

The Use of English in the Algerian Administration: Case of the Department of English, University of Tlemcen

استعمال اللغة الإنجليزية في الإدارة الجزائرية: قسم اللغة الإنجليزية - جامعة تلمسان - انموذجا

Khedidja HAMMOUDI*
University of Tlemcen
Khedidja.hammoudi@univ-tlemcen.dz

Date of send: 01/04/2023 Date of acceptance: 23/04/2023 Date of publication: 30/05/2023

Abstract:

One of the recent policies that has been established by the Algerian government is the implementation of English in all fields, and the administrative domain is of no exception. In order to explore the significance of the new law, a concrete investigation needs to be established. For this reason, the present paper aims at studying how English is used in the Algerian administration namely that of the Department of English in the University of Tlemcen. The sample includes nine administrators from the department who participated in the development of a glossary that includes a number of words used in the university administration. Results show that English is successfully gaining the ground in the administration of the selected department. Yet, code switching to French and Arabic, for particular reasons as the speaker's background and the context, is still appearing.

Keywords: Administration- Department of English- English Language- Language Planning- Politics

* *Corresponding author: ESP Teaching Research Laboratory*

Introduction

After the celebration of the 60th anniversary of the Algerian Independence, there comes time for radical change and complete divorce from the French sediments which are still snooping in the Algerian community. One of the recent prominent alterations that appeared to light is the decision of the president of the republic to include the English language into many disciplines among which higher education is on the top priorities. In the same vein, the minister of higher education and scientific research is emphasizing on the implementation of English not only in research but also as a means of instruction at university. Accordingly, plenty of sectors are touched by the duty of using English; among them is the administration. For this reason, and in order to test the running in applying these decisions, this paper takes the administration of the department of English, University of Tlemcen, as a case study for the simple motivation that this sample are best appropriate to check on the process of English use at university.

Following the previous statement, this paper aims at answering the forthcoming questions:

1. Do the members of the administrative staff of the department of English use English in their administrative exertions?

2. What are the aspects that are much more affected by the English language and which of them are still used in the Arabic language?

Firstly: The state of English in Algeria

English is considered a foreign language in Algeria and has a relatively low status compared to Arabic and French. However, it is becoming increasingly popular, especially among younger generations and in business and academic contexts as well. The government has also been promoting the teaching and learning of English as a way not only to improve economic and political ties with English-speaking countries but also to get rid of the French language that is deeply entrenched in the Algerian community.

1. Language planning in Algeria

Language planning in Algeria is a dynamic and ongoing process, which requires a sustained commitment from the government, civil society, and other stakeholders. It is essential to develop policies that are grounded in the country's linguistic and cultural realities, and that support the development of a diverse and inclusive society. Language planning in Algeria has been a complex and challenging issue due to the country's diverse linguistic landscape¹. The bilingual system of education proposed in Algeria is seen as a positive response to the challenges of globalization, and its implementation is likely to produce a new generation of Algerians who are capable of navigating the demands of a rapidly changing world². Algeria's official language is Arabic, and it is widely used in government and education. However, the country is also home to many other languages, such as Berber, French, and English, which are spoken by significant portions of the population. Furthermore, there have been debates about the role of French in Algeria, with some arguing that it should be

phased out in favour of Arabic and Berber, while others argue that it should continue to be used as a lingua franca. As far as the English language is concerned, the Algerian government has recognized the importance of English as a global language, and has made efforts to promote its teaching and learning in schools and universities. However, the success of these initiatives will depend on the availability of trained teachers and resources, as well as the commitment of students and their instructors as well.

Overall, language planning in Algeria is a complex issue that requires careful consideration of the country's linguistic diversity and the needs of its population.

2. English in nowadays' Algeria

New reforms have been introduced into the Algerian community. English is not an official language in Algeria, but it is taught as a foreign language in schools and universities. The teaching of English is viewed as important for economic and commercial reasons, as well as for cultural exchange and international communication. It should be noted that English is also spoken by some segments of the population, particularly in urban areas and among the educated elites. However, it is not as widely spoken as Arabic or French.

There have recently been some efforts to promote the use of English in Algeria, particularly in the fields of business, technology, and national/higher education where proficiency in the language is seen as a valuable asset. However, these efforts are still limited, and English remains a secondary language in the country compared to Arabic, French, and Berber. Many Algerian universities offer programs in English, and there is a growing demand for English-language instruction in private language schools.

In recent years, there have been tremendous efforts to expand the teaching of English in Algerian schools, including the introduction of English classes in primary schools. The government has also launched initiatives to improve English language proficiency among young people, including the English Access Microscholarship³ Program, which provides English-language training to disadvantaged youth, Fulbright programs in addition to students exchanges among Algerian and English-speaking universities. Political reforms came in a sequence of some ministerial⁴ instructions and recommendations which occurred as such:

- | | |
|----------------------------------|--|
| 21 st July, 2019 | The use of English along with Arabic in the headings of any official and administrative correspondence |
| 23 rd June, 2021 | Signature of a pact between the Algerian and American Embassies on enhancing the learning of the English language in the Algerian universities |
| 28 th September, 2022 | Teaching English for Specific Purposes in language centers (CEIL) and departments of English to achieve B2 or C1 levels for teachers |
| 2 nd October, 2022 | The ministry of higher education requests the enhancement of the use of English in its universities |

27 th October, 2022	Request to universities' directors to design a plan for training teachers in the English language starting from the academic year 2022-2023
6 th November, 2022	Practical indications on teachers' training in the English language
25 th December, 2022	Looking forward for a national online platform in order to train teachers on the use of English in their teaching
3 rd January, 2023	Launching the online platform for teachers' training on the English language (mesrs.edx)
5 th January, 2023	English as a medium of instruction at universities for the teaching of technology and science domains
26 th March, 2023	Opening of short-term scientific leaves for teachers who want to develop their English language proficiency
28 th March, 2023	Doctorate students' training where English is a compulsory module

In order to trace the efficiency of those ministerial instructions, the following section provides some instances of the concrete use of the English language in the Algerian university.

Secondly: Methodology

This section will deal with the methodology that has been implemented for the sake of collecting primary data so as to answer the research questions and try to validate or disconfirm the previously mentioned hypotheses.

1. Data collection procedures

Data have been collected via an online questionnaire. The questionnaire was developed after the researcher's experience in administrative affairs of the department of English, University of Tlemcen. A number of vocabulary items that is often used in administrative correspondences and activities was poured in a questionnaire where the administrators were asked to provide their own translation or equivalent of the words (written in Arabic) in English. The sample consisted of nine administrators who are basically teachers of English in the department of English, University of Tlemcen, who are supposed to have experienced administration for a certain period in the department's administration. Actually, the questionnaire was first addressed to twenty (20) people who are supposed to have occupied an administrative job. Only nine (9) of them have completed the glossary list. In the table below, they are referred to as admin N with reference to their current or previous (ex) jobs in the administration of the department of English, University of Tlemcen, Algeria.

Results

Results obtained from the online glossary questionnaire are analysed both qualitatively and quantitatively. They are summarized and categorised with direct reference to what the respondents have answers. Percentages and statistics of the administrators' linguistic agreement is also provided. Finally, the section ends up by

drawing some conclusions on the use of English in the department of English (University of Tlemcen) in particular.

Table N°1. Participants' profile

Admin	What is/was your administrative status? and for how long have you been there?	If you have occupied many jobs, please, mention them with their periods.
Admin1 LCA	Local community administrator	Local community administrator for 16 years
Admin2 PSCD	President of the scientific committee of the department of English	2011-2012 assistant of the head of the section of English, 2012-2015 head of the section of English, 2015-2017 head of the dpt of English, 2019- till now president of the scientific committee of the dpt of English
Admin3 ExMs	Responsible of master for two years	Teaching in the English department at the same time
Admin4 ExLc	I was responsible for undergraduate students for three months.	I had no other jobs
Admin5 ExSCD	President of the SCD for 6 years	
Admin6 H-Ms	Head of the Master's degree since September 2022	
Admin7 ExHD	Head of the department of foreign languages	Administrative agent 'caisse nationale des retraites' then the dept of foreign languages
Admin8 As-Ped	One year; I was responsible of Master's studies, then Assistant Head of Department	responsible of Master's studies (Jan 2022 to October 2022), Assistant Head of Department (October 2022 until now)
Admin9 ExHD	Director of the Institute of Foreign Languages for 5 years; then Head of the Department of Foreign Languages for 3 years, then President of the Scientific Committee for 3 years...	Director of the Institute of Foreign Languages for 5 years (1995-2000); then Head of the Department of Foreign Languages for 3 years (2000-2003), then President of the Scientific Committee for 3 years (2004-2007)..

Question 1: Do you use English in your administrative tasks?

The first question addresses whether the administrators use English in their tasks as to communicate with teachers or students. Table (2) summarizes the respondents' answers.

Table N°2. Answers related to the Use of English

Admin	Do you use English in your administrative tasks?	Explain why	In case you don't find the equivalent of the concept in English, in which language you say it?
Admin1 LCA	It depends	In some interactive cases or reading files of foreigners	I bring an example
Admin2 PSCD	It depends	At times we use Arabic as some reports need to be written in Arabic, at times we use French (with some colleagues, or because of some kind of terminology), at times we use Algerian Arabic to be sure that the student understood his/her case	French
Admin3 ExMs	It depends	Some administrative papers are already written in French or Arabic. Meetings with delegates or any contact with students was always in English	French
Admin4 ExLc	It depends	It depends on the interlocutors I'm conversing with: 1- non English depart staff: Arabic and French with: 2- admin staff : Arabic and French) to:1- with the English depart staff: sometimes long stretches and sometimes technical items like time table, exam, rooms, teachers...2- with students: Arabic, French, or a mixture. English, Arabic, or a mixture of both	French
Admin5 ExSCD	It depends	Yes, when sending notifications and explanations to the staff of the dpt, and sometimes when holding meetings with the committee members, but I wrote the report in Arabic	French
Admin6 H-Ms	It depends	Since all my colleagues are English teachers, we got used to use some English terms, but most of the time, we talk in French or dialectal Arabic	French

Admin7 ExHD	It depends	It depends on the interlocutors and on the message I would like to send	Arabic
Admin8 As-Ped	Yes	because it is the main language of instruction in the department, it is like the official language in my work-space	I provide an explanation
Admin9 ExHD	It depends	It depends on the atmosphere and the other members present in a meeting.	French

Eight out of 9 administrators have claimed that their use of the English language depends on many contexts and conditions. English is used in foreign students' files, delegate meetings, and staff discussions. On the other hand, Arabic and French are used to draft reports and correspondences. Algerian Arabic is also used for explanation in case the English language is not well grasped. In this sense, 7 teachers have mentioned their use of French in case of context complexity, misunderstanding or difficulty in understanding.

Question 2: Translation section

A number of items has been provided to the teachers-administrators in order to be translated from Arabic to English. The results are given in parts of related concepts. Percentages of agreement are also represented as the end of each table.

Table N°3. Concepts related to university

Admin	الجامعة	رئيس الجامعة	نائب رئيس الجامعة للبيداغوجيا	نائب رئيس الجامعة لما بعد التدرج	نائب رئيس الجامعة للعلاقات الخارجية
Admin1 LCA	University	Rector	Vice rector of pedagogy	Vice rector of post graduation	Vice rector of foreign relations
Admin2 PSCD	University	Rector	Vice rector in charge of pedagogy	Vice rector in charge of postgraduation	Vice rector in charge of international relations
Admin3 ExMs	University	Rector	Vice- rector of graduation	Vice-rector of post-graduation	Vice- rector of external relations
Admin4 ExLc	Kept in Arabic and sometimes in French	I use both: recteur and rector	I generally say: vice dean (without mentioning in charge of pedagogy) and I say vice doyen also without mentioning chargé de la pedagogy	the same for the preceding question (vice rector or vice recteur)	vice rector or vice recteur (I should mention here that or the three last questions no Arabic equivalent is used)

Admin5 ExSCD	University	Rector	Vice-Rector for pedagogy	Vice-Rector for Post-Graduation	Vice-Rector for external relations
Admin6 H-Ms	University	Rector	Vice-Rector in Charge of Pedagogy	Vice-Rector in Charge of Post-Graduation	Vice-Rector in Charge of External Relationships
Admin7 ExHD	University	Rector/ University president	Vice president in charge of pedagogy	Vice president in charge of post-graduate studies	Vice president in charge of international relations rela
Admin8 As-Ped	University	Rector	Vice-Rector in Pedagogy	Vice-rector in post-graduation	Vice-rector in External Affairs
Admin9 ExHD	University	Director of the University (Rector)	Vice-rector of pedagogy	Vice-rector of Post-graduation	Vice-Rector of Foreign Relations
P/A	100%	100%	100%	100%	100%

An agreement of 100% is shown among the respondents when it comes to the concepts related to the university in general.

Table (4) presents some concepts that are specific to the faculty.

Table N°4. Concepts related to the faculty

Admin	الكلية	عميد الكلية	نائب عميد الكلية المكلف بالدراسات ومسائل الطلبة	نائب العميد المكلف بما بعد التدرج والعلاقات الخارجية
Admin1 LCA	Faculty	Dean	Vice dean of pedagogy and students affairs	Vice dean of post graduation and foreign relationship
Admin2 PSCD	Faculty	Dean of the faculty	Vice dean in charge of pedagogy and students ' affairs	Vice dean in charge of postgraduation and international relations
Admin3 ExMs	Faculty	Dean	Vice-dean for studies and student-related issues	Vice-dean of post-graduation and scientific research and external relations
Admin4 ExLc	la fac	1-Doyen 2-the dean and 3- the Arabic equivalent is used	vice doyen	vice doyen
Admin5 ExSCD	Faculty	Dean	Vice dean in charge of education and student affairs	Vice Dean in charge of Post Graduation and External Relations

Admin6 H-Ms	Faculty	Dean	Vice-Dean in Charge of Pedagogy and Students' Affairs	Vice-Dean in Charge of Post-Graduation
Admin7 ExHD	Faculty	Dean of the faculty	Vice dean in charge of pedagogy /in charge of graduate studies	Vice dean in charge of post-graduate studies and international relations
Admin8 As-Ped	the Faculty	the Dean of the Faculty	Vice Dean in charge of pedagogy	Vice Dean in Charge of Post-Graduation
Admin9 ExHD	Faculty	Dean of the Faculty	Vice-Dean of pedagogy	Vice-Dean of Post-graduation
P/A	100%	100%	100%	100%

The results show that there is a 100% of agreement among the respondents when it comes to the terminology related to the faculty.

Table (5) gives respondents' translation of some concepts related to the department.

Table N°5. Concepts related to the department

Admin	القسم	رئيس القسم	نائب رئيس القسم للبيداغوجيا	نائب رئيس القسم لما بعد التدرج
Admin1 LCA	Department	Head of department	Assistant to the head of department in charge of pedagogy	Assistant to the head of department in charge of post graduation
Admin2 PSCD	Department	Head of the department	Assistant of the head of the dpt in charge of pedagogy	Assistant of the head of the dpt in charge of postgraduation
Admin3 ExMs	Department	Head of the department	Assistant of the chair graduate coordinator	Assistant of the chair post-graduation
Admin4 ExLc	Département and department	chef du département or the head of the department or simply department head	vice chef département and vice head of depart	vice chef département and vice head of depart
Admin5 ExSCD	Department	Head of the department	Deputy Head of the department for pedagogy	Deputy head of the department for post-graduation
Admin6 H-Ms	Department	Head of the Department	The Assistant of the Head of the Department in Charge of Pedagogy	The Assistant of the Head of the Department in Charge of Post-Graduation

Admin7 ExHD	Department	Head of the department	Substitute of the head of the department in charge of pedagogy	Substitute of the head of the department in charge of post-graduate studies
Admin8 As-Ped	Department	the Head of Department	Assistant Head of Department in Pedagogy (also Deputy Head of department)	Assistant Head of Department in Post-graduation (also Deputy Head of department)
Admin9 ExHD	Department	Head of the Department	Vice-Head of the Department (Pedagogy)	Vice-Head of the Department (Post-Grduation)
P/A	100%	100%	/	/

The respondents' answers show a complete agreement when it comes to the names of the department and its head. However, we notice that there is a variety of answers when it comes to the two assistants of pedagogy and post-graduation.

Table (6) represents the respondents' translations of some concepts that we may find in the sections.

Table N°6. Concepts related to the section

Admin	الشعبة	رئيس الشعبة	مسؤول التخصص	مسؤول الماستر
Admin1 LCA	Streams of study	Study programme manager	Specialty manager	Master's programme manager
Admin2 PSCD	Section	Head of section	Specialty responsible	Master's responsible
Admin3 ExMs	Section	section chair	Field responsible	Master responsible
Admin4 ExLc	section in both French and Arabic	chef de section or head of the English section	responsable de spécialité	responsable du Master
Admin5 ExSCD	Section	Head of section	Specialization officer	Head of the master programme
Admin6 H-Ms	Section	Head of the Section	Head of the Master's Specialties	Head of the Master's Degree
Admin7 ExHD	Field or academic division /academic unit	Head of the academic division	Head of the specialism	Head of master studies

Admin8 As-Ped	The Section	Head of Section	Responsible of Specialities	Responsible of Master's Studies
Admin9 ExHD	Section	Head of Section	In charge of the specialty	In charge of the Master
P/A	88.88%	55,55%	/	/

The answers reflect a variability in the translations. Whereas a good number (8 out of 9) have agreed on naming the section and its head, we notice that there is a disagreement in naming the administrators in charge of Master's studies and the different specialities found in the section.

Table (7) contains concepts of the schooling service and the possible translations that are provided and used by the administrators.

Table N°7. Concepts related to the schooling service

Admin	مصحة الدراسات	رئيس مصحة الدراسات	موظف مصحة الدراسات ليسانس	موظف مصحة الدراسات ماستر
Admin1 LCA	Studies office	Studies office manager	License programme officer	Master's programme officer
Admin2 PSCD	Scolarité (never used the word in English)	Responsable de la scolarité (never used it in English)	Agent de scolarité chargé de la licence (never used it in English)	Agent de scolarité chargé des masters (never used it in English)
Admin3 ExMs	Schooling service	Schooling services responsible	License Schooling services employee	Master schooling services employee
Admin4 ExLc	no answer (I didn't have the chance to deal with them)	no answer	no answer	no answer
Admin5 ExSCD	Head of specialization	Head of the Studies Department	Licence studies officer	Master's studies officer
Admin6 H-Ms	Schooling	Head of the Schooling	Worker in the Schooling in charge of the Licence Degree	Worker in the Schooling in charge of the Master's Degree
Admin7 ExHD	Academic affairs office	Head of the academic affairs	Officer in charge of 'licence' degree	Officer in charge of master degree studies

			studies	
Admin8 As-Ped	Student Issues office (Graduation Office)	Head of Student Issues office	Aziz	Master's Office staff member / Aziz
Admin9 ExHD	Studies service	Head of the studies service	Employee in in the 'Licence' studies	Employee in in 'Master' studies

When it comes to the schooling service, we notice that there is a big confusion among the administrators who use different labels. Some of them use the French words even in their correspondences, others refer to the service by the name of its employee/ worker.

Table (8) is the result of an open space given to the administrators in case a certain concept was forgotten or a clarification was needed.

Table N°8. Additional concepts of rubric 1

Admin	If you find other concepts more related to this rubric, kindly add them in this space.
Admin1 LCA	
Admin2 PSCD	
Admin3 ExMs	No
Admin4 ExLc	Where I've provided no answer means that I did not have the chance to use these concepts. Some other concepts above are mentioned to be used in English and this depends on the interlocutor.
Admin5 ExSCD	
Admin6 H-Ms	archive manager, those in charge of teachers' salaries/problems/workers/ finances
Admin7 ExHD	
Admin8 As-Ped	none
Admin9 ExHD	Graduate studies vs. Post-graduation; Scientific Committee; Pedagogic Committee; Teaching Staff; Students' scholarship; Grades Transcript (relevé de notes)...

Table (9) presents results related to the academic year terminology and their translation or use by the respondents.

Table N°9. Concepts related to the academic year

Admin	الدخول الجامعي	السنة الجامعية	بداية السنة الجامعية
Admin1 LCA	New academic year	Academic year	First day of studies
Admin2 PSCD	La rentrée	Academic year	Beginning of the year
Admin3 ExMs	Entrée universitaire	Année universitaire	Début de l'année universitaire
Admin4 ExLc	kept in Arabic and also in French: rentrée universitaire	Academic year with the students and the admin staff. with others French and Arabic	The same answer provided in the preceding question
Admin5 ExSCD	Academic year start	Academic year	Start of the academic year
Admin6 H-Ms	Start of the academic year	Academic year	The beginning of the academic year
Admin7 ExHD	Univerity/academic year start	Univerty/academic year	Start of the academic year
Admin8 As-Ped	academic year commencement	Academic Year	The opening of the academic year
Admin9 ExHD	University start	Academic year	University start date
P/A	/	88,88%	/

88,88% of the teachers-administrators agree on naming the academic year; however, when it comes to its beginning and closure, a lot of equivalents were provided.

Table (10) provides concepts related to students' registrations.

Table N°10. Concepts related to students' registration

Admin	التسجيلات	اعادة التسجيلات	الأبواب المفتوحة	محضر الدخول
Admin1 LCA	Registration	Re-registration	Open day	Back to school report
Admin2 PSCD	Registrations	Registrations	Open days/doors	Pv de reprise
Admin3 ExMs	Registrations	Second Registrations	Portes ouvertes	Signature du pv
Admin4 ExLc	the same	the same	the same	PV
Admin5 ExSCD	Registrations	Re-registration	Open house	Resumption report
Admin6 H-Ms	Registrations	re-registration	Open days	entrance report

Admin7 ExHD	Registration /enrollment	Re-registration process	Open days	Sign-in sheet
Admin8 As-Ped	Registrations	Registrations	Open-day	Work Resumption Report
Admin9 ExHD	Registrations	Re-registrations	Open doors	Entry record

Concepts related to orientation and leaves of the students are provided in table (11).

Table N°11. Concepts related to students' leaves

Admin	التوجيه	الترشح لـ ماجستير فئة 20 بالمئة	ماجستير فئة 80 بالمئة	اعادة الادمج	العطل الاكاديمية	الانقطاع عن الدراسة	التحويل الداخلي
Admin1 LCA	Guidance	Candidacy for Master's studies: category of 20%	Master's studies: category of 80%	Re- enrolement	Academic vacation	Drop-out	Reorientation
Admin2 PSCD	Orientation	Master candidacy (20%)	Master (80%)	Réintégration	Academic leave	Bloquer l'année	Internal transfer
Admin3 ExMs	Orientation	Candidature au 20% master	Candidature au 80% master	Réintégration	Congés académique	Stop of study	Internal transfer
Admin4 ExLc	French: orientation and with students the English equivalent is used	French	French	no answer	French: vacances	French: abandonner les études	French: transfer
Admin5 ExSCD	orientation	20% master's degree candidates	80% master's degree candidates	Reintegration	academic leave	Dropout	internal transfer
Admin6 H-Ms	orientation/tutoring	Registration Master's 20%	Registration Master's 80%	Reintegration	academic leave	University dropout	internal transfer
Admin7 ExHD	Counceling/guidance	Applying for Master degree within 20%,quota	Master degree quota of 80:	Reintegration	Academic break	Drop out or withdrawal from. Studies	Internal transfer
Admin8 As-Ped	academic advising	candidacy for the Master's studies, 20% category	Candidacy for the Master's studies	reintegration	academic leave	academic dropout	internal major transfer
Admin9 ExHD	Orientation	Nomination for a Master's degree (20%)	Nomination for a Master's degree (80%)	Re- integration	Academic holidays	Dropout	Internal transfer

Table (12) shows answers of the respondents' equivalents in English of some concepts related to schedules and any other items they see as having a relation with this rubric.

Table N°12. Concepts related to teaching schedules

Admin	استعمال الزمن	استعمال الزمن الفردي	If there are other concepts related to this rubric, please, mention them
Admin1 LCA	Timetable	Individual timetable	
Admin2 PSCD	Timetable	Individual timetable	
Admin3 ExMs	Time table	Individual time table	No
Admin4 ExLc	French: emploi du temps and even English: time table with colleagues and students	I used to say: emploi du temps des enseignants and in English: teachers' time table	Students' time table
Admin5 ExSCD	Timetable	Individual timetable	
Admin6 H-Ms	Timetables	Individual Timetable	credits, debts, Credential, exsit record, room's distribution, PV correctif
Admin7 ExHD	Timetable	Individual timetable	
Admin8 As-Ped	timetable	individual timetable	none
Admin9 ExHD	Timetable	Individual timetable	Time Schedule (استعمال الزمن); Repeating student; student's request; Student-Teacher relationship...
P/A	100%	100%	

A good agreement is seen in the terminology of teaching schedules.

Table (13) includes concepts related to university space and the English equivalent used by the administrators of the department of English.

Table N°13. Concepts related to space

Admin	الأقسام	قاعة المحاضرات	المخبر	المدرجات
Admin1 LCA	Classrooms	Conference room	Lab	Amphitheatre
Admin2 PSCD	classrooms	Conference room	Laboratory (Lab)	Amphitheatre
Admin3 ExMs	classrooms	Amphitheatre	Laboratory	Amphitheatre
Admin4 ExLc	classes in French and classrooms in English	salle de conferences but conference room with students	Both English and French: lab and labo but not laboratory	Amphitheatre
Admin5 ExSCD	Classrooms	Conference room	Laboratory	Amphitheatre
Admin6 H-Ms	rooms	conference room	Laboratory	Amphitheatre
Admin7 ExHD	rooms	Conference hall	Laboratory	Amphitheatre
Admin8 As-Ped	classrooms	conference room	lab	Amphitheatre
Admin9 ExHD	Classrooms	Conference Hall	Laboratory	Amphitheatre
P/A	100%	100%	100%	100%

The administrators agree on the labels of different pedagogical space of the department be them rooms, amphitheatres, laboratories or conference halls.

Tables (14) represents the admin English equivalents for concepts related to the different units of teaching.

Table N°14. Concepts related to the teaching units

Admin	المقياس	الوحدة	الوحدات الأساسية	الوحدات منهجية	الوحدات الأفقية	الوحدات الاستكشافية
Admin 1 LCA	Module	Unit	Fundamental units	Methodology units	Transversal units	Discovery units
Admin 2 PSCD	Module	Unit	Fundamental units	Methodologica l units	Transversal units	Discovery units
Admin 3 ExMs	In arabic or French	In arabic or French	In arabic or French	In arabic or French	In arabic or French	In arabic or French
Admin	both	French	French unités	the same. The	the same.	the same.

4 ExLc	French and English: module but never the Arabic equivalent	: unité	fondamentales	French equivalent	The French equivalent	The French equivalent
Admin 5 ExSCD	Course	Unit	Fundamental units	Methodology units	Horizontal units	Discovery units
Admin 6 H-Ms	Module	Unit	Fundamental Unit	Methodological Units	Discovery Units	Transveral Units
Admin 7 ExHD	Module	Unit	Fundamental units	Units of methodology	Horizontal units	Discovery units
Admin 8 As-Ped	module	unit	fundamental unit	methodological unit	transversal unit	discovery unit
Admin 9 ExHD	Module / Subject	Unit	Fundamental units	Pedagogical units	Transversal units	Discovery units

Teachers' titles and rankings are also of paramount importance and of great use in the administration. For this, table (15) provides results obtained from the questions related to supplying English equivalents used by the administrators in their department.

Table N°15. Concepts related to teachers' titles and ranks

Admin	الإساتذة	أستاذ دائم	أستاذ مؤقت	أستاذ مساعد	أستاذ محاضر	أستاذ التعليم العالي
Admin 1 LCA	Teachers	Permanent teacher	Part time teacher	Assistant teacher	Senior Lecturer	Professor / Lecturer
Admin 2 PSCD	Teachers	Permanent teacher	Non-permanent teacher	Assistant lecturer	Associate professor	Professor
Admin 3 ExMs	Teachers	Full-time teacher	Part-time teacher	MAA	MCA	Professor
Admin 4 ExLc	Teachers	French	French	maitres assistant s	maitres de conferences	Prof

Admin 5 ExSCD	Teachers	Permanent teacher	Temporary teacher	Assistant teacher	Senior lecturer	Professor
Admin 6 H-Ms	Teachers	Permanent teacher	Part-time teacher/temporary teacher	Teacher Assistant	Senior lecturer	Professor
Admin 7 ExHD	Teachers	Full time teacher	Part time teacher	Assistant professor	Senior lecturer	Professor
Admin 8 As-Ped	teachers	permanent teacher	temporary teacher	assistant lecturer	lecturer	Professor
Admin 9 ExHD	Teachers	Permanent teacher	Part-time teacher	Assistant teacher	Lecturer	Professor
P/A	100%	88,88%	/	77,77%	/	100%

As far as the titles and ranking of teachers, the respondents have shown an agreement except for those prefer to use the French language since they are accustomed to using it more than their French equivalent.

Table (16) gives some concepts related to students. The concepts are very frequently used in admin and university daily life routine.

Table N°16. Concepts related to students

Admin	الطلبة	المحاضرات	الأعمال الموجهة
Admin1 LCA	Students	Lectures	Practical tasks
Admin2 PSCD	Students	Conferences	Assignments
Admin3 ExMs	Students	Course	TD
Admin4 ExLc	les étudiants and the Eng students	cours and lectures	TD
Admin5 ExSCD	Students	Lectures	Tutorials
Admin6 H-Ms	students	Lectures/courses	TD
Admin7 ExHD	Students	Conferences	Directed /guided works
Admin8 As-Ped	students	lectures	tutorials
Admin9 ExHD	Students	Lectures	Tutorials / Directed Works
P/A	100%	100%	/

There is no confusion when it comes to the terms “students” and “lectures”. However, the practice type of lectures is usually referred to as TD from the French ‘*travaux dirigés*’ this is why the administrators got accustomed to using TD more than the English equivalent.

Table (17) represents the translations given to different meetings by the respondents. We notice that there is a general agreement when it comes to delegates’ meeting (100%) but the other expressions are quite varied since they are most of the time used in Arabic or in French, e.g., the CP meeting is an abbreviation of pedagogical committee meeting.

Table N°17. Concepts related to different admin meetings

Admin	اجتماع فرق التكوين	اجتماع اللجان البيداغوجية	اجتماع ممثلي الطلبة
Admin1 LCA	Teaching staff meeting	Pedagogical committee meeting	Student's delegates meeting
Admin2 PSCD	Réunion de l'équipe de formation (Training team meeting)	Pedagogical team meeting	Delegates' meeting
Admin3 ExMs	In arabic	In arabic	Delegates meeting
Admin4 ExLc	NO ANSWER	NO ANSWER	Reunion des délégués or delegates meeting
Admin5 ExSCD	Training teams meeting	Pedagogy committee meeting	Student representatives meeting
Admin6 H-Ms	Trainers' Committee Meeting	CP meeting	Delegates' Meeting
Admin7 ExHD	Training teams meeting	Meeting of pedagogical committees	Meeting of students representatives
Admin8 As-Ped	"name of project" committee meeting	pedagogical committee meeting	delegate meeting
Admin9 ExHD	Formation meeting	Pedagogical meeting	Students' representative

Lecture policies have also been investigated. Table (18) summarizes the respondents’ answers about these concepts. The results show that there is a general agreement among the administrators on the use of English words to those concepts.

Table N°18. Concepts related to lectures’ policies

Admin	الحضور	الغياب	نظام الدفوعات	الدروس الحضورية	الدروس عن بعد	If there are any other related concepts to this rubric, please, mention them.

Admin1 LCA	Attendance	Absence	Waves system	Onsite lectures	Distance lectures	
Admin2 PSCD	Presence	Absence	Waves system	Onsite lectures	Online lectures	
Admin3 ExMs	Attendance	Absence	In arabic	On-site lessons	On-line lessons	No
Admin4 ExLc	présence and presence	both French and English	no answer (i never used it)	no answer (didn't use it)	les cour en ligne and online lessons	students with debts or indebted students - les étudiants répétitifs-justification and justificatif
Admin5 ExSCD	Presence	Absence	Waves system	On-site lectures	Online lectures	
Admin6 H-Ms	Presence	Absences	waves	Onsite lectures	Online/distance lectures	
Admin7 ExHD	Presence	Absences	Batch system?	On site lectures	Distance lectures	
Admin8 As-Ped	attendance	absence	wave system	onsite courses	online lectures	none
Admin9 ExHD	Presence	Absence	System of waves	On-site lessons	On-line lessons	Travaux pratiques = Practical work or tutorial
P/A	100%	100%	77,77%	88,88%	100%	

Table (19) provides respondents' answers on how they use concepts related to the evaluation of students and their English equivalents.

Table N°19. Concepts related to students' evaluation

Admin	الامتحان	التقويم	النقاط	التصحيح	نموذج التصحيح	سلم التنقيط
Admin1 LCA	Exam	Evaluation	Marks/Grades	Correction	Sample answers	Grading scale
Admin2 PSCD	Exams	Evaluation	Grades	Correction	Sample correction	Grid scale
Admin3 ExMs	Exam	Td	Marks	Correction	Corrigé type	Scale of correction
Admin4 ExLc	examen and exam	evaluation or TD mark or note de TD	les notes, marks and grades	correction in French and the English equivalent with students	corrigé type or sample correction but not Arabic	most of the time it's scale, exam scale, grading scale then comes barème

Admin5 ExSCD	Exam	Assessment	Grades	Correction	Exam answer	Grading scale
Admin6 H-Ms	Exam	TD	Grades	Correction	Sample Correction	Evaluation Grid
Admin7 ExHD	Exams	Assessment	Grades /marks	Correction	Correction model	Grading /marking scale
Admin8 As-Ped	exam	classroom evaluation	grades	correction	sample correction	grading scale
Admin9 ExHD	Exam	Evaluation	Grades	Correction	Sample correction	Grade scale

As clearly deduced, there is a considerable agreement on how to use the English equivalent of the concepts related to evaluation for the simple reason that those terms are frequently used by teachers and administrators alike.

Similarly, table (20) refers to admin use of English when it comes to other types of evaluation and students' affaires.

Table N°20. Concepts of other types of evaluation

Admin	التصحيح الثاني	الاستدراك	الامتحانات التعويضية	نشر النقاط	كشوف النقاط	اعادة السنة	الديون
Admin 1 LCA	Second evaluatio n	Make-up exam	Catch up exam	Grades display	Gradeboo k	Repeatin g	Debts
Admin 2 PSCD	2nd correctio n	Make up exams	Catch up exams	Affichage	Grade transcript s	Repeat the year	Debts
Admin 3 ExMs	Second correctio n	Make-up exam	Catch-up exams	Post marks	Relevé de notes	Repeatin g the year	Debts
Admin 4 ExLc	deuxièm e correctio n and second correctio n	MUE and sometime s rattrapag e	a new concept: CUE	Display or results	relevé de notes	répétitio n, refaire l'année	French and Englis h
Admin 5 ExSC D	Second correctio n	Make up exam	Catch up exam	To Post grades	Transcript s	Repeat the year	Debts
Admin 6 H-Ms	Double correctio n	Make-up exam	Catch-up exam	posting the grades	Grade transcript	repeating the year	debts

Admin 7 ExHD	2nd correction /double checking	Make-up exams	Compensatory exams	Posting /publishing grades	Record of grades	Repeating /retaking the academic year	Debts
Admin 8 As-Ped	second correction	make-up exam	catch-up exam	grade publication	transcripts of records	repeating student	debts
Admin 9 ExHD	Second correction	Make-up exams	Catch-up exams	Grades report	Grade transcripts	Repeat the year	Debts

Indeed, when concepts are not used often within the department, it is difficult to obtain or recognise its English version. Table (21) emphasizes this idea and the confusion on the term ‘receipts’ or ‘acquittals’.

Table N°21. Concepts related to students’ diplomas

Admin	تسليم الشهادات	الابراءات	بطاقة الطالب
Admin1 LCA	Diploma delivery	Acquittals	Student card
Admin2 PSCD	To hand diplomas	I never used it other than in Arabic	Student's card
Admin3 ExMs	Diploma certificates	In arabic	Student card
Admin4 ExLc	remise des diplômes	kept in Arabic	both French and English
Admin5 ExSCD	graduation ceremony	acquittals	Student card
Admin6 H-Ms	Diploma delivery	Patents	student's card
Admin7 ExHD	Graduation ceremony /diploma presentation	???	Students cards
Admin8 As-Ped	graduation ceremony	الابراءات	student card
Admin9 ExHD	Certificate delivery	Acquittal / Discharge	Student's Card

Master’s dissertation and its related terminology is also of paramount importance in the department of English. A good agreement is felt among the administrators as shown in table 22.

Table N°22. Concepts related to Master's studies

Admin	مناقشة المذكرة	المشرف	المناقش	اعضاء اللجنة	محضر المناقشة	محضر التصويب
Admin 1 LCA	Thesis defense	Supervisor	Examiner	Jury members	Defense report	Correction report
Admin 2 PSCD	Viva	Supervisor	Candidate (supervisee)	Jury members	Viva report	Correction report
Admin 3 ExMs	Viva	Supervisor	Supervisee	Jury members	Pv de soutenance	In arabic
Admin 4 ExLc	viva	supervisor in all contexts .Sometime s encadreur	candidate	jury members	pv de soutenance	kept in Arabic
Admin 5 ExSCD	Viva / dissertation defense	Supervisor	Examiner	Board of examiners	Viva / defense report	Correction report
Admin 6 H-Ms	viva defense	supervisor	supervisee	jury members/board of examiners	Defense Report	Corrective Report of a Master's dissertation
Admin 7 ExHD	Dissertation defence	Supervisor	Examiner	Board of examiners	Minutes of defense	Corrections minuted
Admin 8 As-Ped	defense	supervisor	Examiner	jury members	Master's defense report	correction certificate
Admin 9 ExHD	Dissertation evaluation	Supervisor	Examiners	Board of examiners	Viva report	Correction report
P/A	100%	100%	100%	100%	100%	100%

A summative conclusion to the findings can stipulate that English is gaining the ground in the department. It is often used except in moments of confusion of misunderstanding and sometimes when the administrator is not acquainted with the term (not used before). French and Arabic translations are also utilized for the same reasons mentioned earlier.

Conclusion

The new political reforms of the Algerian higher education are showing a lot of changes and instructions for the inclusion and implementation of the English language in several domains. The paper at hand aimed at testing to which degree is English implemented in the Algerian university namely in the department of English (University of Tlemcen). Results show that there is a considerable use of the English language in the administration of the department while communicating with students, teachers and when discussing among admin colleagues. The findings have also mentioned that there is a good agreement among the administrators in the concepts used in English especially in the domains that are very much used as is the case of pedagogical matters, university labels, space naming, module and units' considerations and all that is related to daily students and teachers' life. However, when it comes to concepts which are very frequently used, the Arabic or French equivalent prevail in favour of the English version though there are many attempts on giving English translations which, in turn, tend to be so divergent among the administrators.

For the above-mentioned results, this paper recommends the following:

1.Improving the vocabulary: Administrators should aim to expand their vocabulary by learning new words and phrases related to their job. Reading books, articles, and journals can be an effective way to learn new words and phrases.

2.Practicing writing: Writing is a key skill for administrators, and practicing regularly can help improve the writing skills. Writing reports or memos, and sending emails to colleagues to practice newly learned words can be very effective.

3.Attend specific-language classes: Attending (ESP) language classes can be a great way to improve language skills. This can be applied on teachers who are not acquainted with the English language in their administration

4.Using online tools: There are a number of online tools available that can help administrators improve their language skills. For example, Grammarly and Hemingway can help check the writing and the right equivalent for administrative concepts

5.Collaborative work on a glossary that combines all the needed words and terminology can be very productive and practical. A large spread of this glossary among many departments and faculties would certainly help the Algerian administration to communicate well with its students, teachers and employees.

6.Seeking feedback: Administrators should actively seek feedback from colleagues or language tutors to identify areas for improvement in their English language skills. This can help them to focus on specific areas of weakness and work on improving their language skills.

7.Joining a language exchange program: Language exchange programs provide an opportunity for administrators to practice their language skills with native speakers in a real-life setting. These programs can be found online or through language schools and universities.

Administrators of the Algerian Higher Education should focus on making small, consistent improvements in their English language skills and celebrate their progress along the way in order to promote the effective use of this language at university as requested and suggested by the new political reforms and the requirements of the global community.

Margins:

¹ Abid-Houcine, S. Enseignement et education en langue etrangere en Algerie: La competition entre le francais et l'anglais [Foreign language learning and acquisition in Algeria: The competition between English and French]. *Droit et Cultures*, (2007). 54,143–156.

² Benrabah, M. Competition between four ‘world’ languages in Algeria. *Journal of World Languages*, 1(1), (2014). 38–59.

³Exchange Programs. (2013). Exchanges. Retrieved from

<https://web.archive.org/web/20170318082048/>

https://aigiers.usembassy.gov/academic_exchanges.html (9 February 2023.)

⁴Ministry of Higher Education and Scientific Research website <https://www.mesrs.dz/> (28 March 2023)