

Guide to Institutional Keywords used in Utrecht University's Participatory Bodies

Introduction

This document is meant to serve as a guideline to creating and implementing the use of a glossary of institutional keywords that are commonly used in meetings of participatory bodies at Utrecht University. By doing this, (multilingual) meetings can become more inclusive, effective and efficient.

What are institutional keywords?

Institutional keywords are words that carry a specific meaning and which are used in certain situations by a particular group. Thus, a situation in which institutional keywords could be used are council meetings within a university. Sometimes, these keywords are newly formulated and specifically designed for a given purpose or context. However, they can also be existing words which are either used in the standard way or they are given a new, context-specific definition.

Why is it important to learn institutional keywords?

Working with institutional keywords has various advantages; for instance, using abbreviations in a meeting can be a fast and efficient way of communicating in a meeting. However, while this may be the case, everyone who attends the meeting has to understand the keywords in order for this to work. This is particularly true for multilingual meetings, since people who do not speak a country's native language already have to overcome a language barrier; for them, understanding context-specific keywords is even more challenging. Nevertheless, institutional keywords can be an obstacle for native speakers as well. For example, a newly elected council Dutch member may not know and understand the language that a specific council uses, either.

An insufficient understanding of the institutional keywords can be especially problematic when important matters are discussed or when votes are casted. After all, everyone needs to be able to make an informed decision. Thus, in order for a (multilingual) council meeting to be as inclusive and productive as possible, it is advised to have all council members familiarise themselves with the general institutional keywords of Utrecht University and with the keywords specific to their council or board.

General administrative institutional keywords used at Utrecht University

Firstly, councils can use a predetermined list of institutional keywords that can be classified as 'administrative language'. These keywords are not necessarily words or phrases you would use when teaching courses or in a classroom setting, but they pertain to the managerial and governmental aspect of Utrecht University. For instance, these can be general keywords used in council meetings, such as *aandachtspunt* or *griffie*. They can also be more specific keywords that are related to discussing financial matters, such as *jaarrekening* or *begroting*. A full glossary containing such keywords is included in Appendix A of this document.

Context-specific institutional keywords used in your board, council or meeting

In addition to the general administrative keywords, each council uses keywords that are specific to their own institutional context. For example, it is conceivable that the Faculty Council of the Faculty of Science uses different words and phrases than the Faculty Council of the Faculty of Humanities, as these faculties offer completely different degree programmes and do research on different topics.

For this reason, this document contains an example on how to identify your council, board or meeting's specific institutional keywords in Appendix B. This way, you can compose your own context-specific glossary that you can use alongside the general administrative institutional keywords. It should be noted, however, that it may seem difficult to translate all Dutch keywords to English; if that is the case, an English description could also suffice. This approach ensures that you are taking all the right steps to having more inclusive and successful (multilingual) meetings. If you would like to learn even more about institutional keywords but also about other tools and services and their use in multilingual meetings, please take a look at the website [Multilingualism in employee and student representation](#).

Appendix A

Glossary of general administrative institutional keywords used at Utrecht University

ABBREVIATIONS

- **CVB** = College van Bestuur
- **ECTS** = European credit transfer system
- **SHO** = Strategie, Huisvesting en Organisatie (one of three committees of the council)
- **VNC à V&C** = Vastgoed & Campus (one of the policy departments)
- **ITS** = Information and Technology Services (also a policy department)
- **UWM à UVM** = Universitair Verdeel Model (the way in which the budget is allocated within the university)
- **CEO à CAO** = Collectieve Arbeidsovereenkomst (national regulations regarding work and salary)
- **FCA** = Financiën, Control en Administratie (policy department)
- **OBP** = ondersteunend en beheerspersoneel (support and administrative staff)
- **AVG** = Algemene Verordening Gegevensbescherming (law on privacy and data protection)
- **OCMW à OC&W** = Onderwijs, Cultuur en Wetenschap (ministry)
- **FBI à FPI** = Financiën, Personeel en ICT (one of the committees of the council)
- **UCU** = University College Utrecht

GLOSSARY OF DUTCH AND ENGLISH INSTITUTIONAL KEYWORDS – MAIN LIST

- **Aanbesteding** (Tendering procedure)
- **Aanbestedingswetgeving** (Procurement legislation)
- **Aandachtsgebied** (Focus area)
- **Aandachtspunt** (Area of concern)
- **Aandeel** (Share)
- **Aanknopingspunt** (Point of reference)
- **Aanmeldingscijfers** (Registration numbers)
- **Aanmeldingsprocedure** (Registration procedure)
- **Aanspreekpunt** (Point of contact)
- **Aanstelling, tijdelijke** (temporary appointment/position)
- **Aanstelling, vaste** (permanent/fixed appointment/position)
- **Aanstellingsbrief** (letter of appointment)
- **Aanstellingsdatum** (date of appointment)
- **Aanvraag** (Application)
- **Academisch jaar** (Academic year)
- **Academisch statuut** (university/academic statute/charter)
- **Accreditatie** (Accreditation)
- **Accreditatieverdrag** (Accreditation Treaty)
- **Action Plan** (Actieplan)
- **Actiepunten** (Points of action)
- **Administrateur** (Administrator)
- **Adminstratief medewerker** (Administrative staff member)
- **Advies** (Advice/recommendation)
- **Advies- en overlegorgaan** (advisory and consultative body)
- **Adviescommissie / Adviesgroep** (Advisory committee)
- **Adviesrecht** (The right to be consulted)
- **Afdelingshoofd** (non-scientific → director/head; scientific: Department Chair)
- **Afstemmen** (To align with)
- **Afwijzen** (To reject)
- **Agenda (punt)** (Agenda (point of discussion))
- **Ambtelijk secretaris** (Secretary)
- **Beheerstructuur** (Management structure)
- **Bekostiging** (Funding)
- **Belastingmodel** (Tax model)
- **Beleidsdirectie / Beleidsdirecteur** (Policy direction/ director)
- **Beleidsnota** (Policy document)
- **Benoemingsadviescommissie** (Advisory Committee on Appointments)
- **Beoordelings- en ontwikkelingsgesprek** (Assessment and Development Interview)
- **Beslistermijn** (Decision period)
- **Bestedings plan** (Spending plan)
- **Bestemmingsplan** (Development plan)
- **Bestuursteam Departement** (Department Management Team)
- **Beroep aantekenen, in beroep gaan** (To appeal)

- **Beurspromovendus** (PhD student with a scholarship)
- **Bewaartermijn** (Retention period)
- **Bijzonder verlof** (Special leave)
- **Bureauhoofd** (Head of Department)
- **Commissievoorzitter(s)** (Committee's chairman/chairmen)
- **Collectieve Arbeidsovereenkomst Nederlandse Universiteiten (CAO NU)**
(Collective Labour Agreement Dutch Universities (CAO NU))
- **College van Bestuur (CvB) –** (Executive Board)
- **College van Beroep voor de Examens** (Examination Appeals Board)
- **College van Bestuur** (Executive Board)
- **College van Decanen** (Council of Deans)
- **College voor Promoties** (Board for the Conferral of Doctoral Degrees)
- **Collegejaar** (Academic year)
- **Decaan** (Dean)
- **Derde geldstroom** (third flow funding (project-based research funding outside of NWO))
- **Dienstjaar** (Year of service)
- **Directie Financiën, Control & Administratie** (Finance, Control, & Administration)
- **Draaiboek** (Scenario, script)
- **Duurzaamheid** (sustainability)
- **Duurzame inzetbaarheid** (long-term employability)
- **Eerste geldstroom** (First flow funding (government, tuition fees))
- **Eindejaarsuitkering** (End-of-year bonus, year-end allowance)
- **Examenbureau** (Graduation Office)
- **Examenreglement** (Examination Regulations)
- **Externe visitatie** (External assessment)
- **Facilitair Service Centrum** (Facility Service Centre (FSC))
- **Faculteitsraad** (Faculty Council)
- **Facultair Verdeelmodel** (Faculty Allocation Model (FVM))
- **Facultaire Commissie Wetenschappelijke Integriteit** (Faculty Academic Integrity Committee)
- **Facultaire Ethische Toetsingscommissie** (Faculty Ethics Committee)
- **Facultaire zwaartepunten** (The faculty's core teaching and research areas)
- **Faculteit Bètawetenschappen** (Faculty of Science)
- **Faculteit Diergeneeskunde** (Faculty of Veterinary Medicine)
- **Faculteit Geesteswetenschappen** (Faculty of Humanities)
- **Faculteit Geneeskunde** (Faculty of Medicine)
- **Faculteit Geowetenschappen** (Faculty of Geosciences)
- **Faculteit Recht, Economie, Bestuur en Organisatie** (Faculty of Law, Economics, and Governance)
- **Faculteit Sociale Wetenschappen** (Faculty of Social and Behavioural Sciences)
- **Faculteitsbestuur** (Faculty Board)
- **Faculteitsbureau** (Faculty Office)
- **Faculteitsdirecteur** (Faculty Director)
- **Faculteitsdirectorenoverleg** (Faculty directors consultations)
- **Faculteitsraad** (Faculty Council)

- **Faculteitsreglement** (Faculty Regulations)
- **Faculteitssecretaris** (Faculty Secretary)
- **Feestdagen** (Public and bank holidays)
- **Financieel jaarverslag** (Annual financial report)
- **Fondsenwerving** (Fundraising)
- **Functieschaal** (Salary scale)
- **Functionaris gegevensbescherming** (Data protection official)
- **Graduate School** (Graduate School (GS))
- **Gratificatie(s)** (Bonus(es))
- **Gremium** (Body)
- **Griffie** (Secretariat to the governing and representative bodies of the university (e.g., University Council, Executive Board))
- **Griffie** (Chancellery)
- **Herbenoembaar** (May be reappointed)
- **Hoger Algemeen Voortgezet Onderwijs** (Senior general secondary education (HAVO))
- **Hoger beroepsonderwijs** (Higher education with an applied emphasis (HBO))
- **Hogeschool** (University of Applied Sciences)
- **Hoofddoelstelling** (Primary objective)
- **Honoreren** (To grant, to award)
- **Huishoudelijk reglement** (Standing regulations)
- **Huisvesting** (Accommodation, housing)
- **ICT en Onderwijs (afdeling)** (ICT and education (department, ICTO))
- **Inschrijfgeld** (Application fee)
- **Informatiemanager** (ICT manager)
- **Instellingsbestuur** (Institutional management)
- **Instemmingsrecht** (Right of consent)
- **Interstedelijk Studentenoverleg** (Interuniversity Student Consultation (ISO))
- **Inzagerecht** (Right to inspection)
- **Jaarbegroting** (Annual budget)
- **Jaaropgaaf** (Annual Salary Statement)
- **Jaarplan, jaarprogramma** (Annual plan)
- **Jaarrekening** (annual accounts)
- **Jaarverslag** (annual report)
- **Kaderbrief** (Framework)
- **Kandidatuur** (Candidature)
- **Kasstroom** (Cash flow)
- **Kenniscentrum** (Knowledge centre)
- **Kiescommissie** (Election Committee)
- **Kiesreglement** (Election Regulations)
- **Klaagschrift** (Notice of complaint)
- **Klachtencommissie** (Complaint committee)
- **Klachtenprocedure** (Complaint procedure)
- **Kostenvergoeding** (Expenses compensation scheme)
- **Kwaliteitstoets** (Quality assessment)
- **Leerstoel** (Chair)

- **Leerstoelhouder** (Chair holder)
- **Leidinggevende** (Supervisor, executive manager)
- **Loopbaanbegeleiding** (Career counselling)
- **Loopbaanontwikkeling** (Career development)
- **Mededeling** (Information, communication)
- **Medezeggenschap** (Staff and student representation, participation in decision-making)
- **Medezeggenschapsorgaan** (Participatory body)
- **Middelbaar Beroepsonderwijs** (Senior secondary vocational education (MBO))
- **Nabespreking** (Debriefing session)
- **Nationaal Programma Onderwijs** (National Education Programme)
- **Nederlandse Organisatie voor Internationale Samenwerking in het Hoger Onderwijs (Nuffic)** (Netherlands Organisation for International Cooperation in Higher Education (Nuffic))
- **Nederlandse Organisatie voor Wetenschappelijk Onderzoek** (Netherlands Organization for Scientific Research (NWO))
- **Nederlands-Vlaamse Accreditatie Organisatie** (Accreditation Organisation of The Netherlands and Flanders (NVAO))
- **Niet-wetenschappelijk personeel** (Non-academic staff)
- **Nota** (Text type, document)
- **Notulen** (Minutes)
- **Notuleren** (To take notes, the minutes)
- **Onderbouwing(sdocument)** (Reference (document))
- **Ondersteunend en Beleidspersoneel** (Support and administrative staff (OBP))
- **Onderwijsluwe week** (Week with limited contact hours)
- **Onderwijzend personeel** (Teaching staff)
- **Onderzoeksbeleid** (Research policy)
- **Ongewenst gedrag** (Undesirable behaviour)
- **Onkostenvergoeding** (Reimbursement of expenses, expense allowance)
- **Opleidingscommissie** (Educational committee)
- **Opleidingscoördinator** (Educational coordinator)
- **OSIRIS**
- **Overeenkomst** (Agreement)
- **Overlegstructuur** (Consultative/meeting structure)
- **Penningmeester** (Treasurer)
- **Personeelsadviseur** (Staff advisor)
- **Personeelsbestand** (Workforce)
- **Personeelsgeleding** (Staff representatives)
- **Plan van aanpak** (action plan)
- **Projectleider** (Project manager)
- **Promovendi** (PHD students/staff)
- **Q rapportage** (Q report)
- **Rapportage** (Report)
- **Rectorencollege** (Conference of Rectors)
- **Reglement** (regulations)
- **Reiskosten** (Travel expenses)

- **Rondvragen** (Any other business)
- **Samenwerking** (Collaboration)
- **S.G.V. (Studentgeleidingsvergadering)** – (Student section gathering)
- **Strategie** (Strategy)
- **Strategisch plan** (Strategic plan)
- **Streefcijfers** (Target)
- **Studentenassessor** (Student assessor)
- **Studentengeleiding** (Student section)
- **Studentenvereniging** (Student association)
- **Studieadviseur** (Study advisor)
- **Studiefinanciering** (Degree programme finance system)
- **Studielast** (Course workload)
- **Studievoorschotmiddelen** (Study advances)
- **Subsidieaanvraag** (Grant application)
- **Toelatingscommissie** (Admissions Committee)
- **Toezegging** (Commitment)
- **Transitievergoeding** (Transitional severance pay)
- **Tweede geldstroom** (Second flow funding (project-based research funding by NWO))
- **Universitair Bestuursdienst (afdeling)** (The University Corporate Offices (department, UBD))
- **Universitaire jaarkalender** (Academic calendar)
- **Universiteitsraad (U-raad)** (University Council (U-council))
- **Universiteitsreglement** (Management and Administration Regulations)
- **Verantwoording** (Accountability)
- **Verbetermaatregel** (Improvement measure)
- **Verbijzondering** (Specification)
- **Verblijfsvergunning** (Residence permit)
- **Vergadering** (Meeting)
- **Verkiezingen** (Elections)
- **Verslag** (Report)
- **Vertrouwenspersonen** (Confidants)
- **Vice-voorzitter(s)** (Vice-president)
- **Visitatie** (Inspection)
- **Voorstel** (Proposal)
- **Voorzitter(s)** (Chairman)
- **W.V.T.T.K. (wat verder ter tafel komt)** – (other topics that will be discussed)

MORE SPECIFIC LIST: COUNCIL DISCUSSIONS

- **Aandacht** (Attention, regard)
- **Aandachtspunt** (Point of interest, area of concern)
- **Aanleiding** (Cause, reason)
- **Afspraak / Afspraaklijst /Afsprakenlijst** (Deal, appointment, list of decisions)
- **Afwegingskader** (Assessment framework)
- **Argumenteren** (To maintain/ to reason)
- **Begroting** (Budget) =
- **Behandeling** (Treatment, management)
- **Bekostiging** (Funding)
- **Beleidsruimte** (Space for policy implementation)
- **Besparingen** (Savings)
- **Bezwaarprocedure** (Legal objection procedure)
- **Draaien** (To revolve, to turn, to implement)
- **Evaluatie** (Evaluation)
- **Grootschalig** (Large-scale)
- **Inleiding** (Introduction, preamble)
- **Maatregelen** (Measures)
- **Onderwerp** (Subject, topic)
- **Onderwijs** (Instruction, education)
- **Onderzoeksinstellingen** (Research institutions)
- **Ontwikkelingen** (Developments)
- **Opleiding** (Education)
- **Overzicht** (Overview)
- **Risico / risico marge** (Risk, risk margin)
- **Student begeleiding** (Student guidance)
- **Terugkoppeling** (Feedback) =
- **Toelichting** (Explanation, clarification)
- **Toename** (Growth, increasement)
- **Uitspraak** (Decision, declaration, statement)
- **Verantwoorden** (To answer)
- **Verhoging** (Replacement)
- **Verklaring** (Clarification, explanation)
- **Vermindering** (Decline)
- **Verslaglegging** (Reporting)
- **Versnelling** (Acceleration)
- **Vervanging** (Replacement, substitution)
- **Vooruitgang** (Improvement, progress, advancement)
- **Vormgeving** (Design, giving shape)
- **Vragen** (Questions/ To ask)

Appendix B

Example of a glossary of context-specific institutional keywords

(From the Faculty of Social and Behavioural Sciences)

Appendix 3: FSBS: Management and Representative advisory bodies/FSW: Bestuurs- en inspraakorganen

| Faculty Board | | Faculty Council | | | |
|---|--|---|--|--|--|
| | | | | | |
| | <ul style="list-style-type: none"> ▪ Dean ▪ Vice-Dean UGS ▪ Vice-Dean GS ▪ Faculty Director ▪ Student assessor | | <ul style="list-style-type: none"> ▪ Staff delegation ▪ Student delegation ▪ Technical chair ▪ Executive secretary | | |
| Undergraduate school (UGS) | | Graduate school: one-year masters (GS-1) | | Graduate School: two-year masters (GS-2) | |
| Board of Studies UGS | Program Advisory Committee (PAC) M&S | Board of Studies GS-1 | Program Advisory Committee (PAC) GS-1 | Board of Studies GS-2 | Program Advisory Committee (PAC) GS-2 |
| Management teams (incl. directors): CA, ES/ALPO, ISW, PED, PSY, SOC | PAC chambers of CA, ES/ALPO, ISW, PED, PSY, SOC | Management teams (incl. directors): CA, ES/ALPO, ISW, PED, PSY, SOC | PACs of CA, ES/ALPO, ISW, PED, PSY, SOC | Programme coordinators of CASTOR, DASCA, DASCA, EdSci, MERL, MSBBSS, SASR, SHP | PACs of CASTOR, DASCA, EdSci, MERL, MSBBSS, SASR, SHP |

CA=Cultural Anthropology; CASTOR=Cultural Anthropology: Sociocultural Transformation; DASCA=Development and Socialisation in Childhood; EdSci=Educational Sciences: Learning in Interaction; ES=Educational Sciences; ALPO=Academische Lerarenopleiding Primair Onderwijs (in Dutch); ISW=Interdisciplinary Social Science; M&S=Methods and Statistics; MERL=Migration, Ethnic relations and Multiculturalism; MSBBSS= Methodology and Statistics for the Behavioural, Biomedical and Social Sciences; PED=Pedagogy; PSY=Psychology, SASR=Sociology and Social Research; SHP= Social and Health Psychology; SOC=Sociology.