

THE UNIVERSITY OF WALES, ABERYSTWYTH WELSH LANGUAGE SCHEME

This scheme has been prepared in accordance with the Welsh Language Act 1993.

1. INTRODUCTION

1.1 The principle of equality

The University of Wales, Aberystwyth has adopted the policy, in the conduct of public business in Wales, of treating the Welsh and English languages on the basis of equality. This scheme sets out how the University of Wales, Aberystwyth will implement that principle in the provision of services to the public in Wales.

1.2 The mission and principles of the institution

Welsh and English shall be regarded as the official languages in the institution, and any act, writing or thing done by the proper authority in the name of and on behalf of the institution shall be valid and effective whether expressed in Welsh or English. (The Charter: Clause XXII).

The mission of the University of Wales, Aberystwyth as set out in the institution's Strategic Plan is as follows:

"Aberystwyth aims to be a first-class teaching and research University. We play a full part in international research. We provide students with learning opportunities to the highest academic standards, a distinctive environment for study and a high quality of life. We respond to the needs of society for research and for skilled, educated and employable graduates. We have a special responsibility for the needs of Wales and remain deeply aware of our role in sustaining the native culture of Wales and the Welsh language. We are conscious of our responsibility to the community in which we are based and place great value on collaboration with local institutions, as well as our other contacts in Britain, Europe and the wider world."

The Strategic Plan also notes that the formulation of this Welsh Language Scheme provides "a platform for consolidating and expanding the bilingual policy that we have implemented over many years".

1.3 Objects and circumstances of the institution

(1) The Objects

The objects of the institution shall be the advancement of learning and knowledge by teaching and research, and by means of the position of the institution as a constituent institution of the University of Wales to enable students to obtain the advantages of University education. The institution shall give special attention to

the educational needs of Wales having regard to the Welsh language and the culture and social traditions of Wales. (The Charter: Clause IV).

(2) Location and linguistic environment

Aberystwyth is the main centre in Ceredigion in terms of learning, culture, and administration. According to the 2001 census, over 50% of the population of Ceredigion indicated that they were able to speak Welsh. The National Library of Wales, the home of the nation's greatest literary and cultural treasures and an invaluable resource for research and scholarship, is in Aberystwyth. Here also is the University of Wales Centre for Advanced Welsh and Celtic Studies, which houses the University of Wales Dictionary. Several other Welsh establishments have their headquarters at Aberystwyth.

(3) Distribution of students

Students come to Aberystwyth from every part of Wales, from the other countries of Britain, and from overseas. The geographical distribution of students in the institution during the year 2002-03, was as follows:

	<u>Full-time students</u>	<u>Part-time students</u>
From Wales	1928	1671
From England, Scotland and Northern Ireland	4242	508
From the Irish Republic	114	82
From the remainder of the European Community	226	18
From overseas	347	131

(The part-time members include those taking Higher Education courses in the Centre for Continuing Education).

Of those students enrolled for full-time courses in 2002-03, 836 (12.2%) stated that they have a knowledge of Welsh.

1.4 Policy developments regarding Welsh – background

This section is a historical summary of development and activities. The policies and proposals established by this Scheme appear in sections 4-6.

(1) The language in Administration

The institution's policy has been developed since the beginning of the sixties, when a procedure was established for the issue of bilingual forms and documents to students, and for answering Welsh-language correspondence in Welsh. The policy was reviewed and extended substantially in 1978, when a comprehensive report was presented to the Court. A Joint Committee of the Council and Senate was established to continue to review of the institution's policy on the Welsh language, and to oversee the manner in which the policy is operated. The present statement of the policy was approved by the Council in 1989.

This policy is based on a clause in the Charter to the effect that Welsh, like English, is an official language of the institution, and on the following basic principles:

"Within such an overall policy day-to-day implementation should pay particular attention to promoting effective communication, creating the conditions in which both monoglot and bilingual members of the society can feel at ease with their chosen languages, and encouraging the learning and use of Welsh.

Where one language is given some priority in formal matters, this should signify no implied slight to the other. To give such priority to Welsh may at times sustain and succour the language in ways unnecessary for as dynamic and fast-growing a language as English. It is not however believed that equality of status necessarily requires that both languages are used for the same purposes and in the same measure."

The policy which was approved in 1989 refers specifically to the following aspects of the work and administration of the institution:

Welsh-medium Education: *Giving active support and endeavouring to develop Welsh-medium education in a number of disciplines.*

Examinations taken in Welsh: *Provision of examination papers in Welsh in accordance with the wishes of individual students, and the translation of Welsh scripts into English for examination as required.*

Correspondence: *Official correspondence with public bodies and schools in Wales to be bilingual.*

Other correspondence: Operation in the spirit of the above general policy is urged. In entering into correspondence, consideration should be given to any information available as to the preferred language of the recipient.

Circulars: *Circulars widely distributed to staff/students to be bilingual.*

Advertisements: *Advertisements for posts to be published bilingually in the English language press in Wales (and in Welsh in Welsh language publications).*

Official notepaper: *All headings on official notepaper to be bilingual.*

Forms/notices: *All forms and notices in the name of the institution (from the Registry) in a bilingual form (but sometimes by the production of separate and corresponding versions in Welsh and English).*

Departmental notices: *Departments to be urged to produce notices in bilingual form. Guidelines were given for operating this.*

Signs: All official and permanent signs on all land and buildings belonging to the institution, including halls of residence, to be bilingual.

Authorities and Committees: The Court and the Council: bilingual agenda/minutes. Notice of all meetings to be bilingual. Agenda/minutes/papers of some committees/faculties to be bilingual, with a policy of operating bilingualism "where there is a reasonable demand, and to the extent that resources allow."

The right to address meetings in Welsh or English, with the provision of simultaneous translation for a number of authorities and committees.

Publications: Major publicity and marketing publications to be bilingual (or produced separately in Welsh/English). The publication of Welsh language booklets advertising individual subjects to be encouraged. The use of Welsh is encouraged in other publications where it is not possible, for practical reasons, to have these produced completely bilingually.

Learning Welsh: Consideration will be given to applications from members of staff for release on full pay to attend Welsh language courses. Enrolment and course fees will be reimbursed.

Staff appointments: The cornerstone of the policy on appointments is that the highest possible level of competence for that post is the primary consideration for every appointment, academic and non-academic. Subject to that criterion, the aim is to maintain the proportion of Welsh speakers on the staff of the institution. So far as the non-academic staff is concerned, it is accepted that for some appointments competence for the post will include a knowledge of Welsh, while for others a knowledge of Welsh may be highly desirable. This could be especially true of posts which involve frequent contact with staff, students and the public. So far as academic appointments are concerned academic merit and teaching competence remain the paramount considerations, although a knowledge of Welsh will be a requirement for posts which involve the use of the language in teaching.

Those members of staff wishing to learn Welsh should receive every encouragement. No member of staff shall be discriminated against on the basis of his/her knowledge of, or lack of knowledge of the language, and no member already on the staff will be compelled to acquire a knowledge of Welsh.

Translation facilities: *The College maintains a translation service to facilitate the operation of the above policy. This provision includes the translation of written academic and administrative material, and simultaneous translation in meetings.*

This Language Scheme is a development of these policies and guidelines.

(2) Welsh as a medium of education

Since the mid-sixties, the institution has introduced an increasing programme of Welsh-medium education in accordance with the University of Wales's policy of concentrating developments in this field in the two colleges at Aberystwyth and Bangor. Lectureships have been created in a number of subjects, with special responsibility for teaching through the medium of Welsh. An External Degree scheme through the medium of Welsh was established in 1980. This scheme enables students to study through the medium of Welsh for the BA degree, and is a core element in the institution's commitment to the provision of lifelong learning. Welsh-medium provision remains an important part of the institution's work and image; some academic subjects, which were part of the original programme, have disappeared from the institution's curriculum but there has been substantial growth in new subjects, including some of a vocational nature.

These developments were funded until the beginning of the eighties by the University of Wales, and later by the Universities Funding Council which contributed a specific annual sum in recognition of the additional cost associated with Welsh-medium education. Since 1995 this contribution has been incorporated within the recurrent grant made to the institution by the Higher Education Funding Council for Wales. The institution's policy is to distribute this 'notional' sum to departments on the basis of the numbers of students following their courses through the medium of Welsh. The Funding Council also adopted a system of 'premium' payments for a statistical increase in demand, and development grants for specific projects.

Under the modular system that is in operation since 1993, each module has an identifier that indicates the subject and which distinguishes between Welsh-medium and English-medium modules. A list of Welsh-medium modules is given in Annex 1. It is also possible to receive an element of tuition in Welsh in some other modules, and to be examined and submit work for assessment in Welsh for modules taught in English.

2. IMPLEMENTING THE PRINCIPLE OF EQUALITY

The purpose of treating the Welsh language and the English language on an equal basis is to give every individual the right and the opportunity to communicate with the institution, both orally and in writing, in his/her preferred language. The aim will be to continue to create conditions where members of the institution, and the general public in their dealings with the institution, will be able to feel at ease using either language.

Recognising that English has in the past been considered by many to be the principal language of higher education, public administration and official communication, the

aim shall be to create conditions which facilitate the use of Welsh and to make it the natural choice of those who speak it.

In planning services and enterprises, and in the formulation of policy and procedures, there shall be a commitment to give consideration to the practicalities of their linguistic implications, and to ensuring that decisions are in keeping with the principles and guidelines of this Language Scheme.

There shall also be a commitment to the presentation of a service of equal standard in Welsh and in English, and to ensuring the consistency of services in Welsh. One of the criteria of the policy is that no one should be disadvantaged by using either language.

There shall be a commitment to the establishment of procedures for reviewing the Language Scheme and its policies, together with the standard of services provided in Welsh based on the principle of equality of the two languages.

The Scheme will be implemented and developed in accordance with the principle of the equality of all members of the institution, both students and staff. The operation of policies which maintain the equality of Welsh and English shall not be prejudicial to any individual who cannot or who does not wish to use either language.

There shall be a commitment that new policies and ventures (i) promote and facilitate the use of Welsh whenever possible, and (ii) are consistent with this Language Scheme.

There shall be a commitment to ensure that those who formulate and execute policies are aware of this Language Scheme and the institution's responsibilities under the Welsh Language Act.

There shall be a commitment to inform members of the institution, including staff and students, and also prospective students and prospective staff members, of this Language Scheme.

There shall be a commitment not to amend this Scheme without the concurrence of the Welsh Language Board.

3. "THE PUBLIC"

For the purpose of this Scheme, "the public" shall include any individual, group or institution in Wales who comes into contact with the institution, as well as full-time and part-time registered students and prospective students and members of staff.

4. THE ADMINISTRATIVE SCHEME

The Scheme is based on the Welsh Language Board guidelines, and the relevant paragraph in the document entitled 'Welsh Language Schemes' (1996) is given alongside the measures and policies.

4.1 Correspondence with the public (6.1)

(1) The institution welcomes correspondence in Welsh and English alike. The headed paper of the institution and Departments will include a statement to that effect.

- (2) All written replies to correspondence in the name of or on behalf of the institution, shall be in the language of that correspondence, be it Welsh or English.
- (3) When initiating correspondence in the name of or on behalf of the institution after a face-to-face or telephone conversation in Welsh, this shall be done in Welsh, if that is the expressed wish of the recipient. In each case, the language of any ensuing correspondence shall be determined by agreement, and may also be changed subsequently by agreement.
- (4) Circular letters sent to individuals and organisations in Wales shall be bilingual. Letters, memoranda and notices by the central administration to students and members of staff in general will accordingly be bilingual. A procedure for monitoring the implementation of this policy shall be established in each department and office.
- (5) When initiating individual correspondence in the name of or on behalf of the institution with persons or institutions, this shall be done in Welsh if it is known that this would be their preference. The institution will create and maintain a database of the names of such individuals and institutions, including registered students. Students will be asked, at registration, to indicate in which language they would wish to receive correspondence in the name of the institution. There shall be a procedure for bringing this database to the attention of every department and officer that may be required to take action in compliance with this policy.
- (6) Individual correspondence sent to persons or institutions in Wales shall be in the language of any previous correspondence or discussion unless mutually agreed otherwise.
- (7) Correspondence between the administration or central services and individual members of the institution's staff shall be in Welsh or English depending on the wishes of each member of staff. Members of staff shall be asked to indicate in which language they wish to receive correspondence addressed to them individually in the name of the institution. A database of all staff who wish to receive correspondence in Welsh will be established, and made known to the relevant services and offices.
- (8) Guidelines shall be established to ensure that the need for the translation of correspondence shall not, of itself, cause undue delay in replying.
- (9) When sending bilingual correspondence, the following principles shall be followed:
 - Welsh and English versions shall be sent out at the same time
 - both versions shall be equal as regards prominence and presentation
 - where correspondence is signed, the signature must appear on Welsh and English versions alike
- (10) Specific guidelines based on the above procedures, shall be established for electronic mail communication.

4.2 Communicating with the public on the telephone

- (1) Welsh and English telephone calls are equally welcome.
- (2) The institution's central switchboard shall answer all telephone calls bilingually, whether they be calls from internal or external sources. Every member of staff including those employed to cover for absence by staff members, shall be able and be prepared to deal with enquiries in Welsh and English, as required.
- (3) Representatives of the various departmental offices and services shall be expected to use a bilingual greeting when answering telephone calls.
- (4) When a non Welsh-speaking representative in these offices receives a response in Welsh from the caller, he or she will courteously explain that they are not able to continue the conversation in Welsh, and will ask whether the caller wishes to be transferred to a member of staff who is able to speak Welsh. If the caller expresses a wish to discuss with the institution's representative in Welsh, the person receiving the call will arrange, either directly or by seeking the assistance of the Welsh Language Services Centre, for a Welsh speaker to return the call, within two working days.
- (5) Members of staff who are not representatives of departmental offices or services will not be given any specific instruction regarding the procedure for answering telephone calls. At the same time, if they do receive calls in Welsh, they are expected to respond with courtesy, respecting the caller's wish to use Welsh. Members of staff who are bilingual are urged to make it evident, when answering telephone calls, that they are able to speak Welsh and English, and to hold the subsequent conversation in the caller's preferred language. Where no bilingual member of staff is available, the situation should be explained courteously and the caller asked whether they are willing to speak to a non-Welsh speaker.
- (6) Welsh-speaking members of staff will be expected to give every opportunity and encouragement to learners who wish to communicate with them in Welsh.
- (7) Greetings and directions on the institution's answering machines, including the central switchboard, and the departmental and services' enquiry offices, will be bilingual.
- (8) The institution will offer induction and guidelines to members of staff regarding bilingual greetings, dealing with calls in Welsh, and placing messages on answering machines.
- (9) The institution, in providing helplines and open phone lines, will make bilingual provision arrangements to enable callers to make enquiries and conduct conversations in their chosen language.

4.3 Meetings (including public meetings, conferences, face-to-face discussions, and hearings) 6(iii), 6(iv)

- (1) Members of the public and staff will be welcome to speak Welsh or English in any public meeting organised by the institution and held within Wales.

- (2) All published written notices regarding such public meetings will be bilingual. In the case of public lectures, the title of the lecture will appear in the language in which it is given, although all other information should be in Welsh and English.
- (3) When organising public meetings, consideration will be given on every occasion to the appropriateness of providing a simultaneous translation service. When no such service is provided it shall be the responsibility of whoever is responsible for organising the meeting, and of whoever is presiding over it, to ensure that any individual has the right to speak in Welsh and that what is said in Welsh is translated into English for any non Welsh-speaking members present. Arrangements shall be made for a Welsh speaker to be at hand to welcome and provide information for members of the public, whenever that is relevant and practicable.
- (4) In the case of conferences organised by academic departments on specific academic fields, or meetings to which members of the public may be admitted by invitation or registration, the organisers shall be expected to consider in each case by prior consultation to what extent it is possible to apply bilingualism in advertising the event and its programme and activities.
- (5) Anyone wishing to communicate with a representative of the institution face to face (including the addressing of a meeting) shall readily be offered the opportunity to do so in Welsh. This shall be made known through relevant publications and in any correspondence or message that conveys the arrangements for the meeting.
- (6) Any member of the public or staff who participates in a legal or disciplinary hearing or interview held by the institution shall have the right to use Welsh or English according to their choice. The convenor shall make this known to those who will participate in the hearing, and shall ask that the institution be notified beforehand of the intention to speak Welsh, so that appropriate arrangements may be made for translation. Where appropriate, Welsh-speaking members shall be appointed to serve on panels that hold such hearings.

4.4 Meetings of the institution's authorities and internal bodies

- (1) The notice issued to convene meetings of all authorities, committees or faculties shall be in Welsh and English.
- (2) The notice, agenda and minutes of the following bodies shall be bilingual:

The Court

The Council

Joint Committee on the Use of Welsh

Charter Committee

Arts Centre Committee

Faculty of Arts Executive Committee

School of Welsh-medium Studies

together with the reports to Council of the Nominations Committee and the Committee for the Nomination of Fellows

The notice and agenda of the following bodies shall be bilingual:

Senate
Audit Committee
Finance and General Purposes Committee
Welsh Institute of Rural Studies Advisory Committee

It is proposed that the agendas of those committees which report directly to Council and Senate, as well as each notice of meeting, be bilingual within a year of the date of implementation of this Scheme.

- (3) Reports presented to the Court shall normally be in Welsh and English.
- (4) There shall be a procedure established for defining what papers or proposals are to be produced bilingually for the Council, Senate and committees, with the aim of increasing the provision. Priority, in providing bilingual documentation, shall be given to those that are likely to be considered by bodies and by departments where there is a substantial number of Welsh-speakers. Specifically, presentation of proposals relating to the amendment of the Charter and Statutes, Ordinances and Regulations shall be presented bilingually on the grounds that their Welsh and English versions are of equal validity.
- (5) Any committee or internal body shall have the right to express a desire to receive its minutes or any specific documents in a bilingual form. All such applications shall be judged by the Council or the Senate, as appropriate, on the recommendation of the Joint Committee on the Use of Welsh. The Joint Committee shall review provision on an annual basis, and shall monitor the list of bodies receiving agendas, minutes and other documentation in bilingual form.
- (6) Members of all authorities, committees or faculties shall have the right to address a meeting in Welsh or English and this shall be made known to them. Simultaneous translation facilities shall be provided in meetings of the Court, the Council and the Senate, and in internal bodies and committees that have recommended accordingly, on the basis of a reasonable demand for translation facilities. Among the other bodies for which simultaneous translation is provided as required are the Faculty of Arts Executive Committee, Arts Centre Committee, Joint Committee on the Use of Welsh and the School of Welsh-medium Studies. Where no simultaneous translation facilities exist the chairman of the meeting in consultation with the Centre for Welsh Language Services shall ensure that an English translation of any address made in Welsh is provided as necessary. The provision shall be monitored annually by the Joint Committee on the Use of Welsh.

4.5 The Internet

- (1) The institution shall be committed to developing its website, for the presentation of general information to the public, in Welsh and English.
- (2) All Web pages which are intended to appear in both languages shall be designed in a manner which is consistent with the principle that Welsh and English are equal.

- (3) The Welsh and English pages shall be equal in presentation, accuracy and quality.
- (4) The institution's homepage (www.aber.ac.uk) shall be bilingual, with the Welsh and English text side by side, giving users a choice in which language they wish to read subsequent pages.
- (5) All the institution's corporate pages, managed by the web officers, shall be available in Welsh and English.
- (6) The homepages for which central administration and central services are responsible shall be bilingual, with the Welsh and English text side by side, giving users a choice in which language they wish to read subsequent pages.
- (7) Subsequent pages for which designated individuals in the central administrative departments and services are responsible shall be available in Welsh and English. At present, these pages include the following centres and offices noted here; the same principle shall apply for any other pages added in future.
 - Academic Office
 - ADAPT (disability)
 - Arts Centre
 - Brynamlwg
 - Careers Advisory Service
 - Centre for Welsh Language Services
 - Centre for Widening Participation and Social Inclusion
 - Commercialisation and Consultancy Services
 - Design Studio
 - Development and External Affairs
 - Estates Office
 - Finance Office
 - Health, Safety and Environment
 - Information Services
 - Language and Learning Centre
 - Marketing and Recruitment/Schools and Colleges Liaison
 - Music Centre
 - Office of Postgraduate Studies
 - Personnel Office
 - Postgraduate Admissions Office
 - Press and Public Relations Office
 - Pro Vice-Chancellors' Office
 - Residential Services
 - Staff Development Office
 - Sports Centre
 - Students' Financial Support Office
 - Welfare – Disability
- (8) The homepage of each academic department shall be bilingual, with the Welsh and English text side by side, giving users a choice in which language they wish to read subsequent pages.

- (9) The pages of each academic department which involve publicity and the presentation of general information to the public, including material relating to the marketing of courses, shall be in Welsh and English.
- (10) Subsequent pages shall also be bilingual in the case of those subjects which are taught to a significant extent through the medium of Welsh as well as English, or in the case of departments where there are a significant number of Welsh-speaking staff and students.
- (11) When the Web is used as a medium of teaching and learning the material for courses taught through the medium of Welsh will be available in Welsh or bilingually.
- (12) On the institution's central database, the details of those modules taught through the medium of Welsh will be available in Welsh only and the details of those modules taught through the medium of English will be available in English only. The title of the module will be noted in the language in which it is taught. In the case of modules which are taught bilingually, the details will be noted in both languages.
- (13) All research centres or groups shall have a bilingual homepage, with the Welsh and English text side by side. It will be for each research centre/group to decide whether it is appropriate to include subsequent pages in both Welsh and English.
- (14) The homepages of the websites of Halls of Residence shall be bilingual, with the Welsh and English text side by side, and the details and notices which are relevant to the public and to the halls' inhabitants will be available in Welsh and English.
- (15) The homepages of websites which relate to conferences and specific events shall be bilingual. It will be for the co-ordinators of the arrangements to decide, in consultation with the Centre for Welsh Language Services, whether it is appropriate to include subsequent pages in both Welsh and English. The decision will be based upon the location of the event, the subject concerned, and on who is likely to be present.
- (16) The pages of individual users can be in the language of their choice, but it will be ensured that individual users will be notified of the requirements of the university's Welsh Language Scheme.
- (17) If the website includes material from outside sources, or links with other websites, this shall not necessitate the provision of a translation.
- (18) Each department, office and centre shall have a procedure for revising Welsh-language material on the Web, and in the case of pages which are intended to appear in both languages, a principle shall be established for ensuring that both languages shall be updated at the same time.
- (19) The Centre for Welsh Language Services, together with Information Services, will prepare guidelines, and will arrange training if need be, on the mounting of bilingual websites.

4.6 The Corporate Identity of the Institution

- (1) The corporate identity of the institution in Wales, in all its manifestations, will be bilingual. The name of the institution will appear bilingually wherever it is shown, whether on signs, vehicles, buildings, in exhibitions, advertisements and printed announcements, letterheads, complimentary cards, identification badges, or in electronic form. In all cases Welsh will come first or uppermost.
- (2) If a department, centre or building has a functional name - i.e. a name which denotes its nature - the Welsh and English forms of the name will be used. It shall nevertheless be permissible that some buildings, including centres of activity and halls of residence, should have specifically Welsh names that need not be translated. An official list of bilingual names will be kept, and those names for which there is no English translation.
- (3) Any material produced or displayed by the institution for the purposes of marketing and publicity in Wales shall be bilingual.
- (4) All official letterheads and compliment slips and cards, shall be bilingual.

4.7 Information signs

7(ii)(iii)

- (1) All signs on the institution's land and property shall be bilingual, and the Welsh will appear uppermost, or to the left of, the English. In all cases, the two languages will be equal in form, size, clarity and prominence.
- (2) The signs located at any other site in Wales for which the institution is responsible shall also be bilingual.
- (3) When other institutions, including contractors, are given permission to place signs on the institution's land and property, one of the conditions in granting permission shall be to ensure that these signs are bilingual.

4.8 Material published by the institution

7(iv)

- (1) Printed publications and materials which are widely distributed to the public in Wales and to students and prospective students, shall be available in Welsh and English. These may include, for example, all booklets and information material widely circulated to students, rules and guidance to students staff and the public, invitations, membership cards, news and information material including publicity for activities organised by or in the name of the institution or any part thereof.
- (2) Publications and printed material shall normally be in bilingual form. Larger publications may be either bilingual in form, or in separate Welsh and English versions. The institution shall have guidelines for determining which publications will be available in separate Welsh and English versions. Both versions shall be equal in presentation, and will be available for distribution in Wales at the same time.
- (3) The institution shall have guidelines for ensuring that all bilingual publications, as regards presentation and content, and also the selling price where this applies, treat both languages equally.

- (4) The Charter and Statutes of the institution are bilingual, and the Welsh and English versions have equal validity. The Ordinances and Regulations made in accordance with the provisions of the Charter and Statutes are also bilingual.
- (5) The Annual Report and the Annual Accounts presented to the Council and Court shall be fully bilingual.

See also 4.11: Publicity, advertising and marketing material.

4.9 Forms and explanatory material **7(v)**

- (1) Any forms produced by the institution for the public in Wales, together with the related explanatory material, shall be bilingual. This shall include forms and information for students and prospective students, and for applicants for posts in the institution, and information on advertised posts.
- (2) In exceptional cases when separate Welsh and English versions need to be published, the two versions shall be available or shall be circulated at the same time and shall be equally accessible. They shall contain a bilingual note to say that the form is also available in the other language.
- (3) When the institution issues or holds a stock of forms and explanatory material produced by other organisations, and given that the material in question is available in Welsh and English, it shall be ensured that a bilingual stock is available.

4.10 Press Notices **7(vi)**

- (1) Any notices or statements released to the press or for the media in Wales in the name of the institution shall be bilingual.
- (2) Any further contact with the press or the media in Wales will be in Welsh or English, depending on the language of the reporter and/or newspaper, magazine or programme. Arrangements are made whereby a bilingual member is available to deal with the Welsh-language press and media.

4.11 Publicity, advertising and marketing material **7(vii)-(x)**

- (1) Publicity material produced by the institution for advertising and marketing campaigns in Wales shall be bilingual, or in separate Welsh and English versions. This may include the prospectus, pamphlets, booklets, leaflets, display material for exhibitions and careers fairs, electronic messages and video tapes. Guidelines shall be established by the Council, on the recommendation of the Joint Committee on the Use of Welsh, for determining what material should be in bilingual format, and which may be in separate Welsh and English versions. A register shall be kept for the purposes of monitoring the provision. When separate versions are published, they shall contain a reference to the availability of the publication in the other language. When separate Welsh and English publications are produced, both versions should be available for distribution within Wales at the same time.

- (2) When advertising on radio or television, the language of the advertisement shall correspond to the language of the channel.
- (3) The response methods associated with advertising and publicity activities shall be in Welsh or English according to the language used by the person who contacts the University for further information.
- (4) In the case of bilingual material, the Welsh shall appear above the English, or, where the text is parallel on the same page, the Welsh version shall be on the left. Both languages shall have equal prominence as regards style and presentation.
- (5) Publicity material for an individual module or course will be in the language or languages which are of that module or course.

4.12 Notices

- (1) Information notices placed in the name of the institution within the premises of the institution in Wales shall be bilingual. This shall include general notices by the administration, central services and academic departments which are to be displayed for a period of three weeks or more. A notice relating to a specific module may be in the language that is the medium of that module.
- (2) The institution will operate on the basis that in principle, the Welsh and English versions shall be displayed simultaneously for any notice that is intended to be bilingual.
- (3) The institution will not be expected to arrange a translation of materials from outside sources, but where such materials are available bilingually their Welsh and English versions shall be displayed on the basis of equality.
- (4) Where a language is also an academic subject, the relevant Department may produce and display notices in that language alone.

4.13 Press Advertisements

7(xi)

- (1) All advertisements for posts that are published in the press, shall display the name of the institution in bilingual form.
- (2) Advertisements for posts that are published in the English-language or bilingual press in Wales shall be in bilingual form.
- (3) Advertisements for posts for which a knowledge of Welsh is essential or necessary shall normally be in Welsh, with a short explanation of their content in English where appropriate.
- (4) The language of advertisements appearing in the Welsh-language press will be Welsh.
- (5) The form for bilingual advertisements in the press will be that the Welsh will be placed parallel with the English, and to the left.

- (6) Advertisements published in the English-language press in Wales concerning official and constitutional matters, or advertising the institution's resources and services, will be bilingual, with the Welsh appearing first or uppermost. The language of those advertisements in the Welsh-language press will be Welsh.

4.14 Student Accommodation and Welfare Services

Welsh-speaking students, and those who are learning the language, have an opportunity of residing in specially designated accommodation. Neuadd Pantycelyn is a Welsh-language hall of residence, and similar provision is made on a self-catering basis in Neuadd John Williams.

Provision is made to enable students to discuss welfare and health issues in Welsh or English, according to their choice.

4.15 Student organisation and provision

The Aberystwyth Guild of Students operates a bilingual policy and its constitution provides for:

- all written communication by the Guild to be bilingual, with precedence for Welsh;
- translation at all official meetings of the Guild, so that members can speak in their chosen language.

The Guild maintains its policy through a Bilingualism Committee and a Welsh-language Officer.

Undeb Myfyrwyr Cymraeg Aberystwyth (the Aberystwyth Union of Welsh-speaking Students), a body recognised by the Aberystwyth Guild of Students, offers a service and activities for students through the medium of Welsh.

In fulfilling its duties under Statute 21 relating to the Organisation of Students, the institution will ensure insofar as possible that the Guild of Students operates at all times in accordance with the spirit and principles of this Language Scheme.

5. THE ACADEMIC SCHEME

5.1 Policy Framework

- (1) The University of Wales Aberystwyth is one of the three principal higher education institutions in Wales which provide undergraduate and postgraduate courses through the medium of Welsh. Aberystwyth has a tradition of teaching a wide range of subjects through Welsh and this tradition will continue.

The institution's aims and policy will be to support and promote provision for Welsh-medium teaching and study, and to expand it to the extent that resources and demand allow.

For various practical reasons, ranging from staffing issues, workload and student demand, some fields of provision are stronger than others. However, the

institution regards itself as a principal provider of Welsh-medium education in the following fields:

- Education (especially Postgraduate Certificate in Education courses)
- International Politics
- History and Welsh History
- Geography and Earth Sciences
- Welsh and Celtic Studies

It is committed to seeking the requisite resources for developing and increasing provision within the above fields.

The institution is also committed to extending its Welsh-medium portfolio by developing opportunities for students to study some aspects of each academic field through Welsh, where resources and demand permit. The following are among departments which have firm proposals for increasing provision:

- Institute of Rural Sciences
- Computer Science
- Biological Sciences
- Physics and Mathematics
- Law

The institution is committed to seeking the necessary resources for developing and increasing Welsh-medium provision and to respond to any new demands for provision, not necessarily limited to the above fields. It will also respond proactively to opportunities to seek additional funding from the National Assembly for Wales and the scholarships fund of the Higher Education Funding Council for Wales. The institution is keen to derive the maximum benefits from any new provision and is committed to submit proposals to that end. The Strategic Plan reaffirms that Welsh-medium teaching is essential to Aberystwyth's mission to promote and enhance Welsh culture and the Welsh language.

- (2) The School of Welsh-medium Studies shall review annually the provision made through the medium of Welsh, and shall receive reports by academic Departments on:
- (i) provision over the previous year
 - (ii) student demand for Welsh-medium study provision
 - (iii) steps taken by each Department to promote the use of Welsh as a medium of study
 - (iv) departmental plans for maintaining and expanding provision over the coming year
 - (v) development plans which could be implemented over the next three to five years with extra resources.

and shall liaise with other internal bodies, and with the Officer appointed to develop and co-ordinate Welsh-medium education across the Higher Education sector in Wales, as appropriate, on matters arising from these reports. The School shall report annually on the planning and resource implications of these matters to the Planning Group and through it to the Planning and Resources Committee, the Senate and Council. As a step towards formalising and promoting communication

between the School and the Planning Group, regular formal meetings will be held between the Chairman of the School, the Vice-Chancellor and the Registrar, and the Chairman shall be afforded the opportunity of meeting the Planning Group when matters related to Welsh-medium provision are under consideration. The Planning Group, which is answerable to the Planning and Resources Committee, Senate and Council, shall be responsible for ensuring that departmental plans conform to and promote the policy requirements and aims of this Scheme. The Chairman of the School will be a member of the Planning and Resources Committee which is the body responsible to Council and Senate for overseeing the institution's planning process and strategy.

- (3) Every Department, in drawing up its academic strategy including any plans presented to the institution's Planning Group, shall be required to refer specifically to the provision made for the presentation and promotion of Welsh-medium and bilingual education, the means of extending that provision, and the resources already available or necessary for maintaining or increasing provision. The Planning Group shall assess the place of Welsh-medium education in the strategy and plans of each Department. Where there are members of staff who are able in any way to use Welsh as medium of education, Departments will make arrangements to ensure that they have an opportunity to contribute to the provision. Also, an assessment shall be made of the place of Welsh in any proposed new department or academic programme.
- (4) The institution shall require Departments regularly to consider their Welsh-medium provision in co-operation with other Departments or institutions, and through the use of media such as video links or distance learning packs.
- (5) Every Department, when designing and presenting proposals for new courses and modules, shall be required to consider and report on the appropriateness and practicability of providing the course or module (wholly or partly) in Welsh as well as English. (This shall not be obligatory in the case of courses in Welsh and English, where the language is also an academic subject). To this end, the forms for presenting English-medium course or module proposals shall include a reference to the existence of or the intention to provide a corresponding course/module through the medium of Welsh.
- (6) Every module which is presented entirely or to a significant extent through the medium of Welsh has a reference number which denotes that this is the medium of the module. In the case of those presented partially through the medium of Welsh, information given to students at the beginning of the academic year shall explain the extent to which and in what way Welsh is used as a medium of study. A bilingual module shall include some element of study through the medium of both Welsh and English, and if notes or work experience are provided, these will be available in both languages.
- (7) In all publications and publicity the title of the module will be given in the language or languages of the module.
- (8) Welsh-medium provision should not be diminished, but rather shall be developed and increased. Before discontinuing or temporarily suspending a Welsh-medium module or course, a Department shall be required to consider the implications of this with reference to the totality of its Welsh-medium provision, and to report to

the appropriate Faculty and to the School of Welsh-medium Studies, and they will be expected to give reasons for such proposals. Any such change will require approval in good time before the start of the academic year in question in order to ensure that accurate information on provision is available to students. Where exceptional circumstances make it impossible to maintain the same measure of Welsh-medium provision in the short term, the case will be brought to the attention of the Planning Group at the earliest opportunity.

- (9) Every student will have the right to present work for assessment in Welsh for a course leading to an initial degree or higher degree, or diploma or certificate, irrespective of the teaching medium of that course except in the case of modules in language subjects in which the command of the language is one of the assessment criteria. In the case of any work involving a course or module taught through the medium of English, the student will be asked to give prior notice that he or she wishes to present work in Welsh, so that translation arrangements can be made as necessary.
- (10) Departments are encouraged to provide examination papers and assignments bilingually to the extent that that is practicable. When that is impracticable, the examination paper will be provided in Welsh, together with the original English paper, if a student has indicated beforehand, by an appointed date, his or her desire to sit an examination in Welsh for an English-medium course or module. Students will be notified of this right at the start of the academic year, by means of correspondence circulated widely among students, displayed notices, and on pages of the website.
- (11) Examinations will be provided through the medium of Welsh or English, as requested, to candidates for entrance scholarships. This element of choice shall be made known to schools and colleges when they are informed of the examinations.
- (12) The institution shall establish a programme of education and training to enable Welsh-speaking students and members of academic staff to develop and enhance their command of the language, in order to be able to use it as a medium of study and learning. The institution shall give practical support to staff members who wish to take advantage of the provision, and appropriate resources will be made available for its maintenance and promotion.
- (13) Training courses through the medium of Welsh shall be provided on study and research techniques for undergraduates and postgraduates. There is a commitment to maintain and promote this by collaboration with other institutions where that is practicable and beneficial.
- (14) Advice and guidance, which may include training sessions, shall be provided in Welsh for students on careers issues. The Welsh-language provision shall include guidance for students on (i) the skills needed for practising and developing bilingualism in the workplace, and (ii) employer demand for bilingual applicants for posts.
- (15) When organising any work experience for students, departments shall take such steps as are practicable to provide an opportunity for those who speak Welsh to have experience in a Welsh-speaking or bilingual environment, where they will be able to use the language. A database shall be maintained of approved workplaces

where students can have job experience in a bilingual environment, and students shall be informed of the options available.

- (16) It shall be ensured that students and staff shall be able to communicate both orally and in writing with the Information Services in either Welsh or English.
- (17) The institution shall establish a procedure to ensure, to the fullest extent to which specialist resources are available, that specialist services are available for those who experience learning difficulties whilst studying through the medium of Welsh. When specialist resources are not available within the institution, efforts shall be made to operate through contact with other institutions and authorities.
- (18) The institution shall support and promote the development of the External Degree through the medium of Welsh; by means of co-operation between the Schools and Departments that contribute to it, and with other higher education institutions.
- (19) The institution, when developing its programme of Continuing Education and any courses provided for the local community, shall pay particular attention to the appropriateness of offering them through the medium of Welsh or bilingually. Specifically, programme organisers and administrators shall be required to consider in what ways and to what extent Welsh-medium or bilingual provision can be made, by gathering and retaining information on demand for provision and teachers who are available to deliver it. All publicity regarding this provision will be bilingual.
- (20) The institution shall maintain and develop a comprehensive programme of Welsh courses for adult learners. These shall be open to registered students and other members of the public, and this provision shall be publicised within the institution.
- (21) Specific reference shall be made to the provisions and development of Welsh-medium education in the planning of the institution's central strategy for teaching and learning.
- (22) Procedures and guidelines shall be set for ensuring that all Welsh-medium provision is marketed and publicised effectively, and that information thereon is clearly given in the main publications of the institute and the departments, and on the website. These procedures shall *inter alia* ensure that Departments make it clear, at the beginning of each session, what formal and informal arrangements are offered for students wishing to study through Welsh. The marketing arrangements shall include presenting this information on visits to schools and colleges, and during visits to the institution by prospective students.
- (23) There shall be a procedure for recording centrally whether a student has knowledge of Welsh, and also in which language they would wish to communicate with the institution. This information will be obtained by asking students to note it on the appropriate form when registering at the start of each session. This information shall be made easily available to academic departments and to officers of the administration and services, within a specified short period of time after registration. Each department and administrative office shall be notified of the existence of this list and of the need to act in accordance with the expressed wish of each student when communicating with them individually.

- (24) There shall be a procedure for taking advantage of all available information concerning the language skills requirements of employers in professional skills related to the institution's academic provision.

5.2 Provision and Development

- (1) The use of Welsh as a medium of teaching and study will vary of necessity from one Department and academic subject to another, but the institution centrally will monitor the provision on the basis of the aims and proposals set out in Annex 2, and will monitor progress, through the School of Welsh-medium Studies and the central planning process.
- (2) Schemes and modules presented entirely or substantially through the medium of Welsh are listed in Annex 1 of the Scheme.
- (3) Annex 2 of this Scheme sets out the use of Welsh as a medium of study and teaching in the academic Departments, together with targets for increasing or varying this provision over the period up to the year 2007.

6. IMPLEMENTATION AND REVIEW OF THE SCHEME

6.1 Programme of implementation

- (1) There shall be specific programme for implementing each of the Scheme's policies, which shall indicate the schedule and targets for each department, office or centre (Annex 2).
- (2) Targets shall be set for the implementation of the Scheme, taking account of those measures
 - which are already in operation
 - which can be implemented within 12 months after the Scheme has approved
 - which are to be implemented within 2 years after the Scheme has been approved
 - which are longer term targets (3 years and above)

6.2 Staffing

8(i), 8(ii)

- (1) It is the institution's policy to ensure that the workplaces which have contact with the public have sufficient Welsh speakers with the appropriate skills to enable those workplaces to communicate and offer a complete service through the medium of Welsh. There shall be a biennial assessment of the institution's needs in terms of language skills, their distribution, and the required level of skills. Also, the institution shall draw up and maintain a linguistic profile of staff members, by Department, and to this end a survey shall be conducted within 12 months of the adoption of this Scheme. The result of the assessment of needs, and the linguistic profile shall be taken into consideration in reaching decisions on personnel requirements, staff training programmes, and support services including translation. A consideration, therefore, in determining the language requirement of any post, shall be the need to protect or develop the linguistic profile of the department, office or centre in question, taking into account the language skills generally available therein, along with any foreseeable short-term changes. Posts

for which a knowledge of Welsh is essential, and those for which a knowledge of Welsh is an important qualification in order that a Welsh-medium service can be provided, shall be designated accordingly. In accordance with this policy, the linguistic requirements of posts in Academic departments shall be determined in a way that complies with the plans and strategy of each Department. Reports on the surveys of staff needs and competence shall be reported to the Joint Committee on the Use of Welsh, the Senate and Council, and also to the School of Welsh-medium Studies in the case of posts in academic departments and services. One of the specific roles of the Joint Committee on the Use of Welsh will be to monitor the staffing strategy and the linguistic profile of posts.

- (2) Before an appointment to any post is authorised, and before it is advertised, the relevant department or centre will be asked to consider and indicate to what extent is a knowledge of Welsh, and the ability to speak and write it, necessary or desirable for that post. All posts shall be graded on the basis of the following criteria indicated in Annex 4 of this Scheme.

The Council, on the recommendation of the Joint Committee on the Use of Welsh, shall determine a procedure for monitoring recommendations made by heads of department, in the light of the departmental plan and profile already agreed with the Planning Group.

- (3) If it is considered that a knowledge of Welsh is essential, or an important or advantageous qualification, this shall be noted in the advertisement for the post and in any further details which are distributed. Further details for such posts shall be bilingual. Linguistic requirements shall be defined in this way rather than as a "desirable" qualification in advertisements and descriptions of posts.
- (4) For all appointments, the main criterion is suitability for the post. For a number of posts this includes the ability to use Welsh. The ability to work through the medium of both Welsh and English will be an important qualification in new staff appointments to central administrative services, and to posts which provide services centrally to students and which relate to the marketing of the institution and the promotion of its image. Heads of Departments and services shall monitor appointments to such posts to ensure that there are sufficient personnel resources to implement the Scheme, and relevant data shall be collected by the central administration, as is done for the purposes of Equal Opportunities legislation.
- (5) Guidelines shall be drawn up to provide for the right of any candidates who are interviewed for a post to have the interview conducted either partly or wholly in Welsh, and for notifying them accordingly. The basis of the guidelines shall be (i) to allow each candidate to use his/her preferred language in interviews, and (ii) to allow them the opportunity to demonstrate their knowledge of all languages relevant to the post concerned.
- (6) If anyone is appointed who does not have a knowledge of Welsh, to the required level as defined in the assessment of the linguistic needs of the posts, learning or improving their command of the language to the necessary standard, within a defined period shall be made a condition of employment, and noted in the contract of the appointee. The institution shall give the individual full practical support, by taking these circumstances into consideration when setting his or her programme of work, and by allowing a reasonable time for him or her to attend Welsh classes

during working hours. There shall be a procedure for monitoring the progress of the individual, and for determining whether he/she has fulfilled the conditions within the specified time.

- (7) It is the institution's policy to offer practical encouragement and support to members of staff who wish to attend courses to learn Welsh or to improve their Welsh. To this end, enrolment fees for Welsh classes shall be paid or reimbursed by the institution, and guidelines set for promoting and administering the scheme. This arrangement shall be overseen by the Joint Committee on the Use of Welsh, so as to ensure consistency of practice between Departments.
- (8) Every academic department, office and centre shall be expected to consider the implications of the Language Scheme when planning and reviewing its staffing strategy, keeping an account of the staffing resources that are currently bilingual and any long-term measures needed to increase them, and that strategy shall be presented to the Planning Group.
- (9) The information sent to prospective candidates for academic and related posts shall include a statement on the institution's language policy and the use made of Welsh as a medium of teaching, study and communication, as well as the linguistic and cultural makeup of the area and local community.
- (10) The policies and guidelines adopted to promote bilingualism with the institution shall be featured in written material and in induction sessions for staff, including new members.
- (11) In order to ensure over a period of time that the University of Wales, Aberystwyth is able to deliver its services in Welsh to a high quality, effectively and efficiently, it will adopt a Linguistic Skills Strategy as part of its human resource planning. This strategy will enable the University of Wales, Aberystwyth to maintain an overview of its linguistic skills needs and resources, and co-ordinate training and recruitment activities to facilitate the Scheme's objectives. The measures set out above in section 6.2 will form a part of that strategy.

6.3 Staff training and development

8(iii)

- (1) The demand and the need for in-service training in Welsh will be assessed annually.
- (2) When in-service training courses for staff are arranged, consideration shall be given at the outset to whether they should or could be given through the medium of Welsh. If this is not practicable, an effort shall be made to ensure that Welsh discussion groups are available as part of the course programme. There shall be a periodic assessment, at intervals of not more than two years, of the demand for training in Welsh in various fields, and of the available providers.
- (3) The institution aims to offer a programme of training to members who speak Welsh - and who wish to enhance and improve their mastery of the language. The aim shall be to increase the confidence of staff members in their ability to communicate in writing, and/or orally, in Welsh. Practical support shall be given to staff to attend such courses.

- (4) A training programme for Welsh-speaking staff shall be provided with a view to preparing them for using Welsh as a medium of teaching and professional activities.

6.4 Administrative arrangements for facilitating the Scheme

8(iv)

- (1) It is acknowledged that operating the scheme fully will mean a substantial increase in the total amount of material produced bilingually, in the demand for translations from Welsh into English, and from English into Welsh.
- (2) The Translation Unit, which forms part of the Centre for Welsh Language Services, provides a translation service to all academic departments, centres and administrative offices. The central aim of the service is to facilitate the operation of the Scheme and the institution's policy on the use of Welsh, and to support the use of Welsh as a medium of teaching and study.
- (3) Departments, centres and administrative offices shall be informed of the services of the Translation Unit, and of the targets for the completion of translations. In the case of material (circulars, memoranda, leaflets, publicity material etc.) circulated to departments, members of staff, students and the outside public in Wales by the departments and central services and administrative offices of the institution, the principle adopted shall be to circulate the Welsh and English versions simultaneously. Accordingly, no document shall be circulated in one language until the corresponding version in the other language is available for distribution.
- (4) There shall be a procedure for ensuring that the service offered by the Translation Unit, including any work undertaken by external translators and agencies under contract, reaches the highest standards. There shall also be a code of practice for the translation of academic work from Welsh to English for the purpose of examination and assessment. It shall be ensured that all translators employed by the institution, whether as staff members or by casual contract, are suitably qualified.
- (5) The Translation Unit provides a simultaneous translation service for any meetings where such a service is needed, according to the guidelines of this Scheme. To this end the institution, through Information Services, shall provide and maintain translation equipment for use at the main conference and committee centres, or in other locations as required.
- (6) A translation service shall be available for the meetings of authorities and standing committees as noted above (para 4.4), and also for any other meetings arranged in the name of the institution including hearings of cases concerning individual members of staff and students.
- (7) The institution shall establish specific guidelines for the design of bilingual documents in a way which makes them easy to follow and which treats Welsh and English equally.
- (8) In designing and commissioning computer programmes, the need to make bilingual provision shall be taken into account. There shall be an expectation that the computer programmes used for educational purposes, and for internal communication and marketing, are suitable for adaptation in accordance with all

the demands of the Language Scheme, as far as it is practicable for the institution to make such provision.

- (9) It is confirmed that the commitments and arrangements noted in this Scheme have been authorised by the Council, as the governing body, and their implementation will carry the full authority of the institution.
- (10) Appropriate steps shall be taken to ensure that everyone in the institution is familiar with the Scheme, and that the staff are aware of how it should be implemented. These steps may be taken by correspondence, induction sessions, personal advice, and website pages.

6.5 Agreements or arrangements between the institution and outside institutions, companies or individuals

- (1) When any service offered to the public in Wales is contracted out to an agency or contractor outside the institution itself, it shall be ensured that the agency or contractor, or any sub-contractor, operates in accordance with the relevant sections of the Language Scheme, and shall report back regularly on that aspect. This includes any contract or partnership relating to the provision of educational and training programmes.
- (2) Every department, centre and administrative office shall receive directions to this effect, and will be expected to report periodically on how they are conforming with the Language Scheme.
- (3) In cases where an external institution or agency provides a translation service, or a service to students following their course(s) in Welsh, it shall be ensured that those procedures are consistent with the Language Scheme.

6.6 Partnerships

- (1) The University of Wales Aberystwyth works in partnership with public bodies, organisations from the voluntary sector and other agencies. The University of Wales Aberystwyth works on many levels when working with others:
 - i) When The University of Wales Aberystwyth is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme.
 - ii) When The University of Wales Aberystwyth joins a partnership in which an other body is leading, The University of Wales Aberystwyth's input to the partnership will comply with the Welsh Language Scheme and the organisation will encourage other parties to comply.
 - iii) When The University of Wales Aberystwyth is a partner in a consortium, it will encourage the consortium to adopt a bilingual policy. When acting publicly in the name of the consortium, the organisation will act in accordance with its Welsh Language Scheme.

When The University of Wales Aberystwyth joins or forms a partnership, it will ask prospective partners about their Welsh Language Schemes, Language policies

or the means by which they will operate bilingually. Within any partnership, The University of Wales Aberystwyth will offer advice and support to the other partner organisations.

6.7 Reviewing the Implementation of the Scheme

- (1) The Council, through the Joint Committee on the Use of Welsh, shall be responsible for administering and promoting the administrative aspects of the Language Scheme. The Senate, through the School of Welsh-medium Studies, shall be responsible for administering and promoting the academic aspects. In accordance with section 5.1(2) of this Scheme, the School of Welsh-medium Studies will review the academic provision and will report thereon to the Planning Group. The Planning Group, which is answerable to the Planning and Resources Committee, Senate and Council, is responsible for ensuring that departmental plans conform to and promote the requirement policies and targets of this Scheme. The pathways for presenting information and assessing needs are set out in Annex 6 of this Scheme. Any matters relating to the implementation of and compliance with the Scheme shall be reported to these bodies as appropriate. Their duties shall include assessing what resources are available or are needed in order to fulfil the requirements of the Scheme, and making recommendations and decisions on the allocation of resources.
- (2) The institution shall designate a senior officer to be responsible for the monitoring and implementation of the Scheme. This role is currently undertaken by the Administrative Secretary who is answerable to the Registrar and Secretary and through him to the Vice-Chancellor and Principal. A Welsh-language Development Officer has been appointed, from 1 October 2001, to undertake a range of duties related to the promotion of the Scheme, and to promote the programme of the Centre for Welsh Language Services.
- (3) Each head of department and centre shall be responsible for the operation of the Scheme within his or her own department or centre. There shall be a procedure for increasing the awareness of the requirements of the Scheme among heads of departments, and staff members involved in management decisions, and "good practice" action shall be promoted throughout the institution.
- (4) Academic departments and centres of services shall designate a member of their staff to act as co-ordinator on matters relating to the development of bilingualism and language awareness, and a procedure shall be established for liaison between them, and with the officer responsible on behalf of the institution, the Welsh-language Development Officer, the School and the Joint Committee.
- (5) The Joint Committee on the Use of Welsh and the School of Welsh-medium Studies shall establish a review procedure which will define guidelines for monitoring the provision against set targets and any steps which need to be taken as a result of the review. The aim of the procedure shall be (i) to ensure that the Scheme is implemented in a comprehensive and consistent manner across the institution, (ii) to draw attention to any practical problems relating to the implementation of the Scheme in all its aspects and (iii) to extend the Scheme's 'ownership' and the collective responsibility for its effective implementation. The senior officer designated to be responsible for the monitoring and implementation of the Scheme will deal with any dissatisfaction with the Scheme or complaints

regarding the Scheme's operation, or constructive suggestions on improving the bilingual service and facilitating the use of Welsh. The senior officer responsible shall report to the Joint Committee on the Use of Welsh on such issues, at least once annually. Periodic surveys shall be arranged to seek the opinion of members of the institution on the range and quality of the service given under the provisions of the Scheme.

- (6) A report on administrative aspects of the Scheme will be presented to the Joint Committee on the Use of Welsh, the Senate and the Council annually, comparing progress made against the targets specified therein. A report will be presented annually to the School of Welsh-medium Studies on the educational and training aspects of the Scheme.
- (7) The performance of the Translation Unit and its resources shall be periodically reviewed, so as to ensure that it deals adequately with the requirements of the Scheme. The reviews shall include measuring the Unit's performance against defined targets relating to the punctual completion of assignments, and the standard of translations and of bilingual publications and documents. Reports on the reviews shall be presented to the Joint Committee on the Use of Welsh.
- (8) The institution will receive an annual compliance report that will enable them to answer the two following basic questions:
 - Is the University complying with the Scheme?
 - How well is it doing so?

In doing this, the report will deal with:

- the institution's administrative and curricular Welsh medium services;
- the sufficiency of the institution's linguistic skills capacity to deliver the requirements of the Language Scheme;
- the guidelines established to implement the requirements of the Scheme.

If the report finds any weaknesses, the institution will prepare an action plan that will remedy any weaknesses identified.

A copy of this report will be sent to the Welsh Language Board.

During the third year of operating this Scheme, the institution will

- i) evaluate performance in implementing the Scheme over the first three years, and
- ii) review and update its Language Scheme.

The University will summarize the findings of their evaluation in a report that will:

- provide an overview and a thematic analysis of compliance and performance whilst implementing the Scheme over the first three years;
- outline priorities for the following three years which stem from the evaluation, along with a revised timetable for implementing the measures in the Scheme.

As part of this evaluation, the institution will conduct a satisfaction survey with students, staff and the general public to ascertain their views on the scope and quality of its bilingual services.

The institution will also review and update its Language Scheme during this period in order to receive approval for the second period of implementation.

The Scheme itself, and these reports, shall be placed on the institution's website.

6.8 Performance and Standards

8 (viii)

The institution will regularly publish information which compares its performance against the standards and targets noted in his Language Scheme.

6.9 Publicity

**Welsh Language Act
Section 12(2)(b)**

The institution will notify students, prospective students and members of the public of:

- (i) the existence of the Welsh Language Scheme
- (ii) the bilingual nature of the institution
- (iii) the opportunities available for Welsh/bilingual courses
- (iv) other educational opportunities and administrative services available through the medium of Welsh

Various methods will be applied to promote publicity, including appropriate publications, the university's website, whilst taking advantage of the Welsh Language Board's information media. Publicity via the media in Wales will be sought when the Scheme is granted approval.