



Guide
to
The Welsh Language Scheme

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Content

Content	1
Introduction	2
New policies and initiatives	3
Written correspondence	3
Answering the telephone bilingually	4
Meetings and committees	5
The Internet	6
The Corporate Identity of UWA	6
Signs and notices	7
Publications and printed materials	7
Advertisements	7
Staffing	8
The Academic Scheme	8
Monitoring and implementing the scheme	9
The Translation Service	10
Further Information	10

*UWA's Welsh Language Scheme affects all members of staff, not only Welsh speakers or academic staff. The aim of this booklet is to explain briefly how the Language Scheme is relevant to **you**.*

Introduction

- The Welsh Language Scheme (the Scheme) of the University of Wales, Aberystwyth (UWA), which was prepared in accordance with the Welsh Language Act 1993, was approved by the University Council on 14 July 2003. The Scheme was given statutory approval by the Welsh Language Board on 12 December 2003.
- This scheme has the same statutory obligation as all the other statutory policies and acts enforced by the University.
- The Scheme sets out how UWA will treat the Welsh and English languages on the basis of equality when dealing with the public in Wales.
- Put simply, this means that the public in Wales have the right to receive a service from UWA in Welsh or English according to their wishes.
- **The public includes UWA staff and current students along with prospective students and the public in general in Wales.**
- The University has two appointed officers, the Manager of the Centre for Welsh Language Services

and the Welsh Language Development Officer, who are responsible for implementing the Scheme. Should you require help with interpreting the Scheme or with conforming to any requirements, they are available to offer advice on any aspect.

New Policies and Initiatives

- You should ensure that any new scheme, initiative or policy in which you are involved, and which affects the work of the University in Wales, conforms to the requirements of the Welsh Language Scheme.

Written Correspondence (4.1)¹

(including correspondence by **e-mail**)

- When initiating correspondence in the name of, or on behalf of, the institution with staff, students, individuals and the public in Wales, you should do so in the recipient's chosen language if it is known to you; otherwise you should correspond **bilingually**.
- Correspondence with a group of people in the University or in Wales should be **bilingual**.
- Correspondence received in Welsh should be answered in Welsh.

¹ These figures refer to the relevant clause in the Welsh Language Scheme.

- For advice regarding formatting bilingual correspondence see:
http://www.aber.ac.uk/canolfangymraeg/admin/help_sheets.html
- Correspondence in both languages should be distributed at the same time.
- Information about students' preferred language is recorded on AStRA.

Answering the telephone bilingually (4.2)

- Each member of staff who answers the telephone on behalf of a department or office, be it an internal or external call, should use a bilingual greeting whether they are themselves bilingual or not.
- Welsh should be used first, and then the English, e.g. *Bore da, y Gofrestrfa, Good morning, Registry.*
- If the caller wishes to speak in Welsh but the member of staff who answered the telephone can not do so, they should offer to transfer the call to a Welsh speaking colleague.
- Each office and department has a specific member of staff who represents them on Welsh and bilingual matters and who can take the call if necessary.

- If there is no Welsh speaker available and the caller still wishes to continue in Welsh, you should arrange for a Welsh speaking colleague to return the call within **two working days**.
- Messages recorded on answering machines should be bilingual with the Welsh first.
- Should you wish further information, contact the Centre for Welsh Language Services.

Meetings and Committees (4.3)

- All notices for public meetings should be bilingual.
- In the case of public lectures organised by UWA or by academic departments, the title of the lecture should appear in the language in which it is given, but all other information (e.g. date, time) should be in Welsh and English, with the Welsh appearing first and uppermost.
- The notices used to convene all internal meetings and committees must be bilingual.
- All agendas of committees which report directly to Council and Senate must be bilingual.
- Any committee or internal body has the right to express a wish to receive its minutes or any specific documents in bilingual form.
- Members of all internal authorities, committees or faculties have the right to address a meeting in Welsh

or English. Simultaneous translation will be provided for this purpose, and committee secretaries must give prior warning to the Centre for Welsh Language Services of the need for simultaneous translation service.

- Anyone who is taking part in a legal or disciplinary hearing has the right to use Welsh or English.
- If you are arranging a public meeting with an invitation to the public in Wales or members of staff from other institutions in Wales, you should ensure that a translation service is available. Everyone has the right to ask questions and respond in Welsh, even if the presentation is in English. The Centre for Welsh Language Services must be told in advance that the translation service is required.

The Internet (4.5)

- The websites of the administration and central services and academic departments should be bilingual.
- The Centre for Welsh Language Services offers advice on planning and publishing bilingual websites.

The Corporate Identity of UWA (4.6; 4.8)

- UWA's corporate identity in Wales should appear bilingually on signs, vehicles, buildings, in exhibitions, advertisements and printed publications, letterheads, complimentary cards, identification badges, or in electronic form. In all cases Welsh should come first or uppermost.

Signs and Notices (4.7; 4.12)

- All permanent information signs on UWA's land and property should be bilingual, with Welsh to the left of the English or uppermost.
- General notices by the administration, central services and academic departments which are to be displayed on notice boards should be bilingual.

Publications and printed materials (4.8; 4.9; 4.10; 4.11)

- Printed publications and materials which are widely distributed to the public in Wales should be available in Welsh and English.
- These may include booklets and information material, rules and guidance for students, staff and the public.
- When publications have separate Welsh and English versions, they should both be circulated in Wales at the same time.

Advertisements (4.13)

- All advertisements published in the English language or bilingual press in Wales should be bilingual, with the Welsh placed parallel to the English, and to the left.

- Advertisements in the Welsh language press should be in Welsh.

Staffing (6.2)

- It is the institution's policy to ensure that the workplaces which have contact with the public have sufficient Welsh speakers with the appropriate skills to enable departments/offices to communicate and offer a complete service through the medium of Welsh.
- Before advertising a post heads of departments are expected to consider the linguistic skills required in order to fulfil the post effectively.
- The University aims to offer practical encouragement and support to members of staff who wish to attend courses to learn Welsh or to improve their Welsh. To this end, the University will pay, or reimburse the fee for, joining Welsh classes.

The Academic Scheme (5.1)

- UWA's aim is to support and promote provision for Welsh medium teaching and study, and to expand it in accordance with schemes agreed upon by the university and the Funding Council (HEFCW).
- Students can study individual modules through the medium of Welsh in many academic areas with some departments offering complete degree schemes through the medium of Welsh.

- The School of Welsh medium Studies and its officers monitor the Welsh medium provision and receive annual reports by departments on their Welsh medium provision.
- Every student has the right to present work for assessment in Welsh irrespective of the teaching medium of that course, with the exception of modules in subjects which are languages, where a proficiency of the language is an assessment criteria.

Monitoring and Implementing the Scheme (6.7)

- The Vice-Chancellor and Principal is responsible for ensuring the implementation of the Scheme. The staff of the Centre for Welsh Language Services, who are accountable to the Registrar and Secretary, are responsible for the day to day implementation and promotion of the Scheme.
- Each head of department and centre is responsible for implementing the Scheme in his/her own department. Each academic and administrative department has a representative on Welsh and bilingual matters.
- The Centre for Welsh Language Services is responsible for producing an annual report which is presented to the University's Senate and Council and to the Welsh Language Board.
- Any comments or complaints should be sent to the Centre for Welsh Language Services so that they can be dealt with by the Welsh Language Scheme Monitoring Group.

The Translation Service

- The Translation Unit, which is part of the Centre for Welsh Language Services, provides a Welsh > English > Welsh translation service to all of the university's academic and administrative departments.

For further information contact

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www.aber.ac.uk/canolfangymraeg/

Note: *This booklet provides a summary of the key features contained in the Welsh Language Scheme and has no legal status. Should you feel that this booklet fails to provide you with the guidance that you require, or if you require comprehensive details of the statutory commitments please refer to the Scheme itself.*