



## 2013-2014 Code of Conduct Foreign Languages

The Executive Board approved a Code of Conduct for Foreign Languages in accordance with Article 7.2 of the Higher Education and Research Act. For each phase of study, this Code of Conduct defines the language of instruction and the language in which assessments and examinations are conducted. The Code of Conduct applies to all Bachelor and Master study programmes, except for the Bachelor Tourism (BTO) (refer to 2).

1. For the purposes of this Code of Conduct, study programmes are defined as the Bachelor and Master study programmes of Wageningen University that are registered in the CROHO (Central Register of Higher Education Programmes).

Language of instruction is defined as the language used during lectures, working groups, (field-) practical, field trips, and presentations made by students for other students.

2. The language of instruction in the study programmes is, depending on the study phase, Dutch or English.

During the *first year of the Bachelor study programme*, the language of instruction is Dutch. The use of English study materials is allowed. If the Programme committee considers it desirable to offer some programme-specific courses in English, this is possible.

In principle, the language of instruction during the *second year of the prescribed Bachelor study programme* is Dutch. The use of English material, however, is encouraged.

In principle, the language of instruction during the *third year of the prescribed Bachelors study programme* is English.

For the Bachelor Tourism (BTO), the language of education of the whole programme (instruction and examination) is English.

The language of instruction in the *prescribed Masters study programmes* is English.

Based on the advice of the Programme committee and given the approval authority of the Executive Board, the Education Institute may take a different decision on the language to be used for parts of the study programme because of the type of study programme and/or the expected presence or absence of international students in it.

3. Externally produced written material may, under exceptional circumstances, also be in German or French, depending on the 'lingua franca' of the specific application area of the relevant discipline .

With the assistance of extra word lists or other aids, all teaching materials must be understandable for not native speakers.

4. Bachelor students must be able to know beforehand from the Study Handbook, to what extent languages different from Dutch will be used for the educational track they have chosen. Per course, the Study Handbook lists the language of instruction: Dutch or English.
5. Courses that are part of at least one prescribed Master study programme are taught in English and subsequently available as free-choice course, also for students who do not speak Dutch. The University does not provide courses in English only to make them available as free-choice courses for students that do not speak Dutch.

6. The Wageningen University Education and Examination Regulations (EER-BSc and EER-MSc), comprise arrangements about the language of questioning and answering of interim examinations, related to the language of instruction of a course (art. 34 EER BSc and art. 32 EER MSc). The arrangements for MSc-students are different from the arrangements for BSc-students because of the fact that the MSc programmes are taught in English (refer to point 2 of this Code). For students in the bachelor programme BTO, the EER BTO is applicable (art. 29).

In the Rules & Regulations Examining Boards is arranged that for interim examinations that are taken in English, the use of a simple dictionary (to translate English into the native language other than English and vice versa) is allowed, as long as it does not contain any notes that could be used for cheating on the examination. The invigilator can check the dictionary to make sure it is free of notes. The use of electronic translation aids is only allowed if expressly permitted by the Examiner.

7. In the EER-MSc is determined that MSc thesis reports and MSc internship reports must be written in English. The proficiency level may not be critical in the evaluation of the report .
8. The informative and recruitment materials about the Wageningen University study programmes should emphasise the international character of the University, also stressing the English competency requirements. Wageningen University makes facilities available for students who want to improve their English competency.
9. Wageningen University gives all lecturers the opportunity to improve their level of English competency. During the recruitment and selection of new lecturers, explicit attention is paid to English competency. All course evaluations include several questions about whether or not the English competency of the lecturer involved is adequate. The results are forwarded immediately to the Education Institute, the programme directors\* and to the full professor of the chair group.

*\* In cases where the English competency is rated as inadequate in the course evaluations, the full professor gives the lecturer involved the opportunity to demonstrate his or her level of competency by taking a competency assessment. The main component of the assessment is a speaking skills assessment. If the assessment shows that his or her English competency is inadequate, or if the lecturer chooses not to take an assessment, he or she needs to take part in an English training course. Depending on the results of the assessment, the training will focus on speaking skills.*

*In cases English competency appears to be inadequate, the results of the course evaluation will be discussed with the lecturer before the annual job performance interview. The entire process, from ascertaining the English competency problem to the actions taken by the Education institute, the full professor and the accelerated job performance interview, must not take longer than six months.*