



NUI MAYNOOTH
Ollscoil na hÉireann Má Nuad

An Scéim faoi Acht na dTeangacha Oifigiúla 2003

Ollscoil na hÉireann, Má Nuad Márta 2005



National University of Ireland, Maynooth March 2005

Scheme of Compliance with the Official Languages Act 2003

NUI MAYNOOTH
Ollscoil na hÉireann Má Nuad



CHAPTER 1

Introduction and Background

This scheme was prepared under Section 11 of the Official Languages Act 2003 ("the Act") by National University of Ireland, Maynooth. Section 11 provides for the preparation by public bodies of a statutory scheme detailing the services they will provide through

- the medium of Irish,
- the medium of English, and
- the medium of Irish and English

and the measures to be adopted to ensure that any service not provided through the medium of the Irish language will where appropriate be so provided within an agreed timeframe.

1.1 Guidelines for preparation of a Scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Community, Rural and Gaeltacht Affairs and their issue to public bodies to assist in the preparation of draft schemes. This scheme has been drawn-up in conformity to the guidelines.

The University published notices under Section 13 on the 20th and 28th November 2004 inviting representations in relation to the preparation of the draft scheme under Section 11 from any interested parties. The scheme has been informed by these submissions and views and suggestions put forward by staff, students and other stakeholders. All staff were invited to a meeting on the 2nd February 2005. Staff were briefed on the

implications of the Official Languages Act 2003 and were invited to put forward suggestions, ideas etc. Focus groups with the same itinerary as the staff meeting were conducted with class representatives from the student population on 9th February 2005 and Career Guidance Counsellors from second level schools on the 18th March 2005. The University appreciates the time and effort put in by all concerned in this process.

1.2 The Content of the Language Scheme

A Working Group comprising representatives from a wide range of functional areas within the University was established to prepare the scheme in order to ensure ownership of, and commitment to the implementation of the agreed document.

The objectives of the NUI Maynooth scheme are to:

- a. Build on the commitment of the University to the promotion of the Irish Language as well as the principles of quality assurance and improvement in all its services. This is evidenced in the work of Oifig na Gaeilge and in the ongoing programme of quality assurance and quality improvement in the University
- b. Increase the number of services provided bilingually
- c. Increase the number of publications available bilingually
- d. Improve the competency levels of staff to provide services bilingually.

Responsibility for monitoring and reviewing the scheme will rest jointly with the senior management within the University and with Coiste na Gaeilge, as the Governing Authority

Committee charged with the promotion of Irish language and culture in the University. The University has agreed to create a post of Official Languages Officer whose duties will include the implementation and monitoring the Official Languages Scheme. The scheme builds on the extent to which services are currently available through Irish as a starting base. Areas for future development are identified in the body of the scheme. The scheme also includes a commitment to assess on an ongoing basis the level of demand for services through Irish and to ensure that the University builds its capacity to meet this demand in a planned and coherent way. The University will continue to gauge the level of demand for its services in the Irish language by monitoring the level of queries and requests for services through Irish and by undertaking periodic audits of demand using questionnaires and other appropriate instruments.

1.3 Summary of the NUI Maynooth targets for the Scheme.

The following is a summary list of agreed targets to be met by the University before the conclusion of the scheme on the 18th September 2008. Further information detailing how and when the targets will be achieved are outlined throughout the scheme.

1. Create a post of Official Languages Officer.
2. Publish main student application forms to the University bilingually.
3. The following offices will provide a bilingual service:
President's Office, Vice-President's Office, Registrar's Office, Admissions Office, Student Records Office, Academic Advisory

Office and the Student Mentoring Service. This will be achieved by having bilingual support available to enable them to deal with business through Irish as required.

4. Publish the following Leaflets and Brochures bilingually

- Summary Prospectus (Full –Time Primary degree Programmes and Admissions Requirements)
- Conferring Booklet
- University Service Charter
- Statement of Policy on Equality
- All revised and new Governing Authority policy documents.

5. Information Technology

The University will ensure that university computers workstations and peripheral devices will be configured to support the entry, display and printing of information in either official language.

The University will ensure (insofar as it is practical) that commonly-used systems e.g. email, virtual learning environments, office systems support¹ both official languages and that Irish language packs (incl. spell checkers, proofing tools etc.) are implemented in a timely and controlled manner after release by the relevant software manufacturer.

Commonly-used and public-facing systems will be 'made compatible' in the sense of allowing names and place names (addresses) to be recorded, displayed and printed in either official language at the choice of the user and academic qualification titles, subject titles and module titles to be recorded, displayed and printed in either official language as appropriate to the subject matter.

¹Use the ISO-Latin-9 character set which supports síneadh fada etc.

The University will explore the possibility of producing transcripts and exam judgement sheets bilingually.

6. Website: The following general information on the University website will be given in both languages: University History; the University Profile; Academic Developments; Visual Tour; Freedom of Information Office home page. The Residence Office will provide bilingual information on its website.

7. The University will offer the first-level course in Irish for Professional Communication.

8. The University will offer a module through Irish in the Mathematical Studies degree programme.

9. The University will, in collaboration with other third level institutions, investigate the possibility of providing a third level course through Irish.

10. The University will provide training for staff to build institutional capacity for conducting business through the medium of Irish.

11. Ensure that press releases regarding general university business are bilingual.

12. Ensure that voicemail messages in the following areas will be in the English and Irish languages i.e. The President's Office, The Vice-President's Office, Registrar's Office, Admissions Office, Student Records Office, Student Services Office, Academic Advisory Office, Switchboard (with the exception of security and emergency services).

13. Ensure that switchboard staff will be able to give a greeting and the name of the University in Irish and English, and suitable arrangements will be in place so that they can put callers in touch with the staff member responsible for offering the service required through Irish.

14. The NUI Maynooth Statutes are due for review. When this review has been completed the new statutes will be published bilingually.

15. The University will continue to offer Gaeltacht students who wish to reside on campus the option of choosing an apartment reserved for Irish speakers.

16. Subject to demand and resources the University will continue to organise and teach certificate courses in Ráth Cairn, e.g. "An Teastas i Litrocht na Gaeilge".

1.4 Commencement date of Scheme

This scheme has been confirmed by the Minister for Community, Rural & Gaeltacht Affairs. The scheme is commenced with effect from 19th September 2005 and shall remain in force for a period of 3 years from this date or until a new scheme has been confirmed by the Minister pursuant to Section 15 of the Act, whichever is the earlier.

1.5 Overview of National University of Ireland Maynooth Mission and Objectives

The mission of National University of Ireland Maynooth is defined by the objectives of the University set out in the

Universities Act 1997. These are expressed in the Strategic Plan 2000-2005 as:

- (a) to advance knowledge through teaching, scholarly research and scientific investigation
- (b) to promote learning in its student body and in society generally
- (c) to promote the cultural and social life of society, while fostering and respecting the diversity of the university's traditions
- (d) to foster a capacity for independent critical thinking amongst its students
- (e) to promote the official languages of the State, with special regard to the preservation, promotion and use of the Irish language and the preservation and promotion of the distinctive cultures of Ireland
- (f) to support and contribute to the realization of national economic and social development
- (g) to educate, train and retrain higher-level professional, technical and managerial personnel
- (h) to promote the highest standards in, and quality of, teaching and research
- (i) to disseminate the outcomes of its research in the general community
- (j) to facilitate lifelong learning through the provision of adult and continuing education, and
- (k) to promote gender balance and equality of opportunity among students and employees of the University. (Section 12, Universities Act, 1997).

The University recognises its responsibility to promote the languages and distinctive cultures of Ireland "with special regard to the preservation, promotion and use of the Irish language". As a

constituent university of the National University of Ireland, the institution operates a matriculation regulation requiring Irish as school leaving subject for citizens educated within the State, unless otherwise exempted. Throughout the past century a number of significant leaders of the Irish language movement have been associated with the University and many important contributions to literature through Irish have been generated. NUI Maynooth has a student population of approximately 5,700 students distributed over its five Faculties of Arts, Celtic Studies, Engineering, Philosophy and Science. It is one of the four constituent Universities of the National University of Ireland.

The University's full-time staff numbers are approximately 250 academic staff and 300 administrative and support staff. The principal work of the University is to provide education and to carry out research. This is provided by Academic Departments, Research Centers, Administrative Offices and support services.

The University provides these services to students. The University also works with other state public and private bodies including the following:

- Universities and other third level institutions
- The Department of Education and Science
- The Higher Education Authority
- The National University of Ireland
- C.H.I.U. (I.U.A.) Conference of Heads of Irish Universities
- The Science Foundation of Ireland
- IRCHSET
- IRCHSS

1.6 Assessment of extent to which services are already available through Irish

The primary objective of the Act is to ensure better availability and a higher standard of public services through Irish. The University carried out a survey to establish the level and standard of services available in Irish and the demand for services in Irish. The University already provides some services through Irish or bilingually. Despite a warm commitment to the Irish language and because of its geographic position and student and staff population, it operates primarily through the medium of English. Its services include provision of Irish language education. Section 12(e) of the Universities Act 1997 states that one of the objects of the University is to "promote the official languages of the State, with special regard to the preservation, promotion and use of the Irish language and the preservation and promotion of the distinctive cultures of Ireland".

CHAPTER 2

Provision of Services / Activities

This Chapter sets out the official language regime operated by the University in relation to its services and activities. It should be noted that most Academic Departments have staff who have a sufficient level of competency in the Irish Language to conduct the business of the department in Irish.

2.1 Means of Communication with the Public / Information to the public

At present all communications with the general public and students relating to its services are available in English other than the following:

- a. Residence Office Application forms
The Prospective Student Application Form, Current Student Application Form and the Current Resident Application Form are all bilingual.
- b. Annual Survey of incoming students.
The Quality Promotion Office organises an annual survey of incoming students, which explores a variety of issues including the reasons for choosing NUI Maynooth. A questionnaire is administered during the registration process. It is offered in both official languages.
- c. Library e-print archive
The library e-print archive is an online repository of research papers and other material. The main purpose of this "self-archiving" is to increase the distribution

and accessibility of the research – in a manner that cannot be achieved through conventional publishing (journals, etc) alone. The archive can be searched in both Irish and English.

- d. Library Guide 2005/2006
A summary Library Guide in Irish for both undergraduate and postgraduate students has been produced. The guide is available in print form and also electronically via the library website.
- e. Freedom of Information Acts information and application form.
The University website has a Freedom of Information web page. On these WebPages there is general information on the Freedom of Information Acts available in the Irish Language. The Freedom of Information form is also available online in Irish. This form can be used by the public and students to apply for access to records under the terms of the legislation.
- f. List of staff who will deal with media in Irish.
A list of members of the University who are competent and willing to deal with Irish language media on news items related to their field has been made available to Foinse, Raidió na Gaeltachta, TG4, Lá, Raidió na Life srl. The list is updated regularly.

The University will:

- **By the end of the first year of the scheme - 18th September 2006:**

Ensure that voicemail messages in the following areas will be in the English and Irish languages i.e. The President's Office, Registrar's Office, Admissions Office, Student Records Office, Examinations office, Records Office, Academic Advisory Office, Switch board.

- **By the end of the first year of the scheme - 18th September 2006:**

- Ensure that switchboard staff will be able to give a greeting and the name of the University in Irish and English, and suitable arrangements will be in place so that they can put callers in touch with the staff member responsible for offering the service required through Irish
- Publish the Higher Education Application Route Guide bilingually
- Publish the Conferring Booklet bilingually.

- **By the end of the second year of the scheme - 18th September 2007:**

Publish the following Leaflets and Brochures bilingually

- Summary Prospectus (Full –Time Primary degree Programmes and Admissions Requirements)
- University Service Charter
- Statement of Policy on Equality
- All revised and new Governing Authority Policy documents.

- **By the end of the second year of the scheme - 18th September 2007:**
 - Publish bilingually main student application forms to the University

- **From the commencement date of the scheme 19th September 2005**
 - The NUI Maynooth Statutes are due for review. When this review has been completed the new statutes will be published bilingually

 - Ensure that press releases regarding general university business will be bilingual.

2.2 Website

In recent years the University has made significant progress in adapting its website to meet the needs of the Irish Language Community.

The front page of the University website, including the President's greeting, is given in both official languages.

The following components of the website are available in the Irish language only:

- **Oifig na Gaeilge website**

Oifig na Gaeilge developed a website which incorporates an electronic noticeboard. Irish language events in the University and elsewhere are posted for all staff and students and links to useful sites are provided. This service is part of the office's remit to maintain contact with the Irish language milieu outside

the University and to facilitate the acquisition and use of Irish by members of the University.

The site contains a bilingual directory of departments and sections within the University and a list of names in Irish from the University Directory. Sound is provided with the directory and the names, to help with pronunciation. The directory is given as an English-Irish list, providing the Irish language version of subjects, departments etc. It can be used as an Irish-English glossary also, through the 'Edit, find' facility.

- **Roinn na Nua Ghaeilge**

The following website has a bilingual home page

- **Academic Advisory Office homepage.**

By the end of the scheme on 18th September 2008 the following additional elements will be in place:

- The following general information on the University website will be given in both languages: University History; the University Profile; Academic Developments; Visual Tour, Freedom of Information Office homepage. The Residence Office will provide bilingual information on its website.

2.3 Information Technology

- **By the end of the first year of the scheme - 18th September 2006:**

Ensure that university computer workstations and peripheral devices will be configured to support the entry, display and printing of information in either official language

- **By the end of the second year of the scheme - 18th September 2007:**

Ensure (insofar as it is practical) that commonly-used systems e.g. e-mail, virtual learning environments, office systems, web publishing tools² support both official languages and that Irish language packs (incl. spell checkers, proofing tools etc.) are implemented in a timely and controlled manner after release by the relevant software manufacturer.

- **On a phased basis between 18th September 2008 and 18th September 2012:**

Commonly-used and public-facing systems will be 'made compatible' in the sense of allowing names and place names (addresses) to be recorded, displayed and printed in either official language at the choice of the user and academic qualification titles, subject titles and module titles to be recorded, displayed and printed in either official language as appropriate to the subject matter.

²Use the ISO-Latin-9 character set which supports síneadh fada etc.

2.4 Bilingual Services

The Language Centre provides a bilingual service

- Language Centre/Ionad na dTeangacha
The role of the Language Centre is to provide a wide range of language courses in response to demand both within the University and outside. Languages are provided for many different contexts.
The Centre offers a broad range of Irish language classes, from beginners' level to advanced. The Centre, in cooperation with the Modern Irish Department, teaches a Diploma course in Irish which equips students with the language skills to conduct personal and professional business efficiently through Irish.
The Centre initiated and manages an Irish version of Vifax: language exercises and lessons based on NuachtTG4. These are available free on line every Wednesday, based on the previous evening's bulletin.
The Language Centre and the Department of Modern Irish have made available, both nationally and internationally, syllabi for levels A1 and A2 Irish, based on the CEFR – The Common European Framework of Reference for Languages: Learning, Teaching and Assessment which was produced by the Council of Europe to provide an internationally recognised, linguistically coherent framework for every aspect of language teaching and learning. The University will act as the national examination centre for this programme. Other regional centres will be established over time.

2.5 Gaeltacht

Dámh an Léinn Cheiltigh organises and teaches a certificate course, 'An Teastas i Litríocht na Gaeilge', in Ráth Cairn in alternate years. This certificate course aims at giving participants a good grounding in the Irish language and in its literary tradition. The course is recognised as one module for the modular BA.

A first-level course in Irish for Professional Communication was designed and written by the Language Centre in the University. Employees of the North Eastern Health Board, which provides services in Gaeltacht Ráth Cairn, completed this course.

The University offers Gaeltacht students who reside on campus the option of choosing an apartment reserved for Irish speakers.

From the commencement date of the scheme 19th September 2005:

- The University will provide services to Gaeltacht Ráth Cairn through Irish. Courses in language and literature will be provided and taught there as appropriate and/or required, subject to resources.
- The University will offer a first-level course in Irish for Professional Communication.
- The University will continue to offer Gaeltacht students who reside on campus the option of choosing an apartment reserved for Irish speakers.

2.6 List of Departments and offices working in Irish

The following departments work through the Irish language and consequently provide all services through the medium of Irish, except where the customer/client specifically requests such a service be provided to them in the English language:-

- *Faculty of Celtic Studies*

The Faculty has two departments, Modern Irish, and Old and Middle Irish. Undergraduate courses are taught on Modern Irish, Medieval Irish and Celtic Studies, and Minority Languages (Basque and Celtic). Postgraduate courses (MA) are taught in Modern Irish, in Medieval Irish and in Comparative Celtic Linguistics. The degree of PhD may be pursued by research in Medieval Irish and in Modern Irish.

Research is carried out on various aspects of the language and its literature from earliest times to the modern period. Courses are offered on a wide range of subjects concerning both language and literature and on closely related areas. These include Linguistics, Folklore, Welsh, Minority Languages. Classes are conducted through Irish in the Department of Modern Irish and through English in the Department of Old and Middle Irish.

- *Oifig Na Gaeilge*

The function of Oifig na Gaeilge is to promote the Irish language and its associated culture throughout the University. The Office is engaged in the development of an Irish-friendly environment in the University. It also provides translation of official University documentation, advises on translation services, facilitates the use of Irish professionally and

socially, and enables staff and students to take part in cultural events. The Office publicises Irish language and cultural events and classes, both on-campus and elsewhere, throughout the campus and maintains contact with Irish language organisations and the Irish language milieu generally. These classes and events include some organised by the Office. The Officer is secretary and executive for Coiste na Gaeilge, a sub-committee of the Governing Authority.

2.7 List of Departments and offices operating in the English language only.

It should be noted that most Academic Departments have staff who have a sufficient level of competency in the Irish Language to conduct the business of the department in Irish.

The following is a list of departments and offices, which currently are not in a position to provide a one-to-one service through the Irish language:-

Academic Departments

Faculty of Arts

The Faculty of Arts provides a wide range of courses and programmes leading to the award of the Degree of Bachelor of Arts, various Diplomas and Certificates, and postgraduate Degrees. These are listed in full in the University Calendar, which is available on the University website and in book form the Deans' Office. The courses are delivered by the academic departments, singly or in co-operation with one another, and some courses are provided by departments from another Faculty.

Departments:

Adult Education
Ancient Classics
Anthropology
Applied Social Studies
Computer Science
Economics
Education
English
French
Geography
German
Mathematics
Mathematical Physics
Modern History
Music
Psychology
Sociology
Spanish

Faculty of Philosophy

The Faculty of Philosophy provides courses leading to the award of the Degree of Bachelor of Arts, various Diplomas and Certificates, and postgraduate Degrees. These are listed in the University Calendar, which is available on the University website and in book form the Dean's Office.

Faculty of Science

The Faculty of Science provides a wide range of courses and programmes leading to the award of the degree of Bachelor of Science, various graduate Higher Diplomas, Master of Science, Master of Computer Science, and Ph.D. (Doctor of Philosophy).

These are listed in full in the University Calendar, which is available on the University website and in book form from the Dean's Office. The courses are delivered by the academic departments, singly or in co-operation with one another.

Departments

Biology
Chemistry
Computer Science
Experimental Physics
Mathematics
Mathematical Physics

Faculty of Engineering

The Faculty of Engineering provides a range of courses and programmes leading to the award of Degrees in Engineering, various Diplomas and Certificates, and postgraduate Degrees. These are listed in full in the University Calendar, which is available on the University website and in book form the Dean's Office.

Academic Support Services*Computer Centre*

The Computer Centre is a Service Department that provides Computing and Network Services to Administrative and Academic departments throughout the University.

Library

The Library provides a service to the staff and students of the University and St. Patrick's College, Maynooth. The objective of the Library is to provide a quality service in support of the teaching, learning and research objectives of the University by developing its collections and by providing access to information sources worldwide.

Research Centres

There are five Research Centres at the University as outlined below:

- Hamilton Institute
- Institute of Bioengineering and Agroecology
- Institute of Immunology
- National Institute for Regional and Spatial analysis (NIRSA)
- Centre for Geocomputation

Administration

Academic Council Office

This office services the Academic Council and its standing committees. It provides administrative and secretarial support and is responsible for the preparation and circulation of documents for meetings of the Academic Council and its committees.

Buildings Office

This office is responsible for the provision of all utility services in the University, including heating, lighting and power, water, oil and gas etc.

Catering Department

The Catering Department manages the provision of all Catering Services on both North and South Campus.

Communications Office

The Communications Office is responsible for the planning and co-ordination of the internal and external communications activities of the University.

Finance Office

The key responsibilities of the Finance Office are to:

- Manage financial risk and maintain financial control
- Challenge and support university management in delivering on the University's mission
- Prepare and deliver information to external stakeholders.

Specialist offices attaching to the Finance Office include:

- Bursar's Office
- General Accounts Office
- Research Administration Office
- Fees and Grants Office
- Creditors Office
- Salaries and Wages Office
- Procurement Office

Dean's Office

This office is responsible for the administrative requirements of the Deans of the Faculty of Arts.

Freedom of Information Office

The function of the Freedom of Information Office (FOI) is to ensure that the University complies fully with the legal requirements of the Freedom of Information Acts 1997 and 2003.

Health and Safety Office

The functions of the Health and Safety Office are to ensure that the University complies fully with the legal requirements of the Health and Safety and related legislation.

General Services

The principal role of the General Services office is to co-ordinate cleaning, copying/post facilities, telephonist and transport facilities.

Personnel Office

The principal role of the Personnel Office is to support the academic function and other University functions in relation to personnel related issues. The Office endeavors to promote good staff relations through effective personnel and human resource management policies and procedures, and through advice and assistance to staff.

President's Office

This office is concerned with the overall direction of the University in its academic, administrative, financial, personnel and other activities. Under the terms of the Universities Act, 1997, the President is the accounting officer for the institution.

Quality Promotion Office

The Quality Promotion Office has a remit which encompasses both quality assurance and quality improvement. Its role includes the furtherance of quality, training, educational teaching and staff development within the University.

Registrar's Office

The Registrar is the Senior Officer with responsibility for academic affairs in the University. The Registrar's Office administers all aspects of student academic progress from admission through to graduation.

Access Office

The Access Officer has responsibility for promoting University access for non-traditional entrants, including those with disabilities, those from disadvantaged socio-economic backgrounds, mature students, travellers and refugees.

Mature Student Support Office

The Mature Student Project Support Office has the responsibility of enhancing and improving the learning environment for mature students.

Admissions Office

The Admissions Office is responsible for the admission of all undergraduate students to the University. The Office is involved in the advertising and promotion of the University's undergraduate courses and it provides the information for Qualifax (Irish courses database), maintains relevant data on the University's web site and produces the University's various undergraduate publications.

Examinations Office

The Examinations Office administers the examinations process from receipt of entries through to issuing of results. The office also manages the examination process for theses submitted for the award of PhD and Masters degrees.

International Office

The International Office seeks to promote international activities throughout the University. The International Office recruits full-degree non-EU students as well as visiting students to programmes throughout the university.

Student Records Office

The Student Records Office is responsible for registration of the student population, and maintaining accurate records for all students, past and present.

Research and Graduate Studies Office

The Office of Research and Graduate Studies channels institutional support to Research and Postgraduate Study.

Security Office

This office is located in the Arts Building on the North Campus and is responsible for maintaining peace, order and security, preventing crime and disorder and addressing the fears and concerns of all on campus in respect of these issues.

Student Services

Student Services

The services provided by the Student Services Office include:

Clubs & Societies:

Over sixty Clubs and Societies are active in the University, providing many opportunities for students to get involved in social, cultural, and sporting activities. [One club, Cuallacht Cholm Cille, functions through Irish.]

Students' Union:

Maynooth Students' Union was formed to represent and promote the interests of students in the University.

Student Aid Committee

The Student Aid Committee is a joint student-staff committee, which was set up to assist students who are experiencing financial hardship.

Student Social Centre:

The Social Centre contains a bar, music venue, catering outlet, and Offices.

Academic Advisory Office

This office functions as a convenient first point of contact for students who wish to seek advice on general issues that may arise from their relationship with the University.

Chaplaincy Service

The Chaplaincy Office includes two full time Catholic Chaplains and a part-time Secretary. The office is in close contact with the Protestant Churches who are also involved in student life from time to time.

Crèche

The Crèche is available for the children of all University students and employees (except those of the Crèche staff).

Maynooth Alumni Association

Maynooth Alumni Association was founded as a result of the successful Graduate reunion day, held in April 1995 to coincide with the celebration of the bicentenary of the foundation of the University.

Medical Centre

The function of the medical centre is to provide a range of medical and nursing services which are free of charge to all students.

Residence Office

The Residence Office deals with all aspects of student accommodation both on and off campus. The Residence Officer also deals with student aid applications.

Sports Office

The Office has responsibility for support, development and promotion of student sports clubs, the implementation of fitness programmes and the scheduling and maintenance of the University's sports facilities.

Student Counselling Service

The role of the Student Counselling Service is to provide counselling for students in the University.

Whereas some members of staff in many of these departments are in a position to offer a partial service through the medium of Irish, the service is not at a level that would constitute bilingualism. Many members of staff are willing to conduct business through the medium of Irish and this is indicated through the addition of (g) to their names in the internal telephone directory.

The University is committed to working towards a situation where it is able to provide services through Irish in the majority of departments and offices. The University will endeavor to further this commitment on an ongoing basis. However in the interim and

By the end of the second year of the scheme 18th September 2007, the University will

- Provide a bilingual service in the President's Office, Vice-President's Office, Registrar's Office, Admissions Office, Student Records Office, Academic Advisory

Office and the Student Mentoring Service. This will be achieved by having bilingual support available to enable them to deal with business through Irish as required.

- Create a post of Official Languages Officer.
- Provide training for staff to build institutional capacity for conducting business through the medium of Irish.

By the end of the scheme 18th September 2008, the University will:

- Offer a first-level course in Irish for Professional Communication.
- Offer a module through Irish in the Mathematical Studies degree programme.
- Have identified other departments and services who will provide bilingual services.

2.8 Improving the University's Irish language capability

There is an ongoing commitment to provide appropriate training and development for all staff, in both official languages, to meet the evolving needs of our students and staff. The University will carry out a staff training and development analysis and this will assist in identifying the need for Irish language services.

From the commencement of the scheme on 19th September 2005 the University will:

- Include language awareness as part of both Induction and Customer Service training courses so as to ensure that staff understand the implications of the Official Languages Act 2003 and how it will affect their work.
- Will provide Irish Language classes, including Irish for professional purposes, and facilitate staff attending these classes during office hours.
- Give advice to staff in relation to the range of high-quality Irish language classes available outside office hours both on and off campus (e.g. third-level Diploma in Irish; Sult; Gael-Linn, etc);
- Continue actively to promote the availability of its Irish language services through signage, the website, etc.

The University has a number of identified staff that are prepared to conduct business through the medium of Irish. With their consent, they will be identified on the University website and their e-mail addresses made available to facilitate clients who may wish to conduct their business with the University in Irish.

CHAPTER 3

Monitoring & Revision

Responsibility for monitoring and reviewing the scheme will rest jointly with the senior management within the University, the Official Languages Officer and with Coiste na Gaeilge as the Governing Authority Committee charged with the promotion of Irish language and culture in the University. These will keep the effective operation of the scheme under review. The day-to-day monitoring function will be carried out primarily by heads of departments and services that are responsible for the implementation of the scheme within their own areas. These will be assisted by the Official Languages Officer. The Coiste will report on the overall progress of the implementation of the scheme to the Governing Authority of the University.

CHAPTER 4

Publicising of Agreed Scheme

The contents of this scheme along with the commitments and provisions of the scheme will be publicised to the general public by means of:-

- Press Release;
- Official Launch of the scheme;
- Advertising of provisions;
- Circulation to appropriate agencies and public bodies;
- Website.

In addition, once departments and offices which have committed to delivering a service are in a position to do so this will also be publicised in the manner outlined above. A copy of this scheme has also been forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla.

CAIBIDIL 1

Réamhrá agus Cúlra

Réitigh Ollscoil na hÉireann, Má Nuad an scéim seo faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003 ("an tAcht"). Soláthraítear in Alt 11 go réiteoidh comhlachtaí poiblí scéim reachtúil ina ndéanfar mionchur síos ar na seirbhísí a chuirfidh siad ar fáil

- trí mheán na Gaeilge,
- trí mheán an Bhéarla, agus
- trí mheán na Gaeilge agus an Bhéarla

agus na bearta atá le glacadh le cinntiú go gcuirfear ar fáil seirbhís ar bith nach bhfuil ar fáil trí Ghaeilge de réir mar a fheileann sé laistigh de thréimhse ama a aontófar.

1.1 Treoirínte maidir le Scéim a ullmhú

Soláthraítear in Alt 12 den Acht go réiteodh an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta treoirínte, agus go scaipfí ar chomhlachtaí poiblí iad le cabhrú leo dréachtscéimeanna a ullmhú. Rinneadh an scéim seo a dhréachtú de réir na dtreoirínte.

Ar an 20 agus an 28 Samhain 2004 d'fhoilsigh an Ollscoil fógraí faoi Alt 13 ag lorg uirioll ó pháirtithe leasmhara ar bith maidir leis an dréachtscéim a ullmhú faoi Alt 11. Foghlaimíodh cuid mhaith ó na haighneachtaí, na tuairimí agus na moltaí seo a fuarthas ón bhfoireann, ó mhic léinn agus ó pháirtithe leasmhara eile. Cuireadh fáilte roimh an bhfoireann ar fad chuig cruinniú ar an 2 Feabhra 2005. Tugadh eolas don fhoireann ar impleachtaí Acht na dTeangacha Oifigiúla 2003 agus lorgaíodh

moltaí, tuairimí srl. orthu. Eagraíodh grúpaí fócais ar an gcúrsa céanna leis an gcruinniú foirne le hionadaithe ranga mac léinn ar an 9 Feabhra 2005 agus le comhairleoirí gairmthreorach ó scoileanna dara leibhéal ar an 18 Márta 2005. Gabhann an Ollscoil buíochas le gach duine a chaith am agus iarracht leis an bpróiseas.

1.2 **Ábhar na Scéime Teanga**

Bunaíodh Meitheal Oibre, a raibh ionadaithe ó réimsí feidhme éagsúla laistigh den Ollscoil ann, chun scéim a ullmhú le húinéireacht agus tiomantas don doiciméad comhaontaithe a chur i bhfeidhm a chinntiú.

Seo a leanas cuspóirí scéim OÉ Má Nuad:

- a. Cur le tiomantas na hOllscoile don Ghaeilge a chur chun cinn chomh maith le prionsabail dearbhaithe cáilíochta agus feabhsúcháin ina cuid seirbhísí ar fad. Tá seo á léiriú in obair Oifig na Gaeilge agus i glár leanúnach dearbhaithe cáilíochta agus feabhsúcháin na hOllscoile.
- b. Líon na seirbhísí dátheangacha a mhéadú
- c. Líon na bhfoilseachán dátheangach a mhéadú
- d. Inniúlacht na foirne a fheabhsú le seirbhísí dátheangacha a chur ar fáil.

Beidh idir lucht ardbhainistíochta na hOllscoile agus Choiste na Gaeilge, mar Choiste an Údaráis Rialaithe a bhfuil de chúram air teanga agus cultúr na Gaeilge a chur chun cinn san Ollscoil, freagrach as faireachán agus athbhreithniú a dhéanamh ar an scéim. Tá sé beartaithe ag an Ollscoil post mar Oifigeach na dTeangacha Oifigiúla a chruthú, a mbeidh de chúram ar an té a

cheapfar, i measc rudaí eile, Scéim na dTeangacha Oifigiúla a chur i bhfeidhm agus faireachán a dhéanamh uirthi. Mar phointe tosaigh tógann an scéim ar líon na seirbhísí atá ar fáil trí Ghaeilge faoi láthair. Aithnítear, i gcorp na scéime, réimsí atá le forbairt amach anseo. Tá tiomantas sa scéim chomh maith don éileamh atá ann do sheirbhísí trí Ghaeilge a mheas ar bhonn leanúnach, agus tiomantas go gcinnteofar go gcuireann an Ollscoil lena cumas an t-éileamh seo a fhreagairt ar bhealach pleanáilte soiléir. Leanfaidh an Ollscoil ar an éileamh atá ann do sheirbhísí i nGaeilge a mheas trí fhaireachán a dhéanamh ar líon na gceisteanna agus na n-iarratas i leith seirbhísí trí Ghaeilge agus trí iniúchadh tréimhsiúil a dhéanamh ar an éileamh céanna le ceistneoirí agus uirlisí oiriúnacha eile.

1.3 Achoimre ar spriocanna OÉ Má Nuad don scéim.

Seo a leanas liosta achomair de na spriocanna a aontaíodh atá le baint amach ag an Ollscoil roimh dheireadh na scéime ar an 18 Meán Fómhair 2008. Féadtar teacht ar thuilleadh eolais sa scéim tríd síos faoin gcaoi agus faoin uair a bhainfear na spriocanna seo amach.

1. Cruthófar post mar Oifigeach na dTeangacha Oifigiúla.
2. Foilseofar príomhfhoirmeacha iarratais na hOllscoile go dátheangach.
3. Cuirfear seirbhís dhátheangach ar fáil sna hoifigí seo a leanas: Oifig an Uachtaráin, Oifig an Leas-Uachtaráin, Oifig an Chláraitheora, An Oifig Iontrálacha, Oifig Taifead na Mac léinn, Oifig an Chomhairleora Acadúil agus An tSeirbhís Mheantóireachta Mac Léinn. Bainfear an sprioc seo amach trí thacaíocht dhátheangach a chur ar fáil le cabhrú leo feidhmiú trí Ghaeilge de réir mar is gá.

4. Foilseofar na Bileoga agus na Bróisiúir seo a leanas go dátheangach

- An Réamheolaire Achomair (Cúrsaí céime lánaimseartha agus Riachtanais Iontrála)
- Leabhrán Bhronnadh na gCéimeanna
- Cairt Seirbhíse na hOllscoile
- Ráiteas Polasaí faoin gComhionannas
- Gach doiciméad beartais nua agus athbhreithnithe de chuid an Údaráis Rialaithe.

5. Teicneolaíocht Faisnéise

Cinntoidh an Ollscoil go mbeidh ríomhairí a stáisiúin oibre agus gléasanna forimeallacha na hollscoile cumraithe le faisnéis a iontráil, a thaispeáint agus a phriontáil i gceachtar den dá theanga oifigiúla.

Cinntoidh an Ollscoil (chomh fada agus atá sé praiticiúil) go dtacaíonn¹ córais choiteanna, m.sh. ríomhphost, timpeallachtaí foghlama fíorúla, córais oifigí, uirlisí foilseacháin gréasáin leis an dá theanga oifigiúla agus go gcuirfear pacáistí Gaeilge (litreoirí, uirlisí profála, srl.) i bhfeidhm ar bhonn tráthúil rialaithe i ndiaidh don déantóir bogearraí an táirge a eisiúint.

Socrófar go mbeidh córais choiteanna agus córais phobaldhírithé 'comhoiriúnach' sa mhéid is go mbeidh sé indéanta ainmneacha agus logainmneacha (seoltaí) a thairfeadh, a thaispeáint agus a phriontáil i gceachtar den dá theanga oifigiúla de réir mar a fheileann sé don ábhar.

Breathnóidh an Ollscoil ar an bhféidearthacht maidir le hathscríbhinní agus bileoga breithiúnais scrúduithe dátheangacha a chur ar fáil.

¹ Ag úsáid an tacar carachtar ISO-Latin-9 a tharaíonn síneadh fada srl.

6. Suíomh Gréasáin: Cuirfear an t-eolas ginearálta seo a leanas ar fáil ar shuíomh Gréasáin na hOllscoile sa dá theanga: Stair na hOllscoile; Próifíl na hOllscoile; Forbairtí Acadúla; An tAmharcthuras; leathanach baile na hOifige um Shaoráil Faisnéise. Beidh eolas dátheangach ar shuíomh Gréasáin na hOifige Lóistín.
7. Cuirfidh an Ollscoil an cúrsa céad leibhéil ar fáil do Chumarsáid Ghairmiúil i nGaeilge.
8. Beidh modúl trí Ghaeilge ar fáil sa chúrsa céime ar an Staidéar Matamaitice.
9. I gcomhar le hinstitiúidí tríú leibhéil eile, breathnóidh an Ollscoil i ndiaidh cúrsa tríú leibhéil a chur ar fáil trí Ghaeilge.
10. Cuirfidh an Ollscoil oiliúint ar fáil don fhoireann le cumas na hinstitiúide a cuid gnó a dhéanamh trí mheán na Gaeilge a ardú.
11. Cinnteofar go mbeidh preasráitis maidir le gnó ollscoile ginearálta curtha ar fáil go dátheangach.
12. Cinnteofar go mbeidh teachtaireachtaí glórphoist sna háiteanna seo a leanas i mBéarla agus i nGaeilge araon, .i. Oifig an Uachtaráin, Oifig an Leas-Uachtaráin, Oifig an Chláraitheora, An Oifig Iontrálacha, Oifig Taifead na Mac Léinn, Oifig na Seirbhísí Mac Léinn, Oifig an Chomhairleora Acadúil, an Lasc-chlár (seachas seirbhísí slándála agus éigeandála).
13. Cinnteofar go mbeidh ar a gcumas ag foireann an lasc-chláir beannacht agus ainm na hOllscoile a thabhairt i nGaeilge agus i mBéarla, agus go mbeidh socruithe oiriúnacha i

bhfeidhm ionas go mbeidh siad in ann glaoiteoirí a chur i dteagmháil leis an mball den fhoireann atá freagrach as an tseirbhís atá ag teastáil a chur ar fáil trí Ghaeilge.

14. Tá Statúidí OÉ Má Nuad le hathbheithniú. Nuair a bheidh an t-athbheithniú seo curtha i gcrích foilseofar na statúidí nua go dátheangach.

15. Leanfaidh an Ollscoil ar an deis a thabhairt do mhic léinn Gaeltachta ar mian leo fanacht in árasáin an champais árasán do chainteoirí Gaeilge a roghnú.

16. Faoi réir éilimh agus acmhainní leanfaidh an Ollscoil ar chursaí teastais a eagrú agus a mhúineadh i Ráth Cairn, m.sh. An Teastas i Litríocht na Gaeilge.

1.4 Dáta tosaithe na Scéime

Rinne an tAire Gnóthaí Pobail, Tuaithe agus Gaeltachta an scéim seo a dhearbhu. Tosóidh an scéim ar an 19 Meán Fómhair 2005 ag leanúint go ceann 3 bliana ón dáta seo nó go dtí go ndéanann an tAire scéim nua a dhearbhu de bhun Alt 15 den Acht, cibé acu is luaithe.

1.5 Achoimre ar Ollscoil na hÉireann, Má Nuad Misean agus Cuspóirí

Tá misean Ollscoil na hÉireann, Má Nuad sainithe ag cuspóirí na hOllscoile mar a leagadh amach iad in Acht na nOllscoileanna 1997. Cuirtear in iúl iad sa Phlean Straitéiseach 2000-2005 mar seo a leanas:

- (a) eolas a chur chun cinn trí mhúineadh, trí thaighde léannta agus trí imscrúdú eolaíoch

- (b) foghlaim a chur chun cinn i measc a cuid mac léinn agus i measc an phobail go ginearálta
- (c) taobhanna cultúrtha agus sóisialta an tsaoil a chur chun cinn ag an am céanna le héagsúlacht thraidisiúin na hollscoile a chothú
- (d) cumas a chothú i measc na mac léinn le haghaidh smaointeoireacht neamhspleách chriticiúil
- (e) teangacha oifigiúla an Stáit a chur chun cinn, ag díriú, ach go háirithe, ar an nGaeilge a chaomhnú, a chur chun cinn agus a úsáid, agus ar chultúir éagsúla na hÉireann a chaomhnú agus a chur chun cinn
- (f) cur le, agus tacaíocht a thabhairt d'fhorbairt náisiúnta eacnamíoch agus shóisialta a réadú
- (g) pearsanra gairmiúil, teicniúil agus bainistíochta a oiliúint, a thraenáil agus a atraenáil
- (h) na caighdeáin agus an cháilíocht is airde a chur chun cinn i réimsí na múinteoireachta agus taighde
- (i) torthaí a cuid taighde a scaipeadh ar an bpobal ginearálta
- (j) foghlaim ar feadh an tsaoil a éascú trí aosoideachas agus oideachas leanúnach a chur ar fáil, agus
- (k) cothromaíocht inscne agus comhionannas deiseanna i measc mac léinn agus fostaithe de chuid na hOllscoile a chur chun cinn. (Alt 12, Acht na nOllscoileanna, 1997).

Aithníonn an Ollscoil an fhreagracht atá uirthi teangacha agus cultúir éagsúla na hÉireann a chur chun cinn "ag díriú, ach go háirithe, ar an nGaeilge a chaomhnú, a chur chun cinn agus a úsáid". Mar chomhollscoil de chuid Ollscoil na hÉireann, tá rialú máithreánach i bhfeidhm san institiúid a chiallaíonn nach mór do shaoránaigh a fhaigheann a gcuid oideachais sa Stát an Ghaeilge a dhéanamh mar ábhar ardteisiméireachta, mura

bhfuil díolúine éigin acu. Le céad bliain anuas bhí ceannairí suntasacha áirithe i ngluaiseacht na Gaeilge bainteach leis an Ollscoil agus cuireadh cuid mhaith le litríocht Ghaeilge. Tá tuairim is 5,700 mac léinn in OÉ Má Nuad roinnte idir Dámh na nEalaíon, Dámh an Léinn Cheiltigh, Dámh na hInnealtóireachta, Dámh na Fealsúnachta agus Dámh na hEolaíochta. Tá sí ar cheann de na 4 chomhollscoil de chuid Ollscoil na hÉireann.

Tá isteach is amach ar 250 ar fhoireann lánaimseartha acadúil na hOllscoile agus 300 ar an bhfoireann riaracháin agus tacaíochta.

Is é príomhról na hOllscoile oideachas a chur ar fáil agus taighde a dhéanamh. Is iad na Ranna Acadúla, na hIonaid Taighde, na hOifigí Riaracháin agus na seirbhísí tacaíochta a dhéanann an obair seo.

Cuireann an Ollscoil na seirbhísí seo ar fáil do mhic léinn. Oibríonn an Ollscoil le comhlachtaí eile stáit, poiblí agus príobháideacha chomh maith, lena n-áirítear:

Ollscoileana agus institiúidí tríú leibhéal eile
An Roinn Oideachais agus Eolaíochta
An tÚdarás um Ard-Oideachas
Ollscoil na hÉireann
C.H.I.U. (I.U.A.) Coiste Ceannairí Ollscoileanna Éireann
Fondúireacht Eolaíochta Éireann
IRCHSET
IRCHSS

1.6 Measúnú ar líon na seirbhísí atá ar fáil trí Ghaeilge cheana féin

Is é príomhchuspóir an Achta a chinntiú go bhfuil fáil ar níos mó seirbhísí poiblí trí Ghaeilge agus iad de chaighdeán níos airde. Réitigh an Ollscoil suirbhé le leibhéal agus caighdeán na seirbhísí atá ar fáil trí Ghaeilge a mheas agus le breathnú ar an éileamh atá ar sheirbhísí i nGaeilge. Cuireann an Ollscoil seirbhísí áirithe ar fáil trí Ghaeilge nó go dátheangach cheana féin. In ainneoin toilteanais don Ghaeilge, de bharr a suímh agus a cuid mac léinn agus foirne, is trí mheán an Bhéarla a fheidhmíonn sí go príomhúil. Áirítear ina cuid seirbhísí soláthar d'oideachas Gaeilge. Tá sé ráite in Alt 12(e) d'Acht na nOllscoileanna 1997 gurb é ceann de chuspóirí na hOllscoile "teangacha oifigiúla an Stáit a chur chun cinn, ag díriú, ach go háirithe, ar an nGaeilge a chaomhnú, a chur chun cinn agus a úsáid, agus ar chultúir éagsúla na hÉireann a chaomhnú agus a chur chun cinn".

CAIBIDIL 2

Soláthar Seirbhísí / Gníomhaíochtaí

Sa chaibidil seo leagtar amach córas na dteangacha oifigiúla atá i bhfeidhm ag an Ollscoil maidir lena cuid seirbhísí agus gníomhaíochtaí. Ba chóir a thabhairt faoi deara go bhfuil baill foirne ag tromlach na Rann Acadúla a bhfuil an inniúlacht acu sa Ghaeilge gnó na roinne a dhéanamh tríthi.

2.1 Modhanna Cumarsáide leis an bPobal / Eolas don phobal

Faoi láthair is i mBéarla a dhéantar cumarsáid leis an bpobal agus le mic léinn maidir lena cuid seirbhísí, amach ó na cinn seo a leanas:

- a. Foirmeacha Iarratais na hOifige Lóistín
Tá na Foirmeacha Iarratais do mhic léinn ionchais, do mhic léinn reatha, agus d'áitritheoirí reatha dátheangach.
- b. Suirbhé bliantúil ar mhic léinn ag teacht isteach
Eagraíonn An Oifig Cothaithe Cáilíochta suirbhé bliantúil ar mhic léinn atá ag teacht isteach, a chlúdaíonn ceisteanna éagsúla, an fáth gur roghnaigh siad OÉ Má Nuad ina measc. Tugtar ceistneoir le linn an phróisis chláráithe, a sholáthraítear sa dá theanga oifigiúla.
- c. Cartlann ríomhábhar clóite na Leabharlainne
Stór ar líne de pháipéir thaighde agus d'ábhar eile atá i gcartlann ríomhábhar clóite na leabharlainne. Is é príomhchuspóir an "féinchartlannú" seo ná dáileadh

agus inrochtaineacht an taighde a mhéadú – ar dhóigh nach bhfuil indéanta trí ghnáthmhodhanna foilsitheoireachta amháin (irisí, srl). Is féidir an chartlann a chuardach i nGaeilge agus i mBéarla araon.

- d. Eolaire Leabharlainne 2005/2006
Ullmhaíodh Eolaire Leabharlainne achomair i nGaeilge d'fhochéimithe agus d'iarchéimithe. Tá an t-eolaire ar fáil i bhformáid priontála agus go leictreonach ar shuíomh Gréasáin na leabharlainne.
- e. Eolas agus foirm iarratais na nAchtanna um Shaoráil Faisnéise.
Tá leathanach Gréasáin Saorála Faisnéise ar shuíomh Gréasáin na hOllscoile. Ar na leathanaigh Ghréasáin seo tá eolas ginearálta ar fáil i nGaeilge faoi na hAchtanna um Shaoráil Faisnéise. Tá an fhoirm Shaorála Faisnéise ar fáil ar líne i nGaeilge chomh maith. Féadfaidh an pobal agus mic léinn úsáid a bhaint as an bhfoirm seo le teacht ar thaifid faoi théarmaí na reachtaíochta.
- f. Liosta de bhaill foirne a dhéanfaidh teagmháil leis na meáin i nGaeilge.
Cuireadh liosta ar fáil do Foinse, Raidió na Gaeltachta, TG4, Lá, Raidió na Life srl. de bhaill foirne na hOllscoile ag a bhfuil an inniúlacht, agus atá toilteanach, teagmháil a dhéanamh leis na meáin Ghaeilge ar mhíreanna nuachta a bhaineann lena réimse féin. Déantar an liosta seo a nuashonrú ar bhonn rialta.

Déanfar na nithe seo a leanas san Ollscoil:

- **Faoi dheireadh na chéad bhliana den scéim - 18**

- **Meán Fómhair 2006:**

- Cinntear go mbeidh teachtaireachtaí glórphoist i mBéarla agus i nGaeilge sna háiteanna seo a leanas, .i. Oifig an Uachtaráin, Oifig an Chláraitheora, An Oifig Iontrálacha, Oifig Taifead na Mac Léinn, Oifig na Scrúduithe, Oifig na dTaifid, Oifig an Chomhairleora Acadúil, an Lasc-chlár.

- **Faoi dheireadh na chéad bhliana den scéim - 18**

- **Meán Fómhair 2006:**

- Cinntear go mbeidh ar a gcumas ag foireann an lasc-chláir beannacht agus ainm na hOllscoile a thabhairt i nGaeilge agus i mBéarla, agus go mbeidh socrúithe oiriúnacha i bhfeidhm ionas go mbeidh siad in ann glaoiteoirí a chur i dteagmháil leis an mball den fhoireann atá freagrach as an tseirbhís atá ag teastáil a chur ar fáil trí Ghaeilge
 - Foilseofar an tEolaire faoi Bhealaigh Iarratais Ardoideachais go dátheangach
 - Foilseofar Leabhrán Bhronnadh na gCéimeanna go dátheangach.

- **Faoi dheireadh na dara bliana den scéim - 18**

- **Meán Fómhair 2007:**

- Foilseofar na Bileoga agus na Bróisiúir seo a leanas go dátheangach

- An Réamheolaire Achomair (Cúrsaí céime lánaimseartha agus Riachtanais Iontrála)
 - Cairt Seirbhíse na hOllscoile

- Ráiteas Polasáí faoin gComhionannas
 - Gach doiciméad beartais nua agus athbhreithnithe de chuid an Údaráis Rialaithe.
- **Faoi dheireadh na dara bliana den scéim - 18 Meán Fómhair 2007:**
 - Foilseofar príomhfhoirmeacha iarratais na hOllscoile go dátheangach
 - **Ó dháta tosaithe na scéime 19 Meán Fómhair 2005**
 - Tá Statúidí OÉ Má Nuad le hathbhreithniú. Nuair a bheidh an t-athbhreithniú seo curtha i gcrích foilseofar na statúidí nua go dátheangach
 - Cinnteofar go mbeidh preasráitis maidir le gnó ollscoile ginearálta curtha ar fáil go dátheangach.

2.2 Suíomh Gréasáin

Le blianta beaga anuas tá dul chun cinn suntasach déanta ag an Ollscoil maidir leis an suíomh Gréasáin dá cuid a chur in oiriúint do phobal na Gaeilge.

Tugtar leathanach oscailte shuíomh Gréasáin na hOllscoile, beannú an Uachtaráin san áireamh, sa dá theanga oifigiúla.

Tá na codanna seo a leanas den suíomh Gréasáin ar fáil i nGaeilge amháin:

- **Suíomh Gréasáin Oifig na Gaeilge**
D'fhorbair Oifig na Gaeilge suíomh Gréasáin a bhfuil clár fógraí leictreonach air. Déantar imeachtaí Gaeilge san Ollscoil agus in áiteanna eile a phostáil don fhoireann agus do mhic léinn agus tugtar naisc chuig

suíomhanna úsáideacha. Tá an tseirbhís seo mar chuid de théarmaí tagartha na hoifige chun teagmháil a choinneáil le pobal na Gaeilge lasmuigh den Ollscoil agus chun glacadh agus úsáid na Gaeilge i measc fhoireann na hOllscoile a éascú.

Tá eolaire dátheangach ar an suíomh de ranna agus rannóga laistigh den Ollscoil, chomh maith le liosta ainmneacha i nGaeilge ó Eolaire na hOllscoile. Tá fuaim leis an eolaire agus leis na hainmneacha ar mhaithe le cúnaimh foghraíochta. Tugtar an t-eolaire mar liosta Béarla-Gaeilge, a bhfuil leagan Gaeilge d'ábhair, ranna, srl. ann. Is féidir úsáid a bhaint as mar ghluais Ghaeilge-Béarla chomh maith, tríd an áis 'Cuir in eagar, aimsigh'.

- **Roinn na Nua-Ghaeilge**

Tá leathanach baile dátheangach ag an suíomh Gréasáin seo a leanas

- **Leathanach baile Oifig an Chomhairleora Acadúil.**

***Faoi dheireadh na scéime ar an 18 Meán Fómhair 2008
beidh na heilimintí breise seo a leanas i bhfeidhm:***

- Cuirfear an t-eolas ginearálta seo a leanas ar fáil ar shuíomh Gréasáin na hOllscoile sa dá theanga: Stair na hOllscoile; Próifíl na hOllscoile; Forbairtí Acadúla; An tAmharcthuras, leathanach baile na hOifige um Shaoráil Faisnéise. Beidh eolas dátheangach ar shuíomh Gréasáin na hOifige Lóistín.

2.3 Teicneolaíocht Faisnéise

- **Faoi dheireadh na chéad bhliana den scéim - 18**

- **Meán Fómhair 2006:**

- Cinntear go mbeidh ríomhairí, stáisiúin oibre agus gléasanna orimeallacha na hOllscoile cumraithe le faisnéis a iontráil, a thaispeáint agus a phriontáil i gceachtar den dá theanga oifigiúla

- **Faoi dheireadh na dara bliana den scéim - 18 Meán Fómhair 2007:**

- Cinntear (chomh fada agus atá sé praiticiúil) go dtacaíonn² córais choiteanna, m.sh. ríomhphost, timpeallachtaí foghlama fíorúla, córais oifigí, uirlisí foilseachán gréasaín leis an dá theanga oifigiúla agus go gcuirfear pacáistí Gaeilge (litreoirí, uirlisí profála, srl.) i bhfeidhm ar bhonn tráthúil rialaithe i ndiaidh don déantóir bogearraí an táirge a eisiúint.

- **Ar bhonn céimnithe idir 18 Meán Fómhair 2008 agus 18 Meán Fómhair 2012**

- Socrófar go mbeidh córais choiteanna agus córais phobaldhírithé 'comhoiriúnach' sa mhéid is go mbeidh sé indéanta ainmneacha agus logainmneacha (seoltaí) a thairfeadh, a thaispeáint agus a phriontáil i gceachtar den dá theanga oifigiúla de réir mar a fheileann sé don ábhar.

² Ag úsáid an tacar carachtar ISO-Latin-9 a tharaíonn síneadh fada srl.

2.4 Seirbhísí Dátteangacha

Cuireann Ionad na dTeangacha seirbhís dhátteangach ar fáil

- Ionad na dTeangacha

Is é atá mar fheidhm ag Ionad na dTeangacha réimse leathan cúrsaí teanga a chur ar fáil mar fhreagra ar an éileamh laistigh den Ollscoil agus lasmuigh di. Cuirtear teangacha ar fáil i leith comhthéacsanna éagsúla.

Ofrálann an tIonad ranganna Gaeilge éagsúla, ó ranganna tosaitheoirí go hardranganna. I gcomhar le Roinn na Nua-Ghaeilge, múineann an tIonad cúrsa Dioplóma i nGaeilge a thugann na scileanna cuí do mhic léinn gnóthaí pearsanta agus gairmiúla a dhéanamh go héifeachtach trí Ghaeilge.

Chuir an tIonad tús le, agus déanann sé bainistíocht ar leagan Gaeilge de Vifax: ceachtanna teanga bunaithe ar Nuacht TG4. Bíonn siad seo ar fáil saor in aisce ar líne gach Céadaoin, bunaithe ar nuacht an tráthnóna roimhe sin.

Tá siollabais do leibhéal Ghaeilge A1 agus A2 curtha ar fáil ag Ionad na dTeangacha agus Roinn na Nua-Ghaeilge, go náisiúnta agus go hidirnáisiúnta, bunaithe ar an CEFR - Comhchreat Tagartha na hEorpa do Theangacha: Foghlaim, Múineadh agus Measúnú a d'fhoilsigh Comhairle na hEorpa le creat comhtháite ó thaobh na teangeolaíochta de, a aithneofar go hidirnáisiúnta, a chur ar fáil do gach gné de mhúineadh agus foghlaim teangacha.

Feidhmeoidh an Ollscoil mar ionad scrúduithe náisiúnta an chláir seo. Bunófar ionaid réigiúnacha eile i ndiaidh a chéile.

2.5 An Ghaeltacht

Eagraíonn agus múineann Dámh an Léinn Cheiltigh teastas, 'An Teastas i Litríocht na Gaeilge', i Ráth Cairn gach re bliain. Tá sé d'aidhm ag an teastas seo buneolas maith a thabhairt do rannpháirtithe ar an nGaeilge agus a traidisiún liteartha. Aithnítear an cúrsa mar mhodúl amháin don BA modúlach. Dhear agus scríobh Ionad na dTeangacha san Ollscoil cúrsa céad leibhéil do Chumarsáid Ghairmiúil i nGaeilge. Rinne fostaithe de chuid Bhord Sláinte an Oir Thuiscirt, a chuireann seirbhísí ar fáil i nGaeltacht Ráth Cairn, an cúrsa seo. Tugann an Ollscoil deis do mhic léinn Gaeltachta, a bhfuil cónaí orthu ar an gcampas, árasán atá in áirithe do chainteoirí Gaeilge a roghnú.

Ó dháta tosaithe na scéime 19 Meán Fómhair 2005

- Cuirfidh an Ollscoil seirbhísí ar fáil trí Ghaeilge do Ghaeltacht Ráth Cairn. Eagrófar cúrsaí teanga agus litríochta agus múinfear san áit iad de réir mar is cuí agus/nó de dhíth, faoi réir acmhainní.
- Cuirfidh an Ollscoil cúrsa céad leibhéil ar fáil do Chumarsáid Ghairmiúil i nGaeilge.
- Leanfaidh an Ollscoil ar an deis a thabhairt do mhic léinn Gaeltachta, a bhfuil cónaí orthu ar an gcampas, árasán atá in áirithe do chainteoirí Gaeilge a roghnú.

2.6 Liosta de na Ranna agus na hoifigí a fheidhmíonn trí Ghaeilge

Feidhmíonn na ranna seo a leanas trí Ghaeilge .i. cuireann siad a gcuid seirbhísí ar fad ar fáil trí Ghaeilge, seachas nuair a iarrann an custaiméir/cliant a leithéid de sheirbhís trí Bhéarla:-

- Dámh an Léinn Cheiltigh
Tá dhá roinn sa Dámh, Roinn na Nua-Ghaeilge agus Roinn na Sean- agus na Meán- Ghaeilge. Múintear cúrsaí fochéime sna hábhair seo a leanas: an Nua-Ghaeilge, an tSean- agus an Mheán-Ghaeilge agus an Léann Ceilteach, Mionteangacha (an Bhascais agus na teangacha ceilteacha). Múintear cúrsaí iarchéime (M.A.) sa Nua-Ghaeilge, sa tSean- agus Mheán-Ghaeilge, agus sa Teangeolaíocht Cheilteach Chomparáideach. Is féidir Ph.D. a bhaint amach trí thaighde sa tSean- agus Meán-Ghaeilge agus sa Nua-Ghaeilge.
Déantar taighde ar ghnéithe éagsúla den teanga agus a cuid litríochta idir shean agus nua. Múintear cúrsaí ar réimse leathan ábhar, idir theanga agus litríocht, agus ar réimsí gaolmhara eile lena n-áirítear an Teangeolaíocht, an Béaloideas, an Bhreatnais, Cúrsaí Mionteangacha. Trí Ghaeilge a mhúintear ranganna i Roinn na Nua-Ghaeilge agus tríd an mBéarla a mhúintear i Roinn na Meán- agus na Sean-Ghaeilge iad.
- Oifig na Gaeilge
Tá sí mar fheidhm ag Oifig na Gaeilge an Ghaeilge agus an cultúr a ghabhann léi a chur chun cinn i measc phobal na hOllscoile. Tá an Oifig i mbun timpeallacht dhearfá, bháúil a chruthú don teanga san Ollscoil. Aistríonn an Oifig cáipéisí oifigiúla na hOllscoile go

Gaeilge agus tugann amach eolas ar sheirbhísí aistrithe. Réitíonn an Oifig an bealach don fhoireann agus do na mic léinn an Ghaeilge a chleachtadh, a fheabhsú nó a fhoghlaim agus cur amach a fháil ar shaol agus ar chultúr na Gaeilge, trí imeachtaí cultúrtha, ócáidí soisialta agus ranganna teanga a eagrú. Fógraíonn an Oifig imeachtaí agus ranganna cultúrtha agus teanga, a bhíonn ar bun ar an gcampas agus lasmuigh de, agus coinníonn sí teagmháil le heagraíochtaí Gaeilge agus le pobal na Gaeilge i gcoitinne. I measc na ranganna agus na n-imeachtaí seo tá cinn a eagraíonn an Oifig féin. Tá an tOifigeach mar rúnaí agus feidhmeannach do Coiste na Gaeilge, fochoiste de chuid an Údaráis Rialaithe.

2.7 Liosta de na Ranna agus na hoifigí a fheidhmíonn trí mheán an Bhéarla amháin.

Bá chóir a thabhairt faoi deara go bhfuil baill foirne ag tromlach na Rann Acadúla a bhfuil an inniúlacht acu sa Ghaeilge gnó na roinne a dhéanamh tríthi. Seo a leanas liosta de ranna agus oifigí nach bhfuil ar a gcumas faoi láthair seirbhís duine le duine a chur ar fáil trí Ghaeilge:-

Ranna Acadúla

Dámh na nEalaíon

Cuireann Dámh na nEalaíon réimse leathan cúrsaí agus clár ar fáil le Baitsiléir Ealaíon, Dioplómaí agus Teastais éagsúla, agus larchéimeanna mar thoradh orthu. Tá liosta iomlán díobh le fáil i bhFéilire na hOllscoile, atá ar fáil ar shuíomh Gréasáin na hOllscoile agus i bhfoirm leabhair in Oifig an Déin. Is iad na ranna acadúla, ina n-aonar nó i gcomhar le chéile, a mhúineann na cúrsaí. Tá cúrsaí áirithe ann leis ar ranna ó Dhámha eile a mhúineann iad.

Ranna:

Oideachas Aosach
An Léann Clasaiceach
Antraipeolaíocht
Staidéar Sóisialta Feidhmeach
Ríomheolaíocht
An Eacnamaíocht
An tOideachas
An Béarla
An Fhraincis
Tíreolaíocht
An Ghearmáinis
An Mhatamaitic
Fisic Mhatamaiticiúil
Nua-Stair
Ceol
An tSíceolaíocht
An tSocheolaíocht
An Spáinnis

Dámh na Fealsúnachta

Cuireann Dámh na Fealsúnachta cúrsaí ar fáil le Baitsiléir Ealaíon, Dioplómaí agus Teastais éagsúla, agus larchéimeanna mar thoradh orthu. Tá liosta iomlán díobh le fáil i bhFéilire na hOllscoile, atá ar fáil ar shuíomh Gréasáin na hOllscoile agus i bhfoirm leabhair in Oifig an Déin.

Dámh na hEolaíochta

Cuireann Dámh na hEolaíochta réimse leathan cúrsaí agus clár ar fáil le Baitsiléir Eolaíochta, Ardteastais larchéime éagsúla, Máistir Eolaíochta, Máistir Ríomheolaíochta, agus Ph.D. (Doctúir Fealsúnachta) mar thoradh orthu. Tá liosta iomlán

díobh le fáil i bhFéilire na hOllscoile, atá ar fáil ar shuíomh Gréasáin na hOllscoile agus i bhfoirm leabhair in Oifig an Déin. Is iad na ranna acadúla, ina n-aonar nó i gcomhar le chéile, a mhúineann na cúrsaí.

Ranna

Bitheolaíocht

Ceimic

Ríomheolaíocht

Fisic Thurgnamhach

An Mhatamaitic

Fisic Mhatamaiticiúil

Dámh na hInnealtóireachta

Cuireann Dámh na hInnealtóireachta réimse leathan cúrsaí agus clár ar fáil le Céimeanna Innealtóireachta, Diplómaí agus Teastais éagsúla, agus larchéimeanna mar thoradh orthu. Tá liosta iomlán díobh le fáil i bhFéilire na hOllscoile, atá ar fáil ar shuíomh Gréasáin na hOllscoile agus i bhfoirm leabhair in Oifig an Déin.

Seirbhísí Tacaíochta Acadúla

An Lárionad Ríomhaireachta

Is Rannóg Seirbhíse é an Lárionad Ríomhaireachta a chuireann Seirbhísí Ríomhaireachta agus Líonra ar fáil do ranna Riaracháin agus Acadúla san Ollscoil.

An Leabharlann

Cuireann an Leabharlann seirbhís ar fáil d'fhoireann agus do mhic léinn na hOllscoile agus Choláiste Phádraig, Má Nuad. Tá sé de chuspóir ag an Leabharlann ardseirbhís a chur ar fáil mar thacaíocht do chuspóirí múinteoireachta, foghlama agus taighde na hOllscoile tríd a cuid bailiúchán a fhorbairt agus rochtain a sholáthar ar fhoinsí eolais ar fud an domhain.

Ionaid Taighde

Tá cúig Ionad Taighde ag an Ollscoil:

- Institiúid Hamilton
- An Institiúid Bithinnealtóireachta agus Agra-éiceolaíochta
- An Institiúid Imdhíonachta
- An Institiúid Náisiúnta um Spásanailís agus Anailís Réigiúnach (NIRSA)
- An tIonad Náisiúnta Geoiríomhaireachta

Riarachán

Oifig na Comhairle Acadúla

Freastalaíonn an oifig seo ar an gComhairle Acadúil agus ar a cuid buanchoistí. Soláthraíonn sí tacaíocht riaracháin agus rúnaíochta agus is í atá freagrach as doiciméid a ullmhú agus a scaipeadh le haghaidh chruinnithe na Comhairle Acadúla agus a cuid coistí.

Oifig na bhFoirgneamh

Tá an oifig seo freagrach as na seirbhísí fóntais ar fad a sholáthar san Ollscoil, lena n-áirítear téamh, soilsiú agus cumhacht, uisce, ola agus gás, srl.

An Rannóg Lónadóireachta

Déanann an Rannóg Lónadóireachta bainistíocht ar na Seirbhísí Lónadóireachta ar fad ar an gCampas Thuaidh agus ar an gCampas Theas araon.

An Oifig Cumarsáide

Tá an Oifig Cumarsáide freagrach as gníomhaíochtaí cumarsáide inmheánacha agus seachtracha na hOllscoile a phleanáil agus a chomhordú.

An Oifig Airgeadais

Príomhfhreagrachtaí an Oifig Airgeadais:

- Bainistíocht a dhéanamh ar riosca airgeadais agus rialú airgeadais a chothú
- Tacaíocht a thabhairt do lucht bainistíochta na hOllscoile agus iad a cheistiú maidir le misean na hOllscoile a thabhairt chun críche
- Faisnéis a ullmhú agus a chur ar fáil do pháirtithe leasmhara seachtracha.

I measc na sainoifigí atá ceangailte leis an Oifig Airgeadais tá:

- Oifig an Sparánaí
- Oifig na gCuntas Ginearálta
- An Oifig um Riaradh Taighde
- An Oifig Táillí agus Deontas
- An Oifig Creidiúnaithe
- An Oifig Tuarastal agus Pá
- Oifig an Phrócadóra

Oifig an Déin

Tá an oifig seo freagrach as riachtanais riaracháin Dhéan Dhámh na nEalaíon.

An Oifig um Shaoráil Faisnéise

Cinntíonn an Oifig um Shaoráil Faisnéise (FOI) go ngéilleann an Ollscoil go hiomlán le riachtanais dhlíthiúla na nAchtanna um Shaoráil Faisnéise 1997 agus 2003.

An Oifig Sláinte agus Sábháilteachta

Cinntíonn an Oifig Sláinte agus Sábháilteachta go ngéilleann an Ollscoil go hiomlán le riachtanais dhlíthiúla na reachtaíochta Sláinte agus Sábháilteachta agus le riachtanais dhlíthiúla reachtaíochta gaolmhaire.

Seirbhísí Ginearálta

Is é an príomhról atá ag oifig na Seirbhísí Ginearálta seirbhísí glantóireachta, áiseanna cóipeála/ poist, áiseanna teileafónaíochta agus áiseanna iompair a chomhordú.

An Oifig Pearsanra

Is é an príomhról atá ag an Oifig Pearsanra tacaíocht a thabhairt d'fheidhm acadúil na hOllscoile agus d'fheidhmeanna Ollscoile eile maidir le ceisteanna pearsanra. Déanann an Oifig iarracht dea-chaidreamh foirne a chur chun cinn trí bheartais agus nósanna imeachta éifeachtacha bainistíochta pearsanra agus acmhainní daonna, agus trí chomhairle a chur ar, agus cúnamh a thabhairt don fhoireann.

Oifig an Uachtaráin

Baineann an oifig seo le treoir fhoriomlán na hOllscoile ina cuid gníomhaíochtaí acadúla, riaracháin, airgeadais, pearsanra agus eile. Faoi théarmaí Acht na nOllscoileanna, 1997, is é an tUachtarán oifigeach cuntasáíochta na hinstiúide.

An Oifig Cothaithe Cáilíochta

I dtéarmaí tagartha na hOifige Cothaithe Cáilíochta tá tiomantas dearbhaithe cáilíochta agus feabhsúchán cáilíochta. Tá cur chun cinn cáilíochta, oiliúna, múinteoireachta agus forbartha foirne laistigh den Ollscoil mar chuid dá ról.

Oifig an Chláraitheora

Is é an Cláraitheoir an tOifigeach Sinsearach atá freagrach as gnóthaí acadúla san Ollscoil. Déanann Oifig an Chláraitheora riar ar gach gné de dhul chun cinn acadúil na mac léinn óna n-iontráil go dtí go mbronntar céim orthu.

An Oifig Rochtana

Tá an tOifigeach Rochtana freagrach as rochtain Ollscoile a chur chun cinn i measc iontrálaithe neamhthraidisiúnta, lena n-áirítear daoine faoi mhíchumas, daoine ó chúlraí socheacnamaíocha faoi mhíbhuntáiste, mic léinn lánfhásta, taistealaithe agus dídeanaithe.

Oifig Tacaíochta na Mac Léinn Aosach

Tá sé d'fhreagracht ar Oifig Tacaíochta Thionscadal na Mac Léinn Aosach an timpeallacht foghlama do mhic léinn aosacha a fheabhsú.

An Oifig Iontrálacha

Tá an Oifig Iontrálacha freagrach as iontráil na bhfochéimithe ar fad chuig an Ollscoil. Tá an Oifig gníomhach i bhfógraíocht agus cur chun cinn cúrsaí fochéime na hOllscoile, agus cuireann sí eolas ar fáil do Qualifax (bunachar sonraí de chúrsaí in Éirinn). Coinníonn sí sonraí ábhartha ar shuíomh Gréasáin na hOllscoile agus cuireann sí foilseacháin éagsúla fhochéime na hOllscoile amach.

Oifig na Scrúduithe

Déanann Oifig na Scrúduithe riar ar phróiseas na scrúduithe ó na hiontrálacha a fháil go dtí na torthaí a chur amach. Déanann an oifig bainistíocht, chomh maith, ar phróiseas na scrúduithe i leith tráchtas PhD agus Máistreacht.

An Oifig Idirnáisiúnta

Déanann an Oifig Idirnáisiúnta iarracht gníomhaíochtaí idirnáisiúnta a chur chun cinn thart timpeall na hOllscoile. Earcaíonn an Oifig Idirnáisiúnta mic léinn lán-chéime neamh-AE chomh maith le mic léinn chuairte atá i mbun clár san Ollscoil.

Oifig Taifead na Mac Léinn

Tá Oifig Taifead na Mac Léinn freagrach as clárú na mac léinn, agus as taifid chruinne a choinneáil le haghaidh gach mac léinn, idir shean agus nua.

An Oifig Staidéir Thaighde agus Iarchéime

Stiúireann an Oifig Staidéir Thaighde agus Iarchéime tacaíocht institiúideach i dtreo Staidéir Thaighde agus Iarchéime.

An Oifig Slándála

Tá an Oifig seo lonnaithe i bhFoirgneamh na nEalaíon ar an gCampas Thuaidh agus í freagrach as síocháin, ord agus slándáil a chothú, as cosc a chur ar choireanna agus neamhord, agus as aghaidh a thabhairt ar aon fhaitíos nó inní a bheadh ar phobal an champais i dtaobh na gcúrsaí sin.

Seirbhísí Mac Léinn

Seirbhísí Mac Léinn

I measc na seirbhísí a chuireann Oifig na Seirbhísí Mac Léinn ar fáil tá:

Clubanna & Cumainn:

Tá breis is 60 Club agus Cumann gníomhach san Ollscoil, ag tabhairt deiseanna maithe do mhic léinn a bheith páirteach i ngníomhaíochtaí sóisialta, cultúrtha, agus spóirt. [Trí mheán na Gaeilge a fheidhmíonn ceann de na clubanna seo, Cuallacht Cholm Cille.]

Aontas na Mac Léinn:

Bunaíodh Aontas na Mac Léinn, Má Nuad, le seasamh do leas mhic léinn na hOllscoile agus d'fhonn an leas seo a chur chun cinn.

An Coiste um Chúnamh Mac Léinn

Is comhchoiste mac léinn-foirne é an Coiste um Chúnamh Mac Léinn, a bunaíodh le cúnaimh a thabhairt do mhic léinn a mbíonn deacrachtaí airgeadais acu.

Ionad Sóisialta na Mac Léinn:

In Ionad Sóisialta na Mac Léinn tá beár, ionad ceoil, caifé, agus Oifigí.

Oifig an Chomhairleora Acadúil

Feidhmíonn an oifig seo mar an túsphointe teagmhála do mhic léinn a bhíonn ag lorg eolais ar cheisteanna ginearálta a eascraíonn as a gcaidreamh leis an Ollscoil.

An tSeirbhís Séiplíneachta

Tá beirt Shéiplíneach Chaitliceacha lánaimseartha agus Rúnaí páirtaimseartha sa tSéiplíneacht. Bíonn an oifig i dteagmháil leis na hEaglaisí Protastúnacha atá páirteach i saol na mac léinn ó am go ham chomh maith.

An Crèche

Tá an Crèche ar fáil do pháistí mhic léinn agus fhostaithe na hOllscoile (seachas páistí fhoireann an Crèche).

Cumann Alumni Mhá Nuad

Bunaíodh Cumann Alumni Mhá Nuad de thoradh athaontú rathúil na gCéimithe a cuireadh ar siúl i mí Aibreáin 1995 mar chuid de cheiliúradh dhá chéad bhliain na hOllscoile.

An tIonad Leighis

Cuireann an tIonad Leighis seirbhísí éagsúla leighis agus altránais ar fáil saor in aisce do na mic léinn ar fad.

An Oifig Lóistín

Pléann an Oifig Lóistín le gach gné de chúrsaí lóistín mac léinn idir ar an gcampas agus lasmuigh de. Pléann an tOifigeach Lóistín le hiarratais ó mhic léinn i leith cúnaimh chomh maith.

An Oifig Spóirt

Tá an Oifig seo freagrach as clubanna spóirt mac léinn a fhorbairt, a chur chun cinn agus as tacaíocht a thabhairt dóibh, chomh maith le cláir chorpacmhainne a chur i bhfeidhm agus áiseanna spóirt na hOllscoile a chothú agus a sceidealadh.

An tSeirbhís Comhairlithe Mac Léinn

Cuireann an tSeirbhís Comhairlithe Mac Léinn comhairleoireacht ar fáil do mhic léinn san Ollscoil.

Cé go bhfuil sé ar a gcumas ag baill foirne i gcuid mhaith de na ranna seo seirbhís áirithe a chur ar fáil i nGaeilge, ní bheadh an tseirbhís ag an leibhéal go dtabharfaí 'dátheangach' uirthi. Tá cuid mhaith den fhoireann sásta gnó a dhéanamh trí Ghaeilge, agus tá (g) curtha le hais a gcuid ainmneacha siúd san eolaire teileafóin inmheánach.

Tá an Ollscoil tiomanta do sheirbhísí a chur ar fáil trí Ghaeilge i dtromlach na rann agus na n-oifigí. Déanfaidh an Ollscoil iarracht an tiomantas seo a chur ar aghaidh ar bhonn leanúnach. Idir an dá linn, áfach, agus

Faoi dheireadh na dara bliana den scéim ar an 18 Meán Fómhair 2007, déanfar na nithe seo a leanas san Ollscoil:

- Cuirfear seirbhís dhátheangach ar fáil san hoifigí seo a leanas: Oifig an Uachtaráin, Oifig an Leas-Uachtaráin, Oifig an Chláraitheora, An Oifig Iontrálacha, Oifig Taifead na Mac léinn, Oifig an Chomhairleora Acadúil agus An tSeirbhís Mheantóireachta Mac Léinn.

Bainfear an sprioc seo amach trí thacaíocht dhátheangach a chur ar fáil le cabhrú leo feidhmiú trí Ghaeilge de réir mar is gá.

- Cruthófar post mar Oifigeach na dTeangacha Oifigiúla.
- Cuirfear oiliúint ar fáil don fhoireann chun cur le hinniúlacht na hinstiúide gnó a dhéanamh trí mheán na Gaeilge.

Faoi dheireadh na scéime ar an 18 Meán Fómhair 2008, déanfar na nithe seo a leanas san Ollscoil:

- Cuirfear cúrsa céad leibhéal ar fáil do Chumarsáid Ghairmiúil i nGaeilge.
- Beidh modúl trí Ghaeilge ar fáil sa chúrsa céime ar an Staidéar Matamaiticiúil.
- Aithneoidh an Ollscoil ranna agus seirbhísí eile a chuirfidh seirbhísí dátheangacha ar fáil.

2.8 Ag cur le cumas Gaeilge na hOllscoile

Tá tiomantas leanúnach don oiliúint agus don fhorbairt chuí a chur ar fáil don fhoireann ar fad, sa dá theanga oifigiúla, mar fhreagra ar riachtanais ár gcuid mac léinn agus foirne. Déanfaidh an Ollscoil anailís ar oiliúint agus ar fhorbairt foirne, a chabhróidh leis an éileamh atá ar sheirbhísí Gaeilge a aithint.

**Ó dháta tosaithe na scéime, 19 Meán Fómhair 2005,
déanfar na nithe seo a leanas san Ollscoil:**

- Cuirfear feasacht teanga san áireamh mar chuid d'oilíúint Ionduchtúcháin agus d'oilíúint Seirbhísí custaiméirí le cinntiú go dtuigeann na baill foirne na himpleachtaí a bhaineann le hAcht na dTeangacha Oifigiúla agus an chaoi go rachaidh sé i bhfeidhm ar a gcuid oibre féin.
- Eagrófar ranganna Gaeilge, Gaeilge do chuspóirí gairmiúla san áireamh, agus cabhrófar le baill foirne atá ag freastal ar na ranganna seo le linn uaireanta oibre.
- Cuirfear comhairle ar an bhfoireann maidir le ranganna Gaeilge ardchaighdeáin atá ar fáil lasmuigh d'uaireanta oibre, ar an gcampas agus lasmuigh de (m.sh. Dioplóma tríú leibhéal sa Ghaeilge; Sult; Gael-Linn, srl);
- Leanfar go gníomhach ag cur líon na seirbhísí Gaeilge chun cinn trí chomharthaíocht, an suíomh Gréasáin, srl.

Tá baill foirne áirithe san Ollscoil atá sásta gnó a dhéanamh trí mheán na Gaeilge. Lena gcead, léireofar ar shuíomh Gréasáin na hOllscoile iad agus cuirfear a gcuid seoltaí ríomhphoist ar fáil le cúnamh a thabhairt do chliant ar mian leo a gcuid gnó a dhéanamh trí Ghaeilge.

CAIBIDIL 3

Faireachán & Athbhreithniú

Beidh idir lucht ardbhainistíochta na hOllscoile agus Choiste na Gaeilge, mar Choiste an Údaráis Rialaithe a bhfuil de chúram air teanga agus cultúr na Gaeilge a chur chun cinn san Ollscoil, freagrach as faireachán agus athbhreithniú a dhéanamh ar an scéim. Coinneoidh siad feidhmiú na scéime faoi athbhreithniú. Is iad na ceannairí ranna agus seirbhísí atá freagrach as an scéim a chur i bhfeidhm ina réimsí féin, go príomhúil, a dhéanfaidh an faireachán ó lá go lá. Cabhróidh Oifigeach na dTeangacha Oifigiúla leo. Réiteoidh an Coiste tuairisc d'Údarás Rialaithe na hOllscoile ar an dul chun cinn maidir leis an scéim a chur i bhfeidhm.

CAIBIDIL 4

An Scéim Chomhaontaithe a Phoibliú

Fógrófar inneachar na scéime, i dteannta le tiomantais agus soláthairtí na scéime, don phobal trí:-

- Preasráitis;
- Seoladh Oifigiúil na scéime;
- Fógraíocht soláthairtí;
- Scaipeadh ar ghníomhaireachtaí cuí agus ar chomhlachtaí poiblí;
- An Suíomh Gréasáin.

Ina theannta sin, chomh luath agus atá na ranna agus na hoifigí úd atá tiomanta do sheirbhís a chur ar fáil réidh le déanamh amhlaidh déanfar seo a fhógairt ar na slite thuas. Seoladh cóip den scéim seo ar aghaidh chuig Oifig Choimisinéir na dTeangacha Oifigiúla chomh maith.