
INSTITUTIONAL REGULATORY CODE

INSTITUTIONAL (please tick below)

POLICY & PROCEDURE	<input checked="" type="checkbox"/>	REGULATIONS/RULES	
MANUAL		CONSTITUTION	

TITLE: Language policy of the Central University of Technology, Free State

COMPLIANCE OFFICER: Registrar

IMPLEMENTATION DATE: September 2015

Reference number: A/13.1

Replaced number: A13.1 (revised policy)

Section reference (please tick below):

Academic and Research		Registrar	<input checked="" type="checkbox"/>
Resources and Operations		Vice-Chancellor's Office	

Approved by (please tick below):

Management Committee (Mancom)	
Resolution: MANCOM 7/15/10	
Approval date: 2015-07-28	
Institutional Forum (IF)	
Resolution: IF 1/15/03	
Approval date: 2015-08-21	
Senate	
Resolution: S 5/15/4	
Approval date: 2015-08-24	
Council	
Resolution: CM 20/15/03	
Approval date: 2015-09-11	

A/ 13.1 LANGUAGE POLICY OF THE CENTRAL UNIVERSITY OF TECHNOLOGY, FREE STATE (CUT)

13.1.1. POLICY STATEMENT

- 13.1.1.1 This language policy of CUT (“**this/the policy**”) acknowledges and takes cognisance of the constitutional, legislative, statutory and national context of CUT. CUT is committed to promoting accessibility for students, practitioners, scholars, academics, support services staff and the public, as well as to improving accessibility to learning material and media/communication at the institution.
- 13.1.1.2 CUT will, in all its endeavours, but within the limits of its mandate as a university of technology, reasonably accommodate multilingualism within the regional, national and international contexts within which CUT operates.
- 13.1.1.3 Furthermore, CUT will, wherever possible, promote indigenous languages in teaching and learning, within the context of individual consultation.
- 13.1.1.4 This policy, whilst determining the academic language as well as the language of all forms of institutional transaction, is founded on the principles of mutual respect and tolerance amongst all cultural and religious groups, and should be free from political influences.
- 13.1.1.5 In the main, and subject to relevant clauses below, the academic language and the language of all forms of institutional transaction will be English.
- 13.1.1.6 Within its budgetary and feasibility constraints, CUT will continue in its endeavours to empower its students and staff in English proficiency.

13.1.2. PRINCIPLES

This policy respects and is guided by CUT’s vision and the core values of CUT; is committed to its mission as a university of technology and as an academic institution; takes cognisance of and is guided by the Higher Education Act (Act 101 of 1997) and the amendments thereto, the Language Policy for Higher Education (November 2002) and related legislative developments; respects, values and is guided by South Africa’s transformative agenda and legislative framework, the elements of which include, but are not limited to, the following:

- 13.1.2.1 Adherence to the tenets of the Constitution of the Republic of South Africa;
- 13.1.2.2 Taking cognisance of and promoting diversity, equality and reconciliation imperatives;
- 13.1.2.3 Creating and maintaining a balance between regional, national and international needs;
- 13.1.2.4 Taking into account the feasibility, cost-effectiveness and justifiability of implementing the policy;
- 13.1.2.5 Promoting ease of accessibility for all CUT students, able or disabled, to instruction and educational material in a manner applicable to all;
- 13.1.2.6 Accommodating multilingualism and diversity within the larger context of promoting a non-racial, non-sexist and multicultural environment; and
- 13.1.2.7 Ensuring consistency with the image and vision of the institution in the usage and implementation of the language policy.

13.1.3. DEFINITIONS AND ABBREVIATIONS

The meanings of the terminology used in the policy are as follows:

- “Academic language”:** This denotes the language to be used in academic transactions. South African English will be used as the academic language in all teaching and learning endeavours of CUT, including facilitation, assessment, study guides, curricula, syllabi, class notes, research, scholarly work, publications and consultation hours. If a particular language is a subject, it should be taught according to the scholarly prescriptions of that language.
- “Accommodating multilingualism”:** This means that English is the primary language that will be used in academic

and institutional transactions, and other languages will only be *accommodated* as far as reasonably possible and as set out in this policy.

“Cost-effectiveness”:	Cost-effectiveness refers to what CUT can afford financially, as a university of technology, and within the sphere of its limited resources.
“CUT”:	The Central University of Technology, Free State.
“Disability”:	The presence of a limitation in the ability to pursue studies in the usual way because of a physical or mental impairment.
“Feasibility”:	Feasibility refers to what is achievable for CUT in terms of its size and shape, and within its mandate as a university of technology.
“Impairment”:	Change in body function.
“Institutional transaction(s)”:	This denotes all forms of interaction and communication – written or otherwise – amongst the members of the university community and between the university and the public.
“Instructional employees”:	Employees who spend at least 50% of their time engaged in teaching and/or research activities.
“Justifiability”:	Justifiability refers to evidence that the CUT language policy is achievable in

terms of CUT's size, shape and mandate as a university of technology.

“Language of all forms of institutional transaction(s)”:

This denotes the language to be used in non-academic transactions.

“The/this policy”

The language policy of CUT.

13.1.4. SCOPE AND APPLICATION OF THE POLICY

13.1.4.1 Teaching and Learning:

13.1.4.1.1 The primary task of an instructional employee's interaction with students is to facilitate the development of the learning skills and to increase students' competency.

13.1.4.1.2 During an instructional employee's consultation with an individual student, the primary task of the employee is to facilitate the development of the learning skills and competency of the individual student.

13.1.4.1.3 Teaching and learning facilitation at CUT in all learning environments, such as the classroom, laboratories, etc., will be conducted in English.

13.1.4.1.4 *Individual consultations with students*

13.1.4.1.4.1 Notwithstanding paragraphs 13.1.4.1.1 to 3.1.4.1.3 above, where facilitators of students identify a need for further facilitation in another language, such a need may be accommodated in individual sessions outside of the ordinary learning environment, should it be reasonable and within the limits of CUT's resources.

13.1.4.1.4.2 Further learning and teaching facilitation in another language during individual consultations will not lead to dual or parallel sessions for groups of students, and under no circumstances should the above provision be construed as a legal obligation on the part of CUT to provide such additional consultations.

- 13.1.4.1.4.3 Pursuant to paragraphs 13.1.4.1.4.1 to 13. 1.4.1.4.2 above, this policy does not prescribe the language of communication between the instructional employee and student in the setting described in the aforementioned paragraphs, but assumes that the choice of language is determined by mutual agreement. It is recommended that where a student's competency in the English language constitutes a serious communication barrier that can be remedied by reverting to a student's home language, the use of the student's home language is to be encouraged, where reasonably practicable.
- 13.1.4.1.4.4 The decision to reasonably accommodate a student in the manner provided in paragraphs 13.1.4.1.4.1 to 13. 1.4.1.4.3 above remains at the discretion of the instructional employee, and in cases where the instructional employee does not have the instructional competency in the student's home language, the employee is advised to approach an available and capable colleague or senior student to provide interpreting services.
- 13.1.4.1.4.5 The stipulation reflected in paragraph 13.1.4.1.4 above will not be construed as a legal obligation on the part of CUT in the event of no academic employee or senior student being available to converse in or interpret into a language other than English.
- 13.1.4.1.5 *Provisions for students with disabilities*
- 13.1.4.1.5.1 Dealings with students with sensory disabilities (including the presence of deaf, partially sighted or blind persons) should be dealt with in a flexible and sensitive manner that is consistent with the spirit, framework, objectives and values of this policy, as read in conjunction with CUT's policy on provisions for students with disabilities ("**disability policy**").
- 13.1.4.1.5.2 In exceptional circumstances, other teaching and learning situations may be provided to students with disabilities to address their specific language requirements related to their particular disability. For example, provisions can be made to offer translation services in South African Sign Language to students that qualify in terms of CUT's

disability policy, should it be reasonable and within the limits of CUT's resources, and subject to approval in terms of the aforementioned policy.

13.1.4.1.5.3 The university may provide special communication aids required by students with sensory disabilities on request and where feasible, such as the use of interpreters for South African Sign Language.

13.1.4.1.5.4 Paragraph 13.1.4.1.5.3 above should not be construed as creating a legal obligation on the part of CUT, and is subject to approval in terms of CUT's disability policy.

13.1.4.2 Language of oral and written correspondence:

13.4.2.1 Official correspondence at CUT will be conducted in English.

13.4.2.2 Official correspondence that is to be conducted in English includes, but is not limited to, official documents, memoranda, letters and any documents and/or e-mails pertaining to CUT's business activities.

13.4.2.3 Notwithstanding the above, multilingualism will be accommodated to the extent that staff members of CUT are allowed to correspond informally with one another on personal matters in their language of preference.

13.1.4.3 Language of general communication:

English will be used as the language of general communication in all CUT endeavours. These include, but are not limited to, the following: Meetings, workshops, seminars, training sessions, publications, invitations, magazines, notices and written announcements. The university logo should include the following languages: English, Sesotho and Afrikaans.

13.1.4.4 Language of institutional transactions:

13.1.4.4.1 English will be the primary language used for both internal and external transactions, such as telephone responses and face-to-face enquiries.

13.1.4.4.2 Notwithstanding paragraph 13.1.4.4.1 above, another language may be accommodated on mutual agreement between staff members, students

and/or another person, provided that no other party or third person is excluded from such an institutional transaction.

13.1.4.5 Language of record:

English will be used as the language of record in agendas, minutes, policies, procedures, manuals, official e-mails and all records of CUT.

13.4.6 Disciplinary hearings:

13.4.6.1 All participants at employee or student disciplinary hearings have the right to make use of the services of an interpreter to interpret the proceedings in any of the official South African languages of his/her choice or South African Sign Language, with the proviso that such an interpreter must be in the service of CUT and must be available to interpret on the date of the scheduled disciplinary hearing.

13.4.6.2 A participant, employee or student at a disciplinary hearing must notify the university at least SEVEN days prior to commencement of the hearing that he/she will be using a language other than English, to enable CUT to provide translation, subject to the proviso in paragraph 13.4.7.1.

13.1.5. REVISION OF THE POLICY

13.1.5.1 The CUT language policy will be revised every FIVE years, and in consideration of developments in the National Higher Education Language Policy Framework and CUT's own language dynamics amongst its students, staff and stakeholders.

13.1.5.2 The revisions in paragraph 13.1.5.1 will not exclude any intermittent amendments made during any five-year period, should they be required in terms of legislation or demanded by a changing policy framework.

13.1.6. RELATED DOCUMENTS

- Higher Education Act, Act 101 of 1997, and amendments thereto;
- Language Policy for Higher Education, November 2002;

- National Higher Education Language Policy, November 2002;
- Policy provisions for students with disabilities of the Central University of Technology, Free State;
- Policy on the naming of facilities of the Central University of Technology, Free State; and
- Policy on the affixing of posters and notices on notice boards at the Central University of Technology, Free State.

13.1.7. COMPLIANCE OFFICER

The Registrar is the Compliance Officer.

13.1.8. RESPONSIBLE OFFICER

The Registrar is responsible for the implementation of this policy, and should be contacted with regard to any enquiries regarding the interpretation and practical implications thereof.

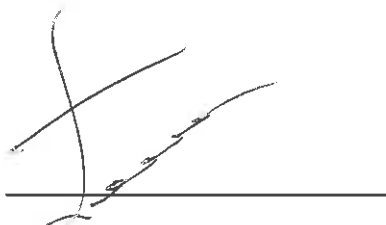
13.1.9. SIGNATURES OF APPROVAL



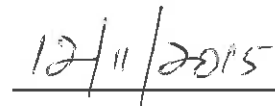
CHAIRPERSON OF SENATE



DATE



CHAIRPERSON OF COUNCIL



DATE