

» TH WILDAU LANGUAGE POLICY «

*[In accordance with the TH
Wildau Senate resolution of
24 June 2024]*

PREAMBLE

On 4 July 2022, the Senate of the Technical University of Applied Sciences Wildau (TH Wildau) unanimously adopted the internationalization strategy of the Technical University of Applied Sciences Wildau with its four fields of action: Campus - Language - Mobility - Network. One part of the strategy is the development and implementation of an institutional language policy for all stakeholder groups. The language policy promotes the creation of a bilingual university (German and English) and also supports institutional and individual multilingualism. The policy underlines the importance of German as a language of teaching and research and at the same time emphasizes the role of English in everyday university life - in teaching, research and administration.

The language policy contributes to increasing the international visibility of our university, attracting students and lecturers from the region and from all over the world to TH Wildau and opening up international, creative learning spaces. It reflects the position of TH Wildau as a regional university within the dynamically developing and internationalizing environment of the Berlin-Brandenburg metropolitan area.

The language policy serves as a mission statement for TH Wildau and sets out priorities and goals as well as concrete fields of action. It is based on the HRK recommendations from the "Internationalization of Universities" audit (2021), the HRK Manual on Multilingualism in Studies and Teaching (2018), the recommendations of the German Council of Science and Humanities on the internationalization of universities (2018) and the DAAD Strategy 2025.

STUDY AND TEACHING

TH Wildau offers degree programmes in German and English.

Admission requirements for studying in German for students without a German university entrance qualification is the official German language examination for university entrance. Courses and examinations to obtain this qualification are offered at TH Wildau. German language courses support international students who are studying in German. In order to promote integration, TH Wildau has made learning German an integral part of English-language degree programmes. Additionally, TH Wildau supports international lecturers in acquiring and improving their German language skills.

TH Wildau is continuing to expand its range of degree programmes taught in English at Bachelor's and Master's level. Specializations, elective modules, interdisciplinary modules and interdisciplinary further education courses in English are offered across all degree programmes and departments. Teaching staff are enabled to teach in English and receive long-term support through further training and language coaching. The willingness and ability to teach in English is a prerequisite for the recruitment and appointment of new teaching staff.

Exchange students have the opportunity to acquire 30 ECTS credits in English-language courses across all degree programmes.

MULTILINGUALISM AND INTERCULTURALITY

TH Wildau promotes the acquisition of foreign language skills in English and other mobility languages and anchors this in the curriculum and in extracurricular options at Bachelor's and Master's level in the form of compulsory, elective and interdisciplinary elective courses as well as through further training courses for employees. TH Wildau is an inclusive and intercultural

university and promotes cultural exchange and measures to acquire intercultural competence and raise cultural awareness for teaching staff, students and all university members.

Vacancies in teaching and research as well as management and strategic positions in the university administration are always advertised internationally and in English.

RESEARCH AND TRANSFER

In addition to transfer and teaching, research is an essential pillar of TH Wildau. At TH Wildau, research projects and research outcomes are primarily conducted and published in German and English. The language policy promotes both research languages. TH Wildau supports research projects and the international communication and dissemination of research results as well as synergies between research and teaching through targeted language measures as required (e.g. support of scholarly writing/publishing, academic lectures).

ADMINISTRATION, SERVICE FACILITIES, COMMUNICATION

The employees of the administrative and service facilities of TH Wildau are able to advise and support students, employees and guests of TH Wildau in both German and English. In all service facilities and departments of TH Wildau there are employees who have English language skills at level B2 of the European Framework of Reference for Languages.

All documents, forms, regulations or records of TH Wildau that are required for studying, teaching and research are available in German and English. Relevant internal university communications are generally bilingual in German and English. TH Wildau's internal portal is available in German and English. Both German and English are permitted as languages at board and committee meetings in the sense of "passive multilingualism" in order to ensure all members of the university are able to participate in university life. Contributions and documents in English are permitted. The external presentation of TH Wildau on its website, in newsletters and on social media is bilingual.

The assignment and approval of German-English translations of documents, regulations and TH Wildau's website is centrally coordinated.

IMPLEMENTATION OF THIS LANGUAGE POLICY

The language policy comes into force after its approval by the Senate of TH Wildau. It is evaluated and updated annually. The Language Centre, the International Office and the decentralized Internationalization Officers jointly plan the timeline and make the necessary arrangements with the different units of the university for implementation. The implementation of the language policy is subject to regular monitoring by the Strategy Commission for Internationalization.



CONCRETE FIELDS OF ACTION RESULTING FROM THE POLICY¹ :

1. **Service and advice centres for students (enrolment and examinations, TH-Portal, student counselling, study coaching, library, etc.) offer their services bilingually and communicate bilingually.**
2. **Each administrative unit examines the extent to which it can offer advice and communicate in English. Further training is provided where necessary.**
3. **The Centre for University Communications ensures that all internal communication is bilingual.**
4. **A central process for translations into English at TH Wildau will be established.**
5. The external presentation of TH Wildau in English will be improved, in particular the English-language website will be expanded and synchronised with the corresponding German-language website.
6. Ongoing discussions between and within the departments about new English-language offerings: entire degree programmes (INW does not have a Bachelor's programme in English), modules and, above all, elective modules and interdisciplinary modules.
7. The willingness and ability to teach in English is required for all new recruitments of teaching staff (appointment regulations, appointment strategy).
8. Further training in the use of German (for non-native speakers) and English as teaching languages is offered.
9. Further training courses on intercultural awareness and competence for teaching staff, students and all members of the university are offered regularly.
10. German courses and support in learning German are offered to international and non-German-speaking staff.
11. A range of language courses in mobility languages is available. These include French, Spanish, Italian (double degree programmes), Polish or others as appropriate.
12. The need for English language support in the area of research and transfer will be determined and appropriate offers will be made available.

[Translated with the help of DeepL.com (free version). This is a courtesy translation; the German version is legally binding.]

¹ The prioritized fields of action that are considered particularly relevant with regard to students are marked in **bold**.