

ADDENDUM B

CODE OF CONDUCT FOR LANGUAGE IN THE CLASSROOM

This Code of Conduct has been drawn up in order to provide practical guidelines for understanding and implementing the Language Policy and Plan of the US, which was accepted by the University Council in 2002.¹ The Council regards it as important that the Language Policy and Plan of the US should be implemented with integrity. The Code is offered as an aid for dealing constructively with possible difficulties or uncertainties.

The core principle governing the day-to-day use of language on the campus is that all staff, students and clients of the University are responsible for language matters and may have the expectation that disputes will be approached and dealt with in a spirit of co-operation in which workable solutions are sought.

A distinction is drawn in the Code of Conduct between the responsibilities and expectations of staff and of students. Complaints on language matters of an academic nature will be dealt with in accordance with standard procedures.

The Language Policy and Plan sets the minimum language requirements for students studying at the University of Stellenbosch (Language plan 2002:5):

As a general rule, students taking an A module or a T module require an academic language proficiency in both Afrikaans and English for effective study at the undergraduate level. A higher level of academic language proficiency is required for postgraduate study.

Lecturers, especially with regard to their obligations to set and assess assignments, tests and question papers in English and Afrikaans, will be expected within a reasonable time from their appointment to develop sufficient receptive skills (listening and reading) in Afrikaans and English to be able to follow discussions in class, to set assignments and examination question papers in both languages and to be able to understand students' answers in both languages. They should also be capable of judging the equivalence of translations and of fairly assessing answers in Afrikaans and English.

Lecturers' responsibilities	Lecturers' expectations
Lecturers bear the responsibility of: 1. implementing the language specifications of the module being taught in accordance with the requirements of the Language Plan (see especially paragraph 3 of the Language Plan). 2. revising and adjusting the language specifications where necessary and according to the circumstances (new text books, other lecturers). 3. informing students briefly at the beginning of the teaching of the module, orally and in the module framework, of the choices and alternatives for which the language specifications make provision. 4. ensuring that questions in assignments, tests and	Lecturers can expect students to: 1. take note of the characteristics of the language specification applicable to the specification laid down for the module. (See paragraph 3, Language Plan). 2. inform the lecturer of their needs with regard to academic language skills 3. respect the spirit of the Language Policy and plan, especially with regard to the development of skills in a language which is not their language of choice, by deliberately paying attention to it, taking part actively in class and working on their knowledge of subject terminology and subject discourse in both languages. This expectation applies especially to

¹ Vgl. Vir die volledige Taalbeleid Taalplan, <http://www.sun.ac.za/Taal>

<p>examinations have exactly the same content in English and Afrikaans.</p> <p>5. developing sufficient language proficiency to be able to mark assignments, tests and examinations in Afrikaans and English, or making other satisfactory arrangements that it takes place.</p> <p>6. ensuring that, in accordance with the guidelines for the T option (see 3.3.1.2 of the Language plan), students' language proficiency is sufficiently developed, and the necessary measures are in place to ensure subject-specific language proficiency in Afrikaans and English.</p> <p>7. striving at all times to act courteously and accommodatingly in situations involving language use (e.g. when questions are asked in English in a class where the language specification for the module is A).</p>	<p>the T specification for modules.</p>
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Students' responsibilities	Students' expectations
<p>Students bear the responsibility of:</p> <ol style="list-style-type: none"> 1. ascertaining the language options for each module and noting especially the consequences; e.g. that translations will not be available in some instances. 2. being honest and open-hearted about their language skills and taking the responsibility for early and appropriate action if they should experience difficulties. 3. deliberately developing the receptive skills (listening and reading) in the language not of choice for learning and teaching by active participation in class. 4. buying and using the prescribed material (especially text books) to improve their language skills in the subject. 5. being courteous and accommodating, and acting accordingly, in situations where language use is at issue, e.g. with regard to the difficulties of the minority group in the class. 6. accepting that one or a few students, because of inadequacies in his/her/their language proficiency, may not exercise or try to exercise a right of veto with regard to the use of Afrikaans or English in the class situation. 	<p>Students can expect that:</p> <ol style="list-style-type: none"> 1. help with language skills development will be provided should their academic language proficiency in Afrikaans and/ or English be inadequate. 2. they can ask questions and conduct discussions in Afrikaans or English (unless the other languages are required, as in language modules), taking into account their own and the lecturer's language proficiency. 3. Afrikaans and English versions of assignments and question papers will be available and will have the same content. 4. there will be a sensitivity for language difficulties, so that language errors made under examination conditions will be assessed with discretion.