



Faculty of Arts, Masaryk University Instruction No. 2/2021

USE OF THE ENGLISH LANGUAGE IN THE INTERNAL COMMUNICATION OF THE FACULTY OF ARTS OF MASARYK UNIVERSITY

(As amended with effect from 7th March 2022)

In accordance with § 28, Paragraph 1 of Act No. 111/1998 Coll., for Higher Education Institutions and the Modification and Amendment of Other Acts (Higher Education Act), as later amended (hereinafter the "Act"), I issue the following Instruction:

Article 1

Subject matter and purpose of the regulation

- (1) This guideline specifies the rules and procedures for the use of the English language in the internal communication of the Faculty of Arts of Masaryk University (hereinafter referred to as "FF MU").
- (2) The purpose of this Instruction is to strive for the removal of language barriers for foreign employees and students of the FF MU and **the faculty hereby proceed to the use of relevant internal communication in the Czech and English language.**

Article 2

Definition of terms

- (1) **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).

Article 3

Subject matter of relevant internal communications

Typical relevant internal communication of the faculty include:

- a) Internal regulations
- b) Forms, methodologies, manuals
- c) Websites of the FF MU and its departments (relevant parts of the websites are translated into English with effect from 1.7.2023)
- d) Newsletters and news
- e) Public Minutes Reports from the meetings of the Management, 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, Office for Studies, CIT, etc.)
- h) Collecting feedback from employed and studying persons (surveys, questionnaire surveys, etc.)

Article 4

Implementation of the Instruction

- (1) 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.
- (2) Current support options for providing translation of texts are published at the following link: <https://is.muni.cz/auth/go/podporaprekladu>.
- (3) 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 the Statutes of the Faculty of Arts of Masaryk University, art. 1, par. 2).

In English text it is possible to work with the Czech abbreviation if it is explained first, e.g. Masaryk University, Faculty of Arts (hereinafter referred to as the „FF MU“).

Article 5

Final provisions

- (1) This Instruction repeals FF MU Instruction No. 2/2021 Use of the English language in the internal communications of the Faculty of Arts of Masaryk University, dated 13th December 2021, effective from 13th December 2021.
- (2) I authorize the Vice-dean for International Relations to interpret the individual provisions of this Instruction and continuously update it.
- (3) Compliance with this Instruction is monitored by the Bursar of the faculty.
- (4) This Instruction will come into force upon signature.
- (5) This Instruction will come into effect on 7th March 2022.

signed electronically
Prof. PhDr. Milan Pol, CSc.
Dean, Faculty of Arts