

Language principles of the National Union of University Students in Finland

The National Union of University Students in Finland (SYL) is a trilingual organisation representing university students. SYL promotes the realization of trilingualism.

According to the rules of SYL, the official languages of the Union are Finnish and Swedish. The language of the minutes is Finnish. You can attend SYL meetings and events using Finnish, Swedish or English. If an official document (e.g. the rules of the Union) leads to conflicting interpretations, the matter is resolved based on the text content and wording in the Finnish document.

The aim of the language principles is to harmonise all three languages as part of our activities and to commit SYL to promoting trilingualism in the coming years.

Practices

Board meetings & joint office meetings

- Contents of the board meeting agenda are machine-translated.
 - Responsibility: chair
- Attachments to board meeting conclusions are machine-translated into the three languages if necessary.
 - Responsibility: sector expert / sectoral board member
- Language spoken at board meetings is the common language of the participants.
 - Responsibility: board
- Materials of joint office meetings are in the common language or bilingual.
 - Responsibility: presenter

- Discussions at joint office meetings are conducted bilingually. Everyone is encouraged to share their views in their strongest language, but the speaker should summarize the key points in the common language to guarantee equality.
 - Responsibility: everyone
- Language information for board orientations is known in advance. Orientations are held bilingually where possible. Visits to external locations are organised in the necessary common language where possible. Language of events is announced well in advance. External speakers are informed of the office language.
 - Responsibility: orientation organiser

Administration and personnel

- Translation and interpretation costs must be taken into account in the budget and the medium-term financial plan in a timely manner.
 - Responsibility: secretary general
- Office is trained in the language principles and translation instructions at the start of the year.
 - Responsibility: communications sector and secretary general
- SYL offers a reasonable opportunity to get trained in Finnish and/or Swedish.
 - Responsibility: secretary general

Texts and social media

- Translations of texts produced during the year must be prioritised. For example, statements, press releases, official documents and action plan projects are primarily translated. Other texts are translated where possible, and the translation of draft texts is examined in particular.
 - Responsibility: communications sector
- Documents and text are published simultaneously in three languages on the SYL website where possible. The material bank must be up to date.
 - Responsibility: communications sector and entire office
- Social media publications are translated into the three languages where possible.
 - Responsibility: communications sector

- SYL's glossary is actively updated and used.
 - Responsibility: communications sector

Events

- Language skills of participants must be taken into account in events (e.g. seminars and meetings with sectors and sponsored student unions). If there is a need for Swedish or English, the relevant written materials must be produced in the language in question to the extent possible.
 - Responsibility: entire office
- Need for interpreters must be determined before events. Interpreters are provided to those who have expressed a need for them if needed to participate. Remote interpretation can be offered where feasible. Utilisation rate of interpreters is closely monitored to ensure that the scope of the service is appropriate.
 - Responsibility: administrative expert and communications sector
 - Responsibility for monitoring of the utilisation rate of interpreters: administrative expert and secretary general
- At least one of the equality observers and harassment contact persons at events has sufficient Swedish and English Skills where possible. If necessary, we work together with student unions to achieve the goal.
 - Responsibility: secretary general and administrative expert
- Language needs of sectors are assessed regularly together with student unions.
 - Responsibility: entire office