



Coláiste na Tríonóide, Baile Átha Cliath  
Ollscoil Átha Cliath

**Trinity College Dublin**

**OFFICIAL LANGUAGES  
ACT 2003  
LANGUAGE SCHEME**

**2017 - 2020**

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# Chapter 1: Introduction and Background

## 1.1 Introduction

The Official Languages Act 2003 provides for the preparation by public bodies of a language scheme detailing the services which they will provide:

- through the medium of Irish,
- through the medium of English, and
- through the medium of Irish and English

and the measures to be adopted to ensure that any service not currently provided by the body through the medium of the Irish language will be so provided within an agreed timeframe.

In accordance with section 14(3) of the Act, language schemes remain in force for a period of 3 years or until such time as a new scheme is confirmed by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs, whichever is the later.

## 1.2 Preparation and Content of the Scheme

In the preparation of this scheme, due regard has been given to the Guidelines issued by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs. In addition, there has been a comprehensive process of consultation with relevant stakeholders.

**Trinity College Dublin** is guided by the principle that the provision of Irish language services should be based on:

- the underlying level of demand for specific services in the Irish language,
- the importance of a proactive approach to the provision of such services, and
- the resources, including human and financial resources, and the capacity of the body concerned to develop or access the necessary language capability.

This scheme complements the principles of Quality Customer Service. It has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by **Trinity College Dublin** will be fully addressed on an incremental basis, through this and future schemes, subject to financial constraints.

This Third Scheme aims to build upon the progress in provision of bilingual services resulting from the previous schemes. The time and effort put in by all concerned in this process is acknowledged and appreciated.

## 1.3 Commencement date of the Scheme

This Scheme has been confirmed on **01 June 2017** by the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs. It commences with effect from this date and shall remain in force for a period of 3 years or until a new scheme has been confirmed, whichever is the later.

## Chapter 2: Overview of Trinity College Dublin

### 2.1 Mission and Objectives

Trinity College Dublin was founded in 1592 with a university charter from Queen Elizabeth I and by the grant of a site by the Corporation of Dublin.

Trinity has expanded over the centuries to become a modern university with some 17,511 registered students in 2016 and some 3,083 staff. It is one of the great universities of the world, widely recognized for the high quality of its graduates, the international standing of its research and scholarship, and the value it places on contributing to Irish society and the wider world.

Trinity College Dublin's Strategic Plan 2014-2019 sets out the following Vision and Mission for the College:

#### **Vision**

As a university of global consequence, we will be known for realizing student potential and for research and scholarship that benefits Ireland and the world.

#### **Mission**

We provide a liberal environment where independence of thought is highly valued and where all are encouraged to achieve their full potential.

We will encompass an ever more diverse student community, providing a distinctive education based on academic excellence and a transformative student experience.

We will undertake research at the frontiers of disciplines, spurring on the development of new interdisciplinary fields and making a catalysing impact on local innovation and on addressing global challenges.

We will fearlessly engage in actions that advance the cause of a pluralistic, just, and sustainable society.

In relation to the Irish Language, **Trinity's Strategic Plan 2014-2019** states that we are committed to the Irish language as a central aspect of college life and as a valued element of college diversity.

We will continue to support the use and promotion of the Irish language, and to improve Irish language services, through

- implementing the Official Languages Act, 2003, and our own Irish language schemes
- increasing the number of public Irish language events hosted on campus, and raising awareness of Trinity's Irish language services and events
- facilitating Irish-language training for all staff in the university, increasing the numbers of staff obtaining a European Certificate in Irish qualification, and developing creative partnerships with Irish language organizations.

This commitment is also expressed through the College Irish Language Policy approved in January 2016

## **2.2 Main Functions**

The main functions of Trinity College Dublin are the provision of education and research, and the supports necessary to this provision.

## **2.3 Key Services**

The main service provided by Trinity College Dublin is education and research.

The College is organised into three faculties: Arts, Humanities and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Each faculty is headed by a Faculty Dean.

### **Undergraduate**

Most undergraduate courses require four years of study. First year students at the undergraduate level are known as Junior Freshers; second year, Senior Freshers; third year, Junior Sophisters; and fourth year, Senior Sophisters. Undergraduate students are usually eligible for an honours degree after four years e.g. Bachelor of Arts (BA). In exceptional cases (and also in some professional subjects such as medicine and engineering), an ordinary degree (in contrast to the honours degree) may be awarded after three years of study.

### **Postgraduate**

At postgraduate level, Trinity offers a range of taught and research degrees in all faculties. About 29% of students are at postgraduate level.

In addition to academic degrees, the College offers postgraduate diploma (non-degree) qualifications, either directly, or through associated institutions.

### **Extramural Courses**

Trinity College offers a range of extramural courses in various disciplines.

**Trinity College Library** is the largest library in Ireland. Its collections of manuscripts and printed books have been built up since the end of the sixteenth century. In addition to the purchases and donations of four centuries, the Library has, since 1801, the right to claim all British and Irish publications under the terms of successive Copyright Acts. The Library holds over 6 million printed volumes with extensive collections of journals, manuscripts, maps and music reflecting over 400 years of academic development. The Library has a triple role. The Library supports the learning and research needs across all disciplines of the College, through its reading, borrowing, teaching and research support services; it is a major research library of international repute; it provides services to a wide range of external users and institutions; it contributes to the development of creative initiatives in information provision and its exhibitions of manuscripts and other treasures attracts hundreds of thousands of visitors to visit the Old Library each year.

## **Trinity Access Programmes**

Since 1993, the Trinity Access Programmes (TAP) have formed a central part of Trinity's plan to encourage young adults, adults and ethnic minority students who come from socio-economic groups under-represented in higher education, to go to university.

TAP provides a range of supports to students, families and communities enabling them to identify and fulfil their educational goals.

The TAP programmes are:

1. School and Community Outreach Links (SCOL)
2. The Higher Education Access Route (HEAR)
3. University Access Courses:
  - The TAP Foundation Course for Higher Education - Young Adults
  - The TAP Foundation Course for Higher Education - Mature Students
  - The University Access Partnership Courses: TCD and the City of Dublin Education and Training Board (CDETБ)
4. The Post-Entry Progression Programme
5. Learning What Works: TAP Evaluation and Research

## **Research**

Research encompasses all major academic disciplines. There are TCD Research Institutes in the following areas: Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN); Institute for International Integration Studies (IIIS); The Long Room Hub (LRH); Trinity Biomedical Sciences Institute (TBSI) and Trinity College Institute of Neuroscience (TCIN). There are also research-led consortia and inter-institutional research groupings in areas such as telecommunications and value chain research, international integration, molecular medicine, immigration, and international development. Trinity spearheads several major national longitudinal studies including children's research and ageing. There are over 30 research centres including the Centre for Gender and Women's Studies, National Institute for Intellectual Disability (NIID) and Trinity Irish Art Research Centre (TRIARC).

## **The Quality Office**

The Quality Office endeavours to promote and facilitate continuous quality improvement activities across academic disciplines within College. The functions of the Quality Office are to: support the development of College policy and procedures in relation to academic quality assurance and improvement, develop, maintain, and evaluate the College's quality review process and facilitate Trinity College's participation in quality assurance at a university sectoral level.

## **Centre for Academic Practice and Student Learning (CAPSL)**

CAPSL was established in 2003 to assist the College in developing a strong and integrated framework for supporting best academic practice and the highest quality of student learning.

## **Administrative Services**

Trinity College's administrative structure reflects the broad range of activities which are required to manage the many and varied activities of a university of its size. Administrative services are organised under the following four Administrative and Support Areas: the Provost's Directorate, the Academic Services Division, the Financial Services Division and the Corporate Services Division. The main administrative services in College are provided in the areas listed below.

<b>Principal Offices/Areas</b>	<b>Summary of Service provided</b>
<b>Accommodation and Catering Services</b>	Accommodation services to students, staff and visitors, food and beverages, housekeeping and conference facilities
<b>Registrar of Chambers</b>	Residential student accommodation on campus is allocated by the Registrar of Chambers
<b>Academic Registry</b>	The Academic Registry provides central academic administrative services which span the student life cycle. In addition to the provision of services, the Academic Registry supports the development of academic policy and its implementation. This encompasses Application and Admissions (Undergraduate, Postgraduate and Access), Student Finances (with the Financial Services Division), Registration and Record Management, Graduate Studies, Lecture Timetabling, Examination and Assessment
<b>Academic Registry - International Admissions and Study Abroad functions</b>	Facilitates students from abroad who wish to study at TCD and assists Trinity students who wish to study abroad under the Erasmus or other student exchange programmes
<b>Development and Alumni</b>	Alumni relations, in association with the Trinity Foundation
<b>Careers Advisory Service</b>	Careers advice and information to students and graduates
<b>College Day Nursery</b>	Care of children from 3 months to 4½ years of age
<b>College Health</b>	Providing on campus, primary health care for all full-time students, and focus on the psychological and occupational aspects of student health and health education. Provision of health services to staff members on fee per item basis
<b>Chaplaincy</b>	Chaplaincy services and resources for student and staff members of Christian churches and other faiths
<b>Commercial Revenue Unit</b>	The Commercial Revenue Unit seeks to identify new opportunities to increase the contribution to the College's academic mission of teaching and research. Its mission is to be a leading innovations team, driving new and existing revenue streams in Trinity's quest to be a celebrated student-centred campus and world-class global university tourist destination.

<b>Public Affairs and Communications</b>	The office of Public affairs and Communications is responsible for developing and managing the University's public affairs and communications strategy and for providing a support and advisory service to staff. Its work involves internal and external communications, media relations, enhancing the university's reputation, Trinity's central social media channels and the website, event management, stakeholder engagement, and producing corporate publications.
<b>Estates and Facilities Office</b>	Planning and coordinating building and maintenance work within College, managing switch and postroom services and workplace health, safety and welfare issues
<b>Disability Service</b>	Advice, support and information to help students and staff with disabilities
<b>Enquiries Office</b>	Providing an enquiries service for staff, students and visitors and operating the College's central room booking system
<b>Equality Office</b>	Working to ensure that students and staff enjoy a respectful and non-discriminatory study, work and social environment
<b>Information Compliance Office</b>	Assisting the College in complying with its obligations under the Freedom of Information Acts, the Data Protection Acts and the Copyright and Related Rights Acts
<b>Internal Audit</b>	Supporting the Audit Committee which advises on how College is managing key financial and operational risks, evaluating the effectiveness of internal controls and appraising value for money issues
<b>Mature Students' Office</b>	The Mature Student Office, part of TAP, serves to encourage and support the access and integration of mature students into College life. In addition to providing advice and supports for registered mature students, the Mature Student Officer engages in extensive external liaison with Education and Training Boards particularly in the Dublin, Border, Midlands and Western regions, to promote Trinity, to outline the opportunities available to mature learners and to support the application process. One-to-one support for applicants is also available. See <a href="http://www.tcd.ie/maturestudents">www.tcd.ie/maturestudents</a>



<b>Office of the Vice-President for Global Relations</b>	Established as part of the Global Relations strategy, it aims to increase the number of international students, particularly students from outside the European Union, improve the student educational experience, build global relationships, which includes strengthening international research collaborations; and further connect with Trinity College's diaspora of alumni, which involves encouraging alumni to support the mission of the university and increasing philanthropic income.
<b>Office of the Chief Operating Officer</b>	The Chief Operating Officer (COO) leads the overall development and management of the Administration and Support Services at Trinity College Dublin.
<b>Oifigeach na Gaeilge (Irish Language Officer)</b>	see pages 15-16 below
<b>Trinity Research and Innovation Services</b>	Trinity Research & Innovation supports the capture, protection and exploitation of the innovative outputs from Trinity's research programmes.
<b>Provost's Office</b>	Supports the Provost in his responsibilities as Chief Officer of the College. It acts as interface between the College and the wider public, promoting effective relationships with government departments, funding agencies and other vital external stakeholders. It facilitates visits to the College of international delegations and dignitaries and advises on matters of protocol. It interacts with the Chancellor and Pro-Chancellors on University- related matters
<b>Secretary's Office</b>	Providing administrative support to the <u>Board</u> and Council, ensures compliance with all relevant legislation, processes legal matters affecting the College. It is responsible for Equality, Information Compliance and Irish Language services located within this Office. It also provides administrative support to the College's Registrar and the College Art Collection.
<b>Sport and Recreation</b>	Sporting facilities are provided to service the needs of individuals and the 50 sports clubs in the College. The Dublin University Central Athletic Club (DUCAC) administers the sports clubs in the College
<b>Human Resources</b>	Delivers services to college and staff in respect of staff recruitment, promotion, staff relations, payroll, policies and procedures. Also delivers staff development and training services, supporting the strategic plan by delivering targeted training and

	development solutions to support the achievement of stated objectives
<b>Student Counselling Service</b>	Counselling service staffed by qualified psychologists and social workers available to all TCD registered students
<b>Tutorial Service</b>	Confidential support service to all undergraduate students in all aspects of College life. Similar services provided to postgraduate students by Postgraduate Advisory service
<b>Financial Services Division</b>	Financial management in all areas of college activity, services in relation to, accounts payable, banking, procurement, taxation, research accounting and financial information systems development.
<b>IT Services</b>	Advice, support services and maintenance in respect of all information technology systems matters to TCD students and staff
<b>Web Office</b>	Visual design and front end development services for College websites to all TCD areas

## 2.4 Customers and Clients

Trinity College is dedicated to ensuring its student community is provided with an optimal educational experience and life skills to enable them to achieve their full potential as human beings and as active citizens. It aims to provide all its staff with a supportive and inclusive work environment where staff members can find fulfilment in their work and contribute to the College's mission.

Trinity values the hospitality and services it provides to visitors and members of the public, and its relationship with individuals and bodies providing services to the College and its community.

## Chapter 3: Details of services currently being provided in English only, in Irish only or bilingually

### Details of services currently being provided in English only, in Irish only or bilingually

There has been continued development and embedding of Irish language services at Trinity College in the period since the introduction of the first two Irish language schemes. This has been reflected in the continued very high take-up of places on our voluntary Irish language classes, the high calibre of our cultural and collaborative events (notably during the 2016 commemorative year) and in the public recognition afforded to our Irish language initiatives through An Cumann Gaelach's successes in achieving the top prize in the annual Glór na nGael competition in 2012, 2013, 2014 and 2016, and also in Trinity College being nominated as a finalist in the 2015 Gradam Gnó na Gaeilge section of the All-Ireland Marketing Awards organised by the Irish Marketing Institute.

A formal Statement of College Irish Language Policy is now in place and was approved by Board in January 2016.

Trinity College has introduced a bilingual logo that it uses internally, nationally and internationally. The wide use of this logo provides instant recognition with Trinity College Dublin, including the College name in Irish, promoting the use of Irish not only nationally but internationally.

Name of Service	English only	Irish only	Bilingually
<p align="center"><b>** ALL COLLEGE SERVICES OTHER THAN THOSE SET OUT BELOW, ARE PROVIDED THROUGH THE ENGLISH LANGUAGE.</b></p>	X		
<p><b><u>Postgraduate</u></b> The Discipline of Irish (Roinn na Gaeilge) has developed two post-graduate taught courses, the Diploma in Old Irish and the MPhil in Early Irish. These are unique in Ireland, and therefore in the world, in that their focus is the medieval language as opposed to a Celtic civilisation-type literature-in-translation course. The aim of the Diploma is to train scholars of other disciplines in the basics of the Old Irish language to enable them to progress to the MPhil. where they will acquire the skills to work at the coal-face of medieval Irish linguistic investigation, i.e. to read primary materials in manuscripts held, for example, in Trinity College Library as well as in the Royal Irish Academy and the National Library of Ireland. The discipline takes great pride in the Diploma and the M. Phil. As postgraduate courses, each of one year's duration, they can offer international as well as Irish students the opportunity to master the skills required to work in this area. For this reason they provide an important service to Medieval Irish studies in general and we believe that it is of the utmost importance that Trinity College, into</p>	X		

whose care a rich heritage of manuscripts has been entrusted, continue a long-established college tradition of training in medieval Irish to equip scholars to make that heritage accessible to the people of Ireland.

Name of Service	English only	Irish only	Bilingually
<b><u>Undergraduate services – Discipline of Irish</u></b>			
<p><b>Early Irish</b>            The undergraduate course in Early Irish offers four years of tuition in the language and the literature of the medieval period in Ireland and has been serving this subject for many years, providing leading scholars in the field. The four-year course offers Trinity the opportunity to cover far more ground than can be covered elsewhere in the country and the development of the Irish Studies course has taken the pressure off Early Irish to go the Celtic-civilisation route favoured by other universities, so that the focus remains on reading material in the original language. As this course is delivered through the medium of English it is also frequently attracts international, mainly European, students to the college for a one-year or one-term stay. Early Irish may be combined with Modern Irish in a Single Honours course and with the following subjects in TSM: History, History of Art and Architecture, Jewish and Islamic civilisations, Latin, World Religions and Theology.</p> <p><b>Modern Irish</b>            The Modern Irish course covers the literature of the full Modern period (1200-today) and trains students in the acquisition of fluency in both spoken and written Modern Irish. It is unique among Modern Irish language courses in Ireland in that it also gives the sister language, Scottish Gaelic, and its unique literature a high profile in its curriculum. This course, which combines for the most part with other modern languages in the TSM program, is an important training ground for students who go on to be teachers and journalists in the print and radio/television media. Modern Irish may be taken together with the following subjects in the TSM program: Classical civilisation, Drama studies, English literature, Film studies, French, German, History, Italian, Jewish and Islamic civilisations, Latin, Music, Philosophy, Russian, Sociology, Spanish, World Religions and Theology.</p>	<p>X</p>	<p>X</p>	<p>X</p>

Name of Service	English only	Irish only	Bilingually
<p><b>International Students- Discipline of Irish</b></p> <p>For many years now the Irish discipline has been providing an Irish Language and Literature course for international one-year students attending the college. These have been very popular with American students but are also attended by substantial numbers of European Erasmus visiting students. The courses offered cover Early Irish saga, a profile of the linguistic history of Irish, Early Modern Irish poetry, Folklore, and two courses on Modern Irish literature. The discipline gets very positive feedback from these students and we believe that this course plays an important role in their understanding of Irish culture and cultural achievements, which we hope will inform their views about the country in later life. These students in turn bring a lot to the discipline in offering a completely different perspective on and insight into the literature they read and write about.</p> <p>This course also includes a Beginners' Irish language course which is also very popular with the students. Located within the School of Languages, Literatures and Cultural Studies, the discipline of Irish and Celtic Languages has a substantial cohort of students and is the most concentrated Irish-speaking hub in College, centred around the office of its Rúnaí/Secretary, to which students have frequent recourse.</p>			X
<p>In the event of proposals being brought forward by College to further enhance the range of academic services offered by the Discipline of Irish, that Discipline undertakes to give sympathetic consideration to any beneficial proposals made, subject of course to the staffing implications of any such proposals.</p>			
<p><b>Centre for Language and Communication Studies (CLCS)</b></p> <p>The Centre for Language and Communication Studies offers Irish language classes as part of the Language Modules programme. Depending on credit regulations, undergraduate students may study a module in Irish for credit, or as an extra-curricular option (also available for postgraduates). Irish has been taught at A2, B1 and B2 levels (common European proficiency levels). The curriculum is based on a series of group projects with written and spoken components, and is delivered principally in Irish with the support of authentic Irish language materials.</p> <p>A course in Bilingualism and the Maintenance of Irish is also offered. Other initiatives include the recent involvement by a staff member as the PI (Principal Investigator) on a research project funded by Foras na Gaeilge to enhance/develop corpus annotation</p>		X	x

<p>tools for Irish to be used in Foras na Gaeilge’s new English-Irish Dictionary Project.</p> <p>An innovative project, <b>ABAIR</b>, based at the Phonetics and Speech Laboratory of the CLCS is developing speech technology and linguistic resources for Irish. It is currently funded by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs, and in its early stages was funded by the EU Interreg Programme and by Foras na Gaeilge. Text-to-speech synthesis systems have been developed for Donegal, Connacht and Munster Irish, and these are available on the website <a href="http://www.abair.ie">www.abair.ie</a>. The goal is to provide similar facilities also for the lesser-used dialects of Irish, as this could aid their preservation.</p> <p>The web facility at <a href="http://www.abair.ie">www.abair.ie</a> is used by an increasing number of speakers, learners and teachers of the language, and is of particular benefit to those based outside Ireland who may wish to learn how the language is pronounced. Half of the visitors to the site are from outside of Ireland, with very large numbers hailing from the US.</p> <p>The AB AIR resources are particularly important for disability access and for the development of educational speech based applications. A linked project at the lab, <b>CabairE</b>, is developing a synthesis-based literacy training tool and will also facilitate the development of Irish language Daisy Books for the visually impaired, in collaboration with the Irish Braille Centre, Drumcondra. This work is funded by An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta (COGG). The Phonetics and Speech Laboratory is also involved in research on the intonation systems of the Irish dialects, which in its early stages was funded by the Irish Research Council for the Humanities and Social Sciences.</p>		<p>X</p> <p>X</p>	
<p>A new module “Irish as a Medium of Instruction” is being provided as an option in the MPhil in Applied Linguistics and as an option in the Professional Masters in Education, in a collaboration between CLCS, the Discipline of Irish and the School of Education. This module is taught through Irish.</p>		<p>X</p>	
<p><b>School of Education</b></p> <p>A number of Irish language courses at postgraduate level are provided within the School of Education. Where supervision capacity exists, students may undertake assignments, teaching practice placements, dissertations or examinations through Irish. Irish language courses are available as part of the following</p>		<p>X</p>	

<p>programmes of study: PME (Secondary) and MEd. In association with our Associated College of Education, the Marino Institute of Education, Irish language courses are available as part of the following programmes of study: BEd (Primary) and PME (Primary).</p>			
<p><b>Name of Service</b></p>	<p><b>English only</b></p>	<p><b>Irish only</b></p>	<p><b>Bilingually</b></p>
<p><b>Irish language services in the Library</b></p> <p>An Irish-language Library tour is offered to all first-year students of Irish, during Freshers' Week each year. The students are met after the introductory session in Irish and Celtic languages and brought to the Library for an Irish-language tour of the Library with specific emphasis on the resources necessary for their courses.</p> <p>Since 2005, a separate course, <i>Basic Information Skills Training and Subject Resources for Irish, print and online</i>, has been devised and delivered as a lecture –cum-workshop through the medium of Irish, by library staff, both during Freshers' Week and during the year, by request from the Discipline of Irish and Celtic Languages.</p> <p>Irish language tours, of the BLU and the Hamilton Libraries' resources, are scheduled for Freshers' Week and offered to any College-affiliated group or individual, whether they are students of Irish or not. The tours of these two libraries are available, on request, at any time of the year, to College-affiliated groups or individuals.</p> <p>An Irish-language letter is sent to all Irish-language publishers by the Accessions' Librarian, explaining Legal Deposit and the Library's archiving role. An Irish-language letter is occasionally sent to Irish-language publishers who may not yet have deposited an item with the Library, reminding them of the obligation to do so under the Copyright Act.</p>		<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p><b>Coiste na Gaeilge</b> is the College's Irish language Committee. The Coiste advises Board and Council on Irish Language matters including legislation and policies, and reviews the programme and resources of the Irish Language Officer. The Coiste's membership is drawn from a range of areas across College. The Coiste's status was raised to that of a Committee of the Board in 2010.</p>		<p>X</p>	
<p>Trinity College's Irish Language Officer is charged with promoting the Irish language in the life of College, with advising on compliance with the provisions of the Official Languages Act 2003 and with administering the student residency schemes located on campus and at Trinity Hall in Dartry.</p>		<p>X</p>	

The Irish Language Officer reports to the College Solicitor and ultimately to the College Secretary and acts as Secretary to Coiste na Gaeilge. The Irish Language Officer works closely with An Cumann Gaelach and other student bodies. He/she acts as a press officer with the Irish language media, in relation to Irish language matters coming within the remit of his/her office.		X	
<b>Translation services</b> are coordinated through the Irish Language office. The Irish Language Officer deals with translation requests from staff members and College departments arising from the obligations of the Official Languages Act 2003.		X	
<b>Name of Service</b>	<b>English only</b>	<b>Irish only</b>	<b>Bilingually</b>
Internal Protocols are agreed and in place for the handling of Irish language queries by both the Secretary's Office and the Equality Office, and on handling Irish language FOI requests by the Information Compliance Office.			X
Suitable systems are in place to brief Postroom staff, in order to ensure that all incoming and outgoing mail, and all internal mail, where addressed in the Irish language, can be promptly directed to the correct destination and recipient.			X
The automatic email message issued when Library books due to be returned are late is issued in bilingual format.			X
The Library has in place a bilingual automated book-borrowing facility- Fastlane.			X
Commonly used and public-facing systems in the Public Access Computer Rooms supported by Trinity College Information Systems Services allow names and place-names addresses to be recorded, displayed and printed in either official language, depending on the user.			X
Commonly developed systems supported by Trinity College Information Systems Services e.g. email, office systems, web publishing tools, support both Irish and English. Support for sourcing Irish language packs (spell checkers, proofing tools) is available on request.			X
The Library's Classic (search) catalogue has an Irish language version of the search interface providing searching (and supporting text) of all the Library records in the main online catalogue.		X	
The Library includes, where possible, bilingual branding on user interfaces in its purchased databases.			X



Name of Service	English only	Irish only	Bilingually
20 College press releases are issued bilingually each year. An Irish language press release archive is independently accessible.		X	X
A bilingual College Logo is widely used, nationally and internationally, including for branding purposes. An Irish language version is used in all Irish-language-related promotional material.		X	X
Spokespersons with the capability of representing the College with Irish language media are listed on a webpage on the Communications Office website.		X	
Subject to agreement with local management, and where linked to staff development goals, College facilitates the attendance of staff at Irish language courses where this training is relevant to front line service provision and their work.			
College bears in mind the commitments to bilingual service entered into in this scheme in its recruitment policy.			
<b>College's Strategic Plan</b> is issued bilingually.			X
A <b>Summary Prospectus</b> containing basic College information and summary course list is made available in the Irish language.		X	
A summary <b>Guide To Student Services</b> (coordinated through the Dean of Students and the Irish Language Officer) in the Irish language is available, in association with the Senior Tutor's Office, Disability Service, College Health Service, Careers Advisory Service, Sport and Recreation and Student Counselling Service.		X	
A brochure " <b>TCD agus an Ghaeilge</b> " is issued annually by the Irish Language Office with information on the language in the life of College, classes, legislation and the Language Scheme.		X	
The Library makes a <b>student orientation leaflet/guide</b> available in Irish.		X	
College's staff newsletter " <b>Scéala an Choláiste/Listings</b> " maintains a bilingual title and features weekly Irish language content.			X
An Irish language page, "An Ghaeilge" appears in the College calendar, containing basic information on the Irish language in the life of College and Website/telephone contact information.	X		
College logo/name, booklet title and Introduction are bilingual in the <b>Extramural Courses Booklet</b> .			X

Name of Service	English only	Irish only	Bilingually
The letter issued to guidance counsellors and teachers enclosing the College Undergraduate Prospectus is issued bilingually to all secondary schools on the island of Ireland.			X
At registration all students are issued with Terms and Conditions of Registration in English and Irish.			X
All student ID cards are produced bilingually.			X
All College business cards are produced bilingually.			X
Two staff members in the Secretary's Office are in a position to deal with queries made in person or by telephone in the Irish language and to provide Irish language back-up to Enquiries Office.			X
In the Berkeley and Hamilton Libraries, a panel is in place, for the delivery of services in the Irish language, at the main Lending Desks, during the hours of 9am to 3.30pm, and for queries made in Irish at the main Library Reception/Information Desk.		X	
The College Press Officer is a fluent Irish speaker.		X	
Library Orientation tours in Irish are made available, by arrangement, during Freshers' Week.		X	
The Careers Advisory Service promotes careers opportunities in the Irish language among the student body through its association with "Gairmeacha le Gaeilge", and internally in cooperation with the Irish Language Office and the Discipline of Irish.			X
Reception/switchboard staff give the name of the University in Irish and in English and they are familiar with the basic greetings in Irish. Suitable arrangements are in place so that they can put members of the public in touch, without delay, with the office or officer responsible for offering the service required through Irish, where available.			X
Staff in the Enquiries Office are able to greet persons in Irish and refer queries onward, or take contact details and promise to revert within a reasonable time period with an Irish language speaker. This office also supplies a brochure in Irish, containing basic College Irish language information and contact details.			X
Tours in Irish of the Book of Kells exhibition are facilitated, by arrangement.		X	

Name of Service	English only	Irish only	Bilingually
Trinity College is committed to a top-level Irish language webpage on the websites of Faculties, Schools, Disciplines and Administrative offices, which will contain basic information on the role, functions and services of the areas in question and, in certain cases, some additional information. This has been put in place in relation to a large number of academic and administrative websites across College (see <a href="https://www.tcd.ie/gaeloifig/seirbhisi.php#greasan">https://www.tcd.ie/gaeloifig/seirbhisi.php#greasan</a> ) .		X	
The Library website has a special summary website in Irish accessible from the main Library Home page, containing information on the role and services of key areas within the Library, including Libraries and Collections, Services and Facilities, Help and Training, Old Library and the Book of Kells. See <a href="http://www.tcd.ie/library/index.ga.php">www.tcd.ie/library/index.ga.php</a>		X	
An Irish language version of the Freedom of Information Application Form is available directly on the Information Compliance Office website.		X	
The application form for the Performing and Visual Arts Fund is available bilingually online from the website of the Provost's Office.			X
<b>Seomra na Gaeilge</b> Seomra na Gaeilge is a College level facility consisting of a social and conversational space for Irish speakers in the College community. Trinity College is committed, subject to continued satisfactory evidence of usage, to making Seomra na Gaeilge available.		X	
<b>An Cumann Gaelach</b> The Irish language has a presence at the heart of cultural and social life on campus. The student Irish society An Cumann Gaelach attracts a large membership each year, frequently attracting up to 1,000 members. Regular debating, social and cultural events are organised by the Cumann, and each year, a week-long Irish language festival, <i>Éigse na Tríonóide</i> , is held on campus in association with the Irish Language Office. Both students and staff are catered for in the events organised. See <a href="http://www.cumann.ie">www.cumann.ie</a>		X	
<b>Irish language courses</b>  Voluntary classes in the Irish language, which are free of charge, are offered weekly to both staff and students including retired members of staff. Substantial numbers of staff and students have		X	

<p>registered for these courses in each year since 2009. In October 2016, over 280 members of the College community registered for these courses. It should be borne in mind that an appreciable proportion of staff members and students in Trinity College received their education either in Northern Ireland or outside the island of Ireland, and thus had no Irish language education in school. The voluntary language courses have played an important role in raising language awareness and competence in this group.</p>			
<p><b>Events</b></p> <p>Lecture series, seminars and social events are organized for staff and students from time to time by the Irish Language Office. There is an annual staff outing through Irish. Church services in Irish are held each year during the festival Éigse na Tríonóide. A weekly gathering of Irish speakers is held in the College restaurant The Buttery, directed principally towards staff and the wider Irish language community.</p>		X	X
<b>Name of Service</b>	<b>English only</b>	<b>Irish only</b>	<b>Bilingually</b>
<p><b>Social Media</b></p> <p>The Irish Language Office Facebook account had over 1,132 followers in December 2016, while the Twitter account had over 2,022 followers.</p>		X	
<p><b>Students' Union</b></p> <p>The Students' Union has an Irish Language Officer on its Executive Committee, to promote the language in the Union's activities.</p>		X	
<p><b>External links and alumni</b></p> <p>The Irish Language Officer fosters relationships with the external Irish language community and organisations in furtherance of Trinity College's commitment to engage with the wider society and cooperates with the Trinity Foundation in pursuit of these goals.</p>			X
<p>Trinity College's Tutorial Service ensures that students specifically requesting assignment to a tutor who speaks Irish will be facilitated, to the extent that sufficient tutors with adequate competence in Irish are available in the appropriate area of College and willing to provide tutorial advice and support in that language.</p>		X	
<p>All new or replacement Trinity College Staff identity cards are issued bilingually.</p>			X

The Irish Language Office and the Office of the Vice-President for Global Relations are exploring possibilities for fruitful collaboration aimed at enhancing the orientation experience for international students coming to Ireland to study in Trinity College by introducing them to Irish language and culture.			<b>X</b>
The Trinity College Art Collections in association with the Irish Language Office has developed a bilingual Campus Art Tour with the participation of the students of the Irish Language Residency Scheme in College; two tours are provided during the academic year, one during the College Gallery Art Hire Scheme week (Michaelmas Term) and a second tour during Éigse na Tríonóide week (Hilary Term).		<b>X</b>	
Visiting readers will have the option of applying for a Readers' Ticket for the Trinity College Library from the Library website, in Irish or English.		<b>X</b>	
Long-term Visiting Reader tickets displays standard text in both Irish and English.			<b>X</b>
Trinity College ensures that its social media stream features announcements in Irish in relation to key Irish language news and events in College, and links to press releases issued in Irish.		<b>X</b>	
Trinity College ensures that 5% of output on central College electronic noticeboards is bilingual.			<b>X</b>
An online list of staff members prepared to do business in Irish is maintained on the Irish Language Office website.		<b>X</b>	
Press releases issued in Irish identify a spokesperson for Irish Language Media where such is available.		<b>X</b>	
Formal degree Commencement proceedings feature an opening greeting in Irish.			<b>X</b>
A copy of the booklet distributed at degree Commencement ceremonies (normally conducted in Latin) will be available in the Irish language, by request from College staff on duty at the ceremony.		<b>X</b>	
A printed translation in Irish of the Registrar's speech at degree Commencement ceremonies will be available by requesting same from College staff on duty at the ceremony.		<b>X</b>	
Trinity College is committed to the issuing of printed College invitations in English and Irish.			<b>X</b>

Trinity College is committed to a policy whereby all standard College email signatures shall be bilingual and shall indicate where a staff member is prepared to deal with queries in Irish through appending the line “Fáilte romhat do ghnó a dhéanamh tri Ghaeilge liom.”			X
Information in relation to the Irish language in terms of legal compliance, its place in College life (in accordance with statements in the University Statutes and the Strategic Plan) and services available to the College community is included in the Staff Recruitment information for new staff.			X
Similar information is included on the Human Resources website under the “New To College/General Information” section for new staff.			X
Staff are alerted to these resources at College Staff Induction Sessions.			X
<b>Irish language scéimeanna cónaithe</b> An Irish Language Residency Scheme is operated on campus for continuing students in College in association with Coiste na Gaeilge and the Irish Language Officer. This is expected to continue for the duration of the Language Scheme subject to agreement between the Registrar of Chambers, the Accommodation Office and the Irish Language Office. Allocation arrangements are agreed annually. The students participating in the Scheme are selected by a competitive process, and receive a grant from Coiste na Gaeilge, subject to fulfilling certain conditions.		X	
Similarly, an Irish Language Residency Scheme is operated at Trinity Hall for students in College in association with Coiste na Gaeilge and the Irish Language Officer. This is expected to continue for the duration of the Language Scheme subject to agreement between the Warden of Trinity Hall, the Accommodation Office and the Irish Language Office. 12 places are expected to be made available for 1st year students and 6 places for 2nd year students. The 18 students will be selected by a competitive process, and will receive a grant from Coiste na Gaeilge, subject to fulfilling certain conditions.		X	
Other students at Trinity Hall expressing an interest in Irish are housed in a designated house block where practicable.		X	
Of the total number of students participating in Trinity Colleges’ Irish language residency schemes in any particular year, up to 5 places are allocated to students who have previously participated in the schemes.		X	

<p>The residency scheme students complete projects in such areas as language awareness and visibility, social events and cultural ambassadorship with international students. In excess of 200 students have passed through the residency schemes since their inception.</p>		<p><b>X</b></p>	<p><b>X</b></p>
<p>An annual programme of awards (Gradaim na Gaeilge) has been instituted to recognise outstanding student and staff achievement in Irish language related fields including service provision.</p>		<p><b>X</b></p>	<p><b>X</b></p>

## Chapter 4: Enhancing the provision of Irish Language Services

The provisions shaded in grey in the table below are mandatory requirements under the Official Languages Act 2003.

Means of communication with the public		Commitment	
Recorded Oral Announcements		<p>The following recorded oral announcements will be in Irish or bilingual:</p> <p>(a) Recorded oral announcements provided on the telephone when the offices of the public body are closed;</p> <p>(b) Recorded oral announcements transmitted by a public address system;</p> <p>(c) Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system.</p> <p>This provision relates to 'recorded' announcements rather than 'live announcements'.</p> <p>Where a Placenames Order is in force, a public body is required to use the Irish language version of the placename specified in that Order in recorded oral announcements made by it or on its behalf.</p>	Mandatory
Written Communication	Letters and Electronic Mail	All written communication will be responded to in the official language in which it was received.	Mandatory
	Stationery	Headings of stationery, including notepaper, compliment slips, fax cover sheets, file covers and other folders, labels and envelopes are provided in Irish or bilingually.	Mandatory
Signage	Signage	All signage placed by Trinity College Dublin or on its behalf must be in Irish or bilingually, in accordance with the regulations (S.I. No.391/2008).	Mandatory
Publications	Publications	Documents setting out public policy proposals, audited accounts or financial	Mandatory



		statements, annual reports and strategy statements will be published simultaneously in Irish and English.	
	<b>Circulars/Mailshots</b>	Where a public body communicates in writing or by electronic mail with the general public or a class of the general public for the purpose of furnishing information to the public or the class, the body shall ensure that the communication is in the Irish language or in the English and Irish languages.	Mandatory
<b>An Ghaeltacht</b>	<b>Gaeltacht Placenames</b>	The official placenames of Gaeltacht areas will be used by the public body in accordance with the legislation.	Mandatory

Trinity College will also undertake the following lists of actions under each service.

<b>Means of communication with the public</b>		<b>Commitment</b>	<b>Timeline By end Yr 1/ Yr 2 / Yr 3</b>
<b>Oral / Written Communication</b>	<b>Face to Face/Counter Service</b>	Trinity College shall develop a badge emblem for use on an entirely voluntary basis by all College staff and students who wish to indicate that they speak Irish and are willing to conduct business in Irish. Trinity College shall source portable desk signage for display or use on an entirely voluntary basis by all College staff who wish to indicate that they speak Irish and are willing to conduct business in Irish	<b>1</b>
	<b>Information Leaflets/ Brochures</b>	The Irish Language Office will provide a proof-checking service for Irish language material produced by the Students' Union subject to reasonable notice.	<b>1</b>
<b>Information Technology</b>	<b>Websites</b>	The main areas within the Academic Registry website will have an Irish language webpage in place by the end of the third year of operation of this scheme.	<b>3</b>
		Trinity College commits to adding at least one additional page to all existing Irish language websites across College.	<b>3</b> <b>3</b>

		Trinity College commits to questions appearing in both Irish and English on the online Recruitment Equality Monitoring Form, from 31st December 2017	1
	<b>Computer Systems</b>	Academic Registry provides students the opportunity to correct character and spacing errors on all names imported through the Central Applications Office system. They also facilitate change to the Irish version of a name on the registry when supported by official documentation. The Irish Language Office and Academic Registry will liaise to provide an information service and protocol to advise students in relation to <ul style="list-style-type: none"> <li>(1) the legal and practical implications of changing their name to the Irish language version (where such version exists)</li> <li>(2) the procedures which should be followed in regard to same. This service and protocol to be in place by the end of the first year of operation of this scheme.</li> </ul>	
	<b>Interactive Services</b>	The feasibility of introducing bilingual registration will be explored by the end of the first year of operation of this scheme and a decision made in relation to whether to proceed.	1
	<b>Gaeltacht Placenames</b>	Trinity College will use the official Irish version of placenames that are to be found on <a href="http://www.logainm.ie">www.logainm.ie</a> for official business	1

## Chapter 5: Improving Language Capability

### 5.1 Recruitment

Trinity College's recruitment policy, which is subject to the framework of agreed national recruitment procedures, will have regard to the service provisions made in this Scheme, subject to constraints on resources.

All new staff will be provided with information on Irish language services at induction.

### 5.2 Training and Development

Trinity College Dublin is committed to making opportunities available for staff to attend appropriately accredited Irish language training courses, as resources permit. All staff will be advised of facilities/opportunities to improve their competency in Irish.

Improving Irish Language Capability	Commitment	Timeline By end Yr 1/ Yr 2 / Yr 3
Training	<ul style="list-style-type: none"> <li>Steps will be taken to ensure that one member of staff in the Accommodation/ Enquiries/Visitor Services Office will be available to conduct business in Irish by the end of the third year of operation of this scheme.</li> </ul>	3
	<ul style="list-style-type: none"> <li>Steps will be taken to ensure that one member of staff in the Academic Registry will be available to conduct business in Irish by the end of the third year of operation of this scheme.</li> </ul>	3
	<ul style="list-style-type: none"> <li>The feasibility of providing Irish language staff /student classes on line will be explored by the end of the third year of operation of this scheme and online classes will be provided if feasible and subject to funding being available.</li> </ul>	3
	<ul style="list-style-type: none"> <li>Trinity College will support the take up of specialised training courses by the Irish Language Officer where beneficial to the fulfilment of his or her duties.</li> </ul>	1
	<ul style="list-style-type: none"> <li>Specialised in-house training courses will be organised by the Irish Language Office where appropriate to meet staff Irish language training needs connected with bilingual service provision.</li> </ul>	1
	<ul style="list-style-type: none"> <li>Trinity College will through its voluntary Irish courses seek to equip learners with the skills to achieve an qualification in the European Certificate in Irish (TEG) and will provide a small grant to those undertaking the TEG examinations</li> </ul>	1
	<ul style="list-style-type: none"> <li>Management in local areas linked to Irish language service provision will fully recognise Irish language service provision as part of normal staff training and development and in staff appraisal processes as appropriate.</li> </ul>	2

<b>Participation in language promotion activities /Provision of resources</b>	<ul style="list-style-type: none"> <li>• A promotional event shall be organised annually during Éigse na Tríonóide week to promote the availability and usage of Irish language services in College.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• A brochure advertising Irish language services in College shall be produced annually by the Irish Language Office.</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Trinity College’s Irish Language Office will develop its range of social and language learning events and encourage increased staff participation.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Creative collaborations will be pursued with other academic and administrative areas in College with a view to holding events, in Irish or bilingually, to inspire and engage those interested in the Irish language.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• The Equality Office will each year organise an event or hold a joint event, in Irish or bilingually, in consultation with the Irish Language Office. This event will focus on one or more of the nine Equality grounds: gender, civil status, family status, sexual orientation, age, race and ethnicity, religion, disability or membership of the Traveller community.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Trinity College commits to agreeing an programme of sponsorship in each academic term with An Cumann Gaelach as agreed by Coiste na Gaeilge.</li> </ul>	1
	<ul style="list-style-type: none"> <li>• Trinity College in liaison with the catering outlets on campus shall organise a “pop-up Gaeltacht” social event with a view to holding an event at least twice in each teaching term to involve at least two key catering outlets on campus (subject to agreement)</li> </ul>	1

## **Chapter 6: Monitoring and Review**

The implementation of the scheme will be monitored and reviewed on a regular basis by **the Language Act Implementation Group (a sub-committee of Coiste na Gaeilge)**. The contact person for the scheme will be **Aonghus Dwane, Irish Language Officer**

A formal system for monitoring requests for services through Irish will be available and recorded in our Annual Report.

## Chapter 7: Publicising of Agreed Scheme

This scheme will be publicised both internally and externally, through a press release initially. A bilingual version of the scheme will be made available on our website and circulated to all staff and appropriate agencies. Other means to publicise the scheme may also be used.

In addition, we will take every opportunity in our day to day interaction with customers to promote and publicise the services we provide in Irish through the following means:

- directly informing students, staff and members of the public on a proactive basis of the option of conducting business with us through Irish, for example, by the display of notices at reception areas indicating the Irish language services that are available;
- prominently listing these services on our website;
- signifying on selected guidelines, leaflets and application forms that these documents are also available in Irish, unless presented bilingually;
- giving equal prominence to Irish and English language materials.

A copy of the agreed scheme will be forwarded to the Office of An Coimisinéir Teanga.

The English language version of this scheme is the official version.

## **Appendices**

- 1. Trinity College Strategic Plan 2014-2019**
- 2. Trinity College Irish language Policy (approved January 2016)**



# Coláiste na Tríonóide, Baile Átha Cliath Trinity College Dublin

Ollscoil Átha Cliath | The University of Dublin

## AN TRÍÚ SCÉIM TEANGA- THE THIRD IRISH LANGUAGE SCHEME

### AGUISÍNÍ- APPENDICES

#### 1. Plean Straitéiseach an Choláiste 2014-2019

<https://www.tcd.ie/strategy/strategic-plan-201419-print.ga.pdf>

*Trinity College Dublin Strategic Plan 2014-2019*

<https://www.tcd.ie/strategy/strategic-plan-201419.pdf>

#### 2. Polasaí Gaeilge Choláiste na Tríonóide 2014-2019

<https://www.tcd.ie/about/policies/assets/pdf/polasai-gaeilge-cholaiste-na-trionoide.pdf>

*Trinity College Dublin Irish language Policy*

<https://www.tcd.ie/about/policies/assets/pdf/tcd-irish-language-policy.pdf>