

Policy document for translation at Mid Sweden University, appendix to the Mid Sweden University language policy (MIUN 2012/1738)

The Mid Sweden University language policy aims at clarifying the principals of language use at the university.

In the policy, it is established that the Mid Sweden University courses, programmes and research should be of high quality and competitive on the global market, in accordance with the Government assignment. The internationalization at Mid Sweden University should be integrated in all activities. It should be clear and visible on many different levels, internally and externally, actively and operatively. Mid Sweden University is a Government agency, which means that Swedish is its main language. General information about the university and its activities should however always be available both in Swedish and English.

This policy document aims at clarifying the Mid Sweden University language policy in terms of which basic information should be translated to English, when and by whom. The purpose of translating these documents is to provide equal opportunities in terms of service and information both at campus and online for employees and students.

Which language and when?

Swedish only

Information regarding Mid Sweden University's role as a Government agency, such as decisions, minutes and steering documents shall be written in Swedish.

In the event of any discrepancy, the Swedish version of a decision or other documents has preferential interpretation.

Swedish basic information to be translated to English

- Urgent messages about accidents and stoppages, such as IT, telephony or power failure
- Contact information, guidance documents and signs
- News published on the Student portal
- The most important steering documents, such as the development plan, research strategy and education strategy
- Information for new employees regarding terms of employment, such as health benefits, salary and capacity building
- Information regarding the work environment

- Information regarding risk and crises
- Information, decisions and instructions within groups where the share of non-Swedish-speaking employees is high.

Swedish basic information to be summarized in English

- News and messages that affect/ concern all employees to a large extent, as well as events for all employees.
- Information given at staff meetings, APT or similar meetings, where non-Swedish-speaking staff is present
- Information in the context of staff service, such as forms and templates, information about the facilities etc.
- Theses and licentiate theses written in Swedish. Also in the case of other research findings and reports, a translation is beneficial.
- More extensive reports and documents that are vital to the university, such as the annual report.

English information to be summarized in Swedish

- Theses and licentiate theses written in English. Also in the case of other research findings and reports, a translation is beneficial.
- International assessments and reports on Mid Sweden University (for example ARC13).

English only

Some information from Mid Sweden University is aimed only at non-Swedish-speaking target groups and can be written entirely in English, without translating it to Swedish. Examples are texts for the English web page, recruitment material for international students and staff or information aimed at our international students.

This can also be the case for internal messages and notes at a unit where the share of non-Swedish-speaking employees is high. NB: in this case, the Head of the unit must make sure that also the Swedish-speaking employees can understand the information.

In working groups where English is used as the business language, there may be work-related information, notes etc. written in English. Decisions, minutes and other official records, however, should always be written in Swedish and translated if necessary.

Responsibilities and demand for translation

Which information should be translated?

Questions to ask to decide whether or not the information should be translated is:

- Which are the target groups?
- Does the matter concern all employees at Mid Sweden University?

- Is it crucial for the individual employee to receive this information?
- Is a summary in English sufficient?

How quickly should the information be translated or summarized?

- E-mail, news and messages:
If possible, at the same time as the publication of the Swedish text
- Other documents (decision, steering documents):
No later than two months after the Swedish original has been completed and published.
- Web pages:
at the same time as the publication of the Swedish text. If that is not possible, one month later is an acceptable delay.

Who should translate?

The person who owns the information must make sure that it is translated.

Translations and language editing services are offered by the in-house service *Språkservice*.

1. The in-house service, Språkservice
<http://www.miun.se/medarbetare/stod/sprakservice>
2. Translators and translation agencies listed in the framework agreement. A new agreement will be established during the autumn of 2016. Should you have any questions, please contact Språkservice, sprakservice@miun.se.

In addition, simpler information, news, etcetera are to be translated by the respective administrator or the person responsible for translation at the division or department, knowing and accepting the fact that this way, all translations cannot be of the same quality.