



Language Policy

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Introduction

The Swedish parliament has passed a language law (2009:600) which concerns governmental authorities' responsibility for the Swedish language. Being a student union, the Student Union for Humanities and Theology at Lund University (HTS) is *not* a governmental authority and is not, therefore, obliged to follow the language law. However, HTS constitutes an international environment of operations and cooperations conducted in several languages, above all English, which influences the use of language. Members of the Union should be given ample opportunities to feel welcome, find themselves at home and be able to operate within the Union. In order to create these opportunities, a functioning language environment is necessary within the Union.

Purpose

The purpose of this document is to state interpretations precisely and to clarify stances concerning language use. Furthermore, the purpose is that the recommendations given in this policy be used by all active members who in some way work with communication within the Union.

Main Goal

The main goals for the HTS language policy are *plain language* ('*klarspråk*') and *parallel language use* ('*parallelspråkighet*').

Plain language

Plain language implies that communication occurs in simple, considered and comprehensible language. All communication in the Union, both internally and externally, shall be characterised by plain language, no matter what language is being used. Plain language will increase both quality and efficiency and contribute to a good standing within the university and student life.

Parallel language use

Parallel language use implies that Swedish and English are used side by side. Parallel language use will make it possible for members to work within the Union, regardless of whether they have a good command of Swedish or not.

Guidelines for Use of Language

A fundamental principle for both written and verbal communication from and at HTS is that it should be carried out in a simple, considered and comprehensible language, be suited for its target group, situation and medium of communication, and be respectful in tone.

Swedish

The language law prescribes that the main language in Sweden is Swedish. Access to information in the common language Swedish is a matter of democracy.

All HTS minutes, decisions, regulations, operational reports and similar documents should be drawn up in Swedish. Individual student councils can, in consultation with the Board, decide to have their minutes drawn up in English together with or instead of Swedish. Permission to write the minutes in English applies until the end of the ongoing operational year or until the Board withdraws the permission, whichever occurs first.

Meetings within HTS shall, as a rule, be held in Swedish. Exceptions should be made if one or more participants do not have a good command of Swedish, in which case the meeting shall be held fully or partly in English.

For more specific advice, further resources are available at the Language Council of Sweden, for example in *Svenska skrivregler* and *Språkriktighetsboken*.

English

Among members of HTS are those who do not have a good command of Swedish. Consequently, there is a need for information and good communication not only in Swedish, but also in English.

External information and policy documents shall be translated into English to the extent that this is possible. "External information" is defined as all communication and every document meant to reach every HTS member, such as newsletters and information about events, as well as posters and leaflets.

Upon translation to English, the HTS document *Svensk-engelsk ordlista* may be used.

Web and Social Media

Much of HTS communication is done via the website and social media. The language used there should be based on the user perspective, without conflicting with established judicial, linguistic or social norms. All information spread through these channels shall exist in Swedish. Translations into English shall be procured to the extent that this is possible.