

## **Bilingual Disciplinary Hearings/Proceedings**

### **Guidelines**

**The Welsh Language Scheme (Revised 2011) states that :**

*Any member of the public, staff or student who participates in a disciplinary hearing, whether as the accused, or as a witness, has the right to use Welsh or English according to their choice at every step of the hearing. (Clause 4.3 (8))*

### **Initial Contact**

- When initiating correspondence with the individual concerned you should check if their preferred language is known and use that language (student language preferences should be on their record in AStRA, Human Resources holds data on staff language preferences).
- If the language preference is unknown a bilingual message should be sent.
- Once the individual has responded then the language which they used to respond should be used henceforth in correspondence unless they request otherwise.

### **Disciplinary Hearings/Meetings**

- When a disciplinary hearing or meeting is arranged the individual summoned should be reminded of his/her right to use either language in the face to face meeting.
- Any witnesses should also be reminded.
- Do not assume that an individual's preferred language for correspondence and for meetings will always be the same. Students and staff have the right to use English in correspondence but Welsh in a face to face situation should they wish and vice versa.
- Any individual wishing to use Welsh in a disciplinary meeting or hearing is required to give advance notice of this to the convenor/chairman of the meeting, and the message arranging the meeting should remind them of this requirement.
- When it is known that an individual wishes to use Welsh in a disciplinary meeting or hearing the convenor/chairman should consider whether translation facilities are necessary. Ideally every effort should be made to ensure that Welsh speakers are present to carry out the hearing/meeting through the medium of Welsh.
- Where this is not possible simultaneous translation should be arranged. The Centre for Welsh Language Services should be contacted at x 2045 [translation@aber.ac.uk](mailto:translation@aber.ac.uk) . It is preferable to do this at least a week in advance, when possible.

- Should the situation arise that the meeting/hearing can take place wholly in Welsh because the University staff concerned all speak Welsh, but that the individual has chosen a non-Welsh speaker to represent him/her (e.g. a union representative) – please consult the Centre for Welsh Language Services for advice.

### Notes

- In cases where someone will be taking notes on behalf of the University every effort should be made to find someone who can understand Welsh to do this. If this is not possible the English notes will need to be translated into Welsh before they are sent to the individual being disciplined for confirmation.
- Both sets of notes, Welsh and English, should be sent at the same time to the individual concerned following a bilingual meeting/hearing.
- If the notes were taken in Welsh and the meeting was held wholly through the medium of Welsh the individual concerned will not need an English copy of the notes if they are translated.

### Key Phrases and Vocabulary

I would like to remind you that you may speak in Welsh or English at this meeting/hearing.	Hoffwn eich atgoffa fod gennych yr hawl i siarad yn Gymraeg neu yn Saesneg yn y cyfarfod/gwrandawriad hwn.
If you wish to use Welsh in the meeting/hearing will you please give us advance warning.	Os ydych am ddefnyddio'r Gymraeg yn y cyfarfod/gwrandawriad a wnewch chi roi gwybod inni o flaen llaw os gwelwch yn dda.
Could you please give us at least a week's notice so that we can arrange simultaneous translation for you.	A fedrwch chi roi gwybod o leiaf wythnos o flaen llaw os gwelwch yn dda fel y gallwn drefnu cyfieithu ar y pryd ar eich cyfer.
If you do not give us advance warning of your intention to use Welsh in this meeting the University can not guarantee that you may do so.	Os na fyddwch yn rhoi gwybod inni o flaen llaw eich bod am ddefnyddio'r Gymraeg yn y cyfarfod hwn ni all y Brifysgol warantu y bydd modd i chi wneud hynny.
Disciplinary hearing	Gwrandawriad disgyblu
Disciplinary meeting	Cyfarfod disgyblu
Witness	Tyst
Simultaneous translation	Cyfieithu ar y pryd