giving a framework to language and culture for now and for the future. Although it may seem that the fundamentals focus on staff only, know that we are preparing student-related fundamentals as well.

a language/intercultural level system: a framework to determine which level of English/Dutch/other language or intercultural competence a staff member should have based on UFO profile, international context, tasks (system will be accessible for all staff members). Implementation into Results & Development interviews after levels have been determined.
(Language Centre, CIT and HR)

a terminology database/style guide: update/renew the existing terminology database and style guide.
(Language Centre)

testing: testing method and system to keep track of who has been tested and with which results (related to level system).
(Language Centre)

UTQ (University Teaching Qualification): how to integrate language and intercultural competence into the UTQ in such a way that, eventually, all lecturers will have enough knowledge and skills of both fields to lead an international classroom.
(ESI, Language Centre)

Preferred providers

We recommend you to work with our preferred providers when drawing up and carrying out your project call. They, and the programme manager as well, are very willing to think along. You will find the courses offered by the language center and HR on the my university website together with the LCP project call. You will find the ESI offer in the international classroom project plan. Apart from the existing courses, tailor-made options are possible!

Language Center:

English: Radha van der Linden, radha.van.der.linden@rug.nl , 050-363 2031
Dutch: Berna de Boer, b.l.a.de.boer@rug.nl , 050-363 5960
Intercultural competence: Michaela Carriere, m.s.carriere@rug.nl , 050-363 6822
Other modern languages: Ruben Comadina Granson, a.r.o.cromadina.granson@rug.nl , 050-363 8982

Human Resources: Harriane ter Meer, h.a.ter.meer@rug.nl , 06-2825 7740

ESI: Jaap Mulder, j.a.mulder@rug.nl , 050-363 5810

LCP programme manager: Marloes Siccama- van Loveren, m.l.a.siccama@rug.nl , 050-363 2916

Project form for Service Department plan: Language & Culture Policy
Deadline 1 April 2016

General information

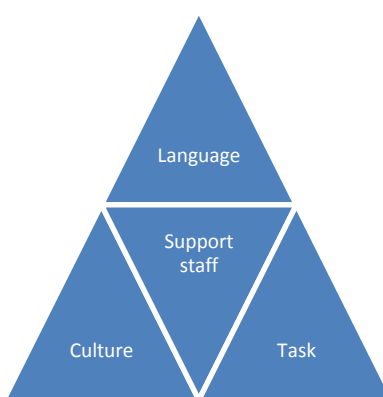
Service department contact person	
Name	
Department	
Tel.	
Email	
Project plan	
<p>Summary (max. 150 words):</p> <p><i>Give a short description of the service department's approach, objectives and targeted results.</i></p>	
<p>The Why</p> <ul style="list-style-type: none"> • Service department vision on internationalisation <ul style="list-style-type: none"> ○ <i>current situation (strengths and weaknesses),</i> ○ <i>new opportunities,</i> ○ <i>verifiable objectives,</i> ○ <i>motivate the choice of initiatives (use the appendices for detailed information on the initiatives).</i> 	
<p>Approach</p> <ul style="list-style-type: none"> ○ <i>Describe how the service department will approach LCP (please refer to annexed LCP document of February 2015 with policy paper and specific recommendations for implementation).</i> 	
<p>Project organization</p> <ul style="list-style-type: none"> • Describe the activities, stakeholders and timeline <ul style="list-style-type: none"> ○ <i>Describe responsibilities, roles, expertise and coordination in the service department and communication with stakeholders.</i> ○ <i>Describe required additional expertise from central level and/or external expertise.</i> 	
<p>Sustainability and dissemination</p> <ul style="list-style-type: none"> ○ <i>Describe how the service department will structurally embed LCP after 1 January 2018.</i> ○ <i>Describe the connection with the UG/service department's vision on internationalization.</i> ○ <i>Explain how obtained results and expertise will be shared and maintained.</i> 	

Finances

- *Specify budget required from the Executive Board and give commitment of the Service Department Board to provide a 50% match in money.*

Language & Culture policy; overall conditions for service department plan

1. The service department plan has to be send in by the service department directorate before 1 April 2016 and needs to have the explicit commitment to provide 50% match in money for the budget required, and the budget plan needs to be approved by the Department of Corporate Control.
2. The service department plan describes the further development and implementation of language and culture (incl. objectives and approach) with reference to the February 2015 document describing LCP goals and recommendations.
3. It focuses on both language and culture related to task and covers all support staff.



4. It motivates the choice of courses/programmes/other initiatives (cover sheet support staff; information sheet per activity, see formats).
5. It not only describes the further development and implementation till 1 January 2018 (running period Language & Culture policy project), but also how the service department plans to structurally embed Language and Culture after 1 January 2018.
6. It is in line with the UG strategy (2016-2020) and contributes to the service department strategy for internationalization.
7. Initiatives on language and/or culture carried out after 1 October 2015 can be included in the call to file for matching.
8. A brief progress report is required half-way the project and an evaluation in writing needs to be submitted in December 2017.
9. The plan will by assessed by the LCP steering group before 1 May 2016.

Service department name:

Cover sheet for service department plan related to Language & Culture policy for Support Staff

Overview of call for support staff	
Overview of initiatives (titles) related to Language	1. 2. Etc.
Overview of initiatives (titles) related to Culture	1. 2. Etc.
Overview of initiatives (titles) related to Language and Culture combined	1. 2. Etc.
Total budget requested for support staff (50% service department match deducted)	Total.... – 50% =

Service department name:
Information sheet per activity mentioned in cover sheet

Target group	Scientific staff/support staff/students
Name activity	
Provider	
Objective activity	
Nr of participants from service department	
OE or IC*	
Costs pp and total costs	€ €
planned for (period)	
Motivation for choosing this activity	
Has activity taken place yet?***	

*open enrollment or in company

**Initiatives on language and/or culture carried out after 1 October 2015 can be included in the call to file for matching.