

# Guidance on AU webpages and the Welsh Language

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# Introduction

This document provides guidance for website editors to make sure that the webpages they create meet our Welsh Language Standards.

Bilingual web pages should be equal in each language. This means that they should be the same in terms of:

- Presentation – the content should be presented in the same way in both languages.
- Quality – the content should be of equal quality in both languages.
- Accuracy – the content should be up to date and correct in both languages.

It is crucial that the University website is an accurate and up to date source of information in both languages. If incorrect content is shown in either language it is confusing for users and the University could be in breach of consumer protection law.

Don't forget that when you create a page in one language, you must create the page in the other language at the same time. When you make changes to the text in one language, you must make the same changes in the other language at the same time.

## Help and Support

The Translation Unit in the Centre for Welsh Language Services (CWLS - <https://www.aber.ac.uk/en/cgg/>) provides support for staff so that you can provide web content in both English and Welsh.

Translators are available to give advice and support, as well as providing translations of content. The Translation Unit is here to help you to meet the Welsh Language Standards and welcome queries and questions. If you are unsure of anything, please contact us by phone on 2045 or email [translation@aber.ac.uk](mailto:translation@aber.ac.uk).

You can find details of our translation staff on our website:

<https://www.aber.ac.uk/en/cgg/staff-profiles/listing/group/translators/>

Help sheets are available to support you and your department in operating bilingually. They include vocabulary, sentences and guidelines:

<https://jump.aber.ac.uk/?jlcpt>

## **Translation**

Text for translation should be sent to us via the Translation system that is accessed via <https://myadmin.aber.ac.uk>. Please give as much context and detail as you can when you submit a translation request. For example, tell us what purpose of the translation is and when you need it by.

If you need your translation urgently, please let the team know by email or phone, in addition to noting this when you send the translation. We can then ensure that the work is completed as soon as possible.

If you have a large amount of content to be translated it is very helpful if you can let us know beforehand. This will allow us to make arrangements in order to help you meet your deadlines.

If you are requesting translation of changes you have made to existing content, please highlight the changes you have made in the English content, to help the translators to get your translation completed as quickly as possible.

## **Proof-reading**

We can also proof-read content that you have created yourself. This should also be sent to us via the Translation system that is accessed via <https://myadmin.aber.ac.uk/>.

## What are the Welsh Language Standards?

The key Welsh Language Standards related to webpages are:

<b>Standard</b>	<b>Details</b>
55	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.
58	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.
59	You must provide the interface and menus on every page of your website in Welsh.

# Where do the standards apply?

## Information relating to Students

The Welsh Language Standards legislation (<http://bit.ly/2GNJUW3>) states that we must have policies in place regarding the use of the Welsh language in the following student-related areas. **Web content in these areas is therefore required to be provided in both English and Welsh.**

- The admission and selection of students
- Information provided to students and prospective students about the body
- The welfare of students
- Complaints
- Disciplinary proceedings in respect of a student
- Careers service
- Student intranet, virtual learning sites and learning portal sites
- Graduation and award ceremonies
- The assessment or examination of a student
- The awarding of grants and the provision of financial assistance
- Public lectures
- Learning opportunities
- Courses
- Student accommodation, libraries and arts centres
- Allocation of a personal tutor

## **Information for Staff**

The Welsh Language Standards legislation states that we **must provide bilingual information for staff** on our intranet or on other webpages aimed at staff (Standard 128).

## **Information for the Public**

The Welsh Language Standards legislation states that information we publish on our website for the public **must be provided bilingually**.

In particular, the following types of information must be provided bilingually:

- Policies, strategies, reports and plans
- Agendas, minutes and papers relating to Board or Council meetings or other meetings, conferences or seminars that are open to the public
- Brochures and leaflets
- Press statements
- Forms
- Notices
- Publicity and advertising
- Learning opportunities

## **How do I apply the standards?**

When you are working on content for the website you need to check if it is in one of the areas noted in the previous section. If it is, you will need to arrange for a translation of new content, or an update to the Welsh version if you intend to update the English.

Further guidance regarding translation is available in the [Help and Support section](#).

## Examples

### Example 1: Academic Departments

Academic Departments have websites which generally follow a set structure with the following main sections:

<b>Section</b>	<b>Details</b>	<b>Bilingual</b>
About Us	This section contains information about the department. This is aimed at various audiences, including prospective students, and should be provided bilingually.	Yes
Study with Us	This section contains information about courses offered by the department. This is aimed at prospective students and should be provided bilingually.	Yes
Employability	This section contains information about improving graduate employability. This is aimed at prospective students and should be provided bilingually. (This may link to central employability information)	Yes
Outreach	This section contains information about outreach the department is involved in, e.g. interactions with schools. This is aimed at prospective students and should be provided bilingually. (This may link to central student recruitment information)	Yes

<b>Section</b>	<b>Details</b>	<b>Bilingual</b>
Research	This section contains information about research carried out by the department. The main research page should be provided bilingually. Pages giving details of specific research projects or research groups are aimed at potential collaborators and do not have to be provided bilingually unless required by the funding body.	Yes, but content in individual research projects or groups does not have to be translated.
Information for Current Students	This section contains information for current students. This should be provided bilingually.	Yes
News & Events	This section contains information on the activities of the department. This is aimed at various audiences and should be provided bilingually.	Yes
Staff Profiles	This section contains information about the staff in the department. This is aimed at various audiences, including prospective and current students. The lists of staff names and roles, as well as basic information should be provided bilingually.	Staff List: Yes Basic info: Yes
Contact Us	This section contains information on how to contact the department. This is aimed at various audiences including prospective and current students and should be provided bilingually.	Yes

## **Example 2: Professional Services**

Websites for Professional Services sections that provide information for prospective or current students should be provided bilingually. For example:

- Academic Registry
- Estates, Facilities and Residences
- Finance
- Graduate School
- Hospitality
- Information Services
- Sports Centre
- Student Support and Careers Services

Websites for Professional Services sections that provide information for staff should also be provided bilingually. For example:

- Centre for Welsh Language Services
- Equality & Diversity
- Estates
- Facilities
- Finance Department
- Global Marketing & Student Recruitment
- Health, Safety & Environment
- Human Resources
- Information Compliance
- Planning

### **Example 3: Corporate Information**

Web pages containing information about the University, as well as public reports, strategies and policies, should be provided bilingually. For example:

- About the University
- Conferences & Events
- Corporate Information
- Equality & Diversity
- Faculties
- Strategic Plan
- Vice-Chancellor's Office

## **Are there any exceptions?**

Areas of our website which are specifically targeted at international students are not required to be bilingual. These include:

- International Aberystwyth
- International English Centre
- Information for international students within another section, for example:
  - Information on fees for international students, within the Undergraduate Study section.
  - Information on scholarships and funding specifically aimed at international students, within the Undergraduate Study section.