

Aalto University Language Guidelines

Internationalisation is a vital part of Aalto University. Aalto University seeks to be an internationally valued and multicultural university based on Finnish strengths. Aalto University's language guidelines follow the same principle; our internationalisation and multiculturalism build on the foundation of Finland's bilingualism.

- There are three working languages: Finnish, Swedish and English.
- Everyone should be able to participate in discussions.
- Multiculturalism is a strength.
- Good communication skills are fostered.

I International and Multicultural Aalto University

As per the Aalto University strategy, the purpose of the Language Guidelines are to ensure that the Aalto community can internationalise without diminishing the role of the national languages, Finnish and Swedish, in academic discourse. Operating in an officially bilingual country, Aalto University is required by law to provide education and certain services both in Finnish – the language of about 88 per cent of the inhabitants of the country – and in Swedish – the language of about 5 per cent of the population. In the Language Guidelines, the national legislation and regulations on languages have been taken into account. Therefore, the University embraces Finnish, Swedish and English as its working languages.

II A Multilingual Culture

The Language Guidelines promote multilingualism and multiculturalism at Aalto University. International members of the Aalto community have opportunities to learn about Finnish culture and to learn Finnish and/or Swedish. Language and multicultural training is available for all members of the community.

Aalto University:

- encourages linguistic diversity and the parallel use of languages within the community
- develops working methods and lays the foundation for high-quality communications
- recognises the challenges of internationalisation
- teaching and research shall also be conducted in Finnish and Swedish in order to ensure the academic use and development of the national languages
- supports the integration of international students and staff.

III Multilingualism in Practice

1) Research

- Research publications are characterised by fluent language.
- Aalto University plays an active role in developing Finnish and Swedish academic terminology.

2) Learning and teaching

- Aalto University offers undergraduate education mainly in Finnish, but to some extent also in Swedish. In Finnish- and partly Swedish-language Bachelor programme, some courses are also offered in English. Bachelor programme offered only on English can be found in each of university's academic areas (technology, economics, art). Most master's programmes are offered in English.
- Swedish-speaking students will have the opportunity to take their exams and other course work in Swedish when the language of instruction is Finnish in the fields of Science and Technology or Art and Design. Swedish-speaking students will have the opportunity to discuss their studies in Swedish in the fields of Science and Technology or Art and Design
- Degree programmes at the undergraduate and graduate levels must define the intended learning outcomes for the language, communication and intercultural skills relevant for the field of study.
- Good communication, language and people skills are part of the pedagogical requirements for teaching staff. Teachers are provided with pedagogical support and training to enhance their skills in teaching in English in a multicultural academic environment. Those teaching in a language other than their mother tongue are required to demonstrate proficiency in the language of instruction.

3) Services

- International and national students and staff members are given the opportunity to study Finnish, Swedish and English.
- Aalto University offers high-quality editing, translation and proofreading services in Finnish, Swedish and English.
- Aalto University has a unified terminology for key terms and Aalto documents are written in the standard form of the language.
- Key documents concerning education are available in Finnish, Swedish and English. Several internal documents concerning academic administration and services (like forms and instructions) are available in Finnish and English.
- All Aalto members can participate in the activities of various working groups and committees of the university

4) Communications

- Communications are conducted with consistency and awareness of the situation, communications channel and language to serve the intended audience.
- The Aalto University website aalto.fi and student website into.aalto.fi are maintained in Finnish, English and when necessary in Swedish.

IV. Implementation and support of multilingualism at Aalto University

- The implementation of the Language Guidelines is the responsibility of the Provost of Aalto University.
- The measures required by Language Guidelines as well as the resources allocated to implement them are part of the day-to-day operations of Aalto University.
- Aalto University has advocates whose primary duty is to support Swedish-and English-speaking students and to ensure fluent communications in those languages.