

THE USE OF DIFFERENT  
LANGUAGES  
AT THE UNIVERSITY  
OF BARCELONA

NORMATIVES | DOCUMENTS



UNIVERSITAT DE BARCELONA



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Regulation approved by the Board of the Governing Council of the University of Barcelona on 30 October 1996 and amended by that Council on 15 April 1999 to include the language planning competences granted to universities in Law 1/1998, 7 January, on language policy of the Catalan government (Generalitat de Catalunya).

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## Preamble

The legislative and regulatory enactment of Articles 3.1 and 3.3 of the Catalan Statute of Autonomy establishes a legal framework which obliges the public authorities of Catalonia to undertake the appropriate measures to ensure that Catalan, as Catalonia's own language, also becomes the language employed by Catalan public administrations. This mandate should not exclude those universities which, as authorities responsible for a public service, are based in Catalonia and which, in the field of higher education, are subject to the competences and resolutions which correspond to the Catalan government.

Nonetheless, the current situation of two official languages in Catalonia and the necessary and growing multilingualism in which we are immersed may give rise to the application of different language criteria for identical communication scenarios. In such cases, application of the normalizing mandate must take into account respect for people's right to speak their language of choice. The universities should aim to improve the professional skills and working capabilities of staff in the framework of their service to the university community. In order to implement the aforementioned precepts of establishing a globally valid reference framework and standardizing the corporate image in the area of language in its own administration, the University of Barcelona has approved the following Regulation of the Use of Different Languages at the University of Barcelona.



## **1 Scope of application**

**1.1** The uses of different languages at the University of Barcelona are governed by the criteria contained in this document.

**1.2** Use of the indication “UB” in this document refers also to all the units that make up the University.

**1.3** The terms “documentation” and “communication” in this document refer to both their oral and written versions as well as that which appears in telematic networks.

## **2 Competences**

**2.1** Power to oversee the application of and compliance with this Regulation corresponds to the Rector and to the Board of the Governing Council.

**2.2** The Language Policy Committee is the body responsible for providing information and advice on these matters.

## **3 Internal language uses**

**3.1** Information of an internal nature which the UB disseminates by any medium shall be in Catalan.

**3.2** Signposting in all UB units shall be in Catalan.

**3.3** All internal administrative documentation shall be in Catalan.

**3.4** Office equipment and computer programs used by the UB must be capable of producing documents with the orthographic traits characteristic of the Catalan language. The UB will give preference to the acquisition of programs that have a Catalan version.

**3.5** Computer program development applications for both information and teaching shall be in Catalan. In those used in teaching which employ two or more languages, the program must open in Catalan by default.

**3.6** Entries made in the administrative registries of UB offices shall be in Catalan, irrespective of the language in which the document is presented.

## **4 External language uses**

**4.1** Institutional names throughout the UB and its units and bodies are in Catalan and may only be translated when inserted into the text of a document written in another language.

**4.2** Documentation addressed to other universities and public administrations in the Catalan linguistic domain shall be in Catalan.

**4.3** Communications and announcements addressed to the media by the UB for dissemination in the Catalan linguistic domain shall be in Catalan.

**4.4** Communications which the University addresses to the general public or to particular residents in the Catalan linguistic domain must be written in Catalan, without detriment to citizens' rights to request their translation into Spanish. Likewise, the UB must use Catalan with people and institutions from outside the Catalan linguistic domain whose initial communication was addressed to the University in that language.

**4.5** Communications with destinations outside the Catalan linguistic domain may be made in any language, taking effective legal provisions into account at all times.

**4.6** Forms which are to be sent outside the Catalan linguistic domain shall be written in Catalan or in Catalan and another language, in which case the Catalan text must be given prominence of place.

**4.7** The publication of UB provisions shall be made in Catalan.

**4.8** When attending to people in person, UB staff shall speak to them in Catalan except where the subject asks to be addressed in Spanish. With the objective of facilitating communication, UB staff may also choose to use a language which is neither Catalan nor Spanish.

**4.9** Institutional representatives of the UB shall express themselves in Catalan at public engagements taking place within the Catalan linguistic domain, except when exceptional circumstances justify the use of another language.

**4.10** All public and private contracts, agreements, deeds and other documents having legal effects and being signed by the UB shall be drafted in Catalan, without detriment to the other contracting party being entitled to obtain copies in another language. In cases where the University is one of several executing parties the document shall be drafted in Catalan and, if necessary, the other language or languages agreed upon by the parties.

**4.11** The studies, projects and works that the UB commissions to individuals, institutions or companies in the Catalan linguistic domain must be delivered in Catalan.

**4.12** Contractors providing university services and managing other functions which fall within the competence of the UB must guarantee that both verbal and written user-services will be offered in Catalan, and must comply with the provisions established herein. This condition shall be stipulated in one of the clauses which govern the corresponding legal relationship.

**4.13** The UB shall require its contractors and suppliers to use Catalan on the goods and in the services which are the subject of the contract. These requirements will be stipulated in the list of conditions for administrative contracts approved by the University.

## **5 Teaching staff and academic activities**

**5.1** Accreditation of knowledge of the Catalan language shall be a requirement in employment position offers that entail or may entail teaching tasks.

**5.2** The Board of the Governing Council shall establish the criteria and procedure for the accreditation of knowledge of the Catalan language for such offers.

**5.3** Accreditation must be provided to the University within two years from the date of appointment, of taking office, or of initiation of the contract, where not previously stipulated in the employment position application rules.

**5.4** The UB shall provide the means necessary for post holders to attain the level of Catalan required for the position.

**5.5** The UB will provide information on its language policy to all those who wish to work for the institution on a temporary or permanent basis. Above all, this information must be contained in all documentation relating to exchange programs in which the UB participates.

**5.6** The University will make Catalan teaching and advisory services available to all students and teaching staff who are from outside the Catalan linguistic domain to enable them to attain an appropriate command of the language in a short period of time.

**5.7** All the administrative documentation of academic management shall be in Catalan. Certificates for use outside the Catalan linguistic domain may be accompanied by their translation into an official language of their place of destination.

**5.8** All academic documentation of an institutional nature—programs, departmental teaching and learning material, reports, etc.—shall be drafted in Catalan. Where such documentation is intended for external dissemination it may also be drafted in the official language of its place of destination.

**5.9** Names relating to study programs, subjects, grades, courses and diplomas or certificates shall be in Catalan. UB-specific degree certificates will be issued in Catalan. Degree certificates for homologated studies, meaning the *diplomatura* and the *llicenciatura* (the degree programs offered on the outgoing national plan of studies) and the doctoral degree, shall be bilingual, pursuant to Article 3.2 of Royal Decree 1496/87, 6 November. The UB must ensure that the graphical layout of these texts complies with the model approved by the Interuniversity Council of Catalonia (CIC).

**5.10** With the corresponding support of the Public Administration, the UB shall find the necessary means to implement candidates' right to choose the language in which they express themselves in those procedures where assessment of their knowledge, learning or training is required.

## **6 Administrative and service staff**

**6.1** Admission processes for UB administrative and service civil servants and UB-contracted staff and for temporary and permanent staff shall, as a prerequisite to their taking office, require accreditation of candidates' knowledge of the Catalan language appropriate for the position, group or category for which they have applied.

**6.2** Staff in each administrative or service unit must possess the necessary and sufficient knowledge to undertake their duties in Catalan. Similarly, institutional use of the Catalan language in all administrative and service staff functions must be guaranteed.

**6.3** The rules laid down to implement this precept will stipulate the type of accreditation, whether by test or documentary evidence, as well as the levels that correspond to each employment position, group or category. These rules are established by the Board of the Governing Council or the body delegated by same for this purpose.

**6.4** When undertaking the provision of administrative and service positions contained in the catalogue, the University will establish the most appropriate mechanisms to ensure that accreditation of knowledge of the Catalan language, when not a prerequisite, constitutes a preferential and independent credit. The rules laid down by the UB for the provision of administrative and service positions will determine the conditions in which this principle is implemented, which must always be those most likely to meet the aims of this Regulation.

**6.5** The technical management personnel at the Area for Human Resources and the Catalan Language Service will draw up a comprehensive and specific language training plan based on the language profile of the different employment positions.

**6.6** Recognition is given to qualifications established in their day by this University and the degrees and certificates issued by the competent bodies in the matter.

## ADDITIONAL PROVISIONS

**One.** The rector of the UB may temporarily suspend, on an individual basis and with supporting arguments, application of the requirements provided in Article 5.3 herein in those cases in which, given the circumstances, such exclusion is warranted.

**Two.** In accordance with applicable provisions, the body responsible for establishing teaching assessment criteria for the purpose of assigning the corresponding salary complements must take into account those relating to knowledge of the Catalan language.

**Three.** Calls for grants made by the University shall take that provided in these Regulations into consideration. The remaining grant holders and other people who participate in activities related to teaching, administrative management or service to the public must adapt themselves to compliance with these Regulations.

**Four.** Visiting lecturers are excluded from the application of these Regulations.

**Five.** Linguistically profiled teaching blocks may be defined in those study programs which include a level of Catalan equal to or exceeding 70%. This will apply both in the case of offers linked to the Socrates Program as well as in that of the first semester of a *diplomatura* or a *licenciatura* (the degree programs offered on the outgoing national plan of studies) for international students who come to study at the UB.

These blocks, in which the teaching staff's freedom of language choice does not apply, a) must be made up of compulsory subjects in the study program which is the subject of the proposal, b) must be formally approved by the UB Language Policy Committee, and c) must not represent, in general, the formation of linguistically profiled groups, but rather the establishment of pathways.

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