OFFICIAL LANGUAGES ACT 2003

MAYNOOTH UNIVERSITY LANGUAGE SCHEME

2018 - 2021

Contents

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 enhance the services provided through the medium of Irish.

In accordance with section 14(3) of the Act, language schemes remain in force for a period of 3 years or until a new scheme is confirmed by the Minister for Culture, Heritage and the Gaeltacht, 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 Culture, Heritage and the Gaeltacht. In addition, there has been a comprehensive process of consultation with relevant stakeholders. Maynooth University 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 and our Customer Charter. It has been formulated with the intention of ensuring that all relevant obligations under the Official Languages Act by Maynooth University will be addressed on an incremental basis, through this and future schemes.

This Scheme is predicated on the commitments in any previous scheme having been implemented. In the event of commitments in earlier schemes not having been implemented to date, this matter will be the subject of discussion with the Office of An Coimisinéir Teanga.

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 by the Minister for Culture, Heritage and the Gaeltacht. It commences with effect from 17 May 2018 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 Maynooth University

2.1 Mission and Objectives
The mission of the National University of Ireland, Maynooth, is specified in the purposes of the University, as laid down by the Universities Act, 1997. These are included in the Strategic Plan 2012-2017, which is available on the University's website. At the time of the writing of this scheme, the University's Strategy 2018-22 was being developed.

2.2 Main Functions
The principal work of the University is to provide education and to carry out research. This is provided by Academic Departments, Research Centres, Administrative Offices and support services. The University also works with other state public and private bodies.

2.3 Key Services
Maynooth University offers an outstanding education in a wide range of subjects. Research and teaching are equally important to us. Students in Maynooth University have the opportunity to learn from internationally-renowned researchers and scholars.

2.4 Clients
Maynooth University provides outstanding education and exciting opportunities to students and to researchers.

2.5 Irish Language Committee
Coiste na Gaeilge (the University's Irish Language Committee) is established as a joint standing committee of the Governing Authority and Academic Council by the two statutory bodies. The Committee shall have oversight of the policies and procedures in place to promote the use of the Irish language on campus. The University is committed to preserve, promote and use the Irish language in all aspects of University life to the maximum extent possible.

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

Provision of Services			
Name of Service	**In English Only**	**In Irish only**	**Bilingually**
Centres: • Centre for Teaching & Learning, EDEN Centre for Entrepreneurship, Design & Innovation, Centre for Irish Cultural Heritage, Career Development Centre, Kimmage Development Studies, the Writing Centre • Lárionad na Gaeilge (Centre for Irish Language)[1]	✓	✓	
Clubs and Associations: • There are over 100 student clubs and associations active in the University • Cuallacht Cholm Cille, the Irish language society, operates through Irish.	✓	✓	
Departments: • Department of Adult & Community Education, Department of Ancient Classics, Department of Anthropology, Department of Applied Social Studies, Department of Biology, Department of Chemistry, Department of Computer Science, Department of Design Innovation, Department of Early Irish, Department of English, Department of Economics, Finance & Accounting, Department of Electronic Engineering, Department of Education, Department of Experimental Physics, Froebel Department of Primary & Early Childhood Education[2], Department of Geography, Department of History, Department of Law, Department of Mathematics & Statistics, Department of Media Studies, Department of Music, Department of Philosophy, Department of Psychology, Department of Sociology, Department of Theoretical Physics, School of Business, School of	✓		

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[1] Lárionad na Gaeilge operates through the medium of Irish mainly but queries received in both Irish and English are catered for.

[2] Froebel Department of Primary & Early Childhood Education provides particular Irish language services (Classes on Irish Grammar, Irish Language Literature and the teaching of Irish) but operates mainly through English.

Modern Languages, Literatures and Cultures. • Roinn na Nua-Ghaeilge (Department of Modern Irish)[3],		✓	
Faculties: • Faculty of Arts, Celtic Studies and Philosophy[4], Faculty of Science and Engineering, Faculty of Social Sciences	✓		
Offices: • Academic Advisory Office, Access Office, Accommodation Office, Admissions Office, Alumni Office, the Bursar's Office, Campus Planning and Development Office, Campus Services Office, Commercialisation Office, the Communications & Marketing Office, Chief Information & Innovation Office, Conferring Office, Deans' Office, the Disability Office, Examinations and Timetabling Office, Fees & Grants Office, Foundation Office, Freedom of Information Office, Graduate Studies Office, Health and Safety Office, Human Resources Office, International Office, Placement Office, President's Office, Quality Promotion Office, Registrar's Office, Student Records & Registration Office, Research Administration Office, Research Development Office, Security Office, Sports Office. • Oifig na Gaeilge (Irish Language Office)[5]	✓	✓	
Research Institutes and Centres: • Edward M Kennedy Institute, Hamilton Institute, ICARUS (Climate Research Centre), Institute of Immunology, Innovation Value Institute, Maynooth University Arts and Humanities Institute, Maynooth University Social Sciences Institute, National Centre for Geocomputation, National Institute for Regional & Spatial Analysis	✓		
Services: • Bookshop, Cafes & Restaurants, Chaplaincy Service, Crèche, IT Services, Library, Mediation Services, Student Health Centre, Student Services, Student Budgeting Advice Service, Student Counselling Service.	✓		

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[3] Roinn na Nua-Ghaeilge operates through the medium of Irish but queries received in both Irish and English are catered for.

[4] Faculty of Arts, Celtic Studies and Philosophy operates through the medium of English mainly but has some activity in Irish.

[5] Oifig na Gaeilge operates through the medium of Irish but queries received in both Irish and English are catered for.

• Students' Union (The Students' Union Irish Language Officer facilitates the provision of service through Irish to students)			✓

Chapter 4: Enhancing the provision of Irish Language Services

Mandatory requirements under the Official Languages Act 2003:

Means of communication with the public		Commitment	
Recorded Oral Announcements		The following recorded oral announcements will be in Irish or bilingual: (a) Recorded oral announcements provided on the telephone when the offices of the public body are closed; (b) Recorded oral announcements transmitted by a public address system; (c) Recorded oral announcements created and transmitted by means of a computerised messaging system or a computerised telephone answering system. This provision relates to 'recorded' announcements rather than 'live announcements'. 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.	**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 Maynooth University 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 statements,	**Mandatory**

		annual reports and strategy statements will be published simultaneously in Irish and English.	
	Circulars/ Mailshots	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**
An Ghaeltacht	Gaeltacht Placenames	The official placenames of Gaeltacht areas will be used by the public body in accordance with the legislation.	**Mandatory**

Maynooth University will also complete the following lists of actions by end of the Scheme:

Means of communication with the public		Commitment
Oral / Written Communication	**Telephone communications with the public**	• The University will ensure: - that switchboard staff are capable of greeting callers in basic Irish; and • that there are appropriate arrangements to enable switchboard staff to connect members of the public to an office or an officer who can provide the service being sought through Irish, in cases where the service in question is provided in Irish.
	Service	• Service through Irish is available from: - Oifig na Gaeilge (Irish Language Office) - Lárionad na Gaeilge (Centre for Irish Language) - Roinn na Nua-Ghaeilge (Department of Modern Irish) • The following offices provide an Irish service (in some cases they receive assistance from the Irish Language Office to do so): - President's Office - Vice-President Academic, Registrar and Deputy President's Office - Deans' Office - Academic Advisory Office - Admissions Office - Student Records Office - Student Services

		- Students' Union: The Irish Language Officer Some other Departments/Offices provide bilingual services depending on the availability of staff.
	Information Leaflets/ Brochures/ Publications	• The following bilingual documents or their equivalents are issued in hard copy or electronic format: - Summary of Maynooth University Undergraduate Courses - University Service Charter - Policy Statement on Equality - Information about Graduation Days is provided in both official languages • Material in Irish will be considered for inclusion in *The Bridge*, the annual alumni magazine • Material in Irish will be considered for inclusion in the *University News* newsletter, printed 3 times a year • The statutes of Maynooth University are to be reviewed. At the end of this review, the new statutes will be published in both official languages.
	Forms	• The official Accommodation Office application form is bilingual • An Irish language version of the Personnel Form is available • At the time of the drafting of this scheme, the following forms were available bilingually in hard copy format: - Expenses for Members of Staff - Expenses for Persons who are not Members of Staff - Form for Academic Travel - Payments to Occasional Staff - Petty Cash Vouchers At the time of the drafting of this scheme, the University was exploring the possibility of developing an Irish language online version of the Expenses for Members of Staff form.
	Other	• An annual bilingual survey of incoming students is conducted.
Media	**Press Releases**	• A certain number of press releases (33%) will be published simultaneously in Irish and English. We will monitor the number of bilingual press releases issued and endeavour to increase the number.
	Media Spokespersons	• A list of members of the University who are competent and willing to deal with Irish language media will be compiled and maintained.
	Email	• Staff members are being supported with the

		translation of their titles for use in email signatures and business cards, if required. • The possibility of enabling staff members to indicate their Irish speaking ability in their email signature will be explored.
Information Technology	**Websites**	• The following general information is available in both official languages on the University's website: The background information page currently called 'About Us', The History of the University, President's Welcome and the Campus Photo tour (this tour may not continue to be offered) • All 'Fáilte' texts on the website of each unit of the University will be available in bilingual format. • The following sections of the website are available in Irish only or bilingually: - Oifig na Gaeilge (Irish Language Office) - Roinn na Nua-Ghaeilge (Department of Modern Irish) - Acht na dTeangacha Oifigiúla (Official Languages Act) - Academic Advisory webpage -Lárionad na Gaeilge (Centre for Irish Language) • The 'Freedom of Information' webpage will be made available bilingually • The 'An Ghaeilge san Ollscoil' section of the website will be kept up to date with information about Irish in the University • The amount of bilingual material on the University's website will be increased • Staff who are willing to conduct business through the medium of Irish will be identified on PeopleFinder, a public search facility showing MU staff member details • An Irish language welcome message will be added to Moodle, the University's online learning environment • Bilingual material and Irish language material will be spread through Oifig na Gaeilge's social media channels.
	Computer Systems	On a graduated basis, over the lifetime of the Scheme: • The University will ensure in so far as it is practical that new university computers workstations and peripheral devices will be configured to support the entry, display and printing of information in either official language • The University will ensure insofar as it is practical that commonly-used systems e.g. email, virtual learning

		environments, office systems support both official languages and that Irish language packs (incl. spell checkers, proofing tools etc.) are implemented in a timely and controlled manner after release by the relevant software manufacturer • Wherever practical, commonly-used and public-facing systems will be 'made compatible' in the sense of allowing names and place names (addresses) to be recorded, displayed and printed in either official language at the choice of the user and academic qualification titles, subject titles and module titles to be recorded, displayed and printed in either official language as appropriate to the subject matter.
Other	**Students**	• Students in specific courses will fulfil the requirements of their degree programmes by spending a prescribed amount of time in Gaeltacht areas • The University will continue to enable Irish-speaking students to apply for apartments that are set aside for Irish speakers • The Career Development Centre, in partnership with other third level institutions, will provide up-to-date information about careers with Irish for students on their website, together with practical advice on preparing a CV in Irish as well as job and postgraduate application help in terms of cover letters (for teacher education students and other students) and personal statement advice in Irish. • The University will explore the possibility of providing modules through Irish outside of the Nua-Ghaeilge degree. At present a mathematics module is provided through Irish • As part of induction, students will be given information on 'Irish in the University', including information on classes, events and the University's Irish language society.
	Staff	• Language awareness will be included as part of induction training to ensure that staff understand the implications of the Official Languages Act and how it affects their work • Irish language classes, including Irish for professional purposes, will be organised and assistance will be offered to members of staff to attend these classes • Staff will be advised of quality Irish classes which are available outside of working hours, on and off campus • Services through Irish will be actively promoted through signage, notices in offices and on the website, etc.

	Staff and Students	- Some Irish is included on the Staff/Student card - The Irish Language Office will act as the main point of contact for Irish speakers in the University - The relationship between the Students' Union, Cuallacht Cholm Cille and Oifig na Gaeilge will be nurtured - The student body will be represented on the University's Irish Language Committee - An 'Irish Language Room', a social space for Irish speakers, will be supported - Cultural events/ activities in Irish will be provided to the university community.

Chapter 5: Improving Language Capability

5.1 Recruitment

All new staff will be provided with an induction pack containing information on the University's Language Scheme/the Official Languages Act to ensure that they are made aware of our commitments under the legislation.

5.2 Training and Development

Maynooth University is committed to making available opportunities 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.

Maynooth University will also undertake the following lists of actions before the end of the Scheme:

		Commitment
Improving Irish Language Capability	**Training**	• Language Awareness training will be provided to staff • Irish Language classes will continue to be made available to staff
	Participation in language promotion activities	• Events to promote cultural awareness will be organised and promoted.

5.3 Designated Irish Language Posts

At the time of the drafting of this scheme, the posts listed below had been designated as having an Irish language competency requirement. It is the intention that holders of these posts will have achieved specified accredited standards in the Irish language, commensurate with the responsibilities of the post.

Title of Post	Location	Irish speaking community served	Indication of standard of Irish required
Irish Language Officer	Communications Office	✓	Advanced

Executive	Roinn na Nua-Ghaeilge, School of Celtic Studies	✓	Advanced
Director	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
Irish Language Coordinator	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
Senior Executive Assistant	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
Technical Officer	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
Director of Translation Programme	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
TEG Development Officer	Lárionad na Gaeilge, School of Celtic Studies	✓	Advanced
Lecturers and tutors responsible for Modern Irish	Roinn na Nua-Ghaeilge, School of Celtic Studies	✓	Advanced
Lecturers and tutors responsible for Irish Language, Literature and Methodologies	Froebel Department of Primary and Early Childhood Education	✓	Advanced

Chapter 6: Monitoring and Review

The implementation of the scheme will be monitored and reviewed regularly by Oifig na Gaeilge and reported to the Governing Authority on an annual basis. The contact person for the scheme will be the University's Irish Language Officer (Oifigeach na Gaeilge).

Responsibility for monitoring and reviewing the Scheme will be shared among senior management of the University and is currently assigned to the Vice President Academic.

Department heads and heads of services will be responsible for implementing the Scheme in their own areas, primarily, and will monitor implementation from day to day, with assistance from the Irish Language Officer.

Coiste na Gaeilge (the Irish Language Committee) has responsibility for advising on the development and promotion of the Irish language.

Chapter 7: Publicising of Agreed Scheme

This scheme will be publicised both internally and externally. 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 promote and publicise the services we provide in Irish through the following means:

- directly informing customers 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;
- 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;

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