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UAlg
UNIVERSIDADE DO ALGARVE

Language Policy of the University of Algarve

1. Preamble

The University of Algarve (UAlg), as a public Higher Education institution, assumes languages and linguistic diversity as a strategic dimension of its teaching, research, extension and internationalisation mission. The Language Policy aims to:

- ensure the centrality of Portuguese as a language of identity and institutional cohesion;

- promote intercomprehension, plurilingualism, multilingualism, linguistic and cultural diversity, and intercultural communication;

- ensure quality, rigor and accessibility in internal and external communication, including science communication;

- create conditions for the transparent certification of language competences;

- organise and articulate language resources and services in an efficient and sustainable way.

2. Guiding principles

1. Portuguese as an institutional language: Portuguese is the language of institutional communication and academic and administrative certification.

2. Accessibility and inclusion: UAlg ensures the presence and use of Portuguese Sign Language (LGP) whenever justified and promotes communicative accessibility solutions.

3. Linguistic diversity as strategic management: UAlg recognises the importance of English as a language of international communication and strategically promotes Spanish and French, without prejudice to other languages, as well as intercomprehension, whenever possible.

4. Linguistic quality as a requirement: linguistic correctness and adequacy are components of institutional quality.

5. Intercomprehension and plurilingualism as a transversal competence: the development of intercomprehension competences and plurilingual competences should progressively integrate the exit profile of students and the professional development of teachers and technical, administrative and management staff.

6. Assessment and certification with international reference: UAlg adopts the CEFR as a reference for proficiency levels and validates skills acquired in formal and non-formal contexts.

7. Articulation and monitoring: language policy requires institutional coordination, transparency and continuous monitoring.

3. Scope

This policy applies to:

- government and management bodies;

- organic units, research centres and services;

- students, teachers, researchers and technical, administrative and management staff;

- institutional communication and publications;

- training offer, mobility and extension;

- provision of language services;

- organisation of events at UAlg or outside, if UAlg is the organiser.

4. Institutional communication

4.1. Language of communication and official documentation

1. All official documentation and institutional communication (including formal internal communication) is written in Portuguese.

2. There may also be a version in another language(s), when required for reasons of internationalisation, programme imperatives, or for communicative effectiveness with external audiences.

4.2. Public interventions and formal acts

1. The Rector, and her representatives, the directors of the OU and services and the coordinators of research centres shall express themselves, as a rule, in Portuguese, with justified exceptions being admitted.

2. Whenever the languages present (e.g. Portuguese and Spanish) and the context allow, intercomprehension should be practised, allowing each of the participants to express themselves in their own language.

3. In academic exams, the present regime is maintained, requiring an extended abstract in Portuguese whenever the work is presented in another language.

4.3. Administrative interaction with the institution

1. Requests, applications and other administrative acts submitted to UAlg are delivered in Portuguese.

2. Certification documents (certificates, diplomas and similar) are issued in Portuguese. Translations/versions in other languages:

- depend on quality assurance;
- may be subject to a fee/supplement, where applicable and forseen.

4.4. Quality and accessibility of communication

1. UAlg ensures mechanisms for review, support for the drafting and quality control of the versions in Portuguese and other languages.

2. The institutional website shall have at least a full English version and linguistic quality shall be ensured.

3. Accessibility solutions (LGP, textual simplification and/or recorded reading when relevant) should be promoted, whenever justified.

5. Multilingual competence and proficiency levels

5.1. Multilingual profile

UAlg encourages the promotion of a plurilingual competence profile guided by the 1+2 formula:

- mastery of the first language (for the majority, Portuguese);

- functional mastery of two additional languages, with emphasis on English and a selected a second foreign language.

5.2. Proficiency goals for students

1. Exit from the 1st cycle and post-secondary (orientation):

- Portuguese (L1): appropriate domain for academic performance.
- English: B2.

- Second foreign language: preferably B1 (communicative autonomy).

- Courses oriented to language teaching: C1 for English, B2 for second foreign languages.

2. Access to the 2nd cycle: requirement of proof of levels compatible with the defined exit profile.

3. Access to the 3rd cycle:

- candidates whose L1 is not Portuguese: preferably B1/B2 in Portuguese;

- at least B2 in the language of instruction of the programme.

4. Courses taught in a foreign language: students and teachers must demonstrate adequate proficiency in the language of instruction (B2 for students and C1 for teachers).

5.3. International students and mobility

1. Students whose L1 is not Portuguese must attend Portuguese as a Foreign Language, with credits awarded, and must achieve at least A2 at the end of the period of stay (annual or higher), or A1 (if the period is a semester).

2. Outbound mobility shall be accompanied by guidance in appropriate language training and by intercultural communication components, in liaison with the relevant services.

6. Certification of language skills

1. UAlg guarantees the certification of language skills with reference to the CEFR.

2. Internationally recognised protocols and examinations for several languages should be promoted.

3. The certified competencies, in addition to those provided for in the curriculum, must be included in the Diploma Supplement.

4. Joint certification (languages + scientific/professional areas) is encouraged, valuing the cognitive function and mediating role of languages.

7. Academic offer

7.1. Language of instruction

1. Portuguese is the main language of instruction at UAlg.

2. There may be curricular units taught in other languages when the following conditions are met:

- this is academically justified;
- conditions of equal access and success are ensured;
- teachers have adequate proficiency,

7.2. Curricular integration and flexible pathways

1. UAlg promotes the presence of languages in the study plans, including language modules for academic purposes articulated with the core areas of the degrees;

2. Information on language course units and complementary offers should preferably be centralised and widely disseminated;

3. Autonomous learning, tandem strategies and diversified methodologies are encouraged.

7.3. Language training of teachers and non-teaching staff

1. UAlg promotes and values continuous training in Portuguese and foreign languages for:

- service and institutional and communication;
- writing, synthesis and oral communication;
- teaching in a foreign language.

2. Attendance at language courses may be part of training plans and be considered in evaluation processes.

3. Teachers must be fluent in Portuguese; when teaching in another language, they must achieve at least C1 in the language of instruction.

7.4. Free courses

1. UAlg maintains and expands the offer of free courses, for internal and external audiences, diversifying languages and objectives.

2. The institution shall be able to respond to external requests, in person and/or in other formats.

7.5. Support for the language of instruction

1. UAlg provides training in academic skills (scientific writing, speaking, critical reading) in the language(s) of instruction of the course.

2. Improvement courses are made available to fill gaps that compromise academic success.

3. International students integrate PLE training to favour integration and success.

7.6. Non-formal learning and multicultural environment

1. UAlg promotes a multicultural environment through events and initiatives with the active participation of the international community.

2. Collaborative projects between students from different backgrounds and the involvement of participants in mobility are encouraged.

3. Such learning may be recognised and, where applicable, certified.

8. Research and publication

1. UAlg promotes research in languages articulated with teaching and research activity in other fields

2. Interdisciplinary research with a linguistic dimension is encouraged (intercultural communication, terminology, readability of institutional documents, teacher training, science communication, etc.).

4. UAlg, following COARA principles, encourages publications in several languages, valuing Portuguese in scientific and technical communication, and promoting, when relevant, bilingual/multilingual editions.

9. Language services

1. UAlg will progressively provide support services for the writing of research projects in a foreign language and for revision and translation (with priority for institutional and international needs).

2. The services must operate with criteria of quality, transparency and efficiency, and a pool of reviewers/translators (internal and/or external) may be set up, with

institutional validation of the translations and training/certification whenever applicable.

10. Organisation, governance and monitoring

10.1. Language Centre

1. UAlg structures the Language Centre (by reconfiguring the CL-IMT), with a clear mission to:

- coordinate training offer and free courses;
- manage certification;
- provide language services;
- support mobility and internationalisation;

10.2. Institutional articulation

1. Regular mechanisms are created for articulation between teachers of languages, OUs and services, ensuring harmonisation of instruments (CEFR), evaluation and certification procedures.

2. The Language Centre articulates with mobility and international relations office (GRIM), the Communication and Protocol Office and Academic Services to ensure coherence and quality.

10.3. Monitoring

The implementation of the language policy is monitored through:

- indicators (participation in training, certified levels, communicative quality, demand for services);
- periodic review of procedures;
- follow-up reports and improvement proposals.

11. Final provisions

1. This Language Policy outlines the guidelines for regulatory decisions and annual action plans. Its implementation depends on adequate resources, institutional articulation and the commitment of the entire academic community to linguistic quality and diversity.

2. A committee will be appointed to monitor the implementation of UAlg's language policy, which will be responsible for preparing an annual report and proposing recommendations for potential integration into the Plan of Activities.