



ZÁPADOČESKÁ  
UNIVERZITA  
V PLZNI

*Rector*

Pilsen, 1 August 2019

ZCU 01956/2019

### **Rector's Directive 33R/2019**

## **TRANSLATION OF DOCUMENTS INTO A FOREIGN LANGUAGE: SUPPORTING THE INTERNATIONALIZATION OF THE UNIVERSITY OF WEST BOHEMIA**

This Directive sets out the rules for the translation of documents, supporting the internationalization of the University of West Bohemia (hereinafter referred to as "UWB"). This process aims to help foreigners understand the internal system of UWB and provide them with necessary information.

### Article 1

#### **Documents Necessary for the Internationalization of UWB**

- (1) Documents supporting the development of the internationalization of UWB include documents<sup>1</sup> for foreign jobseekers, employees, students, applicants, and other foreign persons who cooperate or would like to cooperate with UWB (hereinafter referred to as "foreign persons").
- (2) This Directive does not apply to translations of texts which are not primarily related to the activities, studies and required knowledge of foreign persons at UWB.

### Article 2

#### **Translation Procedure**

- (1) Departments responsible for the issuance of a document (hereinafter referred to as "responsible department") must decide if a document is necessary and useful for a foreign person. This does not apply to internal standards with a university-wide effect, which must always be translated into a foreign language.

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<sup>1</sup> E.g. employment contract, application for the recognition of foreign higher education and qualifications, application for study, contract on the lease of a university apartment, study and examination code, decrees, instructions and directives affecting a specific target group, etc.

- (2) If a responsible department decides that a document or an internal standard with a university-wide effect must be translated into a foreign language, the department
  - a) facilitates the translation at its own expense. The translated document must be submitted to the Vice-Dean for Internationalization, or
  - b) asks the Vice-Dean for Internationalization to facilitate the translation of a document. The document must be handed over to the Vice-Dean in ".doc", ".docx", ".xls" or ".xlsx" format. The Vice-Dean evaluates without undue delay the need for translation, and in case of a favourable decision, facilitates the translation<sup>2</sup> at his/her own expense. The Vice-Dean informs the responsible department about the expected delivery date.

### Article 3

#### **Editing and Updating a Document**

- (1) Each translated document, except for documents stated in Section 2 of this Article, should have two columns: the left one in Czech and the right one in a foreign language.
- (2) Section 1 of this Article does not apply to internal rules and regulations<sup>3</sup> issued by UWB or its Parts, or to exceptional cases approved by the Vice-Dean for Internationalization, especially personnel documents and extensive texts that are not regularly updated.
- (3) It is the translator who is responsible for the quality of a translation. If the responsible department facilitates the translation on its own account, it is responsible for the choice of a translator; in other cases, the translator is selected by the Vice-Dean for Internationalization, and the responsible department is entitled to complain about the translation in case of text inconsistency.
- (4) If the source text is updated, the responsible department must facilitate the update of the translation according to Article 2 of this Directive.

### Article 4

#### **General Provisions**

- (1) The responsible department is obliged to publish the translated document without undue delay on the university webpage in the relevant section.
- (2) If the translated document is related to internal legislation with a university-wide effect, the responsible department must send the document without undue delay in ".doc" or ".docx" format to the Legal Department for the purpose of its publication.
- (3) The Vice-Dean for Internationalization must keep records of all translated documents.

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<sup>2</sup> Documents are translated into English or German; in justified exceptional cases, documents can be translated into another language.

<sup>3</sup> These documents can be translated according to the needs of a department; the translation can have the form of a two-language version in two separate documents or a single document, where the English text follows the Czech version, etc.

Article 5  
**Final Provisions**

- (1) This Directive will enter into force and effect on 1 August 2019.

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