

BOEL of XX de XXXX, 2022

Instruction of the Vice Rector for Faculty, the Vice Rector for International Relations and Cooperation and the Manager on the use of English in administrative procedures affecting the staff of Universidad Carlos III de Madrid.

In recent decades, Spanish universities have experienced a significant intensification of their international projection, which has led to an increase in the use of English as a lingua franca on university campuses. In fact, the teaching of a greater number of programs in English, as well as the creation of international research networks, have resulted in the incorporation of more and more foreign teachers, researchers, students and administrative and service personnel.

This whole process of internationalization has meant that criteria have had to be defined to organize and systematize the use of the different languages within the university institution. The Conference of Rectors of Spanish Universities (CRUE) approved a Language Policy Framework Document for the internationalization of the Spanish university system in May 2017, which offered guidelines and recommendations for designing a language policy based on accreditation, training and incentives. Likewise, there have been several Spanish Universities that have adopted their own language policy to promote and adapt the use of English in their academic and administrative activities.

In the case of Universidad Carlos III de Madrid, internationalization has been one of its hallmarks, which has made the use of English a common feature of its curricula and research activities. The University's integration into the European Higher Education Area (EHEA) and its incorporation into international university networks - in particular, the YUFE alliance (Young Universities for the Future of Europe) - has led it to receive more and more foreign teachers and administrative and service staff.

In this context, it is essential to regulate the use of English in the administrative activity of Universidad Carlos III de Madrid, particularly with regard to the personnel who provide their services therein, without prejudice to the fact that Spanish continues to be the official language for administrative purposes. Thus, it seeks to facilitate the access and exercise of the rights of foreign personnel through a flexible use of English in line with the principles contained in the European Charter for Researchers and in the Code of Conduct for the Recruitment of Researchers.

In view of the above, the Vice Rector for Teaching Staff, the Vice Rector for International Relations and Cooperation and the Manager jointly establish the following criteria for the use of English in administrative procedures processed by Universidad Carlos III de Madrid that affect its personnel.

First. Scope of application.

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This Instruction shall apply exclusively to administrative procedures processed by Universidad Carlos III de Madrid involving personnel who provide, or intend to provide, services to the University, whether as teaching and research personnel or administrative and service personnel.

Second. Recognition and scope of Spanish as an official language.

Since Spanish is the official language of the Spanish State and its institutions, including university institutions, all actions resulting in the adoption of an administrative act by Universidad Carlos III de Madrid must necessarily be carried out in that language.

This does not exclude the use of English and other languages as a vehicular language, both in teaching and research activities, and its use may be mandatory in the development of such activities as long as this is provided for by the specific regulations of reference.

Third. Recognition of English as a complementary language.

In all actions regarding the adoption of an administrative act by Universidad Carlos III de Madrid that affect the personnel who render services in the same as interested parties -whether teaching and research personnel or administration and services personnel-, English shall also be used as a complementary language in general, whenever possible in accordance with the personal, material and economic means available to the University

Fourth. Mandatory use of English as a complementary language.

In any case, English will be used as a complementary language in the processing of the following procedures processed by Universidad Carlos III de Madrid that affect teaching and research staff or administration and services personnel:

- a) a) Procedures related to the starting or termination of the service relationship with Universidad Carlos III de Madrid, and in particular, with regard to selection or dismissal procedures.
- b) b) Procedures related to the recognition, enjoyment or termination of rights, among others, those related to the performance of the service (working hours, leaves and vacations), the interruption of the service (leaves and absences) or their economic rights (allowances and incentives).
- c) Disciplinary procedures.

Fifth. Exclusive use of English in certain proceedings.

In the procedures mentioned in the preceding paragraph, English may be used as the only language of communication with the interested parties in those acts of formalities

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that are not likely to generate defencelessness, and provided that the interested parties have expressly and reliably accepted it.

Sixth. This Instruction shall be published for general knowledge.

Getafe, as of the date of electronic signature.

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RELATIONS AND COOPERATION

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