

INSTITUTIONAL REGULATORY CODE

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POLICY & PROCEDURE	✓	REGULATIONS/RULES	
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TITLE: Language Policy of the Central University of Technology, Free State

COMPLIANCE OFFICER: REGISTRAR **IMPLEMENTATION DATE:** 2010-01-01

Reference Number: A/13.1 **Replaced Number:** A13.1 (Revised Policy)

Section Reference (Please Tick Below):

Academic		Registrar	✓
Resources & Operations		Vice-Chancellor's Office	

Approved By (Please Tick Below):

MANCOM		PFRC	
Resolution: _____		Resolution: _____	
Approval Date: _____		Approval Date: _____	
Human Resources Committee		Institutional Forum	
Resolution: _____		Resolution: _____	
Approval Date: _____		Approval Date: _____	
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Resolution: _____		Resolution: _____	
Approval Date: _____		Approval Date: _____	
Senate		Exco of Senate	
Resolution: _____		Resolution: _____	
Approval Date: _____		Approval Date: _____	
Council		Exco of Council	
Resolution: CR 13/09/03		Resolution: _____	
Approval Date: 2009-09-18		Approval Date: _____	

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

13.1.1. POLICY STATEMENT

- 13.1.1.1 CUT is committed to promoting accessibility for students, practitioners, scholars, academics, support staff and the public, as well as to learning material and media/communication at the institution.
- 13.1.1.2 CUT shall, in all its endeavours, accommodate multilingualism within the regional, national and international contexts within which CUT operates, and within the limits of its mandate as a university of technology.
- 13.1.1.3 The CUT Language Policy, which determines the academic language and the language of all forms of institutional transaction, is based on mutual tolerance and respect amongst all cultural groups, and should be free from political influences. A university is an institution with an identity that is universal; therefore all commitments and practices shall align with this universality.
- 13.1.1.4 In the main, and subject to relevant clauses below, the academic language and the language of all forms of institutional transaction shall be English.
- 13.1.1.5 Within its budgetary and feasibility constraints, CUT shall continue in its endeavours to empower its students and staff in English proficiency.

13.1.2. PRINCIPLES

This Policy is guided by the vision, mission and core values of CUT, as well as developments in the National Higher Education Language Policy framework and in South Africa's transformation agenda and legal framework, with elements of these as detailed below:

- 13.1.2.1 Adherence to the tenets of the Constitution of the Republic of South Africa;
- 13.1.2.2 Taking cognisance of diversity, equity and reconciliation imperatives;
- 13.1.2.3 Creating a balance between regional, national and international needs;
- 13.1.2.4 Feasibility, cost-effectiveness and justifiability in the injunctions and the implementation of our Language Policy;
- 13.1.2.5 Affording all, especially students, ease of accessibility to instruction and educational material in a manner applicable to all;
- 13.1.2.6 Accommodating multilingualism and diversity;
- 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 meaning of terminology used in the Policy is 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”: Meaning that other languages will only be *accommodated* at CUT, but English will be the primary language.

“Cost-effectiveness”: Cost-effectiveness refers to what CUT can afford financially as a university of technology, within its limited resources.

“CUT”: Shall mean Central University of Technology, Free State.

“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.

“Institutional transactions”: 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.

“Justifiability”: Justifiability refers to the evidence that the CUT Language Policy should be achievable in terms of its size, shape and mandate as a university of technology.

“Language of all forms of institutional transaction”: This denotes the language to be used in non-academic transactions.

13.1.4. HIGH-LEVEL PARAMETERS AND PROCEDURES

Although this is a policy document, some high-level parameters and related procedures for the policy are stipulated below. They serve to give further guidance.

13.1.4.1 Teaching & Learning:

13.1.4.1.1 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.

13.1.4.1.2 Teaching and learning facilitation at CUT in all learning environments, such as the classroom, laboratories, etc., shall be conducted in English. Where facilitators of students identify a need for further facilitation in another language, such a need could be accommodated in consultation sessions outside of the learning environment, within the limits of CUT’s resources.

- 13.1.4.1.3 Paragraph 13.1.4.1.2 above notwithstanding, such accommodation during individual consultations shall not lead to dual or parallel sessions for groups of students.
- 13.1.4.1.4 The Language Policy does not prescribe the language of communication between the instructional employee and student in this setting, but assumes that the choice of language is determined by mutual agreement. Where a student's competency in the English language constitutes a serious communication barrier that could possibly be mediated by using the student's home language, use of the home language is recommended. This discretion rests with the instructional employee. Where the employee does not have 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.
- 13.1.4.1.5 The stipulation reflected in paragraph 13.1.4.1.4 above shall 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.
- 13.1.4.1.6 Bilingual/multilingual lexicons of concepts and terminology: Some instructional employees have invested time and effort to create a summary of the most important English concepts and terminology used during their modules and the Afrikaans equivalents of these. This is a laudable practice that should continue.
- (a) Within feasibility constraints, this form of student support shall continue and be extended to Sesotho first-language speakers.
 - (b) Faculties shall encourage academic staff members to continue to develop the lexicons and terminology.
 - (c) Faculties shall organise annual plenary sessions of senior students who have excelled in particular disciplines to facilitate the ongoing development of such lexicons and terminology.
- 13.1.4.2 Language of correspondence: English will be the language of official correspondence at CUT in official documents, memoranda, letters, and any documents or e-mails pertaining to University business. However, multilingualism shall be accommodated by allowing CUT staff members 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 language of general communication in CUT endeavours such as meetings, workshops, seminars, training sessions, publications, invitations, magazines, notices, and written announcements.
- 13.1.4.4 Language of institutional transactions: English will be used as the language of internal and external transactions such as telephone responses and face-to-face enquiries. However, another language could 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 a transaction.

13.1.4.5 Language of record: English will be used as the language of record in agendas, minutes, policies, procedures, manuals, and all records of CUT.

13.1.5. REVISION OF THE POLICY

The CUT Language Policy shall be revised every five (5) years, keeping in mind the developments in the National Higher Education Language Policy framework. Such revisions shall not exclude intermittent amendments during this period should they be demanded by a changing policy framework.

13.1.6. RELATED DOCUMENTS

Higher Education Act, Act 101 of 1997 (as amended) – Section 27(2) refers.

National Higher Education Language Policy (November 2002).

Policy on the Naming of Facilities of the Central University of Technology, Free State.

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 accountable for this Policy.

13.1.8. RESPONSIBLE OFFICER

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

13.1.9. SIGNATURE OF APPROVAL

CHAIRPERSON OF SENATE

DATE

CHAIRPERSON OF COUNCIL

DATE