



**University College Dublin Language Scheme
2018-2021 under S.11 of the Official
Languages Act 2003**

UNIVERSITY COLLEGE DUBLIN

LANGUAGE SCHEME 2018-2021

Chapter 1	Introduction and Background	Page 3
Chapter 2	Provision of General Institutional Services/Activities	Page 5
Chapter 3	Summary of Services/Activities Provided by Divisions	Page 9
Chapter 4	Monitoring and revision of the Scheme	Page 25
Chapter 5	Publicising the Agreed Scheme	Page 26

Chapter 1 Introduction

1. Introduction

The Scheme was prepared under Section 11 of the Official Languages Act 2003 by UCD, National University of Ireland, Dublin. Section 11 of the Act provides for the preparation by public bodies of a statutory scheme detailing the services they will provide through:

- the medium of Irish
- the medium of English
- the medium of Irish and English

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

Commencement date of Scheme

This Scheme is submitted for confirmation by the Minister for Culture, Heritage and the Gaeltacht. This Scheme will commence with effect from 01/04/2018 and will remain in force for a period of 3 years from this date or until a new Scheme has been confirmed by the Minister pursuant to *Section 15* of the Official Languages Act, whichever is later.

2. Guidelines for preparation of the Scheme

Section 12 of the Official Languages Act 2003 provides for the preparation of guidelines by the Minister for Culture, Heritage and the Gaeltacht and their issue to public bodies to assist in the preparation of draft Schemes. This Scheme has been drawn up in conformity with these guidelines.

Consultative Process and Working Group

The University Registrar and Deputy President established a working group to prepare the University in advance of a request from the Minister to submit a scheme. The Working Group is now comprised of fourteen members who are representative of academic and administrative units from across the University and the Students' Union and is chaired by the University Solicitor and Manager of Legal Affairs.

In addition, the University has engaged in public consultation and in consultation with various Heads of Schools and Units and intends to continue to engage in consultation as part of its implementation of the Scheme.

Students provided inputs to the preparation of the Scheme through the Students' Union representatives.

2. University Mission

The mission of the University is to contribute to the flourishing of Dublin, Ireland, Europe and the world through the excellence and impact of our research and scholarship, the quality of our graduates and our global engagement; providing a supportive community in which every member of the University is enabled to achieve their full potential.

In further developing its distinctive identity, the University will be a preeminent, diverse and inclusive scholarly community of students, faculty and staff who, while contributing to the development of Ireland, have global standing, understanding and impact. UCD will continue to be an excellent research-intensive University, where a comprehensive suite of strong disciplines forms the foundation for high quality interdisciplinary research, scholarship and innovation. Through this combination of world-leading disciplinary and interdisciplinary research, we will vigorously tackle significant global issues and challenges.

Our graduates will be imbued with a knowledge of the past, and will be capable of critically interrogating the present and of imagining the future. Through a holistic student-focused and research-led educational experience which has both breadth and depth, they will be equipped with the knowledge, skills, experience and attitudes they need to flourish in present and future Irish and global societies.

Highly engaged locally, nationally and internationally, UCD will be known around the world as Ireland's Global University. As such, we will be truly global in our comprehensive range of disciplines, in the reach and impact of our research and innovation, in our holistic educational experience, in the diversity of our University community, in our engagement with all sectors of society and with all regions of the world, and in the quality and extent of our campus and facilities. We will be distinctive in our agility, innovativeness, commitment to justice, inclusiveness and friendliness. We will bring the best of the world to Ireland, and the best of Ireland, including its distinct cultures, to the world.

UCD will cherish the following values in all its activities: excellence, integrity, collegiality, engagement and diversity

Chapter 2 Provision of General Institutional Services/Activities

2.1 Structure – Colleges and Schools

UCD College of Arts & Humanities

- UCD School of Art History & Cultural Policy
- UCD School of Classics
- UCD School of English, Drama and Film
- UCD School of History
- UCD School of Irish, Celtic Studies & Folklore
- UCD School of Languages, Cultures & Linguistics
- UCD School of Music

UCD College of Business

- UCD College of Business

UCD College of Engineering & Architecture

- UCD School of Architecture, Planning & Environmental Policy
- UCD School of Chemical & Bioprocess Engineering
- UCD School of Electrical & Electronic Engineering
- UCD School of Biosystems & Food Engineering
- UCD School of Civil Engineering
- UCD School of Mechanical & Materials Engineering

UCD College of Health & Agricultural Sciences

- UCD School of Agriculture and Food Science
- UCD School of Nursing, Midwifery and Health Systems
- UCD School of Medicine
- UCD School of Veterinary Medicine
- UCD School of Public Health, Physiotherapy & Sports Science

UCD College of Science

- UCD School of Biology & Environmental Science
- UCD School of Computer Science
- UCD School of Physics
- UCD School of Biomolecular & Biomedical Science
- UCD School of Earth Sciences
- UCD School of Chemistry
- UCD School of Mathematics and Statistics

UCD College of Social Sciences & Law

- UCD School of Archaeology
 - UCD School of Information & Communication Studies
 - UCD School of Psychology
 - UCD School of Economics
 - UCD Sutherland School of Law
 - UCD School of Social Policy, Social Work & Social Justice
 - UCD School of Education
 - UCD School of Philosophy
 - UCD School of Sociology
 - UCD School of Geography
 - UCD School of Politics & International Relations
-

UCD Institutes and Centres

- UCD Centre for Australian Studies
- UCD Clinton Institute for American Studies
- UCD Centre for Canadian Studies
- UCD Centre for the History of Medicine in Ireland
- UCD Centre for the Study of Gender Culture and Identities
- UCD Centre for War Studies
- UCD James Joyce Research Centre
- UCD Centre for the History of Media
- UCD & NCAD Centre for Creative Arts and Critical Cultures
- UCD Láirionad de Bhaldrathe do Léann na Gaeilge
- UCD Centre for Business Analytics
- UCD Centre for Financial Markets
- Centre for Corporate Governance at UCD
- UCD Cantillon Research Centre for Entrepreneurship Design and Innovation
- UCD Centre for Innovation Technology & Organisation
- UCD Centre for Biomedical Engineering
- UCD Centre for Manufacturing Engineering
- UCD Centre for Critical Infrastructure Research
- UCD Centre for Internet of Things Engineering
- UCD Dooge Centre for Water Resources Research
- UCD Materials Science & Engineering Research Centre
- UCD Centre for Adhesion and Adhesives
- UCD Centre for Support and Training in Analysis and Research
- UCD Diabetes Complications Research Centre
- UCD Centre for Sports Studies

- National Nutrition Surveillance Centre at UCD
- UCD Centre for Forest Research
- UCD Centre for Human Reproduction
- UCD Centre for Translational Pain Research
- UCD Academic Centre on Rare Diseases
- UCD Inclusive Design Research Centre of Ireland
- UCD Centre for Humanitarian Action
- UCD Centre for Emergency Medical Science
- UCD Academic Centre for Paediatric Research
- National Centre for the Protection of Older People UCD
- UCD Centre for Food Safety
- UCD Centre for Animal Health Translational Research
- UCD Centre for Veterinary Epidemiology and Risk Analysis
- UCD Bioinformatics Centre
- UCD Centre for Safety and Health at Work (CSHWW)
- UCD Centre for Health Services Research
- UCD Childhood and Human Development Research Centre
- UCD Meteorology & Climate Centre
- UCD Centre for Cybersecurity and Cybercrime Investigation
- National Centre for Isotope Geochemistry at UCD
- UCD Centre for Plant Science
- Centre for Irish Bat Research at UCD
- UCD Institute of Criminology
- UCD Dublin European Institute
- UCD International Centre for Newman Studies
- UCD Equality Studies Centre
- UCD Centre for Disability Studies
- UCD Sustainable Development Solutions Academic Centre
- UCD Institute for British Irish Studies (IBIS)
- UCD Women's Studies Centre
- UCD Centre for Human Rights

University Administration

- Access and Lifelong Learning
- Assessment Appeals Office
- Bord na Gaeilge
- Estate Services
- Bursar's Office
- Career Development Centre
- Communications Office
- Conferring Unit

- Development and Alumni Relations
- Governing Authority
- Graduate Studies
- Human Resources
- Internal Audit
- International Office
- IT Services
- Legal Office
- Library
- President's Office
- Procurement Office
- Quality Assurance Office
- Records Management and Freedom of Information Unit
- Registrar and Vice-President for Academic Affairs, Deputy President
- Registry
 - Administrative Services
 - Assessment
 - Admissions
 - Student Recruitment
- Safety, Insurance, Operational Risk and Compliance Office (SIRC)
- Student Services and Facilities
- UCD Research

Chapter 3 Summary of Services/Activities Provided by Divisions Services provided through Irish /bilingually.

3.1 Bord na Gaeilge

Background to Bord na Gaeilge

In June 1996 the then President of the University Dr Art Cosgrove established the 'Committee for the use of the Irish Language in the Life of the University' with the following terms of reference: To consider and produce a document on a policy to encourage the use of the Irish Language in the University. The committee met on 4 occasions between July and December 1996 and produced a bilingual report.

The summary of its recommendations included:

- The appointment of a full-time Irish Language Officer;
- The establishment of an Irish Language Board;
- The Introduction of Bilingual Signage throughout the University; and
- The provision of structured learning opportunities for all categories of staff and the encouragement of staff members and students to exercise their knowledge of the language in informal settings within the University.

Since then Bord na Gaeilge UCD has made considerable progress in attaining these objectives. UCD has appointed a full-time Language Officer and established a cross-faculty Irish Language Board. The Board's projects include language courses, an Irish language residence scheme for students, a wide variety of events and cultural activities for Irish speakers and learners and a translation service for all University schools and units, see <http://www.ucd.ie/bnag/ga>.

Irish Language Student Residence Scheme

This scheme was founded in 2000 with the objective of promoting the Irish language community on campus. The first pilot scheme, founded in 2000 had 4 participating students, all fluent Irish speakers who lived together and promoted the use of the language among fellow students. In 2001 the number of places on this scheme was increased to 16 and in 2009 to 24. The provision of 24 places ensured that one entire house, *Teach na Gaeilge*, was devoted to the Irish language. Since 2009 a total of 24 students have been selected by interview on an annual basis. Successful applicants come from both within and outside of the Gaeltacht, from both English medium and Irish medium education and they are awarded with a part scholarship towards accommodation costs. Bord na Gaeilge has developed specific orientation and training programs for the *Teach na Gaeilge* students thus ensuring that the scheme is effective in both language maintenance and language promotion. The University recognises the participating students as 'UCD Scholars'. In 2015 the *Teach na Gaeilge Alumni Network* was founded to support the maintenance of a strong language community among former scholars. Communication is maintained through specific electronic publications aimed at its Irish speaking alumni and events are supported on and off campus.

Irish Language Courses for Students and Staff

The Board's courses in conversational Irish cater for University students and staff. The classes are offered at 5 levels: levels A1, A2, B1 and B2 as well as a course in 'Accuracy in Irish', subject to demand. The Board also provides a specific course for parents or guardians (students and staff) of school-going children. Teaching materials have been developed specially to cater for the requirements of the University community and the levels offered correspond to the *Common European Framework of Reference for Languages*. Bord na Gaeilge also offers online courses at intermediate level to students and staff. It continuously reviews learner satisfaction in all its courses and updates its learning materials on a regular basis.

In addition to language tuition, learners partake in weekend cultural and/or Gaeltacht courses and various other social, sporting and musical events. Details of Irish language activities both on and off campus are distributed to the University community through the intranet, through Bord na Gaeilge's electronic newsletters as well as via the Board's website and its social media. It also advertises its projects in the student media and in a number of online Irish language publications.

Specialised Training Courses

Over the past number of years Bord na Gaeilge has organised a number of specialised training courses both for internal staff and/or for those with specific language requirements outside of the University. Bord na Gaeilge continues to provide this service subject to demand.

Gaeltacht Courses

Bord na Gaeilge has organised Gaeltacht courses for staff on an annual basis since 2000. These have been held in Rath Cairn, Co Meath, in Dún Chaoin, Co Kerry and in Gleann Cholm Chille, Co Donegal. The course includes language tuition as well as lectures on local history, sociology and culture through the medium of Irish.

Bord na Gaeilge Awards

In an effort to recognise the major contribution many students, staff and alumni make to the University's Irish language community, Board na Gaeilge initiated the annual 'Bord na Gaeilge Awards' project in 2009. This competition is advertised in the student media and online and a ceremony is held annually.

Translation Service

The Board has provided a translation service to all UCD schools and units on a daily basis since 1998. This includes the translation of signage, stationary, forms and pre-recorded announcements, as required.

Publications

Bord na Gaeilge advertises its activities extensively online, through distributing brochures and posters and through its electronic newsletter. In addition, it produces an Irish Language Pocket Diary detailing the University's dates and meetings and an Irish Language Academic Wall Calendar. Its website contains a directory of Irish language organisations nationally. Further information on the activities of the Board may be viewed on www.ucd.ie/bnag/ga.

Website: www.ucd.ie/bnag/ga

Bord na Gaeilge's bilingual website is updated on a continuous basis. It provides the following:

- Irish language translations for UCD schools/colleges and units;
- Irish language resources;
- Irish language university documents, including the Irish version of the President's Annual Report and the University's Strategic Plan;
- Details of Irish language courses and activities;
- A sample unit for an online language course;
- An online placement test for language learners;
- An online application form for language courses;
- Online forms for *Teach na Gaeilge* (Scholarship Residence Scheme);
- Podcasts and videos related to its projects;
- Events calendar;
- Electronic Newsletters

Module

In 2007, Bord na Gaeilge in association with the School of Irish, Celtic Studies, Irish Folklore and Linguistics and Gaelchultúr Teo, developed a module specifically for the students of the Irish language residence scheme in order to assist them in the promotion of the language. This module, 'Scileanna Cumarsáide' consists of lessons in communications and organisation as well as accuracy in Irish and students who are successful in completing the course gain University credits. It has now completed its eighth year. The students who have completed the course have gone on to become active in promoting the language as student society auditors, Irish language officers of UCD Students' Union and of the Union of Students in Ireland.

Social Media

Bord na Gaeilge has a strong bilingual presence on social media; Facebook, Twitter and Instagram.

3.2 Irish Language Officer

Bord na Gaeilge UCD, first founded the part-time position of Irish Language Officer in 1997. In November 2004, this became a full-time permanent position. The Officer is a member of and acts as secretary to Bord na Gaeilge. She facilitates external liaison with relevant cultural organisations and funding sources. The Officer coordinates the Board's Irish language projects and initiates new projects which further the use of the language throughout the University. These projects include specialised training courses for staff, courses in conversational Irish, Gaeltacht and/or cultural courses, an Irish language student residence scheme and the University's translation and terminology service. The officer is located in the Bord na Gaeilge office which is situated in the Library Building and receives a large number of queries from Irish and international students and staff as well as members of the public. The demand for the Board's services has increased year on year and the additional post of Assistant Irish Language Office (temporary post) was created by the university in 2010 to cater for the demand.

3.3 Modular Study System (UCD Horizons) and Scoil na Gaeilge, an Léinn Cheiltigh agus an Bhéaloidis

In 2006 the University introduced a modular semesterised system of credit-based assessment and examinations. This system allows students in all disciplines to choose non-core modules in addition to the core modules which are a requirement for their chosen qualification. In this way students of disciplines such as Medicine, Engineering, Science, Sports Management and Veterinary Medicine can choose Irish language modules on an elective basis. Thus, students with an interest in the Irish language may continue their study of it in combination with the wide array of academic disciplines available. Irish language modules have proved to be a popular choice with students of many other qualifications and subjects. This system was implemented on a phased basis and is now available for all undergraduate students (approximately 15,000). It is expected that the availability of Irish language modules will continue to grow and develop and will be especially attractive to students from the Gaeltacht, from Gaelscoileanna and elsewhere who wish to continue their study of the Irish language at University level.

It is now possible to progress from being a complete beginner at Irish, with no previous knowledge at all of the language, to acquiring a doctorate in it. Scoil na Gaeilge, an Léinn Cheiltigh, agus an Bhéaloidis has integrated the courses it offers, so that one can progress from its *Ab initio* beginners course or its two-year part-time Diplóma sa Ghaeilge Fheidhmeach in the evening all the way to a PhD. The Diplóma sa Ghaeilge Fheidhmeach is the equivalent of Irish in First Year, and allows students to fulfil the Irish language requirement for entry to the Colleges of Education. There is also a new module for students with Leaving Certificate Irish, but who might have difficulty following lectures in Irish in First Year: This is called Bunchloch na Gaeilge and was taken by 70 students in 2008/9. The core language module, Teanga na Gaeilge 1, was offered in both semesters in 2008/9 and the take-up rose to 275 (up from 210 in 2007/8). Yet another new First Year module was introduced in 2008, Forbairt na Gaeilge Acadúla, and this also proved highly successful, attracting 110 students. Many students from non-Arts disciplines such as Medicine, Veterinary Medicine and Law take the languages modules as electives in the Horizons programme: 100 of these took Teanga na Gaeilge 1 in 2009/10. It is intended to give formal recognition to a suite of four Irish language modules taken over the three years of the primary degree, facilitating entry to postgraduate courses.

- see www.UCD.ie/sicsf.

In collaboration with the UCD Sutherland School of Law a new Undergraduate Law with Irish degree will commence in September 2017. Two 5 credit modules have been approved for students of Law for September 2016 which creates a formal structure for this initial provision.

Graduate Course

MA/Graduate Diploma (2006): Scríobh agus Cumarsáid na Gaeilge. This facilitates progression of the use of Irish in national and European institutions. This course is one of the recognised courses which is funded by the Department of Culture,

Heritage and the Gaeltacht to increase the number of Irish language graduates with Advanced Irish language skills to meet the demand for translators, Lawyer-linguists, and interpreters in European institutions. This extra capacity has arisen as a result of the demand for graduates with excellent translation and other language skills to implement the Official Languages Act and to supply specialists for Irish language usage as a working language in Europe. To date approximately 200+ students have graduated from this Masters Course with many of them working in Europe and in Irish language institutions and organisations at present ensuring that UCD has played an active and prominent role in enhancing Irish language standards and visibility in a progressive way particularly since 2006.

Lárionad de Bhaldraithe

Lárionad de Bhaldraithe is the new centre for Irish language scholarship set up in 2008 within the School of Irish, Celtic Studies and Folklore which has a specific focus on language usage and accuracy in the public sphere, in Irish society and among the community of UCD and beyond. As a result of the standard of the translation on the UCD website Lárionad de Bhaldraithe was commissioned to do the national translation for the Decade of Centenaries in the GPO. This will be available for all members of the public and is a significant contribution on the part of UCD as a 80,000+ word piece of translation which will be on view nationally and internationally. As a result of the work in Lárionad de Bhaldraithe and the course provision events and collaboration with other institutions on the promotion of Irish as a working language and in the context of the official languages act, Irish language usage and visibility is being constantly monitored and improved not only by UCD's structures with Bord na Gaeilge but in an academic context which goes beyond the boundaries of the Lecture hall. This has been further enhanced by public lectures and a new series focussing on the development of Irish writing and communications which provides a forum for academic and public debate on all aspects of Irish writing in the public sphere. The seminar and public lecture series entitled 'Ó Thrácht go Twitter' [From Tract to Twitter] is another initiative of Lárionad de Bhaldraithe as a centre for excellence in Irish language in the context of Irish language scholarship and public outreach.

3.4 Facilities

Student Centre

The UCD Student Centre, funded by the student body and officially opened in 2001, was extended in 2012, and now hosts world-class facilities which act as a home to the University's student groups and student support activities. The UCD Student Centre provides meeting and conference spaces, a cinema, debating chamber, black-box theatre, a café-restaurant area, as well as the Student Health & Counselling Services and a number of Student Advisers and Chaplains. The recent extension has added an Olympic-sized swimming pool and gym facilities to the range of activities offered on the campus. All building and directional signage in the UCD Student Centre is bilingual.

- see www.UCD.ie/studentcentre/sportscentre.

The UCD Sports Centre is home to the University's sports clubs and also provides

facilities for members of the public, including three large multi-purpose halls, squash courts, a climbing wall, meeting space and further gym facilities. All building and directional signage in the UCD Sports Centre is bilingual.

- see www.UCD.ie/sport/.

Outdoor Pitches & Facilities

The University boasts a large range of outdoor sporting facilities, including synthetic- and grass-surfaced playing pitches, tennis courts, and an international-standard water-based hockey pitch. All signage relating to outdoor sporting facilities is bilingual.

- see www.UCD.ie/sport/.

3.5 Student Societies

An Cumann Gaelach

An Cumann Gaelach UCD is one of the University's largest student groups, promoting the Irish language and Irish culture across the campus through a variety of regular activities and campaigns, and through collaborative efforts with other University groups, including other student societies, Bord na Gaeilge, UCD Students' Union, as well as various external groups.

An Cumann Gaelach UCD act as a special-interest group to students of many Schools and Colleges, and act as the academic-interest group to students of the UCD School of Irish, Celtic Studies and Folklore. Events run by An Cumann Gaelach UCD include coffee mornings, receptions, debates, fundraisers, quizzes, trips to regional and national festivals, as well as co-hosting events such as *Seachtain na Gaeilge*, and *Rás UCD*.

- see www.UCDsocieties.com.

Traditional Music Society

The University's Traditional Music Society (UCD TradSoc) host a range of Irish music events and activities, including weekly sessions, and trips to regional festivals. Many of UCD TradSoc's events and activities are hosted through the Irish language. UCD TradSoc also provides a platform for musician members to perform at various University events, including opening evenings and receptions.

- see www.UCDsocieties.com.

Dramatic Society

UCD DramSoc is one of the country's most active student drama groups, offering an average of 10 performances weekly, including daily lunchtime and evening shows.

As part of their offerings, UCD DramSoc regularly produces a student drama from the Department of Education's Leaving Certificate exam Higher Level Irish syllabus, such as *An Triail*; a drama is performed in the Irish language and promoted to local second-level schools. Student members of UCD DramSoc are encouraged to write their own stage plays, and a number of these plays are also written and performed in the Irish language each year.

- see www.UCDsocieties.com.

Belfield FM

Belfield FM is the University's broadcasting society and student radio station. Belfield FM broadcast daily during term, covering a wide range of topics of student interest, including a number of Irish language shows each week.

- see www.UCDsocieties.com.

Sport & Sports Clubs

A number of sporting events promoting the Irish language are facilitated within UCD Sport and the UCD sports clubs, including inter-collegiate soccer and multi-sport tournaments.

An example of one such activity is *Rás UCD* an annual outdoor fun-run, jointly hosted by a number of campus groups, including UCD Athletics Club, An Cumann Gaelach UCD, UCD Volunteers Overseas, and Bord na Gaeilge UCD.

- see www.UCD.ie/rasUCD/

3.6 Students' Union Irish Language Officer

The UCD Students' Union Irish Language Officer is a constituted and elected student representative, whose role is to develop the Irish language among the members of UCD Students' Union, and throughout the University.

The UCD Students' Union Irish Language Officer works in collaboration with a number of other University groups, including An Cumann Gaelach UCD and Bord na Gaeilge UCD, to deliver various events, activities and campaigns.

- see www.UCDsu.ie.

3.7 University Observer

The University Observer is a broadsheet student newspaper distributed throughout the University every three weeks during term. The University Observer devotes a page of every print edition to articles written in the Irish language and of Irish language interest. The University Observer's website has a *Gaeilge* section, and the paper has an Irish language editor.

- see www.universityobserver.ie.

3.8 UCD Chaplaincy

A member of the UCD Chaplaincy team is available to the Irish-speaking community in the University, providing personal support and a number of religious services through the Irish language.

- see www.UCD.ie/chaplaincy.

3.9 Estate Services

The Estate Services Unit implements the University's bilingual signage policy, in compliance with the Act. Work is on the way to implement it fully throughout the campus. Additionally in recent years a number of the schools/units have also erected their own signage.

3.10 UCD Residential Services

UCD Residential Services assists the administration of the Irish Language Student Residence Scheme.

3.11 Sporting Events and Irish Language Student Residence Scheme

Students on the Bord na Gaeilge Irish Language Student Residence Scheme (Teach na Gaeilge) liaise with UCD Residential Services and UCD Sport to organise activities and events which promote the language through sport.

3.12 International Office

A member of the International Office staff is a board member of Bord na Gaeilge. The International Office actively promotes the Irish Language classes to incoming exchange students, who make up almost all the attendance at the Beginners Level Classes. Other events regarding Irish language and culture are also promoted to international students.

3.13 Communications/ President's Office

The Communications Office manages and advises on the placement of advertising for the University e.g. the request for submissions from the public in relation to Acht na dTeangacha Oifigiula.

The election by graduates of members of the Governing Authority was advertised bilingually for the first time in relation to the election for the fourth Governing Authority with a term of office from 2009 to 2014. In addition, all ballot papers, identification verification, etc. were produced bilingually.

The three elections by the three staff constituencies to the fourth Governing Authority were also conducted using bilingual ballot papers and other documentation for the first time.

From 2005 to date, the President's Report has been published bilingually in (<http://www.UCD.ie/president/speechespublications/publications/presidentsreport/>). The Strategic Plan of the University is also published in Irish and in English (<http://www.UCD.ie/strategy2015-2020/download/index.html>)

UCD TODAY

UCD Today (<http://www.UCD.ie/UCDtoday/>) is a university magazine which covers research topics of interest to the University community as well as events and activities across the schools, centres and units. Published four times a year by the Communications Office, the magazine also includes feature interviews by well-known Irish journalists. The magazine keeps the University community up-to-date with campus people, news and activities. It is distributed to all staff and to an external community of stakeholders, associates and media. Each edition aims to include at least one Irish-language article. <http://www.UCD.ie/UCDtoday/2009/04/APRIL/index.html>

The Alumni Magazine, UCD Connections, has at least one Irish language article in each issue.

3.14 Human Resources

Human Resources have conducted recruitment to some posts bilingually.

3.15 Copi-Print

In 2005, when the brand image of the University was changed, the opportunity was taken to implement the provisions of Section 9 the Act in relation to stationery. Since then, letterheads, compliment slips and envelopes are all printed bilingually for the University's 6 colleges, 37 schools, 57 institutes and centres and 76 non-academic units. Bilingual business cards are provided on request. Copi-Print advises internal clients of the requirements of the Act and refers them to the Irish Language Officer for assistance, as required.

3.16 Registry

Queries in Irish at the Student Desk

Staff at the UCD Student Desk are available to respond to queries and emails in the Irish language.

Staff from Registry participate in Irish language courses provided by Bord na Gaeilge. It facilitates the distribution of Bord na Gaeilge UCD advertising materials to all second-level schools.

The Student Recruitment Office actively promotes the Irish Language to prospective students including the UCD Irish Language Student Residence Scheme. The office also collaborates with Bord na Gaeilge to provide bilingual campus tours and secondary school talks.

The Student Recruitment office works with the Irish Language Officer in implementing the University's Policy in relation to bilingual branding including signage and collateral for student recruitment initiatives.

3.17 Licences

A number of services, such as catering, are provided by commercial operators on campus. The licence agreements which have been put in place since 2008 include a provision by which the service providers acknowledge that the University is bound by the provisions of the Official Languages Act 2003 in relation to the provision of signage and publicity material in both the Irish and English languages. The service providers agree to provide signage and publicity material in both languages to the greatest extent possible. In reaching agreement on the implementation of the requirement, the service providers liaise with the University's Irish Language Officer who provides advice, assistance and translation services. To date, some 60 licences have been put in place to include this provision.

3.18 All Schools/Units

- All schools and units reply through Irish to correspondence received in Irish.
- All schools and units implement the University's policy in relation to bilingual stationery (see Copi-Print 3.14)

- All schools and units implement the University's policy in relation to bilingual signage in compliance with the Act.

3.19 Library

All key wayfinding signage in UCD's libraries is bilingual. Staff door signs are also bilingual. Much of this has been reviewed and refreshed since 2012.

Select information posters and publicity materials are produced in bilingual versions, as are select pop-up banners. Recent examples are the Irish Poetry Reading Archive booklet, the Library Hub pop-up banner and the forthcoming UCD Library and 1916 leaflet.

Pre-recorded Oral Announcements

Library pre-recorded oral announcements broadcast within the Library are bilingual.

Emails, suggestions and in-person queries

If emails are sent in Irish, the Library will respond in Irish. If comments and suggestions are made in Irish the same will apply. The Library will endeavour to address in-person queries at desks in Irish if spoken to in Irish although this depends on staff availability.

3.20 IT Services

Pacaiste Comheadan Gaeilge Microsoft Office (Eire) 2013 (Microsoft Office Language Pack 2013) – provides a range of programs to the user in Irish and has been made available on student accessible computers on campus. Its availability and downloading instructions are made known to all staff through the Staff eZine at the start of the coming academic year.

3.21 Telephone Services

Since 2014, systems have been implemented to assist members of the public to navigate through voice menus and delivering the messages in the Irish language. These systems also include a speech recognition directory.

3.22 Career Development Centre

The Career Development Centre supports and promotes career opportunities in Irish. The Centre publicises and promotes the GradIreland on-line publication "Do Ghairm le Gaeilge", a key information resource for students seeking a career using the Irish language. The Centre works closely each year with the Office of An Taoiseach in developing a graduate pipeline to graduate careers in the European Commission and Institutions. This includes the promotion of vacancies for Translators into the Irish language as these occur.

3.23 Freedom of Information

The Freedom of Information Request Form has been made available bilingually since July 2009, both in hardcopy and downloadable from www.UCD.ie/foi.

Chapter 4 Enhancement of Services to be provided bilingually

4.1 Bord na Gaeilge Irish Language Courses for Students and Staff

UCD is committed to developing and fostering the use of the Irish language across all areas of the university. To achieve this, UCD's Bord na Gaeilge, will continue to provide specialized tailor-made courses to meet the specific needs of interested Colleges/Schools/Units. UCD will also continue to provide an online language test to staff interested in improving their Irish language proficiency.

Bord na Gaeilge will continue to offer language courses to all UCD students and staff from beginner to advanced levels; <http://www.ucd.ie/bnag/en/services/coursesforucdstudentsandstaff/> It will also continue to provide an electronic application system, and placement test.

4.2 Online Language Course

In an effort to facilitate the broadest possible range of students and staff, Bord na Gaeilge developed an online Irish language course. The Bord's database shows the greatest demand from learners to be for courses at intermediate level, hence the decision to offer level B1 (of the Common European Framework of Reference for Languages). This online course will continue to be available through the Bord na Gaeilge website, <http://www.ucd.ie/bnag/en/services/coursesforucdstudentsandstaff/>

In addition to its language courses the Bord organises numerous activities/events which offer students and staff the opportunity to use the language in an informal setting. Current activities include the facilitation of an Irish Language Book Club, a Yoga Course in Irish and a number of cultural evenings for language learners both on and off campus. The Bord will continue to provide events for students and staff, a listing of which will be regularly updated on its events calendar; <http://www.ucd.ie/bnag/en/about/upcomingevents/>

4.3 Bord na Gaeilge Irish Language Student Residence Scheme

It is recognised that the Bord na Gaeilge Irish Language Student Residence Scheme (Teach na Gaeilge UCD), has been highly successful in encouraging Irish language student activity on campus; this scheme was awarded the *European Language Label* in June 2016. Bord na Gaeilge will continue to provide scholarships for 24 students to partake in this scheme; <http://www.ucd.ie/bnag/en/teachnaaeilge/>

4.4 Publications

Bord na Gaeilge has developed an electronic newsletter detailing services, activities and upcoming events and has distributed this to speakers and learners of the language on campus. This can also be accessed by the

wider public via the Bord's website;
<http://www.ucd.ie/bnag/en/contact/newsletters/>

The Bord will now continue to produce this newsletter on a biannual basis.

In January 2016, Bord na Gaeilge developed its first electronic newsletter specifically designed for its alumni. The Bord will continue to produce this alumni newsletter (Scéalta Alumni) on an annual basis;
<http://www.ucd.ie/bnag/en/teachnagaeilge/teachnagaeilgeucdalumni/>

4.5 New Directory & Translation Service

Irish language translations of UCD schools, colleges, institutions, centres and units can currently be accessed via the Bord na Gaeilge website;
<http://www.ucd.ie/bnag/en/services/bordnagaeilgeucdsupports/>

This database will continue to be updated and the regular translation service via email will continue to be provided. The Bord is currently developing a new electronic directory detailing the Irish version of all academic titles, school and college titles as well as a listing of staff members in each academic school competent in Irish. This will be distributed to all schools and colleges and will also be accessible via the Bord na Gaeilge website. Some additional University documentation available in Irish will continue to be uploaded to the Bord na Gaeilge website: <http://www.ucd.ie/bnag/en/documentationinirish/>

4.6 UCD Scoil na Gaeilge, An Léinn Cheiltigh agus an Bhéaloidis

The UCD School of Irish in conjunction with the UCD School of Law is currently developing a new course which will allow students the option to study Law with Irish from September 2017.

The School of Irish is currently updating its bilingual school brochure and is also re-designing its website to provide a responsive and mobile friendly platform to promote and highlight the various learning options available to students.

To address the growing number of international students who wish to gain an understanding of the Irish language and culture, the School of Irish is expanding its Ab initio provision for beginner classes. They are also collaborating with the School of English on a dual language poetry project.

In a drive to create awareness of the increasing number of translating careers within the EU Commission, which are available to Irish language students, the School of Irish, Celtic Studies and Folklore together with representatives from the Translation Unit of the European Commission's Directorate General for Translation, will host a day long workshop, where they will provide students with training and advice on the application

process.

The Seomra Caidrimh, is a newly refurbished drop in centre within the university, which welcomes everyone, regardless of ability, who would like the opportunity to practice Irish in a friendly and relaxed atmosphere.

The School has just completed a process of new bilingual labelling throughout the School, while work continues on digitizing material in the multi-media language laboratory.

In September of this year, UCD appointed its first Irish language educational technologist. This appointment has already resulted in a considerable increase in the Irish language content and visibility on the School website, with future developments in the pipeline, including a bilingual Facebook lecture on the history of the Irish language, which will be aimed specifically at international students who are currently studying on the Irish Studies Modules - Ireland Uncovered and Exploring Ireland.

4.7 Career Development Centre

UCD Career Development Centre is a member of the Association of Higher Education Careers Services and works closely with the Association's commercial partner, Gradireland. The Centre continues to promote materials and products produced by Gradireland, including:

- An electronic sector guide on Languages and Culture that includes a section on careers using the Irish language.
- A downloadable career guide- *Do Ghairm le Gaeilge*.
- Promotion of job vacancies for Irish speakers as and when notified.

A number of members of staff at the UCD Career Development Centre are availing of courses in the Irish Language offered on campus by Bord na Gaeilge.

4.8 Campus Signage

UCD currently has hundreds of bilingual signs across the campus and it is intended to provide compliant signage as projects arise. Examples of this include, the recently completed Ashfield Student Accommodation, as well as projects which are being embarked upon in the future, such as the Student Residence Scheme, the Confucius Centre, the Newman Joyce Precinct, the Future Learning Project and the Ulysses Project. Specific campus projects associated with wayfinding and information will be in compliance with the Act. The signage associated with parking on the campus is currently being updated to provide bilingual information.

4.9 IT Services

IT Services, working with Bord na Gaeilge, continues to deliver a number of reports with Irish translations for UCD's buildings, schools, units, institutes and colleges. These translations are publicly available on the Bord na

Gaeilge website.

UCD is committed to increasing the amount of Irish Language content contained on its website and have a number of public facing IT systems which are fully capable of handling Irish Language content.

UCD's Computer and Interactive Systems can deal satisfactorily with the Irish language as will any future Computer System employed by the university.

4.10 Online directory and Administration systems

It is proposed to deliver an Irish version of the Staff Directory as part of a planned redevelopment of this service.

UCD has an online system that supports a range of scholarships schemes, however the UCD Irish Language Student Residence Scholarship Scheme still relies on paper-based forms for Revenue, Payroll and the Research Finance Office. IT Services is working in conjunction with Bord na Gaeilge to initiate a project that will deliver an Irish version of the online solution to support this Irish language scholarship scheme.

4.11 UCD's Content Management System and Bilingual Content

The deployment of UCD's new Content Management System (CMS), Terminalfour's Site Manager has been underway since August 2008. Site Manager offers full multi-language support. The CMS will provide the technology to facilitate the publication and management of websites available in multi-lingual format. While the CMS supports bi/multi lingual websites, it is necessary to incorporate the design requirements for each website project.

Site Manager solves problems typically encountered by operators of bilingual sites:

- Sections of a website can be selected for publication in bilingual format, the whole site does not have to be included.
- Site Manager's version control system monitors/detects changes in one language that are not reflected in the alternative language.
- Content can be dropped into an alternative language workflow, perhaps sending the content to a translation agency for accurate translation.

UCD IT Services is currently piloting this bilingual functionality with UCD's Bord na Gaelige, with a view to an eventual full roll-out.

4.12 Student Recruitment

Visits from Gaelscoileanna Students: The Student Recruitment unit will continue to be available to respond to requests to conduct tours of the University campus through the medium of Irish.

4.13 Library

The Irish Poetry reading Archive is committed to the inclusiveness of Irish language poets, with a growing number of recordings available via the UCD Digital Library.

The UCD Library has been producing bilingual brochures for various Decade of Commemoration's activities.

The UCD Digital Library contains a wealth of Irish language material. The search function within the Digital Library allows search results to be filtered by language; and the following search, retrieves all resources in the Digital Library that have been tagged as including Irish language text: [http://digital.ucd.ie/?q=&fq\[\]=language facet:Irish](http://digital.ucd.ie/?q=&fq[]=language+facet:Irish).

The National Folklore Collection regularly sends tweets in Irish, and aims to expand the use of Irish in their twitter accounts associated with the cultural heritage collections under the Library's umbrella in general.

The Library will also be repeating an Irish language books focus for their Collections Spotlight.

4.14 Student Facilities

The UCD Student Centre and UCD Sports Centre complex will continue to provide all signage bilingually, and will encompass future planned developments and the expansion of student facilities in this area.

4.15 Student Activities

The University takes great pride in the student organisations operating on its campus, and in the breath and diversity of student interests and activities throughout the University.

Student organisations with interests and objectives involving the promotion of the Irish language and aspects of Irish culture will continue to be supported in the organisation and delivery of those activities and events.

- see www.ucdsocieties.com
- see www.ucd.ie/sport
- see www.ucdsu.ie

4.16 Communications

The UCD Alumni magazine and UCD Today both include at least one article in the Irish language for each of their respective editions. It is intended in the future to have more than one article in Irish in UCD Today. The President's Annual Report continues to be published bilingually. All Schools and Units continue to follow the policy of responding in Irish to any correspondences received in the Irish Language.

In addition, all correspondences received by UCD in the Irish language are replied to in the Irish language.

UCD will provide an Irish speaking spokesperson to conduct interviews with Irish language media outlets. In addition, UCD will continue to provide a panel of Irish language speakers from each School who can conduct interviews on specialized topics in the Irish Language.

For staff members wishing to have a bilingual voicemail, UCD will ensure that the greeting will be in the Irish language first, followed by the English version. UCD will continue to ensure that the pre-recorded message welcoming callers to the university will be in both the Irish and English languages.

While UCD no longer issue press releases, UCD Communications are moving towards increasing the amount of Irish language content on their online communication's platform.

To demonstrate UCD's commitment to the Irish language, UCD Communications recently installed 14 bilingual banners along key campus routes to highlight UCD's success in the QS Rankings. They also installed bilingual QS Ranking flags at the entrance to the O'Reilly Hall (our main campus Hall).

4.17 Conferrals

The Conferring Unit to date continues to incorporate Irish into the Programmes for Conferring ceremonies, Entrance and Awards Scholarship ceremonies. Currently, the introductory and closing remarks at the UCD Conferring ceremony are conducted bilingually, with plans to increase the amount of Irish language content at this event. It is planned in the future to have a panel of Irish speakers available for conferring ceremonies.

4.18 HR

UCD HR continues its commitment to the Irish Language and in consultation with internal clients, will continue to conduct recruitment to some posts bilingually. UCD HR will review some HR Forms, with a view to producing them in the Irish, as well as including the ability to speak Irish as a desirable criteria for posts dealing directly with both the public and student communities.

UCD currently have approximately 27 specified roles where Irish is a key requirement. Included in this number are the following roles:

- Director of the Irish Folklore Collection
- Assistant Irish Language Administrator, Bord na Gaeilge
- Lecturer/Assistant Professor in Irish Folklore

- Lecturer / Assistant Professor in Modern Irish
- School Administrator (Executive Assistant), UCD School of Irish, Celtic Studies and Folklore
- Teaching Fellow in Modern Irish

UCD is aware of the importance attaching to positions with an Irish language requirement and keep these positions under review.

4.19 International

In a drive to help promote the Irish Language, the International Office continues to provide international students with an online list of Recommended Modules, included in which is a five-credit module called Irish for Beginners IR10050.

The Irish-Language Officer will continue to make presentations at both the Erasmus and the non-EU exchange orientation information events organised by UCD and will give specific information on non-credit bearing courses offered by Bord na Gaeilge. In addition to this, Bord na Gaeilge will continue to have a stand at the International Student Fair, where they will provide advice and information on various Irish language courses available at UCD.

4.20

The University will use the official Irish version of Gaeltacht placenames that are to be found on www.logainm.ie for official business.

Chapter 5

Monitoring and revision of the Scheme

Bord na Gaeilge UCD will facilitate the implementation of the scheme through the provision of language training and a translation service.

The University Solicitor and Manager of Legal Affairs, in consultation with Bord na Gaeilge and the Irish Language Officer, will have responsibility for monitoring the achievement of the University's targets set out in the Scheme. He or she will have responsibility for liaison with An Coimisiún Teanga in relation to the Scheme.

It will be the responsibility of the senior management of the University jointly with Bord na Gaeilge and the University Solicitor and Manager of Legal Affairs to monitor and revise the Scheme. The day-to-day monitoring function will be undertaken primarily by heads of Schools and Units throughout the

University who will be responsible for the implementation of the Scheme within their own areas.

The University Solicitor and Manager of Legal Affairs in consultation with Bord na Gaeilge and the Irish Language Officer will report on the overall progress of the implementation of the Scheme to the Governing Authority of the University.

Chapter 6 Publicising the Agreed Scheme

The contents of the Scheme along with the commitments and provisions of the Scheme will be publicised within the University and to the general public by means of:

- Press Release;
- Official Launch of the Scheme;
- Advertising of provisions;
- Circulation of appropriate agencies and public bodies; and
- The University's website

In addition, when Schools and Units that have committed to providing a service are in a position to do so, this will be publicised appropriately. A copy of the Scheme will be provided to An Coimisineir Teanga.