PRIFYSGOL
ABERYSTWYTH
UNIVERSITY

REVISED WELSH LANGUAGE SCHEME

in accordance with the requirements of the Welsh Language Act 1993

Approved by the Welsh Language Commissioner,

20 February 2014

Revised Welsh Language Scheme

This document presents the Welsh Language Scheme to the Council of Aberystwyth University by i) explaining the requirement to prepare a Welsh Language Scheme under the terms of the Welsh Language Act 1993; ii) outlining the content of the Scheme and iii) explaining the rationale for preparing a Bilingual Skills Strategy.

The Welsh Language Act 1993

The Welsh Language Act 1993 placed Welsh and English on an equal basis in public life in Wales and three aspects were emphasised:
- It placed a duty on the public sector to treat Welsh and English on an equal basis when providing services to the public in Wales;
- Welsh speakers were given an absolute right to speak Welsh in court;
- The Welsh Language Board was established to oversee the delivery of these promises and to promote and facilitate the use of the Welsh language. The authority of the Welsh Language Board in all that it did was derived from this Act of Parliament. The Board had legally defined functions and its primary duty was to implement the Welsh Language Act 1993. In April 2012 the Welsh Language Board came to an end following the adoption of the Welsh Language (Wales) Measure 2011 which established the role of Welsh Language Commissioner. The Welsh Language Measure transfers the functions of the Welsh Language Act 1993 which relate to Welsh Language Schemes to the Welsh Language Commissioner.

Welsh Language (Wales) Measure 2011

The Welsh Language (Wales) Measure 2011 received royal assent on 9 February 2011. This Measure, passed by the National Assembly for Wales, gives official status to the Welsh language in Wales; provides for a Welsh Language Partnership Council; establishes the Office of Welsh Language Commissioner; provides for an Advisory Panel to the Welsh Language Commissioner; makes provision for promoting and facilitating the use of the Welsh language; makes provision about duties in the form of language standards; establishes the principle of treating the Welsh language no less favourably than the English language; makes provision about investigation of interference with the freedom to use the Welsh language; establishes a Welsh Language Tribunal; and abolishes the Welsh Language Board. The Commissioner is currently drawing up Language Standards which will apply to the whole of Wales and that will eventually replace the Welsh Language Schemes. However, until the Language Standards are in place, a Welsh Language Scheme will continue to operate in Aberystwyth University.

The Revised Welsh Language Scheme

The Revised Welsh Language Scheme sets out how the University will maintain and develop its bilingual services. It also outlines how the University will implement the principle of equality as set out in section 5 of the 1993 Act by ensuring that members of the public (staff, students, prospective students and the general public in Wales) may use Welsh or English according to their individual choice. The draft Revised Scheme has been divided into sections, as recommended by the Statutory

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Guidelines 'Welsh Language Scheme – their preparation and approval in accordance with the Welsh Language Act 1993'.[1] The sections are divided as follows:

- Bilingual correspondence and communication with the public (4.1; 4.2)
- Conducting meetings (4.3; 4.4)
- The Internet (4.5)
- The Corporate Identity of the University (4.6; 4.7)
- Material published by the University (4.8; 4.9)
- Press Notices (4.10)
- Publicity (4.11; 4.12)
- Press advertisements (4.13)
- Bilingual Skills Strategy (4.14; 4.15)
- Vocational training through the medium of Welsh (4.16)
- Administrative arrangements for facilitating the Scheme (4.17)
- A contract or agreement involving a third party (4.18)
- Reviewing the implementation of the Scheme (4.19)
- Publicity for the Scheme (4.20)

Bilingual Skills Strategy

The key development included in the Revised Scheme is the Bilingual Skills Strategy. Clause 6.2(11) of the current Welsh Language Scheme notes that the University will implement a Bilingual Skills Strategy as part of its human resources planning. The Strategy was prepared in consultation with Human Resources, the Revised Welsh Language Scheme Executive Group and the Joint Committee on the Use of Welsh. The Strategy was also issued for consultation with Senior Management, Heads of Departments, sections and centres and the trade unions in May 2008.

Aim of the Bilingual Skills Strategy

The document itself does not include procedures as they will form part of the guidelines on how to implement the Strategy. The key aim of the Strategy is to facilitate the appropriate implementation of the Welsh Language Scheme in relation to staffing and provision of services to the public as defined by the Welsh Language Scheme. The Strategy looks at treating Welsh as a skill and is a planned strategic approach to managing communication skills. The Strategy also considers the principle of equality and how the University may treat Welsh and English on the basis that they are official languages.

The Welsh Language Commissioner gives due regard to the nature, size, location and activities of each institution and its relationship with the public in Wales when determining what type of measures should appropriately be included in the scheme, and considers what is "appropriate in the circumstances and reasonably practicable". Welsh Language Schemes are developmental documents and Aberystwyth University is working within an agreed timetable towards implementing the principle of equality in the Act so far as is appropriate to the University's activities.

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[1] For further information, please see: http://www.byig-wlb.org.uk/English/publications/Pages/PublicationItem.aspx?puburl=/English%2fpublications%2fPublications%2f120.pdf
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Welsh Language Scheme
Aberystwyth University

Prepared in accordance with the Welsh Language Act, 1993

1   Introduction

Aberystwyth University recognises its particular responsibility to promote and encourage the Welsh language and culture. It does so by fostering a positive supportive environment so that the University is enriched by its bilingual nature, where the two languages are used naturally as individuals wish. As an international institution, the University welcomes all students and staff wishing to study and work in the special environment of Aberystwyth.

1.1   Welsh Language Act, 1993

Under Section 5 of the Welsh Language Act 1993, Aberystwyth University, as an institution that receives public funding, is required to prepare a language scheme.

Language schemes are based on the principle of language equality which is sited in the Act, and to this purpose, Aberystwyth University has outlined the following in the Language Scheme which was adopted in December 2003:

> *"Aberystwyth University 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 Aberystwyth University will implement that principle in the provision of services to the public in Wales."*

1.2   The Content of the Language Scheme

The University's Language Scheme was approved by the Welsh Language Board in December 2003. The scheme was prepared on the firm foundation established by the University's Language Policy, and this revised Scheme is a development of the first Language Scheme. Following the adoption of this revised Scheme the Welsh Language Strategy Committee, a joint-committee of the University's Council and Senate, will take responsibility for monitoring and reviewing the Scheme. The University's Centre for Welsh Language Services is responsible for the daily implementation of the Scheme, and frequent reports shall be presented by the Centre to the Welsh Language Strategy Committee on the work of implementing the Scheme.

The revised Welsh Language Scheme includes:

- a description of the bilingual services provided by the University;
- a description of the measures to be taken to provide the bilingual services;

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- details of implementation, reviewing and evaluation procedures;
- information regarding who is responsible for successfully implementing the targets.

The Scheme will have the full approval of the University and will be distributed widely amongst the current members of the University, as well as new members, and will be available to all members of the public.

1.3 Implementing the Principle of Equality

The Welsh and English languages are treated on an equal basis to give every individual the right and the opportunity to communicate with the institution, both orally and in writing, in his/her preferred language, be it Welsh or English, and receive a service by the University in the chosen language. For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh. The aim of the revised Welsh Language Scheme is to continue to create conditions where members of the University, and the general public in their dealings with the institution, are able to feel at ease using either language.

In adopting this revised Language Scheme the University will create the conditions which promote the use of Welsh and ensure that the language is the natural choice for those who speak it, by recognising that enabling members of the public to use their chosen language is good practice. The Scheme commits to:

- consider the linguistic implications when planning services and ventures, and in creating policies and procedures, using a language impact assessment tool.[2] Steps will be taken as necessary in order to ensure that decisions are consistent with the principles and guidelines of this revised Language Scheme. These steps will be taken in collaboration with the University's Executive Group.

- provide services of equal standards in Welsh and English, and to ensure the consistency of services in Welsh. One of the criteria of the policy is that no one should be disadvantaged by using either language. Recognising that refusing members of the public the right to use their chosen language places them at a disadvantage is a core part of this criterion.

- continue with the procedure which has already been established to review the Scheme and its policies, as well as the standard of the services provided in Welsh.

- inform members of the University, including staff and students and prospective students and staff, of this revised Welsh Language Scheme.

- ensure that this Scheme is not amended without the concurrence of the Welsh Language Commissioner.

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[2] See 'Advice on Mainstreaming the Welsh Language'
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This Scheme describes the way in which the University intends to put these principles into practice.

1.4 Background

1.4.1 Location and Objectives

In 1872 the first university institution in Wales was established in Aberystwyth. Today, there are over 10,000 students registered at Aberystwyth University, including over 3,000 from Wales. The University has seventeen academic departments which teach a wide range of subjects.

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, although this percentage had decreased to 47% by the 2011 census. 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.

The aim of Aberystwyth University is to advance the institution's tradition and reputation in providing first class education and research. Promoting and providing for the educational needs of Wales is an important responsibility. The University also aims to sustain and develop partnerships with industry and with other institutions in Wales and further afield, and to nurture collaboration with other University institutions, in education and research.

1.4.2 Size

In 2011/12 10393 students had registered in Aberystwyth University on undergraduate or postgraduate full-time or part-time courses, including the External Degree. 3306 of these students were from Wales.

1414 of the students registered on full-time courses in 2011-12 expressed that they had knowledge of Welsh.

On 1 August 2012 Aberystwyth University had 2145 members of staff and they were distributed to the following categories:

Academic:	865
Administrative/ Managerial and Professional	423

Campus Services	348
Clerical/Secretarial	239
Technical	97
Agricultural Wages Board	12
Joint Industry Board (Electricians)	14

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Unclassified	145
Other Staff:	2

1.4.3 The University's Strategic Plan

The University's mission has been set out in its Strategic Plan 2012-2017, which has the following aims relating to the local community, Welsh language and culture:

Community-based

Recognising the importance of our community and our nation and the role which we have to play in contributing to the cultural, linguistic and economic capital of the region and of Wales.

Aber Community – collaborating in success

We work closely with and are supported by the local community and benefit greatly from a location of unrivalled beauty. We acknowledge the contribution made to the life of the University by the local area, and will continue to seek to enrich the cultural, linguistic and economic life of both Aberystwyth and Wales. We will:

- Invest in initiatives which support and grow the Welsh language;

- Work closely with local schools, colleges and adult learners, to broaden accessibility to the University and to widen our community links;

- Seek to procure sustainably, often using local suppliers and working closely with local businesses;

- Support activities which encourage our students to work with local groups and organisations.

Aim 1 – Creating opportunities

We are committed to ensuring that Aberystwyth is a welcoming space for staff and students of all backgrounds and we work with a range of organisations, including Stonewall, the Buttle Trust , Athena SWAN and the Welsh language Commissioner to promote diversity and equal opportunity for all staff and students.

Aim 3 - Teaching that inspires

We are also aware of our special responsibility for furthering Welsh-medium education and we are proud to have a branch of the Coleg Cymraeg Cenedlaethol established at Aberystwyth. We work closely with the Coleg to enrich our Welsh medium provision. More broadly, the presence of the Coleg will assist in the propagation of the cultural life of Wales which our students and staff, wherever they come from, find such an attractive and distinctive element of the Aberystwyth Experience.

By 2017 we will:

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Achieve a 20% uplift on the number of students undertaking some element of their course through the medium of Welsh;

http:/www.aber.ac.uk/en/strategicplan/

1.4.4   Structure and Provision

The University's academic departments are situated within seven Institutes, most of which were established on 01 August 2013 as part of an internal restructure. From the outset, consideration has been given to planning for bilingual provision within the Institute structures and it will be the specific responsibility of the Institute Director to ensure that they act within the remit of this scheme.

Aberystwyth University's Institutes, and constituent academic and service departments, are structured as follows:

Institute of Biological, Environmental and Rural Sciences

Institute of Human Sciences

>   Department of Psychology

>   Department of Sport and Exercise Science

Institute of Mathematics, Physics and Computer Science

>   Department of Mathematics and Physics

>   Department of Computer Science

Institute of Geography, History and Politics

>   Department of Geography and Earth Sciences

>   Department of International Politics

>   Department of History and Welsh History

Institute of Management, Law and Information Science

>   Department of Information Studies

>   Department of Law and Criminology

>   School of Management and Business

Institute of Literature, Languages and Creative Arts

>   School of Art

>   Department of English and Creative Writing

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Department of European Languages

Department of Theatre, Film and Television Studies

Department of Welsh

Arts Centre

Music Centre

Institute of Education, Graduate and Professional Development

School of Education and Lifelong Learning

Centre for Development of Staff and Academic Practice

Graduate School

Careers Service

International English Centre

Student Learning Support

1.5 Aberystwyth University's Language Policy Development

The University'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 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. The policy is based on a quote from the Charter to the effect that Welsh, like English, is an official language of the University. The policy set out guidelines for providing bilingual services in aspects such as education, correspondence, advertisements, signs and notices, meetings of authorities and committees and publications. It also provided opportunities for staff to learn Welsh and to encourage staff who were able to speak Welsh to use the language in the workplace, be it for academic or administrative purposes. The translation service was provided to promote the operation of the policy.

From the mid-1960s, the University 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 were 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 a BA degree, and is part of the institution's commitment to the provision of lifelong learning. These developments were funded until the beginning of the eighties by the

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University of Wales, and later by the Universities Funding Council (UFC) which contributed a specific annual sum in recognition of the annual 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 Funding Council also adopted a system of premium payments 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. It is also possible to receive an element of tuition in Welsh in other modules, and to be examined and submit work for assessment in Welsh for modules taught in English.

In accordance with the requirements of the Welsh Language Act, 1993, the University strengthened the language policy by preparing a Language Scheme which was approved by the University's Council in July 2003 and by the Welsh Language Board in December 2003. The Centre for Welsh Language Services was established to be responsible for operating the Scheme from day to day, and specific responsibility for Welsh medium education was given to one of the Pro Vice-Chancellors. The monitoring procedures which were adopted at that time have gone from strength to strength and continue to be an important part of the process of operating the Language Scheme.

1.6 Quality Assurance in the presentation of Welsh medium services and courses

Aberystwyth University undertakes to establish and maintain standards in providing and reviewing its services for the public and students in Welsh. This is achieved through the monitoring procedures which have already been established and adopting new structures as required. The monitoring procedures will be elaborated upon in the relevant sections of this Scheme.

The University's Translation Unit, which is part of the Centre for Welsh Language Services, will support the University in recognising the equal linguistic status of both languages, by translating from one language to the other as required.

Welsh medium modules and courses will be assessed with regards to quality, in the same way as English medium modules and courses are assessed, through the University's procedures for learning and teaching and quality assessment. In instances when new academic courses are prepared the subject leader will be responsible for researching the need for the course in general and for Welsh medium courses in particular as part of the approval procedure.

The Council and the Senate, through the Welsh Language Strategy Committee, are responsible for reviewing and monitoring the implementation of the University's Welsh Language Scheme.

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The University publicly declares its commitment to the Language Scheme in relevant paper publications and on the institution's website.

The Centre for Welsh Language Services is responsible for advising members of the University and the public on the Language Scheme and its requirements, and will offer support in achieving the terms of the Scheme.

2 The Present Situation

2.1 Welsh Language Scheme

The University's Welsh Language Scheme was formally approved by the Welsh Language Board in 2003. This revised Welsh Language Scheme supersedes the previous scheme.

2.2 Maintaining and Developing the University's Welsh ethos

The areas which will be considered in the development of the University's bilingual ethos and operating the principle of equality as set out in the Act and the revised Scheme are:

- The institution's corporate identity in Wales;

- Information signs within the boundaries of Aberystwyth University;

- Other public information signs located elsewhere in Wales;

- Publishing and printing material directed at the public in Wales;

- Forms and associated explanatory material which is to be used by the public in Wales;

- Press releases to be distributed in Wales;

- Publicity material, advertising campaigns, marketing campaigns and methods of response in connection with publicity activity in Wales;

- Official notices, public notices and staff recruitment advertising in Wales.

2.3 Ensuring opportunities for the public to use their chosen language in their dealings with the University

The areas which will be specifically considered to operate the principle of equality set out in the Act and the revised Scheme, and for which procedures will be formed are:

- Written correspondence with the public;

- Telephone communication with the public;

- Public meetings, hearings and any other legal proceedings;

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- Other meetings with the public;

- Any other dealings with the public, e.g. on the web, communicating through email, video conferencing links, public address systems;

- Internal correspondence through letter and email;

- Lectures, seminars and tutorials;

- Assignments and essays;

- Examinations and assessments;

- Tutor service.

2.4   **Monitoring and Strengthening the Provision**

Since approving the Scheme the University has established committees to oversee its operation. These committees are essential in promoting and implementing the requirements of the Scheme. In addition, key appointments were made at the highest level of the University which led to establishing bilingualism as an integral part of the institution's mission. One of the University's Pro Vice-Chancellors has specific responsibility for the institution's Welsh medium provision. The revised Scheme will maintain these structures to plan, strengthen and maintain Aberystwyth University's bilingual and Welsh medium provision.

(i)   The **Welsh Language Strategy Committee**, chaired by the Pro Vice-Chancellor with responsibility for the Welsh language, is responsible for supervising the Scheme and overseeing the way in which it is implemented. It presents recommendations to the University Council and Senate, on matters relating to promoting the administrative aspects of the Scheme.

(ii)   The Coleg Cymraeg Cenedlaethol Branch Committee supervises the academic provision of the Scheme in consultation with the Welsh Language Strategy Committee. The relevant Pro Vice-Chancellor attends these meetings to ensure that relevant matters are reported to the University's Executive Group. The Committee's Chair is elected from amongst the University's academic staff who teach through the medium of Welsh.

(iii)   The Manager of the Centre for Welsh Language Services and the Welsh Language Development Officer attend both committees, are responsible for formally implementing their recommendations, and present regular reports on the work of the Centre.

(iv)   The Directors of Welsh Language and Culture from each Institute attend meetings of the Welsh Language Strategy Committee, thereby providing an opportunity to discuss Welsh medium provision within the University's academic departments. The Committee also provides an opportunity to discuss Welsh-language provision with student members from the Students' Union and UMCA.

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2.4.1 Academic Aspects

The Aberystwyth University branch of the Coleg Cymraeg Cenedlaethol is responsible for the Welsh medium Academic Strategy of the University and its members work closely with the Coleg to develop and promote the Welsh medium provision in Aberystwyth. More information about the activities of the University Branch of the Coleg can be found on its website (http://www.aber.ac.uk/en/ccc/)

Academic departments prepare annual reports on their Welsh medium provision and any particular matters which arise are discussed in the meetings of the Branch Committee and the Welsh Language Strategy Committee. Departments must also advise the Branch Committee of any change in their Welsh medium provision.

The Branch receives annual reports from the University's Admissions and Recruitment Office each November and the University has a Welsh Medium Provision Marketing Officer who works closely with the Centre for Welsh Language Services. The Marketing Officer presents frequent reports to the meetings of the Branch Committee.

2.4.2 Administrative Aspects

Students are encouraged to contact the Centre for Welsh Language Services regarding any matter arising from the implementation of the Scheme. This is arranged through the student representatives, and especially UMCA, but individual students can also contact the Centre directly.

The Centre for Welsh Language Services, members of the Branch and UMCA members continually survey the way the administration operates bilingually. The Welsh Language Strategy Group has an official role in this matter as it receives reports on the complaints received by the Centre and approves recommendations for further action. If matters arise frequently the Committee will act in one of two possible ways i) instruct the Centre for Welsh Language Services to deal with the matter in a specific way and to report on the conclusion or ii) send a reference including recommendations to the University Council or Senate as appropriate.

2.5 Assessing Future Demand

Future requirements for developing Welsh and bilingual provision will be assessed using the following methods:

- The annual reports made on the University's Welsh medium provision;
- Any requests brought to the attention of the Centre for Welsh Language Services from prospective students / current students / staff;
- The need for further development following any success in the field;
- Requirements from employers and/or the public;
- Proposals from bodies such as the Coleg Cymraeg Cenedlaethol the Higher Education Funding Council for Wales, the National Assembly for Wales, and external vocational bodies;
- Demands from the Welsh Language Commissioner.

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2.6   **Collaborating with other Colleges and Universities/Institutions**

Developing collaborative links in learning and teaching is one of the six key aims of Aberystwyth University's Strategic Plan for 2012-17. In addition to this, Welsh medium matters are one of the priority areas in this plan.[3]

Through the Strategic Alliance, Aberystwyth and Bangor Universities are looking into collaborating to strengthen Welsh medium provision and recognise that a joint investment would be beneficial for both institutions.

Aberystwyth University collaborates fully with the Coleg Cymraeg Cenedlaethol to realise the aims of the Welsh Government in its strategy for the Higher Education Sector. The relevant Pro Vice-Chancellor is one of the Coleg's Directors, and the University is represented on all of the sub-groups, as well as the Network Panels

3   The Scheme

This Scheme is allocated in two parts, the Administrative Scheme and the Academic Scheme. The Administrative Scheme will focus on the bilingual provision in all of the University's administrative arrangements, and the Academic Scheme will deal with curricular developments.

4   The Administrative Scheme

This section deals with the bilingual services provided for the public in order to facilitate their dealing with the University in their chosen language.

4.1   Written correspondence with the public

4.1.1   The University welcomes correspondence in both Welsh and English. The headed paper of the University's departments shall include a statement to this effect.

4.1.2   The University is committed to ensuring that correspondence through the medium of Welsh will not lead to a delay in receiving a reply. The timing of acknowledgements and responses to correspondence will be the same in both languages.

4.1.3   All written replies to correspondence in the name of or on behalf of the University shall be in the language of that correspondence, be it Welsh or English.

4.1.4   The University shall initiate correspondence in Welsh with those who have indicated that Welsh is their preferred language, and with those to whom Welsh has been spoken face-to-face, or on the telephone, in the past. In each case, the language of any ensuing correspondence may by changed if that is the expressed wish of the recipient.

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[3] See http://www.aber.ac.uk/en/strategicplan/ and Aim 5 in particular
http://www.aber.ac.uk/en/strategicplan/partnerships/
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4.1.5 Written official correspondence by the administration and all the departments, centres and services of the University sent to individuals or institutions in Wales shall be bilingual, or in the preferred language of the individual/institution if known.

4.1.6 Written official correspondence by the administration and all the departments, centres and services of the University sent to students and members of staff shall be bilingual, or in the preferred language of the student/staff member if known.

4.1.7 Written official responses to letters by members and individuals shall be in the language used in the original correspondence.

4.1.8 Staff are requested to indicate in which language they wish to receive correspondence from the University in the questionnaire provided on appointment. All these details are kept on the Human Resources data base. The Centre for Welsh Language Services and Human Resources together maintain these details, and information about the preferred language of staff shall be provided to departments, centres and services.

4.1.9 Correspondence between the administration or central services and individual members of the University's staff shall be in Welsh or English depending on the wishes of each member of staff.

4.1.10 Students shall be asked, at registration, to indicate in which language they would wish to receive correspondence in the name of the University. This information is kept on the student data base, AStRA, and each department, service and centre has access to this database.

4.1.11 The language of unofficial correspondence by a member of an academic department or administration to a student or a group of students shall be according to the wishes of each student as indicated on AStRA.

4.1.12 The Translation Unit has specific guidelines to ensure that a translation of a correspondence shall not, in itself, cause undue delay in replying.

4.1.13 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.

4.1.14 If internal correspondence with staff/students includes attachments, committee papers etc. which have been produced by outside bodies or/and institutions, they will be accepted in the original language, and they do not need to be translated. But those bodies should be made aware of their duties under the Welsh Language Act, 1993 and Welsh Language (Wales) Measure 2011.

4.1.15 These clauses apply to all electronic correspondence. When an electronic correspondence is bilingual, the Welsh message shall appear above the

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English message. The Centre for Welsh Language Services' guidelines set out clearly how to formulate a bilingual e-mail message.

4.2 Communicating with the public on the telephone

4.2.1 Welsh and English telephone calls are equally welcome.

4.2.2 The central switchboard staff shall answer all telephone calls bilingually, be they calls from internal or external sources. Every member of the switchboard staff, including those employed to stand in for absent staff, shall be able and ready to deal with queries in Welsh and English as necessary.

4.2.3 If the call received is for a bilingual individual, or is put through to him/her, then every bilingual individual should make it obvious on answering that they are able to use both languages. The discussion shall then be held in the preferred language of the caller.

4.2.4 If the call is for the secretarial staff of a specific department, or is put through to him/her, they should answer with a bilingual greeting. If the caller specifically wishes to speak Welsh, and the secretarial member of staff does not speak Welsh, then the call should be put through to a bilingual individual in the department.

4.2.5 In an academic department where there are bilingual staff but they are not available at the time, arrangements should be made to call back, unless the caller wishes to discuss in English.

4.2.6 In an academic department where there are no bilingual members of staff at the time, the situation should be explained courteously and the person answering the call should ask whether the caller is prepared to speak to a non-Welsh speaker.

4.2.7 If the caller expresses a wish to speak in Welsh, the person receiving the call will arrange, either directly or by seeking the assistance of the Centre for Welsh Language Services, for a Welsh speaker to return the call as soon as possible, within two working days.

4.2.8 Where no bilingual member of staff is available in an administrative department, the situation should be explained courteously and the caller should be given the opportunity to speak to a bilingual officer from another administrative department, or to ask the caller if they are prepared to speak to a non-Welsh speaker, or transfer the call to the Centre for Welsh Language Services. The individual can also be given the choice of writing in Welsh to the University and receiving a written answer in the same language.

4.2.9 There are no specific instructions on the procedures of answering the telephone for members of staff who do not represent their departments and services, other than the instruction regarding answering machine messages (see 4.2.10 below). If they receive a call in Welsh, it is expected that they will respond courteously, respecting the caller's wish to use Welsh.

4.2.10 Greetings and directions on the University's answering machines, including the central switchboard, and the departmental and services' enquiry offices, shall be bilingual.

For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

4.2.11 Welsh speaking members of staff are expected to provide every opportunity and encouragement to learners who wish to communicate with them in Welsh.

4.2.12 The University, 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.

4.2.13 The University offers training and guidelines to members of staff on bilingual greetings, on how to deal with Welsh calls, and how to prepare messages on official answering machines.

4.3 Meetings (including public meetings, public lectures, conferences, face-to-face discussions, hearings and any legal meetings, meetings with members of the public, e.g. University open and visiting days)

Public meetings

4.3.1 Members of the public and staff will be welcome to speak Welsh or English in any public meeting organised by the University and held within Wales. Simultaneous translation equipment will be provided for these meetings, and this will be noted on posters / invitations.

4.3.2 All published written notices regarding public meetings will be bilingual. The Welsh will appear first or uppermost.

Public lectures and conferences

4.3.3 When advertising public lectures and conferences the materials should be in Welsh and English. The title of public lectures should appear in the language of delivery.

4.3.4 When organising public lectures and conferences, consideration will be given on every occasion to the appropriateness of providing a simultaneous translation service. The lecture and conference organisers are encouraged to consider the aim of the lecture/conference within the linguistic context, and the University will adopt a procedure for different types of lectures/conferences. These types will consider the use of language in a general introduction by the organiser/chair of the lecture or conference, the linguistic nature of the audience, the way in which formal sessions are conducted and any group work. Guidelines shall be prepared for this purpose.

4.3.5 When it is decided that a translation service is not needed in a lecture or conference, it is the duty of those who are responsible for the meeting arrangements, and whoever presides over it, to ensure that any individual has the right to speak in Welsh and that what is said is conveyed in English to any non-Welsh speaker present.

4.3.6 In the case of conferences organised by academic departments which deal with specific academic fields, or meetings/lectures that members of the public are present by invitation or registration, it will be expected that the organisers will advertise the conference bilingually in Wales.

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Face-to-face discussions, hearings and any legal meetings

4.3.7   Anyone wishing to communicate with a representative of the University face to face, including the addressing of a meeting, shall be offered the opportunity to do so in Welsh.

4.3.8   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. The Chair/Convenor should ask in advance in which language each person taking part wishes to contribute and decide whether or not a translator is needed. When any one expresses the intention to speak Welsh, every effort shall be made to ensure a panel of Welsh speakers, and if this is not possible that at least one member of the panel is able to speak Welsh, and the suitable arrangements for simultaneous translation shall be made.

Other meetings with members of the public visiting the University

4.3.9   Staff who welcome the public to the University, e.g. in the receptions of buildings or departments, shall do so with a bilingual greeting.

4.3.10 If the receptionist can speak Welsh this should be made apparent to the public so that they are given the opportunity to use Welsh or English as they wish.

4.3.11 If the receptionist can not speak Welsh and the individual wishes to speak in Welsh, arrangements shall be made to contact another member of staff in the department/building who can speak Welsh. If this is not possible then the receptionist will explain courteously that there is no member of staff available who can speak Welsh, and that someone from another building or department who speaks Welsh may come to speak to the individual, if this is practical.

4.3.12 Bilingual staff will be on duty during the University's Open Days in order to converse with prospective students and other members of the public. These staff will make it apparent to the public that they can speak Welsh and are happy to do so.

4.3.13 It is the University's intention to increase the numbers who can hold a basic conversation through the medium of Welsh by applying its Linguistic Skills Strategy (see section 4.14).

4.4   Meetings of the University's authorities and internal bodies.

4.4.1   The notices issued to convene meetings of all authorities, committees or faculties shall be in Welsh and English.

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

- The Council
- The Senate
- Welsh Language Strategy Committee
- Committee of the University's Branch of the Coleg Cymraeg Cenedlaethol.

The notice and agenda of the following bodies shall be bilingual.
For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

- Audit and Risk Committee
- Finance and Strategy Committee
- Professional Development and Staffing Committee
- Redundancy Committee
- Remuneration Committee
- Nominations Committee
- Committee for the Nomination of Fellows

Charter Committee

The agendas of those committees which report directly to Council and Senate, as well as every convening notice, shall be bilingual.

The procedure will be revised annually in consultation with the Pro Vice-Chancellor.

4.4.3 The usual procedure shall be to submit reports to the Court in Welsh and English.

4.4.4 There is an established procedure for defining which papers or proposals are to be produced bilingually for the Council, Senate and committees, which endeavours to increase 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. Documents which will be published and made available to students, staff and the general publics will also be presented in both Welsh and English languages for consideration by Council, Senate and their committees.

4.4.5 Any committee or internal body shall have the right to prepare its minutes or any documents in a bilingual form. However, the ability of the Translation Unit to support this work is dependent on resources and, where appropriate, priority will be given to committees or internal bodies a majority of whose members are Welsh speakers.

4.4.6 Members of all authorities, committees or Institutes 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 other internal bodies and committees that have recommended accordingly, on the basis of a reasonable demand for translation facilities.

4.4.7 Committees within departments may also request the simultaneous translation service as and when necessary.

4.4.8 In committees where there is no simultaneous translation service available, other informal arrangements may be made for translation, e.g. the chair translates or ensures that another member of the committee translates or summarises.

4.5 The Internet

4.5.1 All the University corporate pages shall be available in Welsh and English.

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4.5.2   The University's homepage (www.aber.ac.uk) shall be bilingual, with the Welsh and English text side by side (with the Welsh first or uppermost), giving users a choice in which language they wish to read subsequent pages.[4]

4.5.3   The main pages of the central services shall be available in Welsh and English.

4.5.4   The homepages of all academic departments shall be available in Welsh and English.

4.5.5   In the case of the majority of the academic departments who are part of the University's Welsh medium education strategy, or departments where a considerable number of the staff and students can speak Welsh, other pages shall be in Welsh and English, apart from any page which it is judged unnecessary to be translated into Welsh e.g. pages which outline the work of a departmental research group which operates in English. This will be decided in consultation with the Centre for Welsh Language Services and a policy shall be formulated and agreed by the University.

4.5.6   In the case of other departments, where there is an investment in Welsh medium academic provision, specific pages, in addition to the welcome page, shall be prepared in Welsh only for staff and students who speak Welsh. These pages shall also be used to give information to prospective students and the public in general about the department's Welsh medium provision, and there will be a prominent link to these pages from the homepage of the department's website. The University will provide a summary of its Welsh medium provision on the website of the University Branch of the Coleg Cymraeg Cenedlaethol.

4.5.7   Every research centre shall have its homepage in Welsh and English. It shall then be a matter for the centre to decide whether it is appropriate for the other pages to be bilingual. In the case of centres who wish to have a translation of the entire website, the Centre for Welsh Language Services will discuss the translation needs with them and will make decisions based on demand and priority.

4.5.8   The homepages of websites which relate to conferences and specific events, or other information placed on the website for a specific period, shall be bilingual. It will be a matter for the organisers to decide, in consultation with the Centre for Welsh Language Services, whether it is appropriate to include subsequent pages in Welsh and English. The decision will be taken in accordance with clause 4.3 and on the basis of the event's location, the subject matter and who is likely to be present.

4.5.9   The Welsh and English pages shall be equal in presentation, accuracy and quality, and they shall be equally current.

4.5.10   The Web Team in consultation with the Centre for Welsh Language Services shall prepare guidelines for creating and maintaining bilingual websites.

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[4] To learn more about the priorities and timetable for translating departmental websites see ' Aberystwyth University's Bilingual Websites Strategy'.
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4.5.11 The University is committed to comply with the standards outlined by the Welsh Language Commissioner in the document 'Technology, Websites and Software: Welsh Language Considerations'.

The web as a learning and teaching medium

4.5.12 When online resources such as Blackboard are used to support learning and teaching media, the notes or materials will be placed on the web in the language of delivery of the module or course.

4.5.13 On the University's central data base, which can be seen on the website, the details of modules taught through the medium of Welsh will be available in Welsh only, and the details of modules taught in English will be available in English only (this shall include the module's title, description, teaching methods, and aims and objectives etc.). In the case of modules that are taught bilingually, the details will be noted in both languages.

4.6 The Corporate Identity of the Institution

4.6.1 In Wales, the corporate identity of the University shall be bilingual. The University's name shall appear bilingually wherever it is shown e.g.
- signs
- vehicles
- buildings
- logo
- exhibitions
- advertisements
- printed publications
- headings
- letters
- greeting cards
- identity badges
- electronic forms

In every instance Welsh shall appear highest or first.

4.6.2 The Welsh and English forms shall be used for the official names of institutes, departments, centres or buildings. 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.

4.6.3 Any material produced or displayed by the University for the purposes of marketing and publicity in Wales shall be bilingual.

4.7 Information signs

4.7.1 All signs on the University's land and property shall be bilingual, and the Welsh shall appear above or first.

4.7.2 Signs which give official information and directions shall be bilingual.

4.7.3 Any other sign, e.g. road signs or public knowledge signs, shall be bilingual.

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4.7.4   Any other sign placed anywhere in Wales where the University is responsible for them, shall be bilingual.

4.7.5   When other organisations, including contractors, have permission to place signs on the land and property of the University, one of the conditions of the permission is that these signs shall be bilingual. It shall be the responsibility of the relevant organisation to translate the signs but the Centre for Welsh Language Services can advise on this.

4.7.6   In every case both languages shall be equal in shape, size, clarity and prominence.

4.8   Material published by the University

4.8.1   Printed publications and materials which are widely distributed to the public in Wales (staff / students / prospective students / the general public) shall be bilingual. These may include the following:
- Posters
- Cheques
- Menus
- Receipts
- Invoices
- Maps
- Booklets and information leaflets
- Rules and guidelines
- Invitations
- Membership cards
- News and promotional materials

4.8.2   The usual procedure shall be that bilingual versions are produced within the same document.

4.8.3   On rare occasions when Welsh and English versions must be published separately, both version will be available simultaneously, and will be presented in the same form and quality. The separate Welsh and English versions will refer bilingually to the availability of both versions. If they are priced, the bilingual version and the monolingual versions will cost the same.

4.8.4   The University's Charter and Statutes 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.

4.8.5   The Annual Report and the Annual Accounts presented to the Council and Court shall be fully bilingual.

4.8.6   The University's intention is to publish a Welsh Prospectus and an English Prospectus. The Welsh publication will be of a different nature to the English publication and will be written for students who wish to receive information in Welsh about the University, as well as students who are interested in studying entire courses or part of their courses through the medium of Welsh. It will also include general information about the University as does the English prospectus. The English version will include information in English about

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Welsh medium courses, the linguistic nature of the University and the Welsh Language Scheme.

4.9 Forms and explanatory material

4.9.1 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.

4.9.2 The usual procedure shall be that bilingual versions are prepared.

4.9.3 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 note to say that the form is also available in the other language.

4.10 Press Notices

4.10.1 Any notices or statements released to the press or for the media in Wales in the name of the institution shall be bilingual.

4.10.2 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

4.11.1 Publicity material produced by the University for advertising and marketing campaigns in Wales shall be bilingual, or in separate Welsh and English versions. This may include:
- Prospectus
- Pamphlets
- Booklets
- Leaflets
- Display material for exhibitions and careers fairs
- Electronic messages
- DVDs

When Welsh and English versions are published separately, they shall contain a reference to the availability of the publication in the other language. When separate Welsh and English publications are produced, the two versions shall be available for distribution within Wales at the same time.

4.11.2 There shall be separate Welsh and English versions of any video produced by the University, although the two versions need not necessarily be exactly the same.

4.11.3 When advertising on radio or television, the language of the advertisement shall correspond to the language of the channel. Advertisements shall be made on Welsh and English media.

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4.11.4 When a member of the public contacts the University for further information following an advertising campaign, the University shall respond in the language used by the individual, and shall send the information in the chosen language or bilingually.

4.11.5 In the case of bilingual material the Welsh will appear uppermost, or, when the text is side by side on the same page, the Welsh will be on the left. Where Welsh and English appear on alternate pages, the Welsh will be on the right. They will be equally prominent in terms of style and presentation.

4.11.6 Where academic departments provide modules/courses which are taught entirely through the medium of Welsh, the notices relating to the modules/courses and the promotional material may be in Welsh only.

4.11.7 Where academic departments advertise modules/courses which are taught through the medium of English, the notices and promotional material for the modules/courses shall be bilingual, but the titles of the modules or courses shall be given in the language of delivery.

4.11.8 Any public surveys conducted in Wales on behalf of the University as a body and associated with the University will be conducted bilingually. Any specific survey carried out by an academic department on behalf of another body, or as part of their academic research activity, will be in the language specified by the sponsor.

4.12 Notices

4.12.1 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 temporary notice relating to a specific module may be in the language that is the medium of that module. If the module is an English module which has a Welsh medium element (e.g. Welsh medium seminars) the notice will be bilingual. There shall be some exceptions where there is no need to provide a temporary bilingual notice, e.g. notices for overseas students during language courses arranged by the Language and Learning Centre.

4.12.2 The University 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.

4.12.3 The University 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.

4.12.4 Where a language is also an academic subject, the relevant institute or academic department may produce and display notices in that language alone.

4.13 Press advertisements

For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

4.13.1 All advertisements for posts in the University shall display the name of the institution in the appropriate bilingual form.

4.13.2 Advertisements for posts that are published in the press in Wales shall be bilingual.

4.13.3 Advertisements for posts published on the Human Resources website shall be bilingual.

4.13.4 Advertisements for posts where Welsh is essential shall be bilingual whether they appear within Wales or elsewhere.

4.13.5 For bilingual advertisements the Welsh will be alongside the English and to the left.

4.13.6 Advertisements for posts which appear in the Welsh language press may be in Welsh only.

4.13.7 Advertisements which appear in international publications which are subject specific may be in English only.

4.13.8 The policy relating to translation of further particulars for posts shall conform with the University's Bilingual Skills Strategy. Each advertisement shall appear in Welsh and English and the further particulars of posts which require specific skills in Welsh will also be translated into Welsh. It is foreseen that this commitment will increase as the number of posts requiring bilingual skills will grow with the development of the Strategy.

4.13.9 Advertisements which appear in the English language press in Wales which relate to official or constitutional matters, or which advertise the institution's resources and services will be bilingual, with Welsh appearing uppermost or first. Such advertisements in the Welsh press will be in Welsh only.

4.14 **Bilingual Skills Strategy**

4.14.1 It is the University's policy to ensure that the workplaces which have contact with the public have a sufficient number of Welsh speakers with the appropriate skills to enable those workplaces to communicate and offer a complete service through the medium of Welsh.

4.14.2 Every current member of staff has received a questionnaire to complete (see Appendix A) in order to rate their linguistic skills for each skill and level. New members of staff are also asked to complete the questionnaire and return it with their contract to Human Resources. This questionnaire enables the University to conduct a recurrent assessment of the linguistic ability of staff, and as a result the language profile of every department is updated frequently

4.14.3 One of the considerations in allocating the linguistic requirements of any post is the need to maintain or develop the language profile of the department, office or centre in question, by taking into consideration the current language skills as well as any changes which can be foreseen in the short term.

4.14.4 Posts for which knowledge of Welsh to a specific level is essential will be designated, as will those for which knowledge of Welsh to a specific level is

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an important criterion in order to provide a service through the medium of Welsh. In accordance with this policy, linguistic requirements will be allocated to posts in departments in a way which relates to the plan and strategy of the department.

4.14.5 Reports on the reviews of linguistic requirements and abilities of staff will be presented to the Welsh Language Strategy Committee, the Senate and Council, and also to the University Branch of the Coleg Cymraeg Cenedlaethol in the case of posts in academic departments and services. The Welsh Language Strategy Committee will be responsible for monitoring the staffing strategy and the linguistic profiles of posts.

4.14.6 For all appointments, the main criterion is suitability for the post. For some posts this includes the ability to use Welsh or a willingness to learn Welsh.

4.14.7 Language skills to a specific level in Welsh will be an essential criterion for some academic posts. For other academic posts, when all other criteria are satisfied equally, the University will consider Welsh as an additional qualification.

4.14.8 Any candidate who is interviewed for a post, whether the ability to use Welsh is an essential qualification or not, has the right to have the interview conducted in Welsh. They will also be expected to show their linguistic ability in English as part of the Welsh interview. Candidates will be told of this right in advance of the interview.

4.14.9 All new academic and administrative (including academic related posts), secretarial and clerical appointments will follow the detailed guidelines set in the University's Bilingual Skills Strategy. (See Appendix A). The University Executive Group will be responsible for the Strategy and will consider its requirements when approving new posts.

4.15 **Linguistic requirements of posts**

4.15.1 The University will assess every post which requires a bilingual qualification according to the level of Welsh needed to fulfil the requirements of the post The Bilingual Skills Strategy includes the different categories and levels which are applied to each post.

4.15.2 The University commits to implementing this Strategy through the Welsh Language Strategy Committee, and the Centre for Welsh Language Services will review the way in which it is implemented by Human Resources, Institute Directors, Heads of Departments, managers and others who are responsible for staff recruitment, training and assessing.

4.15.3 The information sent to prospective applicants for posts will include a declaration regarding the University's language policy and the use made of Welsh as a language of learning, teaching and communicating, as well as the linguistic and cultural pattern of the area and local community. Information will also be provided on the linguistic levels which will have been agreed by the University for specific posts.

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4.15.4 Information will also be provided on the policies and guidelines adopted by the University to promote bilingualism within the institution, in written materials and induction presentations for members of staff, including new members of staff.

4.16 Vocational training through the medium of Welsh

4.16.1 The University will adopt a comprehensive policy of vocational training through the medium of Welsh in order to fully implement the Bilingual Skills Strategy.

4.16.2 The University will offer practical encouragement and support to members of staff who wish to attend courses to learn Welsh or to improve their Welsh. The University will prepare guidelines for paying or reimbursing fees for registering on Welsh classes. The aim of the University will be to ensure that members of staff are more confident of their ability to communicate in writing and/or orally, in Welsh.

4.16.3 If anyone is appointed who does not have knowledge of Welsh to the required level as defined in the assessment of the linguistic needs of the post, 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 University 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.

4.16.4 The University will assess annually the need to provide vocational training through the medium of Welsh.

4.16.5 In the case of all other vocational courses, 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.

4.16.6 Welsh medium academic staff shall be encouraged to attend the staff development workshops organised by the Coleg Cymraeg Cenedlaethol and which have been approved as part of the Postgraduate Certificate of Teaching in Higher Education. It will be necessary for Welsh medium Postgraduate Scholarship holders to attend these workshops, as well as other staff who are appointed to teach through the medium of Welsh in the University. Other staff will also be encouraged to attend. The University, through the Centre for Welsh Language Services and the Centre for the Development of Staff and Academic Practice shall promote the availability of these workshops amongst staff.

4.17 Administrative arrangements for facilitating the Scheme

Action plan

For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

4.17.1 A specific programme for implementing the Scheme's policies, which notes the target and the timetable for each department, office and centre, will be adopted.

Responsibilities

4.17.2 The Council, through the Welsh Language Strategy Committee, shall be responsible for administering and promoting the administrative aspects of the Scheme. The Senate, through the Academic Board and the University Branch of the Coleg Cymraeg Cenedlaethol, shall be responsible for the academic aspects.

4.17.3 The Manager of the Centre for Welsh Language Services and the Welsh Language Development Officer will operate on behalf of the relevant committees. They will also work to ensure that the Language Scheme is operated throughout the University. They will promote the Scheme amongst all institutes, departments, centres and offices and members of the University and will advise on how to operate the Scheme according to the requirements. This will be done through help books and other guidelines, by consulting with staff, heads of departments and managers, and by holding workshops.

4.17.4 All Institute Directors, or Heads of Departments will be responsible for operating the Scheme in his/her department. An annual report in the form of a questionnaire will be collected from every Head of Department which will indicate how the department has implemented the requirements of the Scheme during the year. The reports will be presented to the Welsh Language Strategy Committee, and they will form a part of the annual monitoring report presented to the Welsh Language Commissioner.

4.17.5 The obligations and arrangements stated in this Scheme will be confirmed and approved by the Council, which is the University's governing body, and will bear the University's full commitment in their implementation.

Support

4.17.6 Detailed guidelines on implementing the requirements of the Scheme will be distributed to the relevant staff and they will also be available as a handbook and on the University's website.

4.17.7 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 University's policy on the use of Welsh, and to support the use of Welsh as a medium of learning and teaching.

4.17.8 Institutes, departments, and centres shall be informed of the services of the Translation Unit and of the targets for the completion of translations. The University will prepare a translation policy which will outline the expectations and priorities.

4.17.9 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

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code of practice for the translation of academic work from Welsh to English for the purpose of examination and assessment.

4.17.10   The Translation Unit will provide a simultaneous translation service for any meetings where such a service is needed. To this end the University, through Information Services, shall provide and maintain translation equipment for use at the main conference and committee centres, or in other locations as required.

4.18   **A contract or agreement involving a third party to provide a service to the public in Wales**

Partnerships

4.18.1 Aberystwyth University works in partnership with public bodies, organisations from the voluntary sector and other agencies. The University works on many levels when working with others:

- When the University is the strategic and financial leader within a partnership, it will ensure that the public service provision is compliant with the Welsh Language Scheme.

- When the University joins a partnership in which another body is leading, the University's input to the partnership will comply with the Welsh Language Scheme and the organisation will encourage other parties to comply.

- When the University 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 joins or forms a partnership, it will ask the prospective partners about their Welsh Language Schemes, language policies or the means by which they will operate bilingually. Within any partnership, Aberystwyth University will offer advice and support to the other partner organisations.

Contracts

4.18.2 When any service offered to the public in Wales is contracted out to an agency or contractor outside the University 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.

4.18.3 Any tendering documents, specifications and contractual documents and agreements should include guidelines for providing a service that complies with the Language Scheme and, where appropriate, a statement can be requested showing how these services are to be carried out.

4.18.4 In cases where a third party is responsible for providing a service to students who are pursuing Welsh medium courses it must be ensured that the service is consistent with the Language Scheme.

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4.19 **Reviewing the Implementation of the Scheme**

4.19.1 The Council, through the Welsh Language Strategy Committee, shall be responsible for administering and promoting the administrative aspects of the Language Scheme. The Senate, through the Academic Board and the University's Branch of the Coleg Cymraeg Cenedlaethol, shall be responsible for administering and promoting the academic aspects. The Branch will review the academic provision and will report thereon to the Quality Assurance Committee and the Academic Board.

4.19.2 The Manager of the Centre for Welsh Language Services and the Welsh Language Development Officer shall be responsible for monitoring the implementation of the Scheme and for presenting reports to the committees noted in 4.19.1 above. The Manager reports to the Pro Vice-Chancellor and then to the Vice-Chancellor.

4.19.3 Every Institute Director or Head of Department and centre will be responsible for the implementation of the Scheme in his / her institute or department. Procedures shall be established to increase awareness of the requirements of the Scheme amongst such individuals and members of staff who are responsible for deciding on management issues, and promoting good practice across the University.

4.19.4 Institutes, academic and service departments shall designate a member of their staff to act as co-ordinator on matters relating to the development of bilingualism and language awareness. A procedure shall be established for liaison between them and the Centre for Welsh Language Services, the University Branch of the Coleg Cymraeg and the Welsh Language Strategy Committee.

4.19.5 The Welsh Language Strategy Committee and the University Branch of the Coleg Cymraeg 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.

4.19.6 The Centre for Welsh Language Services 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 Centre shall report to the Welsh Language Strategy Committee on such issues at least once annually.

4.19.7 A report on administrative aspects of the Scheme will be presented to the Welsh Language Strategy Committee, the Senate and the Council annually, comparing progress made against the specified targets. A report will be presented annually to the University's Branch of the Coleg Cymraeg and the Academic Board on the educational and training aspects of the Scheme.

4.19.8 The performance of the Translation Unit and its resources shall be periodically reviewed, so as to ensure that it deals adequately with the

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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 Welsh Language Strategy Committee.

4.19.9 The University will receive an annual compliance report that will enable it 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 University's administrative and academic Welsh medium services;
- The sufficiency of the University'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 University will prepare an action plan that will remedy any weaknesses identified.

This report will be presented to the Council and a copy sent to the Welsh Language Commissioner.

Every three years the University will:

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

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

i) provide an overview and a thematic analysis of compliance and performance whilst implementing the Scheme over the three years;

ii) 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 University will conduct a satisfaction survey with Welsh speakers on the quality of the services provided in Welsh and bilingually.

4.20 **Publicity**

4.20.1 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

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(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 Commissioner's information media.

4.21 Student Accommodation and Welfare Services

Welsh speaking students, and those learning Welsh, have an opportunity to live in a designated Welsh language accommodation which is allocated for them.

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

4.22 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.

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.

For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

REVISED WELSH LANGUAGE SCHEME

APPENDIX 1

BILINGUAL SKILLS STRATEGY

For the purpose of this Scheme, the public refers to full-time and part-time staff, full-time and part-time students, prospective students, individuals, groups and institutions in Wales and anyone else who come into contact with the University and wishes to use Welsh.

BILINGUAL SKILLS STRATEGY

1.   **Introduction**

1.1   Section 6.2 of Aberystwyth University's Welsh Language Scheme sets out the procedures for organising the University's staffing services according to the requirements of the Scheme which was approved in December 2003. [5] This means that the relevant clauses in the Scheme commit the University to providing an equal service as regards quality, accessibility and availability in both Welsh and English.

1.2   The process of preparing this Strategy began when the Linguistic Skills Questionnaire was distributed by Human Resources to every member of staff in January 2007. Staff were requested to confirm their personal details along with their post and department within the University, and also to note their preferred language for correspondence. They were also asked to grade their ability from 0 to 3 in i) understanding Welsh, ii) speaking Welsh, iii) reading Welsh and iv) writing Welsh. These grades were adapted from the ALTE framework, the standard framework of the *Association of Language Testers in Europe.* This framework is recognised by the Welsh Language Board and the Welsh for Adults provision. Academic staff were required to note whether they could teach through the medium of Welsh. The information is kept on staff personal records and will be individually updated on an annual basis.

1.3   The results of this Questionnaire have enabled Human Resources to create a linguistic profile for each department, and this will enable the University to implement the Strategy. Information about newly appointed staff is gathered by including the Questionnaire along with their employment contract.

1.4   The departmental linguistic profiles provide Human Resources with a clear picture of the bilingual staffing resources in each department and to what extent departments are able to operate bilingually. They also illustrate where further investment is required in bilingual resources and where there is currently no bilingual provision.

1.5   Before preparing this Strategy careful consideration was given to matters pertaining to the University's Equal Opportunities Policy. Central to the Strategy is the aim of ensuring unlimited access to Welsh and bilingual services for staff, students, prospective students and the public in Wales. It also aims at ensuring that the University is inclusive in the way it provides its services and respects the language preference of the individual, be it for services in Welsh, English or bilingually. The Strategy also considers customer care issues, and ensures that the University is able to continue to implement the requirements of the Welsh Language Scheme and the Language Standards in due course.

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[5] See in particular clause 6.2 (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."

1.6   This Strategy was written in consultation with the University's department of Human Resources following detailed discussions on possible models in committees with responsibility for Welsh and implementing the Welsh Language Scheme. The Strategy's approach was approved by the Revised Welsh Language Scheme Executive Group and the Joint-Committee on the Use of Welsh.[6]

1.7   The Strategy was sent for consultation across the University, and responses were sought from Senior Management, Heads of Departments and Managers and those responsible for appointments to posts, as well as the Trade Unions.

2.   **The Aims of the Strategy**

2.1   The key aim of this Strategy is to facilitate the appropriate implementation of the University's statutory Welsh Language Scheme and the proposed Language Standards in relation to staffing and the provision of services to the public.[7]

2.2   The objective is to place the Strategy firmly within the context of important aspects of the University's corporate management. The requirements of the Strategy should be considered when planning resources at institutional and departmental levels.

2.3   By operating in this way the Strategy will ensure that the University will have sufficient staff resources to operate the requirements of the Welsh Language Scheme with the aim of providing a comprehensive service to staff, students and the public in their language of choice.

2.4   The Strategy will provide a means of treating the Welsh language like any other skill which could be essential or desirable or advantageous for some posts. The Strategy will refer to the linguistic requirements of posts according to the levels which have already been decided for oral and written skills.

2.5   The Strategy will ensure consistency across the University when deciding on the linguistic requirements of posts, thus ensuring that candidates for posts are treated fairly and equally.

2.6   The Strategy's emphasis is on forward planning to ensure that, given time, the University will have the necessary linguistic skills. The Strategy will not affect the skills which have been decided for current staff.

2.7   The Strategy offers a way of managing communication skills in a strategic and organised manner.

3.   **Objectives of the Strategy**

3.1   **Establishing the linguistic requirements of departments and posts and updating them regularly.**

3.1.1   The main objective of the Strategy is to establish measures and guidelines to ensure that departments which are in constant contact with the 'public', as

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[6] See the minutes of the relevant meetings for more information.
[7] The 'public' is defined by the Welsh Language Scheme as staff, students, prospective students and the public in Wales.

defined by the Welsh Language Scheme, will have enough Welsh speakers with the relevant skills to enable them to provide a comprehensive service in Welsh.

3.1.2   To do this it will be necessary to conduct a survey of departmental and post requirements, which will be updated regularly. Specific guidelines will be produced for this purpose.

3.1.3   The linguistic skills of academic posts will be decided according to the University's Welsh Medium Education Strategy with specific consideration given to departments which have been awarded the Coleg Cymraeg Cenedlaethol's Research Scholarships and lectureships funded by the Academic Staffing Scheme.

3.1.4   The linguistic skills for support staff [8] will be allocated to posts within a group (e.g. administrative teams in academic departments) and the level applied to the post will be dependant on the current linguistic profile of the group. Guidelines will be prepared to ensure that linguistic levels are considered when drawing up the shortlist and at the individual's interview. Once an applicant has been appointed to the post a programme of linguistic training will be offered as required to ensure the relevant skill levels are attained. A monitoring procedure for this will be established.

3.1.5   The departmental linguistic profiles will be maintained by Human Resources and annual reviews will be included in the general process of updating staff records. Heads of Departments[9] will be required to verify information in exceptional circumstances (e.g. when no confirmation of details have been received from individual members of staff) and each head of department will be made aware of the importance of the accuracy of his/her department's linguistic profile and the influence this will have when determining the linguistic level of new posts.

3.1.6   Procedures will be in place to ensure that newly appointed staff complete a questionnaire confirming their linguistic skills. There will also be an additional question in the Applications Monitoring Form, which is distributed as an appendix to the University's Application Form, asking applicants to note whether they can speak Welsh or are learning Welsh. The Application Form will require applicants to note their preferred language of correspondence be it Welsh, English or bilingual.

3.1.7   The requirements of the Strategy will be considered in the University's Annual Planning Round, and specifically when discussing the creation of new posts or reappointments. Specific questions will be asked regarding the linguistic profile of the relevant department in the interviews held with every Head of Department.

3.1.8   A timetable for the implementation of the Strategy for each department will be agreed upon by the University and Heads of Departments.

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[8] For convenience the term 'support staff' is used to mean clerical, secretarial, administrative and academic related staff, i.e. all non-academic posts.
[9] The term Heads of Departments is used in its wider sense in this Strategy, i.e. any head / director / manager who is responsible for the staff profile in a given department / centre or service.

3.1.9 Human Resources will be responsible for the annual monitoring of the implementation of the Strategy and its guidelines. The Centre for Welsh Language Services will submit a report on the implementation of the Strategy to the Welsh Language Commissioner in the Annual Monitoring Reports of the Welsh Language Scheme and proposed Language Standards.

3.2 **Monitoring the linguistic skills of current staff and updating them regularly.**

3.2.1 Sections 3.1.6 and 3.1.7 above explain how the records of the linguistic skills of current staff will be maintained and how they will be updated annually.

3.2.2 The Strategy will not impose any conditions to learn Welsh or improve language skills on staff who were appointed before the adoption of the Strategy, but opportunities and support will be available to everyone who wishes to learn / improve Welsh and to take advantage of the staff development training on offer.

3.2.3 The Centre for Welsh Language Services will continue to be responsible for ensuring that the Welsh Language Scheme's clauses regarding the use of Welsh is implemented outside of the requirements of this Strategy. For example, ensuring that departmental secretaries answer the telephone bilingually will continue, and training will be given for this purpose.

3.3 **Academic Posts**

3.3.1 In the case of academic posts the aim is to maintain the current level of posts where Welsh is essential.

3.3.2 Consideration will also be given to departments who have received, and will receive in future, Research Scholarships, and the commitment to the creation of academic posts where teaching through the medium of Welsh is integral and is a condition of the award.

3.3.3 In these cases, the University is expected to present a strategy on creating academic posts to the Coleg Cymraeg Cenedlaethol.

3.3.4 In addition to this, consideration will be given to the requirements of the National Development Plan in the context of Welsh medium education, and the way in which the agenda for Welsh medium provision is driven by the Coleg Cymraeg Cenedlaethol, the Subject Panels and the Funding Council.

3.3.5 The academic staffing level will correspond to the University's Welsh medium education provision strategy and the national strategy.

3.4 **Support Posts**

3.4.1 The Strategy for support posts is divided into two: each Head of Department, before a post is advertised, will need to consider whether or not Welsh is an essential skill to a certain level. [10]

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[10] This step will replace the Linguistic Skills Matrix which is currently being used to denote linguistic requirements.

3.4.2   Following this step, a specific code will be given which denotes the linguistic requirement. The first number of the code will refer to oral requirements and the second number will refer to written requirements. This will be done by Departments in consultation with Human Resources.

3.4.3   The second phase will involve the development of a sub-strategy for each department, unit or cluster of departments in the University. This is a long-term task and will ensure the continuous development of the Strategy.

3.4.4   The timetable for the sub-strategies will be agreed by the University and the individual departments, and will be implemented by Human Resources.

3.4.5   Within the sub-strategies an element of flexibility will be necessary when considering the various requirements, functions and services of departments. The aim is to ensure the most effective use possible of the bilingual resources currently available in each department, identifying where there is a shortage of linguistic skills, and establishing a procedure that will ensure increase in bilingual resources. These sub-strategies will be developed according to the results of the linguistic profiles.

4.   **Staff Training, Development and Support**

4.1   Once this Strategy is approved those appointed to posts where they are expected to use Welsh or learn / improve the language to a specific level, will have this placed as a term of their contract, and progress reports will be one of the conditions of the post's probationary period.

4.2   Structures will be established to offer linguistic training for staff which will correspond with the requirements of the specific linguistic levels.

4.3   There will be a policy on releasing staff from duties in order to attend language classes.

4.4   The University's Writer in Residence will offer training to improve Welsh language skills for academic staff.

4.5   The University will consider the adoption of a mentoring policy to give staff who are learning / improving Welsh the opportunity to use the language in an informal setting.

4.6   The policy will also provide opportunities for Welsh speakers and learners to further develop their skills thus creating an inclusive atmosphere when promoting the use of Welsh within the University.

4.7   The Centre for Welsh Language Services will continue to provide presentations on language awareness and the implementation of the Welsh Language Scheme and these will be available to all University staff.

4.8   The use of bilingual skills by staff will be developed and monitored in the workplace by i) heads of departments / line managers when preparing reports on the general progress of individuals in posts; ii) when these reports are considered by Human Resources and the Staffing Committee as part of the individual's probationary conditions and iii) by the Centre for Welsh Language Services when producing monitoring reports on the implementation of the Strategy.

5.   Staff Recruitment

5.1   The linguistic skills allocated to certain posts and the accompanying detailed explanations will take into account the process of recruiting applicants for posts. These descriptions will be inclusive and should be seen as attainable skills by the prospective applicant.

5.2   The terms 'essential' and 'desirable' will not be used on their own in advertisements, but rather the specific level of skill will be noted as essential, or the willingness to attain the specific level will be essential for the post. The term 'desirable' may be used for posts where it is deemed that a specific level is not essential but a willingness to use Welsh according to the individual's ability would be desirable.

5.3   The recruiting materials produced by Human Resources will refer to the language abilities, namely the necessary levels, in a constructive manner. These recruiting materials will be targeted effectively, and will provide an opportunity to promote the significance of the Strategy internally and externally so as to avoid any misunderstanding as to how such a Strategy is implemented within a bilingual institution.

5.4   The Strategy will emphasise the need for oral Welsh for posts and, for some posts, will also emphasise the opportunities available for training in written Welsh.

5.5   When departments are re-organised, measures will be taken to ensure that language planning is an essential part of the process.

5.6   Opportunities will also be made available for staff to utilise their acquired / improved language skills after they have received their training.

5.7   Specific guidelines for the process of drawing up short lists and holding interviews for posts advertised under the conditions of the Strategy will be produced. These guidelines will also include assessments to be taken in interviews, which will correspond with the specific levels, as well as an outline of a training / development programme for the appointee.

6.   Reviewing and Reporting on the Implementation of the Strategy

6.1   Procedures for reporting on the bilingual resources of the University are already in place, namely the regular reports produced by the Centre for Welsh Language Services for internal committees and the annual reports produced for the Welsh Language Commissioner. The annual report for the Commissioner already refers to the number of bilingual staff and the way in which departments operate bilingually, and the report on the implementation of the Strategy will be added to this.

6.2   Similarly to the annual report, the report on the implementation of the Strategy will be approved by the Welsh Strategy Committee in the first instance.

6.3   The report will include the number of posts advertised according to the Strategy's guidelines, the number of staff appointed to operate according to specific linguistic requirements and their progress, and the number of staff who have received training to attain linguistic requirements. The report will

also include information on other staff who have received linguistic training outside of the requirements of the Strategy.

6.4   This report will be prepared by the Centre for Welsh Language Services in consultation with Human Resources.

REVISED WELSH LANGUAGE SCHEME

APPENDIX 2

BILINGUAL WEBSITES STRATEGY

ABERYSTWYTH UNIVERSITY'S BILINGUAL WEBSITES STRATEGY

Revised 2014

Introduction

Under Section 5 of the Welsh Language Act 1993, the University, as a body which receives public funding, is obliged to prepare a Welsh Language Scheme based on the principle of linguistic equality set out in the Act. The Revised Welsh Language Scheme, which is a continuation and development of the Language Scheme approved in December 2003, has further details on how this is relevant to the University's website (**clause 4.5**). This strategy also fulfils the requirements of the Welsh Language Measure (Wales) 2011.

In accordance with the Revised Welsh Language Scheme Aberystwyth University has a specific strategy for the translation of the University's website. The strategy allows flexibility for websites according to translation priorities. Translation is undertaken according to a rolling programme in consultation with the Web Team's website review. The strategy places the websites into categories that will decide which level of bilingualism is needed. The Centre for Welsh Language Services may decide which bilingual webpages to prioritise. This strategy acknowledges the fact that the website is a resource which grows and changes daily, and that a number of staff work on it daily. At the same time the translation resources of the University are limited and those resources need to be prioritised in order to ensure the best use of the service provided. Although the operation of the content management system enables the University to monitor the workflow of the website, the translation resources must be allocated carefully. This is the aim of this strategy.

The Home Page

The University's home page (www.aber.ac.uk) shall be bilingual, with the Welsh and English text side by side (the Welsh first or highest), giving users a choice in which language they wish to read subsequent pages. (**4.5.2 Revised WLS**)

The Welsh and English pages shall be equal in presentation, quality and accuracy, and they will be as current as each other. (**4.5.9 Revised WLS draft**)

Categories of departmental websites

Category 1

It is expected that websites in category 1 will be completely bilingual and that they will aim to ensure that any revisions made in the text in one language will appear in the other language at the same time, or very soon after. Usually, making the new text live should be delayed until it is ready in the both languages. Please contact the Centre for Welsh Language Services for further advice.

Specific information about Welsh medium academic provision will be provided on the website of the Aberystwyth branch of the Coleg Cymraeg Cenedlaethol.

Category 1 websites includes academic departments which are part of the University's Welsh medium education strategy and the main service departments of the University.

List of websites in Category 1

- ➢ Service Departments
  - ➢ Academic Quality and Records Office
  - ➢ Accommodation
  - ➢ Careers Advisory Services
  - ➢ Centre for the Development of Staff and Academic Practice
  - ➢ Centre for Welsh Language Services
  - ➢ Centre for Widening Participation & Social Inclusion
  - ➢ Research, Business & Innovation
  - ➢ Communications and Public Affairs
  - ➢ Design Web, Printing and Postal Services
  - ➢ Development and Alumni Relations
  - ➢ Estates Office
  - ➢ Finance Office
  - ➢ Student Finance
  - ➢ Graduate School (Postgraduate Studies)
  - ➢ Health, Safety & Environment
  - ➢ Human Resources
  - ➢ Information Services
  - ➢ Planning,Governance & Business Information
  - ➢ Postgraduate Admissions Office
  - ➢ Campus Services
  - ➢ Schools and Colleges Liaison
  - ➢ Student Support
  - ➢ Arts Centre
  - ➢ Sports Centre
  - ➢ Brynamlwg
  - ➢ Childcare
  - ➢ Language Resource Centre
  - ➢ Music Centre

- ➢ Academic departments which offer extensive Welsh medium courses/modules :
  - ➢ Department of Geography & Earth Science
  - ➢ International Politics
  - ➢ Theatre, Film & Television Studies
  - ➢ Welsh
  - ➢ History and Welsh History
  - ➢ School of Education & Lifelong Learning

Category 2

It is expected that a substantial portion of the text in category 2 websites will be bilingual i.e. that the pages mentioned in category 3 at least will be bilingual and there will be discussions to ensure that more pages will be provided bilingually.This means ensuring that pages that are used frequently e.g. general information for undergraduates, information about resources, will be bilingual. Because different websites use different formats to display their information, meaning that they are very different from each other, it is not possible to prescribe here exactly which pages should be bilingual, but rather, each department in this category will be treated and advised individually.

Welsh medium provision in departments listed in category 2 is growing due to financial investment from the Coleg Cymraeg Cenedlaethol. The category in which these departments are listed will be reviewed annually and some may move to category 1.

Although not every page in category 2 has to be bilingual we are committed to maintaining the current level of bilingualism.

List of websites in Category 2

> Academic departments which offer some Welsh medium courses/modules:
>> Sports and Exercise Science
>> IBERS
>> Maths & Physics
>> Law
>> Psychology
>> Business and Management
>> Computer Science

Category 3

It is expected that the most visible and static pages of these websites will be bilingual e.g. home page, welcome from the head of department, staff list. As with the websites in category 2 each department in this category will be considered separately although the home page at least must be bilingual.

List of websites in Category 3

> Academic departments
>> English and Creative Writing
>> Information Studies
>> Art
>> European Languages

In cases where it has been decided that the pages do not need to be bilingual the user shall be directed to the English version of the page.

In addition, these websites, which are targeted to our foreign students, do not need to be bilingual.

- International English Centre
- International Office

Conference Websites and Specific Events

The front page of websites which deal with conferences and specific events, or any other information which is put up on the website for a specific period, will be bilingual. It will be for the organisers to decide, in consultation with the Centre for Welsh Language Services, if it is appropriate for the subsequent pages to be available in Welsh and English. The decision will be made according to clause 4.3 of the Revised Welsh Language Scheme, the event's location, the subject discussed and who is likely to be present.

Implementation Timetable

The timetable for revising the bilingualism of the websites noted above will be in conjunction with the University's Web Team's timetable as they undertake the website quality review. The Centre for Welsh Language Services will collaborate with the Web Team in this.

The University's departments have been reconfigured recently and the Institutions have been in place since September 2013. In relation to the website this means that each Institute has one page to introduce itself and then the reader is referred to the individual departmental websites. It is ensured that the introductory page is up to date and bilingual. However the reconfiguration process is not fully complete yet and it is possible that this strategy and timetable will need to be updated in accordance with any new policy adopted by the University for its website. The Centre for Welsh Language Services will monitor this and provide advice to the Web Team as required.

REVISED WELSH LANGUAGE SCHEME

APPENDIX 3

THE WELSH MEDIUM ACADEMIC PLAN

Aberystwyth University, Welsh Medium Academic Plan

The following table outlines the subjects which Aberystwyth University currently offer through the medium of Welsh and the subjects which we intend to develop further, as well as the subjects which will be developed through the medium of Welsh by being part of the Coleg Cymraeg Cenedlaethol's Academic Plan.

Subject	Objective	Students	Staff	Commitment
Welsh and the Celtic Languages	Complete degree schemes	Undergraduate: 98 Postgraduate: 21	11	Part of the University's Strategic Plan. All posts funded by the University. One lectureship funded through the Coleg's Academic Staffing Plan.
History and Welsh History	Complete degree schemes	Undergraduate: 79 Postgraduate: 11	6	Part of the University's Strategic Plan. All posts funded by the University. One lectureship funded through the Coleg's Academic Staffing Plan.
Creative Industries	Complete degree schemes	Undergraduate: 90 Postgraduate: 14	8	Part of the University's Strategic Plan. One post funded by the Academic Staffing Plan and the others are funded by the University. 2 Research Scholarships funded by the Coleg. A new lectureship funded by the Coleg Cymraeg will be based in the department from September 2014.
Music	Collaborate with the Music Coordinator to offer modules as part of degree schemes in Theatre, Film	Students who follow Music modules: Undergraduate: 4 Postgraduate: 0	1 (tutor)	The University does not have a Music Department and there are currently no plans to develop the

	and Television. Students from other departments could also benefit from the provision. Discussions are ongoing.			subject. However, the University has a Music Centre and scholarships are offered for students who study at Part 1 and opportunities for them to join the orchestra. Modules in Music have been offered through the medium of Welsh and English. The Department of Theatre, Film and Television have identified an opportunity to benefit from modules developed through the national plan for Music to enrich the students' experiences and study of films.
Education and Childhood Studies	At least 80 credits	Undergraduate: 45 Postgraduate: 54 (including 42 HAGA students)	4	Part of the University's Strategic Plan. One post funded by the Academic Staffing Plan and the others funded by the University.
Initial Teacher Training	Complete degree schemes	42	7	Part of the University's Strategic Plan.
Information Studies	At least 40 credits	Undergraduate: 7 Postgraduate: 22	0	A development plan will be prepared for the subject through the medium of Welsh and we foresee that the subject will have an important contribution to the Welsh Medium Part-time Studies Scheme. The

				subject will become part of the University's Strategic Plan.
Languages	At least 40 credits	Undergraduate: 25 Postgraduate: 0	1	A development plan will be prepared for the subject through the medium of Welsh and we foresee that the subject will have an important contribution nationally to the Welsh Medium Part-time Studies Scheme. The subject will become part of the University's Strategic Plan.
Law and Criminology	At least 80 credits. A plan to develop the subject to offer complete degree schemes.	Undergraduate: 76 Postgraduate: 12	3	Part of the University's Strategic Plan. The posts funded by the University. Two Research Scholarships funded by the Coleg. A new lectureship in Criminology, funded by the Coleg, will be based in the Department from September 2014.
Politics	Complete degree schemes	Undergraduate: 43 Postgraduate: 9	4 (and 1 Research Scholarship holder)	Part of the University's Strategic Plan. One post funded by the Coleg Cymraeg Cenedlaethol and the others are funded by the University. One Research Scholarship funded by the Coleg and another new Scholarship funded from 2012/13. A

				new lectureship, funded by the Coleg Cymraeg Cenedlaethol, will be based in the Department from September 2014.
Sport Science	At least 40 credits	Undergraduate: 30 Postgraduate: 2	0	The aim with this subject is to collaborate with other universities, through the Coleg's Subject Plan, to take advantage of collaborative modules. The department will benefit from Welsh medium provision offered by the Institute which will house the department from September 2014.
Business Studies	At least 40 credits	Undergraduate: 50 Postgraduate: 10	2	A development plan will be prepared for the subject through the medium of Welsh and we foresee that the subject will have an important contribution nationally to the Welsh Medium Part-time Studies Scheme. The subject will become part of the University's Strategic Plan. A new lectureship, funded by the Coleg Cymraeg Cenedlaethol, will begin in September 2014 and this post will work closely with IBERS.
Psychology	At least 40 credits	Undergraduate: 10	1	The Welsh medium

		Postgraduate: 1		lectureship is funded by the University following a HEFCW Welsh medium Fellowship. The department is eager to collaborate with Bangor University's Psychology Department, through the Subject Panel, and will be able to take advantage of the Welsh medium provision of the Institute which will house the department from September 2014.
Geography	At least 80 credits. A plan to develop the subject to offer complete degree schemes.	Undergraduate: 90 Postgraduate: 8	3	Part of the University's Strategic Plan. Two posts funded through the Academic Staffing Scheme. One post created by the University following a Welsh Medium Postgraduate Scholarship.
Computer Science	At least 40 credits	Undergraduate: 43 Postgraduate: 0	2	Part of the University's Strategic Plan. One of the lectureships funded through the Coleg's Academic Staffing Plan. Computer Science is part of the same Institute as Mathematics and Physics and both departments have identified opportunities for collaboration on Welsh

				medium modules and schemes. This will enrich the provision of each department.
Mathematics	At least 40 credits. By including this subject with Physics it would be possible to offer at least 80 credits through the medium of Welsh by offering modules which are relevant to both subjects.	Undergraduate: 36 Postgraduate: 1	2 (Welsh medium support by 1 other lecturer)	Part of the University's Strategic Plan. One post funded through the Academic Staffing Plan. Opportunities for collaboration with Computer Science from 2013.
Physics	At least 40 credits. By including this subject with Physics it would be possible to offer at least 80 credits through the medium of Welsh by offering modules which are relevant to both subjects.	Undergraduate: 16 Postgraduate: 3	1 (Welsh medium support from 2 other members of staff)	Part of the University's Strategic Plan. One post funded through the Academic Staffing Plan. Opportunities for collaboration with Computer Science from 2013.
Biological Sciences (IBERS)	At least 40 credits	Undergraduate: 25 Postgraduate: 2	4	Part of the University's Strategic Plan. One post created following a Welsh Medium Postgraduate Scholarship.
Rural Sciences (IBERS)	At least 40 credits. A plan to develop the subject to offer at least 80 credits.	Undergraduate: 105 Postgraduate: 2	3	Part of the University's Strategic Plan. Two posts funded through the Academic Staffing Plan. One new Research Scholarship from 2012/13. IBERS will collaborate with the School of

				Management and Business to develop provision as part of the post funded by the Coleg from September 2014.

Following internal reconfiguration in August 2013, the University's academic departments have been located in seven Institutes. From the outset, consideration has been given to planning for bilingual provision within the Institute structures and it will be the specific responsibility of the Institute Director to ensure that they act within the remit of this scheme. Directors of Welsh Language and Culture have been appointed to the Executive Board of every Institute. Aberystwyth University's Institutes, and constituent academic and service departments, are structured as follows:

- Institute of Biological, Environmental and Rural Sciences

- Institute of Human Sciences[11]

  ➢ Department of Psychology

  ➢ Department of Sport and Exercise Science

- Institute of Mathematics, Physics and Computer Science

  ➢ Department of Mathematics and Physics

  ➢ Department of Computer Science

- Institute of Geography, History and Politics

  ➢ Department of Geography and Earth Sciences

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[11] As this is the smallest Institute, both departments will be placed in larger Institutes from September 2014.

- ➢ Department of International Politics

- ➢ Department of History and Welsh History

- Institute of Management, Law and Information Science

  - ➢ Department of Information Studies

  - ➢ Department of Law and Criminology

  - ➢ School of Management and Business

- Institute of Literature, Languages and Creative Arts

  - ➢ School of Art

  - ➢ Department of English and Creative Writing

  - ➢ Department of European Languages

  - ➢ Department of Theatre, Film and Television Studies

  - ➢ Department of Welsh

  - ➢ Arts Centre

  - ➢ Music Centre

- Institute of Education, Graduate and Professional Development

  - ➢ School of Education and Lifelong Learning

- ➢ Centre for Development of Staff and Academic Practice

- ➢ Graduate School

- ➢ Careers Service

- ➢ International English Centre

- ➢ Student Learning Support

The subjects listed above, apart from 5 of them, have long been established as an integral part of the University's Welsh Medium Academic Plan and are essential to the University's wider Learning and Teaching Strategy. Welsh medium academic planning is developed at Institute level in consultation with the central service which supervises and supports Welsh medium development. Support is also provided at University level as plans are approved by the University's Executive team in discussion with Heads of Departments, Institute Directors and Directors of Welsh Language and Culture. Committees have been established to plan the strategic direction of Welsh language provision in the University, and the Welsh Language Strategy Committee and the University's Branch of the Coleg Cymraeg Cenedlaethol advise departments on issues pertaining to the Welsh language. The depth of provision in these departments is attractive to students and provides an opportunity for them to choose relevant modules. The University's mission is based, not only providing the highest standard of education through the medium of Welsh, but also on providing the essential infrastructure which ensures that the students' Welsh medium experiences are comprehensive as they receive academic and administrative services through the medium of Welsh.

The **Department of Welsh** has played a comprehensive role in the Panel for Welsh since its establishment and the department is regarded as one of the best places to study Welsh. A new undergraduate degree scheme was approved in the department last year, Cymraeg Proffesiynol (Professional Welsh), which focuses on training students to work in the bilingual sector in Wales. During 2012/13 the Department will develop two new Masters schemes, Ysgrifennu Creadigol (Creative Writing) (which will provide opportunity to collaborate with Theatre, Film and Television) and Cymraeg Proffesiynol which will provide a natural progression to those studying the undergraduate degree scheme or as part of Continuing Professional Development for part-time students in the workplace. Such a scheme will prove attractive as the Language Standards are adopted, and discussions to this end have begun with partners in the public sector.

The **Department of History and Welsh History** has developed Welsh medium provision over the years and has successfully established the subject through the medium of Welsh. The department has been part of the History Panel and one lecturer has been appointed following a Research Scholarship as part of the Coleg's Staffing Plan. The undergraduates studying in the department form a substantial part of all of the students studying through the medium of Welsh in the University.

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The Creative Industries have also been established in Aberystwyth and the **Department of Theatre, Film and Television** is one of the main providers through the medium of Welsh. The range of Welsh medium provision across all of the disciplines offered by Theatre, Film and Television is substantial and offers an important experience for students. The University wishes to secure the strength of the provision in this Department as it contributes substantially to the number of students studying through the medium of Welsh in the University. The department is a main provider nationally, and by appointing to a new post, funded by the Coleg Cymraeg Cenedlaethol from September 2014, the department will break new ground in developing provision which will encompass the expertise offered by the Institute.

A lectureship funded by the Coleg's Staffing Plan was appointed to the **School of Education** from 2012/13 and the lecturer with responsibility for the Welsh medium Part-time Studies Scheme is also located in the School. This will be a substantial enhancement for Welsh medium provision in the School, and there are opportunities for the School to collaborate across the University and nationally to develop the provision further. The School of Education, as part of the work of the Institute, is responsible for developing Research Training through the medium of Welsh. The University also collaborates with the Coleg Cymraeg to develop research training.

The **Department of Law and Criminology** is one of the main providers nationally through the medium of Welsh and has contributed substantially to the Panel's work by developing collaborative modules and by working with other institutions. As a vocational subject there is potential to develop this subject and the aim is to create two new posts following from the Research Scholarships. The department will deepen the provision in Criminology and will contribute to the national plan in the subject by appointing to a lectureship funded by the Coleg Cymraeg from September 2014.

Politics has been identified as a main provider through the medium of Welsh as the only department which offers the subject through the medium of Welsh. The Department's strategic plan has developed over the years and will explore the possibilities of collaborating with other subjects in the social sciences through the work of the Coleg's Social Sciences Project Officer who is based in Aberystwyth.

Even though the development of Welsh medium provision in **Psychology** and **Sport Science** is not as developed as other subjects, there is opportunity to consider the way in which Welsh medium modules are offered in these subjects and to look at how disciplines could be brought together as the subjects become part of Institutes which provide through the medium of Welsh. Both departments will take advantage of collaborative provision offered through the Subject Panels.

The **Institute of Geography and Earth Sciences** is one of the University's main providers through the medium of Welsh and is also recognised as such nationally. This is an excellent example of a department which has planned its Welsh medium provision strategically and successfully. The department is innovative in using the most advanced ways of teaching and technology and securing the provision in this department is essential to the University's Welsh medium strategy.

4 of the subject areas, Information Studies, Languages, Business Studies, Computer Science and Music, have been identified as subjects to be developed through the medium of Welsh although there is already some tradition of providing an element of these subjects through the medium

of Welsh in the University. It is believed that this is the next strategic step for the University in planning Welsh medium provision, and the intention is to apply for lectureships and scholarships in some of these subjects. We foresee that **Information Studies** will have an important contribution to make to the Welsh Medium Part-time Studies Scheme, and the Department has expressed an interest in applying for a lectureship and a research scholarship. The department's provision is based on the postgraduate market and there are a number of opportunities to develop Continuing Professional Development schemes in partnership with institutions such as the National Library, Welsh Government and CyMAL. We will benefit from this department's experience of distance learning when developing the part-time Scheme. **Languages** is also an important subject in its contribution to the part-time Scheme and the data shows that a number of traditional undergraduates who speak Welsh come to Aberystwyth to study in the Department of European Languages. We are aware of the discussions held nationally in the field and wish to be part of these developments by taking advantage of any collaborative provision developed. The number of students who speak Welsh and who study **Business** is very substantial in Aberystwyth. There is potential for this subject at many levels and there are exciting opportunities to develop joint degree schemes with other subjects which will enable us to increase the number of Welsh medium registrations. It is likely that more students will see the appeal of studying vocational subjects and a single honours degree scheme in Aberystwyth will be attractive and will also suit other subjects within our strengths, such as the Creative Industries, Welsh and the sciences (and the provision offered by IBERS in particular). **Computer Science** is a subject which attracts Welsh speakers and, within the structure of the Institute, there is real opportunity to collaborate with Mathematics and Physics to develop unique degree schemes through the medium of Welsh. The Institute of Mathematics and Physics has already identified this as an opportunity (one of the lecturers funded by the Coleg Cymraeg is a graduate from Computer Science) to develop their Welsh medium strategy further. The University does not intend to develop **Music** as a subject but we want to take advantage of any collaborative provision established as part of the national plan for the subject. Discussions have already been held with the Department of Theatre, Film and Television and the Music Coordinator, and there are possibilities of taking advantage of the provision in the field of Music and Film.

January 2014