

Project plan for language policy at KI

University Administration (Central administration),
2023-04-21

1-815/2022 (accessible web version) For signed documentation, contact
the Registry.

(Translated with translation software from original Swedish version)



**Karolinska
Institutet**



Project plan for language policy at KI

Content

1	Background	1
2	Glossary.....	1
3	Purpose and goal.....	2
	Purpose and consequences.....	2
	Stakeholders	2
	Project goals	2
	Impact goals	
	Follow-up Impact Goals.....	3
	Limitations	
	Project design	
	Timetable and decision points	4
	Resource and competence needs.....	5
5	Project and management organisation.....	5
	Project Organisation.....	5
	Resource owners	
6	Finances	6
	Project budget	
7	Quality assurance	6
8	Communication and anchoring.....	6
	Communication plan	6
	Reporting and meeting procedures	6
	Documentation.....	7

9	Risks	7
10	Handover.....	7
11	References.....	7
	Contacts.....	7
	Document.....	7
12	Signatures.....	Fel! Bokmärket är inte definierat.

1 Background

KI is an internationally leading medical university and will approach 2030 as a pioneering, collaborating and global university.

KI must be open to strategic collaborations outside Sweden and be able to attract both researchers and students from other parts of the world. KI is multicultural and has many employees who use several languages, mainly English, in everyday speech and writing. Some teaching is conducted in English and all dissertations and scientific articles are written in English. At the same time, the Swedish Language Act states that the Swedish language is the main language and that authorities have a special responsibility to ensure that Swedish terminology in various specialist areas is available, used and developed.

There are already communication [guidelines](#) available at KI that address, for example, bilingualism in ki.se, but an overall language policy is missing.

2 Dictionary

- *Multilingualism. Use or mastery of multiple languages. Multilingualism can apply to communities or individuals. Multilingualism and bilingualism are basically the same phenomenon. (NE)*
- *Parallel linguistics. Parallel linguistics means the simultaneous use of several languages in one or more areas. (Language Committee KTH)*
- *Plain language. Language that is both clear and comprehensible to the intended recipients (Rikstermsbanken.se)*
- *Minority languages. Sweden has five national minorities – Jews, Roma, Sami, Swedish Finns and Tornedalians. The law states that national minority languages must be protected and promoted.*
- *Gender-neutral language. Gender-neutral language is characterised by language that avoids gender-specific or otherwise gender-value-laden concepts and formulations.*
- *Availability. The extent to which products, systems, services and facilities can be used by persons from a group with the widest possible range of characteristics and capabilities so that those persons can achieve specified objectives in specified use contexts. (ISO 26800)*

3 Purpose and goal

Purpose and consequences

A language policy aims to provide employees with guidance on overall language issues and support in the university's efforts to maintain high quality in all parts of its operations. How we are perceived, communicate and strategically use language to achieve our goals is important.

Strategically thought-out and coordinated language use at KI means that we live up to legislation and the requirement for legal certainty and demonstrate quality, which contributes to increased confidence in KI. According to the Language Act, Swedish authorities must use **plain language**, i.e. a neat, simple and comprehensible language. The reason is partly that plain language streamlines communication, and partly that it gives everyone better opportunities to access information about the authorities' activities. Swedish authorities also have a responsibility to **protect Swedish** and higher education institutions should use, develop and make available Swedish terminology in their various specialist areas.

A well-thought-out approach to how we use **parallel linguistics**, i.e. English and Swedish, contributes to a strengthened brand. A language policy should be a support in continued improvement work. KI has knowledge in many different languages, **and multilingualism** strengthens KI's position as an international and inclusive university and is in itself a resource.

The language policy should also address **minority languages, accessibility** and **gender-neutral language**.

Stakeholders

Since a language policy covers all parts of a higher education institution, it is aimed at all staff and students.

Project objectives

Develop a language policy at Karolinska Institutet (KI)

Impact goals

- Clarity and awareness of language use

- Contribute to creating conditions for an inclusive environment
- Increase the conditions for participation in processes and decisions
- Strengthen the experience of a global and collaborative university

Follow-up Impact Goals

Suggestion:

- Part of the quality system
- Follow-up in the employee survey
- Language is mentioned? in feedback to KU and in course surveys
- As part of the Language Workshop's evaluation work

Limitations

The project's proposed policy will not regulate language use in detail. A policy is a guiding document. For rules and instructions related to language use, the project will refer to existing documents or point out any lack of documents.

4 Project planning

Project structure

A steering group should be appointed. The steering group should include at least one management person from a department and one from the administration, as well as a student representative.

The International Relations Office manages and coordinates a working group with representatives from administration (UFS, STL), communication (KA), HR, the Legal Office, Educational Development (UoL) and the library.

A reference group should be appointed consisting of people from the administration as well as research and education, preferably a programme director, a departmental director of education, a departmental HR manager, a head of department, a departmental head of administration, and representatives from unions and student unions.

A first step is an internal mapping of the need for a language policy. Through a compilation of about 20–30 structured interviews from different parts of the university, the working group can present a proposal to the reference group that is well grounded.

As part of the process, the project's proposals should be presented and discussed in appropriate forums such as the KI communicator's network, HR forums and committees.

The project should preferably use [EPICUR, European Model Language Policy](#) or a similar model for establishing a language policy. EPICUR's model can be used for a single department and focuses on the four main areas that similar language support documents typically cover:

- Teaching and learning
- Research
- Governance
- Communication

Inspiration and previous experiences from other Swedish universities' language policies will be used in the work. Best practice for the European higher education institution may be acquired through the Erasmus+ Staff exchange. The project has established contact with Esko Koponen at the University of Helsinki for expert support in the process.

Timetable and decision points

BP3	Start of the project	2022-12-16	2023-08-30
BP3.1	Project plan	2022-12-01	2023-04-21
BP3.2	Information gathering	2023-02-01	2022-05-01
BP3.3	Writing process	2023-04-02	2023-06-01
BP3.4	Reconciliation 1 reference group	2023-04-xx	
BP3.5	Reconciliation 2 reference group	2023-05-xx	
BP4.1	Överlämningsdokument	2023-06-01	--
BP4.2	Presentation at KF, KF, KF	2023-06/08-xx	
BP4.3	Presentation to the Vice-Chancellor	2023-06/08-xx	
BP5	Decision closure project	2023-08-30	--
BP5.1	Final report	2023-08-30	--
BP6	Decision closure of the project	2023-08-30	--

Resource and competence needs

For 8 months, reasonable working hours should be set aside for participation in a working group (UFS, STL, KA, HR, Legal, UoL, KIB) under the project management of the International Relations Office, which is tasked with developing a language policy. Relevant competencies for knowledge of KI and our language use etc. should be available within the organisation. Consultancy support for translation will be needed.

5 Project and management organisation

Project organisation

Client: University Director

Steering group:

- Peter Andréasson – Chairman (KA)
- Miriam Nauri (KIB)
- Mats J Olsson (CNS)
- Bob Harris

Coordinating project leader: Emma Hägg, IK

Project group:

- Madeleine Svärd KA
- Sandra Helminen HR
- Elin Norberg Legal
- Kristina Froelich KIB
- Jenny Enblom UFS
- Maria Schönnings STL
- Jennifer Valcke UoL

Reference group: TBD

Recipient: President

Resource owner

Project group staff from:

- International Relations Office
- Strategic management support
- Communications Office
- HR Office
- Legal Office
- Karolinska Institutet University Library
- Division of Education and Research Support
- Teaching and Learning Unit

6 Economy

Project budget

There is currently no budget allocated. The project members' work in the project should be part of the participant's regular workload. Consultancy support for translation will be needed. The need is estimated at SEK 50,000.

7 Quality assurance

Regular reconciliation with steering group, reference group and client.
Reconciliation with expert Esko Koponen at half-time and before project delivery

8 Communication and anchoring

Communication plan

- Present at management meeting spring 2023
- Highlight the communicator network spring 2023
- Website about the project on ki.se

Reporting and meeting procedures

Meetings in the project group preferably 1-2h / every other week during an initial phase, then continuously if necessary. Memos and follow-up of activities.

At least two meetings with reference group.

3 meetings with steering group, introduction – half-time – final phase

Documentation

Teams group [Language policy](#).

9 Risks

Risk 1 – The project is growing

Consequence – Lack of time

Probability – High/Medium/Low – Medium

Action proposals – Clear boundaries

Responsibility – Project management

Priority – High

Risk 2 – Deficiencies in anchoring

Consistency – Shortcomings in implementation

Probability – High/Medium/Low – Medium

Action proposals – Communication efforts and updated website

Responsibility – Project management

Priority – High

10 Handover

Policy proposals must be reviewed and approved by the General Counsel prior to handing over to the Vice-Chancellor.

11 References

Contacts

Peter Andréasson, Chairman of the Steering Committee

Emma Hägg, Project Manager IK

Document

Bladh, A., Wilenius, M. and Gaunt, A. (2018) "A [strategic agenda for internationalization](#)". Stockholm: Government official reports. Available in:

<https://www.regeringen.se/rattsliga-dokument/statens-offentliga-utredningar/2018/01/en-strategisk-agenda-for-internationalisering/>

[EPICUR European Model Language Policy](#)

[KI Strategy 2030](#)

[Language policy at Swedish universities and colleges](#), Language Council 2017

Swedish Government (2005) Best Language - a comprehensive Swedish language policy. SFS 2005:062. Available in:

<https://www.regeringen.se/rattsliga-dokument/proposition/2005/09/prop.-2005062>

Government of Sweden (2009) Language law. SFS 2009:600. Available in:

https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/spraklag-2009600_sfs-2009-600

12 Signature

Stockholm 230427

Project manager

Emma Hägg

Chairman steering group

Peter Andréasson