

Language policy, Faculty of Arts

Approved by the faculty management team, 21 April 2020

Recipient(s): Faculty management team at the Faculty of Arts
Language policy for staff at the Faculty of Arts

1. Fundamental principles

Danish is the primary language at the Faculty of Arts, while English is the secondary language. This means that the faculty is managed and administered in Danish – both internally and in relation to the Danish authorities. It is also a priority for the faculty to ensure that it is possible for members of staff who are not proficient in Danish to communicate in English with management, administration and colleagues.

The faculty's policy is to generally adopt a pragmatic and flexible approach to language at the departments, the schools and the faculty to ensure optimal use of translation and communication resources. A pragmatic and flexible approach also means that all members of staff strive to support diversity and inclusivity for international colleagues in both professional and collegial contexts in order to strengthen integration and cohesion at the faculty. Furthermore, the faculty follows standard Danish language use, corresponding to practice in society in general.

2. Written communication

The choice of language in the faculty's written communication should be made with the target group in mind. When the target group includes several members of staff who are not proficient in Danish, the communication must, as far as possible, also be in English in accordance with the [guidelines for AU Administration with regard to communicating at a multilingual university](#). This applies to key documents from the faculty and the schools as well as other important information. British English is used as the standard in official texts from the faculty and the schools.

To support staff in using correct Danish and English, the university makes available language technology tools such as [AU Dictionary](#), which also includes official terminology with regard to job categories, and [AU Translate](#).

3. Meetings

Regular meetings of official bodies at the faculty and the schools – faculty management team, academic council, faculty liaison committee (FSU), research information security committee (FISU), faculty occupational health and safety committee (FAMU), forum for education, PhD committee, school management team, school forum, local liaison committee (LSU), local occupational health and safety committee (LAMU), research committee and board of studies – are held in Danish, and minutes are taken in Danish.



The school decides whether the working language at the individual departments is Danish or English. In the day-to-day practice, deviations may occur on an ad hoc basis, for example in connection with department meetings, including staff meetings, degree programme board meetings and coordination meetings. Such meetings can be conducted in the language which the chair of the meeting deems most appropriate. In connection with department visits by the dean, vice-deans, head of school, deputy heads of school and/or director of studies, it must be agreed in advance with the head of department or the chair of the meeting whether the meeting should be held in Danish or English.

4. Communicating with the students

It is a priority for the faculty to ensure that it is possible for students who are not proficient in Danish to communicate in English with management and administration.

5. Acquiring language skills

As part of the overall staff policy at Aarhus University, [language courses for staff](#) are offered on an ongoing basis to those who need such courses. Members of staff who need to develop their English or Danish language skills can discuss this with their head of department, who will also follow up on the staff member's competency development.

The head of school is responsible for ensuring that the members of staff acquire the necessary and agreed language skills.