

Guidelines

on the use of the English language in communication of the Faculty of Arts of Masaryk University

specifying the essential requirements defined by MU Faculty of Arts
Directive No. 2/2022 On the methods and principles of internal and
external communication

Basic starting points

Following the HRS4R HR Strategy and the HR Award Action Plan, the Faculty of Arts of Masaryk University (hereinafter referred to as “FF MU” or “Faculty”) strives to provide a transparent working environment that is attractive to foreign researchers and to ensure good accessibility of information for different target groups.

Therefore, FF MU Directive No. 2/2022 On the methods and principles of internal and external communication in Article 4 (3) requires that relevant faculty communication be conducted in both Czech and English.

Definition of relevant communication

Relevant internal communication means information conveyed to a target group that includes, in addition to Czech-speaking employees or students, **persons who do not speak Czech**. Relevant internal communication also means cases where the target group speaks Czech, but it is possible to anticipate **further transmission of information to a wider group of people, including non-Czech speaking employees** (typically information sent to department leaders who can then send it to their subordinates).

Typical relevant internal faculty communications include:

- a) Internal regulations
- b) Forms, guidelines, manuals
- c) Websites of the FF MU and its departments
- d) Newsletters and news
- e) Public minutes (Management Meetings, Dean’s Board, Academic Senate, etc.)
- f) Information on current events from the faculty Management (invitations to faculty events, anti-pandemic measures, etc.)
- g) Information on current events from faculty departments (e.g. mass information messages from the Personnel Office for Studies, CIT, etc.)
- h) Getting feedback from employed and student people (surveys, questionnaires, etc.)

Ensuring translation

The person responsible for the communication of any information content created within the Faculty, the recipients of which may be employees or students of the Faculty who do not speak Czech, is also responsible for ensuring its English version and for ensuring the simultaneous publication or sending of the Czech and English language versions.

Translation of formal texts/information

For the translation of formal texts/information (e.g. internal regulations), please contact the faculty lawyer [Mgr. Lenka Sobotková](mailto:sobotkova@phil.muni.cz) (549 49 7849, sobotkova@phil.muni.cz).

Translations of common news/information

DeepL for shorter texts

For the translation of common messages/information, you can use a language translator. We recommend DeepL. Its free version is entirely sufficient for everyday use, and the translation of shorter texts and the quality of the resulting translation are very high.

DeepL can be used **in the form of an application** (recommended), which can be downloaded at <https://www.deepl.com/en/app/>.

TIP: Make your work easier by pressing Ctrl+C+C (2x C in a row). The application will automatically launch and translate the selected text. Using the “Insert to” button in the application window of DeepL, you can then conveniently insert the resulting translation in place of the original marked text.

If you do not want to use the DeepL application, you can also use **the web version of the translator**, which is available at: <https://www.deepl.com/translator>.

DeepL for entire files

A paid version of the application is already required to translate longer texts and entire files while preserving the formatting using DeepL. Masaryk University has negotiated a bulk license with the operator, which allows you to translate files for a price according to the number of characters (for regular documents, about 1 €). Technically, the translation of files is done through an **interface in the Employee Portal** (<https://portal.muni.cz/preklad>), and the employee's Faculty/department then bears the cost.

The application is available only to a selected group of people in pilot mode at the Faculty of Arts MU. If you have any questions, please get in touch with the faculty coordinator of the Portal Mgr. Tomáš Weissar (weissar@phil.muni.cz).

MU Terminology Dictionary

We always recommend checking the resulting translation using the MU Terminology Dictionary, which is also available on the Employee Portal (<https://portal.muni.cz/slovník>) and contains common terms for organizational units, positions, and various terms related to MU operations.

Grammarly

You can also use the Grammarly tool to check the translation, which allows you to check texts directly in Microsoft 365 applications, in email, or in a web browser.

The Faculty has several licenses for this tool. They are managed and allocated by the Central Library of the Faculty of Arts MU. If you are interested, don't hesitate to get in touch with Mgr. Jan Harnušek (harnusek@phil.muni.cz).

Translation of the name and abbreviation of the Faculty

The full name “Masarykova univerzita, Filozofická fakulta” is translated into English as “Masaryk University, Faculty of Arts.” The abbreviation is not translated and **remains in the form “FF MU”** (see Statutes of the Faculty of Arts of Masaryk University, art. 1, par. 2).

Legal texts can work with the Czech abbreviation if it is first explained, e.g., Masaryk University, Faculty of Arts (hereinafter referred to as the “FF MU”).

ATTENTION! Do not confuse the abbreviation FF MU with the faculty logo MUNI ARTS. It is not used in the written text and functions only as a graphical logo of the Faculty. Similarly, its variations and combinations, such as ARTS MUNI, FF MUNI, Faculty of Arts MUNI, etc., are not used.