

## Proposal for new language guidelines

*The language guidelines shall contribute to realising NHH's strategy and its objective to be "a driving force for development in business and society", and to be "a leading international business school that leads the way in the development and dissemination of knowledge and expertise".*

*"NHH shall pursue a language policy that effectively balances NHH's social mission in Norway with its international ambitions".*

(Strategy 2018–2021)

### General

1. NHH shall use high-quality, recipient-oriented language in all communication.
2. Norwegian and English are both important languages at NHH.
3. NHH shall use the Norwegian language variants *Nynorsk* and *Bokmål* as stipulated in the Language Act. Staff and students whose primary language variant is *Nynorsk* are encouraged to use this variant.
4. NHH shall practise parallel language use where appropriate.
5. Permanent staff at NHH shall have sufficient Norwegian and English language skills to enable them to communicate with students, staff and external contacts in a satisfactory manner.
  - Permanent staff who lack Norwegian or other Scandinavian language skills when first employed, shall learn Norwegian to intermediate level B1 within three years of their permanent employment starting.

**Uthaug supports the main part of guideline 5, but not the sub-guideline.**

**Doppelhofer and Mjøs do not support guideline 5 in its entirety.**

6. NHH shall offer its staff the opportunity to upgrade relevant language skills.
7. NHH shall actively manage the maintenance and development of Norwegian professional language within the economic-administrative fields, in order to fulfil its statutory responsibility.

### Teaching

8. Norwegian is the primary teaching language in NHH's bachelor's programme.
  - The general rule is that compulsory courses shall be taught in Norwegian.
  - The prescribed readings for the compulsory courses shall be in Norwegian if good Norwegian textbooks exist. When the prescribed readings for these courses are in English, the course description should list supplementary readings in Norwegian.
- 9a. Norwegian and English are both important teaching languages in NHH's MSc Programme in Economics and Business Administration.
  - It shall be possible to take all specialisations in English.
  - The aim is that neither the courses offered in English, nor those in Norwegian, shall account for less than 1/3 of the credits awarded.
  - If the number of students makes it necessary to offer the course twice, the course should be given in both Norwegian and English.

**The majority of the working group (Dahl, Gunnerud, Kamsvåg and Møen) support this version of guideline 9.**

- 9b. English is the primary teaching language in NHH's MSc Programme in Economics and Business Administration. Choice of language is governed by academic and pedagogic considerations.

**The minority of the working group (Doppelhofer, Mjøs and Uthaug) support this version of guideline 9.**

10. Norwegian is the primary teaching language in NHH's MSc Programme in Accounting.
11. English is the primary teaching language in NHH's PhD programme.
12. Information about the study programmes shall be available in both English and Norwegian.
13. The course description shall clearly state the teaching language for each course.
14. Exam questions will be set in the teaching language for the course, unless otherwise stated in the course description.
  - The students may choose whether to answer exam questions in a Scandinavian language or in English, unless otherwise stated in the course description.
15. NHH shall ensure that Norwegian and English terms for the key concepts in the compulsory courses in the bachelor's programme are accessible in a national term portal.
16. NHH shall offer tuition in communication principles and academic writing in order to ensure that linguistic, textual and genre competence is developed in all study programmes.
17. NHH shall offer courses in Norwegian language, culture and social affairs to foreign students.

### **Research and dissemination**

18. Research shall normally be published in English. Research of particular interest to the Norwegian-speaking public should also be published in Norwegian.
  - NHH shall contribute to sustaining Norwegian-language academic journals in the economic-administrative area.
19. NHH shall disseminate research-based knowledge to the general public, the private sector and the public sector in both Norwegian and English.
  - NHH's social responsibility implies that the main focus when disseminating information is on the Norwegian-speaking public. Dissemination to this audience shall normally be in Norwegian.
20. NHH shall offer tuition in disseminating research results in Norwegian and English.
21. A popularised summary of all PhD theses shall be published in both Norwegian and English.

22. NHH shall offer linguistic quality assurance for research publications and dissemination pieces.

### **Administration and information**

23. The administrative language at NHH is Norwegian.
  - Subordinate organisational units may choose English, subject to Board approval.
24. NHH shall ensure that all staff and students receive relevant information in a language they can understand.
25. In external communications and official documents written in English, NHH shall use British English.

### **Implementation and management**

26. The implementation and management of the language guidelines shall be anchored in the NHH leadership at all levels.
27. Establishing practices that ensure compliance with the guidelines is a line management responsibility within the organisation.
  - The responsibility includes developing action plans and progress reporting procedures.