

**SCÉIM TEANGA 2010 – 2013**  
**INSTITIÚID TEICNEOLAÍOCHTA DHÚN DEALGAN**

Faoi Alt 11 d'Acht na dTeangacha Oifigiúla 2003



**DUNDALK INSTITUTE OF TECHNOLOGY**  
**LANGUAGE SCHEME 2010 - 2013**

Under Section 11 of the Official Languages Act 2003

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## Cuid 1 Buneolas

### 1.1 Cúla

Réitigh Institiúid Teicneolaíochta Dhún Dealgan an scéim seo faoi Acht 11 d'Acht na dTeangacha Oifigiúla 2003 (ar a dtugtar "an tAcht" anseo feasta). Foráileann Alt 11 nach mór do chomhlachtaí poiblí scéim reachtúil a réiteach ina mbeidh cur síos ar na seirbhísí a sholáthróidh siad:

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

agus na bearta a ghlacfar chun a áirithiú go ndéanfar aon seirbhísí nach soláthraíonn an comhlacht trí mheán na Gaeilge a sholáthar amhlaidh laistigh de thréimhse aontaithe.

### 1.2 Treoirínte d'ullmhú na Scéime

Foráileann Acht 12 den Acht go n-ullmhóidh an tAire Gnóthai Pobail, Comhionannais agus Gaeltachta treoirínte agus go n-eiseofar iad do chomhlachtaí poiblí chun cuidiú le réiteach na ndrúacht-scéimeanna. Dréachtaíodh an scéim seo i ndiaidh dul i gcomhairle le mic léinn, baill foirne agus páirtithe leasmhara ionadacha eile.

### 1.3 An Próiseas Comhairliúcháin

D'fhoilsigh an Institiúid fógra poiblí faoi Alt 13 ag iarraidh aighneachtaí maidir le hullmhú na dréacht-scéime ó pháirtithe leasmhara a bheith curtha isteach roimh an 18 Márta 2010. Fuarthas aighneacht amháin ó Chomhdháil Náisiúnta na Gaeilge.

Rinneadh suirbhé ar mhic léinn féachaint cérbh é an t-éileamh reatha ar agus an speis i seirbhísí Gaeilge. Tionóladh grúpaí fócais de mhic léinn chun smaointe agus moltaí na mac léinn a fháil.

Rinneadh suirbhé ar fhoireann na hInstitiúide chun leibhéil inniúlachta sa Ghaeilge agus dearcaí i leith úsáid na Gaeilge a mheas.

Cuireadh mórchuid de na tuairimí agus de na moltaí a bailíodh le linn an phróisis chomhairliithe san áireamh sa scéim.

## Section 1 Introduction

### 1.1 Background

This scheme was prepared under Section 11 of the Official Languages Act 2003 (hereafter referred to "the Act") by Dundalk Institute of Technology (DkIT). Section 11 provides for the preparation by public bodies of a statutory scheme detailing the services they will provide:

- o through the medium of Irish
- o through the medium of English
- o through the medium of Irish and English

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

### 1.2 Guidelines for preparation of the Scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Community, Equality and Gaeltacht Affairs and their issuance to public bodies to assist in the preparation of draft schemes. This scheme has been drawn up following consultation with students, staff and other representative stakeholders.

### 1.3 Consultation Process

The Institute published a public notice under Section 13 inviting representations in relation to the preparation of the draft scheme from interested parties to be submitted by 18<sup>th</sup> March 2010. One submission was received from Comhdháil Náisiúnta na Gaeilge.

Students were surveyed to ascertain the current level of demand for and interest in Irish language services. Student focus groups were convened to solicit student ideas and suggestions.

Institute staff were surveyed to assess the current levels of competence in the Irish language and attitudes to the use of Irish.

Many of the views and recommendations gathered during the consultation process have been incorporated into the scheme.

Leagann an scéim amach na spriocanna atá socraithe ag ITDD di féin sa chéad tréimhse trí bliana agus léiríonn sí na réimsí tosaíochta. Is ar Bhord Feidhmiúcháin na hInstitiúide a bheidh an fhreagracht maidir le monatóireacht agus athbhreithniú.

#### 1.4 *Meitheal na Gaeilge*

Bhunaigh an Bord Feidhmiúcháin Meitheal na Gaeilge chun scéim reachtúil (plean teanga) in-athnuaite a réiteach go ceann tréimhse trí bliana i gcomhréir leis an Acht.

Sa Mheitheal bhí ionadaí amháin ó gach ceann de na réimsí sainaitheanta:

- Bord Feidhmiúcháin (Cathaoirleach)
- An Scoil Gnó agus Daonnachtaí
- An Scoil Innealtóireachta
- Scoil na Faisnéisíochta agus na nEalaíon Cruithaitheach
- An Scoil Sláinte agus Eolaíochta
- Seirbhísí TF
- Acmhainní Daonna
- Leabharlann
- Oifig an Uachtaráin (Poiblíocht agus Cumarsáid)
- Aontas na Mac Léinn

#### 1.5 *Dáta Tosaigh na Scéime*

Dhaingnigh an tAire Gnóthaí Pobail, Comhionannais agus Gaeltachta an scéim seo. Tíocfaidh an scéim i bhfeidhm le héifeacht ón 18 Deireadh Fómhair 2010 agus mairfidh sí go ceann trí bliana ón dáta sin nó go dtí go ndaingneoidh an tAire scéim nua de bhun Alt 15 den Acht, cibé acu is luaithe.

This scheme sets out the targets that DkIT has set itself for the first three-year period and indicates priority areas. Responsibility for monitoring and review will rest with the Executive Board of the Institute.

#### 1.4 *Working Group*

A Working Group (Meitheal na Gaeilge) was established by the Executive Board to prepare a statutory scheme (language plan) for DkIT for a three year renewable period in accordance with the Act.

The Meitheal consisted of one representative from each of the areas identified:

- Executive Board (Chair)
- School of Business and Humanities
- School of Engineering
- School of Informatics and Creative Arts
- School of Health and Science
- IT Services
- Human Resources
- Library
- President's Office (Publicity & Communications)
- Students' Union

#### 1.5 *Commencement Date of the Scheme*

This scheme has been confirmed by the Minister for Community, Equality and Gaeltacht Affairs. The scheme will commence with effect from 18<sup>th</sup> October 2010 and shall remain in force for a period of three 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.

## Cuid 2 Próifíl d'Institiúid Teicneolaíochta Dhún Dealgan

### 2.1 Buneolas

Mórsholáthraí ardoideachais is ea Institiúid Teicneolaíochta Dhún Dealgan i oirthuaisceart na hÉireann. Bunaíodh í sa bhliain 1970 mar Choláiste Teicniúil Réigiúnach, ag soláthar cúrsaí teicneora agus printíseachta den chuid is mó, agus tá forás tagtha uirthi ó shin ionas go bhfuil sí anois ar cheann de phríomh-Institiúidí Teicneolaíochta na hÉireann de thoradh ardchaighdeán a ciár feagaisc agus nuálaíochta. Achar 90 acra atá i gcampas na hInstitiúide agus is institiúid tríú leibhéal í a bhfuil an t-údarás reachtach aici a céimeanna féin a bhronnadh suas go leibhéal 9 (múinte) ar Chreatoibre Náisiúnta na gCáilíochtaí agus a thairgeann raon iomlán clár ag leibhéal cheirde, fochéimithe agus iarchéimithe.

#### **Meid agus Foirgnimh an Champais**

Tá an Institiúid suite leath bhealach idir Baile Átha Cliath agus Béal Feirste amach ó mhótarbhealach an M1.

Is mór an t-athrú atá tagtha ar Institiúid Teicneolaíochta Dhún Dealgan le cúig bliana anuas. Is léir na hathruithe sin go mór mór sa chlaochlú ar dhreach físeach an champais, go háirithe i gcás na nithe seo a leanas: an Tuirbin Gaoithe, foirgneamh T.K. Whitaker, foirgneamh an Staidéir Altranais agus Sláinte, foirgneamh Faulkner do Sheirbhísí Mac Léinn, foirgneamh athchóirithe PJ Carroll agus an leathnú breise a rinneadh ar an Ionad Forbartha Réigiúnaí.

### 2.2 Misean agus Cuspóirí

Is é Ráiteas Misean na hInstitiúide

*“Oideachas tríú leibhéal ar ardchaighdeán a sholáthar mar aon le seirbhísí a bhaineann le forbairt eacnamaíoch, shóisialta agus chultúrtha an réigiúin sa chomhthéacs náisiúnta agus idirnáisiúnta. Féachann an Institiúid le freagracht phearsanta a chothú i measc a mac léinn uile agus cur le gairmiúlachas a comhaltai uile i dtimpeallacht tacúil, cuimsitheach agus táirgiúil.”*

Is iad Cuspóirí Straitéiseacha na hInstitiúide:

## Section 2 Profile of Dundalk Institute of Technology

### 2.1 Introduction

Dundalk Institute of Technology is a major provider of higher education in the North East region of the Republic of Ireland. Established in 1970 as the Regional Technical College, offering primarily technician and apprenticeship courses, it has evolved since then as one of the leading Institutes of Technology in Ireland through its top quality teaching and innovative programmes. Set in a state of the art 90 acre campus, DKIT is a Third Level Institute with the statutory authority to award its own degrees up to level 9 (taught) on the National Qualifications Framework and it offers a full suite of programmes at craft, undergraduate and postgraduate levels.

#### **Campus Size and Buildings**

The Institute is located half way between Dublin and Belfast off the M1 motorway.

Dundalk Institute of Technology has undergone enormous change over the last five years. These changes are most visible in the transformation of the physical appearance of the campus, most particularly with the Wind Turbine, the T.K. Whitaker building, the Nursing and Health Studies building, the Faulkner Student Services building, the refurbished PJ Carroll's building and further expansion to the Regional Development Centre.

### 2.2 Mission and Objectives

The Institute's Mission Statement is

*“To provide the community with quality third-level education and services, relevant to the economic, social and cultural development of the region in the national and international context. It aims to promote personal responsibility among all its students and enhance the professionalism of all its members in a supportive, inclusive and productive environment.”*

The Institute's Strategic Objectives are:

1. *Próiseas teagaisc agus foghlama na hInstitiúide a athrú ó bhun chun próiseas foghlaimoír-lárnach agus cumhachtaithe a chruthú ina mbeidh mic léinn freagrach as a gcuid foghlama féin agus ina mbeidh an caidreamh idir an fhoireann agus mic léinn bunaithe ar chomhionannas agus ar fhrithpháirteachas.*
2. *Cultúr colaístitiúchta a fhorbairt ar fud na hInstitiúide, bunaithe ar uathrialachas acadúil, ar fhéintreoir agus ar fhreagracht phearsanta.*
3. *Cultúr taighde agus scoláireachta a fhorbairt a chothóidh clár beoga d'iarchéimithe agus a bheidh mar bhonn leis an gclár focheimithe san Institiúid.*
4. *An Institiúid a fhorbairt mar mhol oideachais, cultúrtha, eacnamaíochta agus sóisialta réigiún an oirthuaiscirt chun a bheith mar bhonn faoin fhorbairt leanúnach eacnamaíoch agus shóisialta. Lena chois sin tá an Institiúid tiomanta do thacú le tionscnaimh oideachais agus forbraíochta a rachaidh chun tairbhe na réigiún eile.*
5. *Leanúint le forbairt an champais chun a chinntiú gur féidir leis fónamh do riachtanais oideachais agus taighde na foirne agus na mac léinn, go bhfónann sé dá riachtanais seach-churaclaim agus go bhfuil sé tarraingteach ó thaobh na haeistéitice de, neamhdhiobháilach don timpeallacht agus sábháilte.*
6. *Cumas na hInstitiúide chun freagairt agus oiriúnú d'athrú a neartú.*

## **2.3 Struchtúr na hInstitiúide**

### **Rialachas**

Is é príomhfheidhm an **Bhoird Rialaithe** gnóthaí na hInstitiúide a bhainistiú agus a rialú. Rialaíonn agus stiúránn an **Uachtarán** gníomhaíochtaí na hInstitiúide agus tá sé/sí freagrach as a mbainistiú éifeachtach cóir. Is í príomhfheidhm an Bhoird Fheidhmiúcháin cuidiú leis an Uachtarán i gcur chun feidhme beartas na hInstitiúide agus maoirseacht a dhéanamh ar fhorbairt agus ar chur chun feidhme phleanáil straitéiseach na hInstitiúide.

1. *To transform the teaching and learning process of the Institute so as to create a learner-centred and empowering process in which students take responsibility for their own learning and in which the staff-student relationship is based on equality and mutuality.*
2. *To develop an Institute-wide culture of collegiality based on academic autonomy, self-direction and personal responsibility.*
3. *To develop a research and scholarship culture which can foster a vibrant postgraduate programme and underpin the undergraduate programme in the Institute.*
4. *To develop the Institute as the Educational, Cultural, Economic and Social hub of the North East region so as to underpin ongoing economic and social development. The Institute is also committed to supporting education and developmental initiatives of benefit to other regions.*
5. *To continue the development of the campus to ensure that it is capable of meeting the educational and research needs of its staff and students, meets their extra-curricular requirements and is aesthetically attractive, environmentally friendly and safe.*
6. *Build the organisation capability of the Institute to respond and adapt to change.*

## **2.3 Institute Structures**

### **Governance**

The **Governing Body** has as its primary function the management and control of the affairs of the Institute. The **President** controls and directs the activities of the Institute and is responsible for its efficient and proper management. The prime purpose of Executive Board is to assist the President in the implementation of Institute policy and to oversee the development and implementation of strategic planning in the Institute.

### An Chomhairle Acadúil

Cabtraonn an Chomhairle Acadúil leis an mBord Rialaithe chun obair oideachasúil na hInstitiúide a phleanáil, a chomhordú, a fhorbairt agus mairseacht a dhéanamh uirthi agus lena chois sin, caighdeán acadúla chúrsaí agus ghníomhaíochtaí na hInstitiúide a chosaint, a choimeád agus a fhorbairt.

### Scoileanna agus Ranna Acadúla

Tá an Institiúid eagraithe ina ceithre scoil acadúla, a sholáthraíonn na seirbhísí oideachais, ag leibhéal fochéimithe agus iarchéimithe. Tá roinnt roinn agus rannóg i ngach scoil, mar seo a leanas:

Scoil	Roinn/Rannóg
An Scoil Gnó & Daonnachtaí	<ul style="list-style-type: none"> <li>◆ An Roinn Staidéar Gnó</li> <li>◆ An Roinn Daonnachtaí</li> <li>◆ An Roinn Bainistíochta &amp; Staidéar Airgeadais</li> <li>◆ An Rannóg Fáilteachais</li> <li>◆ An Rannóg um Fhoghlaim ar feadh an tSaoil</li> </ul>
An Scoil Innealtóireachta	<ul style="list-style-type: none"> <li>◆ An Roinn Innealtóireachta Sibhialta agus Comhshaoil</li> <li>◆ An Roinn Foirgníochta agus Suirbhéireachta</li> <li>◆ An Roinn Innealtóireachta Leictreonaí agus Meicniúla</li> <li>◆ An Roinn Ceirdeanna Innealtóireachta</li> </ul>
An Scoil Sláinte agus Eolaíochta	<ul style="list-style-type: none"> <li>◆ An Roinn Eolaíochtaí Feidhmeacha</li> <li>◆ An Roinn Altranais, Cnáimhseachais agus Staidéar Sláinte</li> <li>◆ An Roinn Cnáimhseachais</li> </ul>
Scoil na Faisnéisíochta agus na nEalaíon Cruthaitheach	<ul style="list-style-type: none"> <li>◆ An Roinn Ríomhaireachta agus Matamaitice</li> <li>◆ Roinn an Cheoil agus na Meán Cruthaitheach</li> </ul>

### Academic Council

Academic Council assists the Governing Body in the planning, co-ordination, development and overseeing of the educational work of the Institute as well as protecting, maintaining and developing the academic standards of the courses and activities of the Institute

### Academic Schools and Departments

The Institute is organised into four academic schools, which provide the educational services, at undergraduate and postgraduate level. Each school contains a number of departments and sections, as follows:

School	Department/Section
School of Business & Humanities	<ul style="list-style-type: none"> <li>◆ Department of Business Studies</li> <li>◆ Department of Humanities</li> <li>◆ Department of Management &amp; Financial Studies</li> <li>◆ Hospitality Section</li> <li>◆ Lifelong Learning Section</li> </ul>
School of Engineering	<ul style="list-style-type: none"> <li>◆ Department of Civil and Environmental Engineering</li> <li>◆ Department of Construction and Surveying</li> <li>◆ Department of Electronic &amp; Mechanical Engineering</li> <li>◆ Department of Engineering Trades</li> </ul>
School of Health & Science	<ul style="list-style-type: none"> <li>◆ Department of Applied Sciences</li> <li>◆ Department of Nursing, Midwifery &amp; Health Studies</li> <li>◆ Midwifery Section</li> </ul>
School of Informatics & Creative Arts	<ul style="list-style-type: none"> <li>◆ Department of Computing &amp; Mathematics</li> <li>◆ Department of Music &amp; Creative Media</li> </ul>



### Na hAonaid Feidhmiúla agus Riaracháin

Léiríonn an struchtúr riaracháin agus tacaíocht lear mór gníomhaíochtaí na hInstitiúide.

Oifig	Limistéar Feidhme
Oifig an Uachtaráin	◆ Taighde ◆ Teagasc agus Foghlaim
Oifig an Chláraitheora	◆ Dearbhú na Cáilíochta Acadúla ◆ Seirbhísí TF ◆ Leabharlann ◆ Seirbhísí na Mac Léinn
Oifig an Rúnaí/Rialaitheora Airgeadais	◆ Airgeadas ◆ Acmhainní Daonna
An Oifig Forbartha	◆ Forbairt agus Cothú Fiontraíochta ◆ Oifig na nEastát ◆ Seirbhísí Tionsclaíochta / Idirchaidreamh

Gheofar in Aguisín 1 cairt a thaispeánann struchtúr foriomlán na hInstitiúide.

### **2.4 An Fhoireann agus na Mic Léinn**

Tá tuairim is 5,500 mac léinn cláraithe in Institiúid Teicneolaíochta Dhún Dealgan, idir mhic léinn lánaimseartha agus pháirtaimseartha ar chlár ó Leibhéal 6 go 10 ar Chreatoibre Náisiúnta na gCáilíochtaí.

Tagann formhór na mac léinn isteach san Institiúid ó scoileanna dara leibhéal in Éirinn agus aistríonn líon beag ó choláistí eile. Mic léinn malairte is ea cuid díobh a thagann ó choláistí comhpháirtíochta san Eoraip. Tá líon na mac léinn idirnáisiúnta a thagann ó thíortha lasmuigh den AE, ar nós na Síne, ag dul i méid i gcónaí. Tá fás réidh ag teacht ar líon na mac léinn lánfhásta le cúpla bliain anuas agus tá súil go mbeidh 20% de líon na mac léinn ina mic léinn lánfhásta go luath.

### Functional and Administrative Units

The administrative and support structure reflects the many activities of the Institute.

Office	Functional Area
Office of the President	◆ Research ◆ Teaching and Learning
Office of the Registrar	◆ Academic Quality Assurance ◆ IT Services ◆ Library ◆ Student Services
Office of the Secretary/Financial Controller	◆ Finance ◆ Human Resources
Development Office	◆ Enterprise Development and Incubation ◆ Estates Office ◆ Industrial Services / Liaison

A chart showing the overall organisation structure of the Institute is presented in Appendix 1.

### **2.4 Staff and Student Body**

There are approximately 5,500 registered students in Dundalk Institute of Technology studying both full-time and part-time on programmes ranging from Levels 6 to 10 on the National Framework of Qualifications.

Most of the student body are students entering DkIT from second level Irish schools but some may be transferring from other colleges. Part of the student body are exchange students coming from partner colleges in Europe as well as an increasing number of international students coming from non EU countries such as China. Mature student numbers have been increasing steadily over the last number of years and it is intended that this number will soon constitute 20% of the student cohort.

Tá thart ar 500 ball foirne san Institiúid, comhdhéanta de phearsanra acadúil, riaracháin, teicniúil agus seirbhíse. Le cois na foirne acadúla, cuireann gráid eile foirne seirbhíse ar fáil a thacaíonn agus a fheabhsaíonn taithí na mac léinn san Institiúid trí is tríd. I measc na dtacaíochtaí a sholáthraíonn an Institiúid do mhic léinn tá tacaíocht acadúil, tacaíocht thréadach agus tacaíocht iar-staidéir, sna réimsí seo a leanas:

1. Teagasc agus Foghlaim: taithí acadúil na mac léinn.
2. Tacaíocht Mac Léinn: leas agus cúram tréadach na mac léinn.
3. Áiseanna Mac Léinn: saol caitheamh aimsire agus cultúrtha na mac léinn.

Is é an bonn atá leis an bhfís thuas d'eispéireas an mhic léinn tiomantas ar fud na hInstitiúide don fhoghlaim mar eispéireas cumhachtaíthe. Cuireann an fhís sin an mac léinn i gceartlár an phróisis foghlama.

## 2.5 **Custaiméirí agus Páirtithe Leasmhara**

Is iad na mic léinn príomhchustaiméirí na hInstitiúide agus tá dualgas cúraim orainn ina leith chun oideachas a chur orthu agus a leas a choimeád. Lena chois sin, bíonn idirchaidreamh ag an Institiúid le comhlachtaí agus gníomhaireachtaí oideachais eile agus leis an bpobal i gcoitinne.

### **Custaiméirí/Cliaint Sheachtracha**

Ranna Rialtais  
An Lár-Oifig Staidrimh  
An Pobal i gCoitinne:  
Tuismitheoirí  
Scoilleana  
Pearsanra Gaimthreorach  
Muintir Dhún Dealgan agus an dobharcheantair  
Lucht Tionscail  
Céimithe

There are approximately 500 staff in the Institute made up of academic, administrative, technical and service personnel. In addition to providing academic teaching, other grades of staff are committed to providing services to support and enhance overall the student experience in DkIT. Student supports at the Institute can be identified as being academic, pastoral and post-study in nature and include areas such as:

1. Teaching and Learning: the academic experience of the student.
2. Student Supports: the well-being and pastoral care of the student.
3. Student Facilities: the recreational and cultural life of the student.

The vision for the student experience as outlined is underpinned by an Institute-wide commitment to learning as an empowering experience. This places the student at the centre of the learning process.

## 2.5 **Customers and Stakeholders**

The main customers of the Institute are its students to whom we have a duty of care in delivering their education and maintaining their welfare. In addition, the Institute also interacts with a variety of other educational bodies and agencies as well as the general public.

### **External Customers / Clients**

Government Departments  
Central Statistics Office  
General Public:  
Parents  
Schools  
Career Guidance personnel  
People of Dundalk and catchment area  
Industry  
Graduates

*Comhlachtaí eile:*

*Comhairlí uirbeacha agus contae*  
*Comhlachtais tráchtála*  
*Comhairle lucht trádála*  
*ForFás*  
*Fiontraíocht Éireann*  
*FÁS*

*Eagraíochtaí oideachais eile*

**2.5.1 Modhanna Cumarsáide**

Is trí shuíomh Gréasáin na hInstitiúide, sna meáin áitiúla agus náisiúnta agus trí ionadaíocht na hInstitiúide ar choistí éagsúla agus ar chomhlachtaí áitiúla, réigiúnacha agus náisiúnta a dhéantar an chumarsáid le páirtithe leasmhara seachtracha, go foirmiúil agus go neamhfoirmiúil.

**2.6 Measúnú ar Fhairsinge na Seirbhísí Gaeilge atá ar fáil cheana féin**

I láthair na huaire is i mBéarla amháin a chuirtear gach seirbhís, nach mór, ar fáil. Gheofar tábla in Aghuisín 2 a liostaíonn na seirbhísí sin.

*Other bodies:*

*Urban and county councils*  
*Chamber of commerce*  
*Trades council*  
*ForFás*  
*Enterprise Ireland*  
*FÁS*  
*Other educational organisations*

**2.5.1 Means of Communication**

Communication with external stakeholders happens both formally and informally through the Institute's website, local and national media and through DkIT's representation on multiple committees and bodies at local, regional and national levels.

**2.6 Assessment of Extent of services already available in Irish**

Currently, almost all services are provided in English only. Appendix 2 shows a table listing the services.

## Cuid 3 Forbairt agus Feabhsú na Seirbhísí

### 3.1 Foramharc

Aithníonn an Institiúid go hiomlán na dualgais atá uirthi, mar chomhlacht poiblí, maidir le soláthar seirbhísí Gaeilge agus maidir le cearta an phobail chun leas a bhaint as na seirbhísí sin. Aithnímid nádúr bunúsacha na gcearta Gaeilge agus an gá atá le caitheamh leis an dá theanga mar theangacha combhionanna agus fáilitimid roimh dhaoine ar mian leo a gcuid gnó a dhéanamh leis an Institiúid trí Ghaeilge agus tugaimid gach spreagadh dóibh chun déanamh amhlaidh.

É sin ráite, cé go bhfuilimid dearfach mar gheall ar sheirbhís Ghaeilge a sholáthar, aithnímid ag an am céanna gur beag soláthar a dhéantar don Ghaeilge i láthair na huaire, mar a thaispeántar i gCuid 2.6. Féachann an chéad scéim teanga leis an leibhéal soláthair a mhéadú i dtréimhse trí bliana i roinnt réimsí tosaíochta.

Díreoidimid ar réimsí atá sa líne tosaigh maidir le soláthar seirbhísí do mhic léinn agus don phobal i gcoitinne agus socróimid spriocanna a mheasaimid a bheidh insroichte sa tréimhse sin agus a mbeidh na hacmhainní againn dóibh, ainneoin na ndeacrachtaí geilleagracha. Nuair is féidir, bainfear leas as eolas agus seirbhísí comhroinnte ar fud earnáil na nInstitiúidí Teicneolaíochta chun gur féidir na spriocanna sainaitheanta a bhaint amach.

Aithnímid go gcaithfidh aon seirbhís dhátheangach a bheith ar ardchaighdeán, a bheith ar fáil go réidh agus a bheith sofheicthe go hiomlán d'úsáideoirí. Lena chois sin, aithnímid a thábhachtaí is atá sé íomhá agus timpeallacht dhearfach dhátheangach a chothú laistigh den Institiúid, faoin scéim seo agus faoi fhorálacha reachtúla eile an Achta.

## Section 3 Development and Enhancement of Services

### 3.1 Overview

The Institute fully recognises its duties, as a public body, regarding the provision of services in Irish and the rights of the public to avail of those services. We acknowledge the fundamental nature of Irish language rights and the need to treat both official languages on the basis of equality and we welcome and encourage those who may wish to interact with the Institute through Irish.

However, we recognise that, whilst adopting an attitude of positivity in terms of service through Irish, our current service provision is at a very low level, as shown in Section 2.6. This first language scheme aims to improve the level of provision over the three-year period in a number of priority areas.

We will focus on areas that are in the frontline of service provision to students and the general public and will set goals that are deemed as attainable in this timescale and which are feasible in terms of being resourced in this difficult economic climate. Where possible, we will avail of shared knowledge and services across the Institute of Technology sector to assist in achieving the identified goals.

We recognise the importance that any bilingual service be of a high standard, that it be readily available and that it be fully visible to users. Also, we note the importance of creating within the Institute, under this scheme and other statutory provisions of the Act, a positive bilingual corporate image and environment.

## 3.2 Soláthar Seirbhísí Dátheangacha

### 3.2.1 Cumarsáid leis an bPobal

I láthair na huaire is i mBéarla amháin a dhéantar gach cumarsáid, nach mór, leis an bpobal. Eisceacht shuntasach is ea na cártaí cuiridh dátheangacha a eisítear chuig ceolchoirmeacha poiblí Roinn an Cheoil agus na Meán Cruithaitheach. Aithnítear an gá atá le cur chuige dátheangach a chothú, agus seo a leanas na gealltanais a dhéantar faoin gcéad scéim teanga.

#### 3.2.1.1 Cártaí Gnó

Beidh na cártaí gnó atá in úsáid ag an bhfoireann i nGaeilge ar thaobh amháin agus i mBéarla ar an taobh eile.

- *Gach cárta a ordófar ó dháta tosaigh na scéime.*
- *Athsholáthar na gcártaí atá ann Roimh dheireadh Bhliain 3.*

#### 3.2.1.2 Cártaí Mac Léinn

Tá leagan Gaeilge ar chúl na gcártaí mac léinn atá in úsáid faoi láthair. Beidh Gaeilge ar aghaidheanna na gcártaí ón dáta thíos.

- *Ó thús Bhliain 2.*

#### 3.2.1.3 Lámhleabhair na Mac Léinn

Cuirfear na ranna seo a leanas de lámhleabhair na mac léinn, a fhoilsítear gach bliain, ar fáil sa dá theanga:

- Clúdach
- Fáilte an Uachtaráin
- Leathanach na Sonraí Pearsanta
- Leathanaigh an Fhéilire agus na Dialainne
- Leathanach na nUimhreacha Gutháin Úsáideacha

- *Ó thús Bhliain 2.*

#### 3.2.1.4 Lámhleabhair Iontrálacha

Sna lámhleabhair iontrálacha (do mhic léinn lánaimseartha, páirtaimseartha agus iarchéime) tugtar do mhic léinn ionchasacha sonraí na gcúrsaí agus na n-áiseanna. Foilsítear leagan na mac léinn lánaimseartha breis is bliain roimh an dáta iontrála tugtha. Beidh na ranna seo a leanas ar fáil sa dá theanga:

## 3.2 Provision of Bilingual Services

### 3.2.1 Communications with the Public

At present almost all communications with the public is in English. A notable exception is in the use of bilingual invitation cards to public concerts by the Department of Music and Creative Media. Recognising the need to develop a bilingual approach, the following commitments are being made in respect of the first language scheme.

#### 3.2.1.1 Business Cards

Business cards used by staff members will be in Irish on one side and in English on the other side.

- *All newly ordered cards from commencement of the scheme.*
- *Replacement of existing cards by end of Year 3.*

#### 3.2.1.2 Student Cards

Student cards currently have Irish on the back. This will be extended to include Irish on the front.

- *From beginning of Year 2.*

#### 3.2.1.3 Student Handbook

The following sections in the student handbook, published each year, will be bilingual:

- Cover
- President's Welcome
- Personal Details page
- Calendar and Diary pages
- Useful Telephone Numbers page

- *From beginning of Year 2.*

#### 3.2.1.4 Admissions Handbooks

The admissions handbooks (full-time, part-time and postgraduate) give details of courses and facilities to prospective students. The full-time version is published more than a year in advance of the stated admission date. The following sections will be bilingual:

- An dá chlúdach
  - Fáilte an Uachtaráin
  - Leabharlann
  - Ainmneacha na Ranna i liosta Phearsanra na hInstitiúide
- *Le linn Bhliain 1 den scéim d'iontráil i mBliain 3.*

### 3.2.1.5 Lámhleabhar Bhronnadh na gCéimeanna

Foilsítear lámhleabhar bhronnadh na gcéimeanna roimh an searmanas bronnta céimeanna, chun liosta na mac léinn a bheidh ag fáil céime a sholáthar, thar aon ní eile. Beidh na ranna seo a leanas ar fáil sa dá theanga;

- Na Leathanaigh Tosaigh
  - Teidil na gcúrsaí agus na gclár
- *Ó dháta tosaigh na scéime.*

### 3.2.1.6 Cuirí

Eiseofar sa dá theanga gach cuireadh foirmiúil chuig imeachtaí poiblí, ar nós ceolchoirmeacha, laethanta oscailte, searmanas bronnta céimeanna, oscailtí oifigiúla, cibé i gcló cruá nó go leictreonach. Beidh Gaeilge ar thaobh amháin agus Béarla ar thaobh eile na gcuirí cíóite.

- *Ó dháta tosaigh na scéime.*

### 3.2.1.7 Nuachtlitir

Nuachtlitir leictreonach is ea DkITimes a fhoilsítear go seachtainiúil ar shuíomh Gréasáin na hInstitiúide. Foilseofar dhá alt sa Ghaeilge i ngach seimeastar agus beidh gluais de théarmaíocht roghnaithe ag gabháil leo.

- *Ó thús Bhliain 2.*

### 3.2.1.8 Biachláir na Bialainne

Comhlacht seachtarach is ea soláthraí seirbhíse na bialainne. Iarrfar orthu fógraí biachláir a sholáthar sa dá theanga. Coinníoll den chonradh a bheidh ann nuair a bheidh an conradh le hathnuachan nó nuair a bheidh tairiscintí á lorg.

- *Roimh dheireadh Bhliain 3.*

- Both covers
  - President's Welcome
  - Library
  - Names of Departments in list of Institute Personnel
- *During Year 1 of the scheme for Year 3 admission.*

### 3.2.1.5 Graduation Handbook

The graduation handbook is published in time for the graduation ceremony, mainly to give a list of the students being conferred. The following sections will be bilingual:

- Introductory Pages
  - Titles of courses and programmes
- *From commencement of the scheme.*

### 3.2.1.6 Invitations

All formal invitations issued to public events such as concerts, open days, conferring ceremonies, official openings will be bilingual, whether printed or electronic. Printed invitations will be in Irish on one side and in English on the other side.

- *From commencement of the scheme.*

### 3.2.1.7 Newsletter

DkITimes is an electronic newsletter published weekly on the institute's website. Two articles in Irish will be published per semester accompanied by a glossary of selected terminology.

- *From beginning of Year 2.*

### 3.2.1.8 Cafeteria Menus

The cafeteria service provider is an external company. They will be asked to provide bilingual menu notices. It will be a condition of the contract when this comes up for renewal or tender.

- *By end of Year 3.*

### 3.2.1.9 Seoladh Ríomhphoist ar leith

Bunófar seoladh ríomhphoist ar leith le gur féidir le baill sheachtracha cumarsáid a dhéanamh leis an Institiúid i nGaeilge.

- *Ó dháta tosaigh na scéime.*

### 3.2.1.10 Séanadh Ríomhphoist

I láthair na huaire níl aon séanadh ginearálta ceangailte de theachtaireachtaí ríomhphoist ag dul amach. Beidh an séanadh sin sa dá theanga nuair a chuirfear é ar fáil.

- *Roimh dheireadh Bhliain 1.*

### 3.2.2 **Foirmeacha Iarratais, Bileoga Faisnéise, Bróisiúir**

Cuirfear foirmeacha iarratais, bileoga faisnéise agus bróisiúir ar fáil sa dá theanga mar a thaispeántar in Aguisín 3. Foilseofar iad faoin gciúdach céanna ach amháin i gcásanna nuair nach indéanta sin i ngeall ar nádúr nó ar mhéid an doiciméid.

#### 3.2.3 **Preasráitis**

Eisíonn an Institiúid tuairim is 50 preasráiteas gach bliain. Eiseofar an cion seo a leanas díobh sa dá theanga ag an am céanna le linn thréimhse na scéime:

- *5% le linn Bhliain 1;*
- *10% le linn Bhliain 2;*
- *15% le linn Bhliain 3;*

### 3.2.4 **Suíomhanna Gréasáin**

#### 3.2.4.1 Príomhshuíomh Gréasáin na hInstitiúide

Is beag Gaeilge atá ar an suíomh Gréasáin i láthair na huaire. Bíodh sin mar atá, tá cumas ionsuite ann chun gach leathanach a chur ar fáil i dteangacha éagsúla agus chun lígean d'úsáideoirí dul ó theanga go teanga. Le linn na chéad scéime cuirfear na leathanaigh seo a leanas ar fáil i nGaeilge. Iarrtar ort a thabhairt ar aird sa chás go bhfuil tú ag teacht ar bhundiciméad trí nasc a ghabhann le téacs, gurb é an téacs a ghabhann leis a chuirfear ar fáil, agus nach gcuirfear an doiciméad bunúsach ar fáil de ghnáth.

### 3.2.1.9 Dedicated Email Address

A dedicated general email address will be established for external communication to the Institute in Irish.

- *From commencement of the scheme.*

### 3.2.1.10 Email Disclaimer

At present there is no general disclaimer attached to all outgoing email messages. When this is provided it will be bilingual.

- *By end of Year 1.*

### 3.2.2 **Application Forms, Information Leaflets, Brochures**

Application forms, information leaflets and brochures will be made available bilingually as shown in Appendix 3. These will be published under the same cover except in instances where this is not feasible due to the nature or size of the document.

#### 3.2.3 **Press Releases**

There are approximately 50 press releases each year from the Institute. The following proportion of those will be issued simultaneously in Irish during the lifetime of the scheme:

- *5% during Year 1;*
- *10% during Year 2;*
- *15% during Year 3.*

### 3.2.4 **Websites**

#### 3.2.4.1 Main Institute Website

Very little of the website is currently in Irish. However it has a built-in capability to mirror each page in multiple languages and to allow users to switch between them. During the first scheme the following pages will be made available in Irish. Please note that where an underlying document is being accessed by means of a link with accompanying text, it is the accompanying text that will be made available, not necessarily the underlying document.

➤ *Roimh dheireadh Bhliain 1 – 33 leathanach*

- Na leathanaigh atá leibhéal amháin síos ón leathanach Baile, .i. na sé rogha ón roghchlár ar barr agus na sé rogha ón mbunlíne.
- Fáilte an Uachtaráin in AboutDKIT.
- Roinn na scrúduithe in Student Life, 8 leathanach.
- Roinn Naisc an Mhic Léinn in Student Life, 11 leathanach.

Lena chois sin, beidh an roinn tosaigh den leathanach Baile sa dá theanga agus déanfar trácht ann ar a bhfuil beartaithe agus ar an dul chun cinn go dtí sin maidir le húsáid na Gaeilge ar an suíomh Gréasáin.

➤ *Roimh dheireadh Bhliain 2 – 33 leathanach*

- Ráiteas Misin agus Plean Straitéiseach in AboutDKIT, 3 leathanach.
- Roinn na Lámhleabhar in About DKIT, 5 leathanach.
- Roinn na nDoiciméad agus na mBeartas in About DKIT, 3 leathanach.
- Roinn Champas DKIT in About DKIT, 11 leathanach.
- Roinn na nIontrálacha in About DKIT, 5 leathanach.
- Airgeadas na Mac Léinn in Student Life, 4 leathanach.

➤ *Roimh dheireadh Bhliain 3 -30 leathanach*

- Seirbhísí na Mac Léinn in Student Life, 13 leathanach.
- Rialacháin na hInstitiúide in Student Life, 7 leathanach.
- Roinn na Nuachtlitreach in About DKIT, 5 leathanach.
- Roinn na Nasc in About DKIT, 4 leathanach.
- Roinn na dteagmhálacha in AboutDKIT.

3.2.4.2 Catalóg na Leabharlainne

Beidh na roghanna cuardaigh ar rogh-leathanach chatalóg na leabharlainne ar fáil sa dá theanga.

➤ *Roimh dheireadh Bhliain 1.*

➤ *By end of Year 1 – 33 pages*

- The pages one level down from the Home page, i.e. the six choices from the top menu bar and the six choices from the bottom line.
- President's Welcome in About DkIT.
- Examinations section in Student Life, 8 pages.
- Student Links section in Student Life, 11 pages.

In addition the opening section of the Home page will be bilingual and will comment on intentions and current progress on the use of Irish within the website.

➤ *By end of Year 2 – 33 pages*

- Mission Statement and Strategic Plan in About DkIT, 3 pages.
- Handbooks section in About DkIT, 5 pages.
- Documents and Policies section in About DkIT, 3 pages.
- DkIT Campus section in About DkIT, 11 pages.
- Admissions section in About DkIT, 5 pages.
- Student Finance section in Student Life, 4 pages.

➤ *By end of Year 3 – 30 pages*

- Student Services section in Student Life, 13 pages.
- DkIT Regulations section in Student Life, 7 pages.
- Newsletter section in About DkIT, 5 pages.
- Links section in About DkIT, 4 pages.
- Contact section in About DkIT.

3.2.4.2 Library Catalogue

The Library catalogue (OPAC) menu page search options will be made available in Irish

➤ *By end of Year 1.*



### 3.2.5 Córals Ríomhaireachta

Tá ar chumas na gcóras ríomhaireachta san Institiúid Gaeilge a láimhsiú agus tá pacáí bogearraí Gaeilge ar fáil ach iad a iarraidh. Beidh ar chumas aon chórais nua a shuiteálfar Gaeilge a láimhsiú.

- *Roimh dheireadh Bhliain 3.*

### 3.2.6 Seirbhísí Idirghníomhacha

I láthair na huairé is teoranta líon na seirbhísí idirghníomhacha atá ag an Institiúid. Beidh siad sin ar fáil sa dá theanga mar a thaispeántar in Aquisín 3.

Dealraíonn sé go bhféadfadh forbairt bhreise ar chórais ar líne (m.sh. chun clárú ar líne le haghaidh clár lánaimseartha a chumasú) a bheith mar chuid d'fhorbairtí todhchaí ar na córais chománta in earnáil na nInstitiúidí Teicneolaíochta, le tacaíocht ó An Chéim. Tá sé ceaptha, mar sin, iarratas a dhéanamh ar An Chéim, ar an leibhéal náisiúnta, ar aon fhorbairtí mar iad a dhéanfar ar chórais idirghníomhacha a bheith ar fáil i bhformáid dhátheangach.

- *Roimh dheireadh Bhliain 1.*

De réir mar a fhorbrófar seirbhísí idirghníomhacha eile a chumasóidh don phobal iarratais a dhéanamh ar líne, tabharfar isteach sa dá theanga iad ag an am céanna.

- *Roimh dheireadh Bhliain 3.*

### 3.2.7 Pointe na chéad teagmhála

Tá beartaithe tús áite a thabhairt do na réimsí seo a leanas:

#### 3.2.7.1 Uathchórais freagarttha

Is minic gurb í seo an chéad phointe teagmhála don phobal i gcoitinne agus tá córas nua teileafóin á shuiteáil san Institiúid i láthair na huairé (in 2010). Cumrófar é sa tslí go gcuirfí sé rogha Gaeilge ar fáil d'úsáideoirí agus go mbeidh na roghchláir barleibhéil agus chéad leibhéil ar fáil i nGaeilge agus i mBéarla.

- *Roimh dheireadh Bhliain 1.*

### 3.2.5 Computer Systems

The computer systems at DKIT are all capable of handling the Irish language with Irish language packs for software being available on request. Any new systems installed will also be fully capable of handling Irish.

- *By end of Year 3.*

### 3.2.6 Interactive Services

The Institute currently operates only a very limited number of interactive services. These will be made available bilingually as shown in Appendix 3.

Further development of on-line systems (e.g. to allow on-line registration for full-time programmes) is most likely to be part of future developments of the common systems used by the Institute of Technology sector, supported by An Chéim. It is intended, therefore, to lodge a request at national level with An Chéim seeking that any such developments of interactive systems be made available in bilingual format.

- *By end of Year 1.*

As any other interactive services are developed which allow the general public to make applications on line, they will be introduced simultaneously in both languages.

- *By end of Year 3.*

### 3.2.7 Point of first contact

It is proposed that the following areas be prioritised:

#### 3.2.7.1 Automated answering systems

This is often the first point-of-contact for members of the public and a new telephone system is in the process (in 2010) of being installed in the Institute. This will be configured so that it will offer users an Irish-language option with top and first-level menus being in both Irish and English.

- *By end of Year 1.*

Beidh sé de rogha ag baill foirne taifeadadh a dhéanamh dá nglór féin ar a seirbhís freagartha agus an teachtaireacht a bheith i nGaeilge amháin nó sa dá theanga.

- *Roimh dheireadh Bhliain 1.*

#### 3.2.7.2 Fáiltiú

Ós rud é gur sa limistéar fáiltithe de ghnáth a chasann baill den phobal ar bhaill foirne den chéad uair, tá sé tábhachtach an pobal a éascú trí rogha a thabhairt dóibh a gcuid gnó a dhéanamh i mBéarla nó i nGaeilge, nuair is féidir sin.

Tabharfaidh an oifig fáilte/foireann an lasc-chláir ainm na hInstitiúide i nGaeilge agus i mBéarla.

- *Roimh dheireadh Bhliain 1.*

Cuirfear ábhar tacaíochta ar nós leathanach lannaithe de bheannachtaí bunúsacha Gaeilge ar fáil don fhoireann fáiltithe.

- *Roimh dheireadh Bhliain 1.*

Beidh cur amach ag an fhoireann fáiltithe ar na beannachtaí bunúsacha Gaeilge agus beidh ar a gcumas daoine a chuireann ceisteanna i nGaeilge a chur ar aghaidh chuig duine a mbeidh ar a gcumas déileáil leis an gceist sin.

- *Roimh dheireadh Bhliain 3.*

#### 3.2.7.3 Leabharlann

Sa chomhairliú le mic léinn sainaitníodh an leabharlann mar phointe teagmhála mar ar cheart seirbhís Ghaeilge a sholáthar. Dá réir sin, sainaitneofar roinnt ball foirne, trí earcaíocht, athimlonnú nó oiliúint, a bheidh in ann seirbhís Ghaeilge a sholáthar.

- *Roimh dheireadh Bhliain 3.*

Staff members can choose to create a recording on their answering service either bilingually or in Irish only.

- *By end of Year 2.*

#### 3.2.7.2 Reception

As the reception area is where members of the public first encounter staff at the institute, it is important to facilitate the public by offering them the opportunity to communicate in their choice of Irish or English, where feasible.

Reception/switchboard staff will give the name of the Institute in Irish and in English

- *By end of Year 1.*

Support material such as laminated sheets of phrases featuring basic greetings in Irish will be provided to staff at reception.

- *By end of Year 1.*

Reception staff will be familiar with basic greetings in Irish and will be able to transfer queries in Irish to staff competent to deal with the particular query.

- *By end of Year 3.*

#### 3.2.7.3 Library

Consultation with students led to the library being identified as a point-of-contact where a service should be provided through Irish. Accordingly, a number of staff members, either through recruitment, redeployment or training, will be identified who will be in a position to provide such a service.

- *By end of Year 3.*

#### 3.2.7.4 Líosta ar fáil de bhaill foirne ar féidir leo seirbhís Ghaeilge a sholáthar.

Aithnímid go gcaithfear baill foirne a bhfuil Gaeilge acu a chumhachtú agus a spreagadh chun an Ghaeilge a labhairt san ionad oibre. Dá réir sin, rinneadh suirbhé ar bhaill foirne fad a bhí an scéim seo á ceapadh, féachaint cé chomh toilteanach is bheidís déileáil leis an bpobal i nGaeilge agus seirbhísí a sholáthar trí Ghaeilge agus cad é an leibhéal cumais a bhí acu sa teanga. Beidh an chéad phlean oiliúna bunaithe ar na torthaí sin. Beidh líosta ball foirne ar fáil a bheidh sásta seirbhís a sholáthar as Gaeilge. Cuirfear an líosta ar fáil don fhoireann fáiltithe agus beidh sé ar shuíomh Gréasáin na hInstitiúide chomh maith. Déanfar deimhin de go rialta go bhfuil an suirbhé sin cothrom le dáta (gach re bliain ar a laghad).

- *Roimh dheireadh Bhliain 3.*

#### **3.2.8 Na Cláir Acadúla**

Glacann an Institiúid leis gur cheart an Ghaeilge a thabhairt isteach de réir a chéile i gcúrsaí na hInstitiúide, chun freastal don éileamh de dhroim an Achta, éileamh a bheidh i dul i méid, a mheastar.

Creideann an Institiúid gurb é an cur chuige stuama dul i gcomhar le hInstitiúidí tríú leibhéal eile chun an soláthar sin a bharrfheabhsú. Chun é sin a bhaint amach, tá an Institiúid sásta dul i gcomhar le hInstitiúidí Teicneolaíochta eile chun an fhreagracht sa réimse seo a chomhroinnt de réir neart na hInstitiúidí éagsúla. Tá sé ceaptha, mar sin, iarratas a thaisceadh go ndireoidh IOTI (foras ionadach na hInstitiúidí Teicneolaíochta) air seo mar thionscadal speisialta a d'fhéadfaí a leathnú sna scéimeanna a thiocfaidh ina diaidh.

- *Roimh dheireadh Bhliain 3.*

#### 3.2.7.4 List of staff available to provide services through Irish.

We recognise that Irish speaking staff need to be empowered and encouraged to operate through the language. Accordingly, a survey of staff members was carried out during the development of this scheme to establish their willingness to deal with the public and provide some services through Irish and their degree of competence in the language. The results of this will be used to inform the initial training plan. It will also give a list of staff available to provide services through Irish. This list will be made available to reception staff and also on the Institute website. This survey will be regularly updated (at least on a biennial basis).

- *By end of Year 3.*

#### **3.2.8 Academic Programmes**

DkIT accepts that Irish should be introduced incrementally in its course offerings, to meet the anticipated growing demand arising from the Act.

DkIT believes that the rational approach is to collaborate with other third level institutions in optimising this provision. Towards achieving this, the Institute is happy to work with other Institutes of Technology with the objective of sharing responsibility in this area according to the strengths of the different Institutes. It is intended, therefore, to lodge a request that IOTI (the representative body for the Institutes of Technology) address this as a special project which could be extended during subsequent schemes.

- *By end of Year 3.*

### 3.3 Oiliúint & Earcú Foirne

Tá freagracht ar an Rannóg Acmhainní Daonna as earcú agus roghnú foirne agus as baill foirne nua agus baill atá anois ann a oiliúint agus a fhorbairt. Bainistíonn an Roinn leas na bhfoistaithe ó lá go lá, idir bheartais a thacaíonn le teaglaigh a cheapadh agus a chur chun feidhme agus ghaol a fhorbairt idir fhostaithe san ionad oibre. Beidh an Beartas Oiliúna agus Foráis Foirne ríthábhachtach i gcur chun feidhme an phlean seo.

#### 3.3.1 Cumas a Neartú / Feasacht a Mhúscaill

Is é sainmheon na hInstitiúide oiliúint agus forás foirne a mhisniú agus a thacú ag gach grád. Misneoidimid an fhoireann chun a gcuid scileanna teanga a fhorbairt chun feabhas a chur ar an tseirbhís Ghaeilge atá anois ann. Tá Gaeilge bhunúsach, mheánleibhéil agus ardleibhéil ag baill foirne áirithe san Institiúid agus déanfaimid gach is féidir chun an cumas sin a fheabhsú tuilleadh.

Chun feasacht teanga a mhúscaill beidh sin mar chuid dár gcúrsaí Oiliúna londuchtúcháin chun an fhoireann a chur ar an eolas mar gheall ar Acht na dTeangacha Oifigiúla, an tslí a chuirfear i chun feidhme san Institiúid agus impleachtaí an Achte don eagraíocht tríd is tríd. Déanfar monatóireacht leanúnach air sin agus déanfar iniúchadh bliantúil air ina gcuirfear aiseolas ó rannpháirtithe san áireamh.

- *Roimh dheireadh Bhliain 1.*

#### 3.3.2 Fógairt Cúrsaí agus Éascú Fhreastal na Foirne:

Cuirfear ranganna Gaeilge ar fáil ar gach leibhéal de réir a chéile mar chuid den Phlean um Oiliúint agus Forás Foirne. Tabharfar spreagadh do Chinn Roinne agus Feidhme chun an fhoireann a éascú chun freastal ar na cúrsaí seo nuair is féidir.

- *Ó Bhliain 2.*

### 3.3 Staff Training & Recruitment

The Human Resources Department has responsibility for the recruitment and selection, and training and development of new and existing staff. This Department manages day to day employee welfare, from promoting and administering family friendly policies to developing employee relationships in the workplace. The Institute Staff Training and Development Policy will be a key factor in the successful implementation of this plan.

#### 3.3.1 Improving Capability / Increasing Awareness

It is our ethos to encourage and support training and development of staff at all grades. We will encourage the development of staff language skills to improve the services we currently provide through the Irish language. A number of staff throughout the Institute have already skills at basic, intermediate and advanced levels and our aim will be to build on these existing skills.

To increase language awareness we will include this topic as part of our Induction Training courses to advise staff on the purpose of the Official Language Act, how it is implemented in the Institute and its implications for the organisation. This will be monitored on an ongoing basis and, on an annual basis, be audited taking account of feedback received from participants.

- *By end of Year 1.*

#### 3.3.2 Course Advertisement and Facilitation of staff attendance:

Irish language courses at all levels will be made available as part of the Staff Training and Development Plan on a phased basis. Department and Function Heads will be encouraged to facilitate their staff in attending these courses where possible.

- *From Year 2.*

### 3.3.3 Saorálaithe

Tá sé curtha in iúl ag roinnt ball foirne cheana féin gur mhaith leo a gcion a dhéanamh chun fáil níos fearr a thabhairt ar sheirbhísí Gaeilge san Institiúid, agus cinnteoidimid go dtabharfar an tacaíocht chuí do na baill foirne seo chun seirbhísí Ghaeilge a sholáthar.

- *Roimh dheireadh Bhliain 1.*

### 3.3.4 An Tionchar ar Earcaíocht

Déantar earcaíocht ar líne – ríomh-earcaíocht – trí bhogearraí tríú páirtí. Beidh foirmeacha iarratais ar fáil i mBéarla agus i nGaeilge araon mar chuid den phlean seo agus beidh ar chumas iarrthóirí dul ó leagan amháin den fhoirm go dtí an leagan eile más mian leo.

- *Roimh dheireadh Bhliain 3.*

Ní bheidh ag an Institiúid le linn théarmaí na Scéime seo na hacmhainní chun fógraí poist / jabthuaiscís a chur ar fáil i nGaeilge, ach d'fheadfaí é sin a bhreithniú i scéimeanna sa todhchaí. Athbhreithneofar fógraí poist agus jabthuaiscís de réir mar a thagann siad chun cinn féachaint an gá nó an inmholaithe cumas sa Ghaeilge.

### 3.4 Bearta Tionscnaimh

#### 3.4.1 Plean Straitéiseach

Beidh Plean Straitéiseach nua á cheapadh ag an Institiúid le linn théarma na scéime seo. Léireofar sa phlean sin tiomantas na hInstitiúide don scéim agus do fheabhas leanúnach a chur ar sholáthar seirbhísí dátheangacha.

- *Roimh dheireadh Bhliain 1.*

### 3.3.3 Volunteers

A number of staff have already expressed an interest in volunteering their services as appropriate to increase the use of the Irish Language in the Institute and we will ensure that these staff volunteering to provide their Irish language services will be given the necessary support they need.

- *By end of Year 1.*

### 3.3.4 Impact on Recruitment

Recruitment is carried out on line – e-recruitment - via third party software. Application forms will appear in both English and Irish as part of this plan and applicants will have the ability to alternate between both versions of the form if required.

- *By end of Year 3.*

The Institute would not have the resources during this Scheme to provide job advertisements / job descriptions in Irish however, this may be considered in future schemes. However, job advertisements and job descriptions will be reviewed as they arise to note the desirability and/or necessity of Irish language capability, where appropriate.

### 3.4 Promotional Measures

#### 3.4.1 Strategic Plan

The Institute will be developing a new Strategic Plan during the lifetime of this scheme. The Institute's commitment to this scheme and the continuous improvement of bilingual service provision will be reflected in this plan.

- *By end of Year 1.*

### 3.4.2 Imeachtaí Poiblí agus Sóisialta

Le linn óráidí ag imeachtaí poiblí san Institiúid, labhrófar beagán Gaeilge ag tús na hóráide i nGaeilge chun soláthar dearfach a éascú.

#### ➤ *Ó thús na scéime*

Tá sé curtha in iúl ag mic léinn agus baill foirme gur spéis leo an Ghaeilge a chloisteáil sa timpeallacht. Ós rud é gur teanga bheo í an Ghaeilge, tá sé tábhachtach go mbeadh sí mar chuid de shaol an champais. Dá réir sin, sainnithníodh roinnt imeachtaí sóisialta mar a bhféadfaí an Ghaeilge a labhairt. Orthu seo tá:

- ◆ Óstáil imeachtaí le linn Sheachtain na Gaeilge gach bliain.
  - ◆ Imeachtaí sóisialta a sholáthar don fhoireann agus do mhic léinn, agus Ciorcail Chomhrá san áireamh, ag a bhféadfaí Gaeilge a labhairt.
  - ◆ Tá sé curtha in iúl ag mic léinn gur mhaith leo cumann Gaeilge nó cumann Gaelach a bhunú. Toisc nár mhór do chumann mar seo a bheith faoi threoir na mac léinn, déanfaidh an Institiúid gach is féidir chun é sin a spreagadh.
- *Roimh dheireadh Bhliain 3.*

### 3.4.3 Aontas na Mac Léinn

Breathnaítear ar Aontas na Mac Léinn mar eagraíocht a théann i gceannas ar ghníomhaíochtaí na mac léinn agus spreagfaidh an Institiúid an tAontas chun a bheith bainteach le cur chun cinn na Gaeilge.

#### ➤ *Ó thús na scéime*

### 3.4.4 Acmhainní foghlama

Tá roinnt acmhainní foghlama Gaeilge sa leabharlann agus tá sé curtha in iúl ag mic léinn gur mhaith leo tuilleadh acmhainní mar sin a bheith ann mar aon le tuilleadh ficin Ghaeilge.

#### ➤ *Roimh dheireadh Bhliain 3.*

### 3.4.2 Public and Social Events

During speeches at public events held in the Institute, a portion of the introductory remarks will include some Irish in order to facilitate positive provision.

#### ➤ *From commencement of scheme.*

Staff and students have expressed an interest in the cultivation of an environment where the Irish language is spoken. As Irish is a living language, it is important to foster its inclusion in campus life. Accordingly, a number of social events have been identified to cultivate this. These include:

- ◆ Hosting of events during Seachtain na Gaeilge each year.
- ◆ The provision of social events for staff and students, including a Ciorcal Comhrá, as well as other social events to create an environment where it would be possible to speak Irish.
- ◆ Students have expressed an interest in establishing an Irish language society (or Cumann Gaelach). Since this has to be student-led, the Institute will encourage the students to do this.

#### ➤ *By end of Year 3.*

### 3.4.3 Students' Union

The Students Union is seen as a leader in student activities and SU involvement in this process will be encouraged by the Institute.

#### ➤ *From commencement of scheme.*

### 3.4.4 Learning resources

The library has a number of Irish language learning resources, and students have expressed a desire to see such resources increased with further Irish-language fiction being provided.

#### ➤ *By end of Year 3.*

### 3.4.5 Oifigeach na Gaeilge

Tá sé beartaithe, ach an formheas cuí a bheith faighte, post nua páirt-aimseartha a chruthú d'Oifigeach na Gaeilge. Beidh ar an té a cheapfar raon gníomhaíochtaí a chomhordú ag cur an Ghaeilge chun cinn san Institiúid.

Orthu seo tá:

- ◆ Eolas a sholáthar ar na ranganna Gaeilge agus ar na hacmhainní teanga atá ar fáil lasmuigh den Institiúid.
- ◆ Suirbhéanna rialta a dhéanamh ar chumas Gaeilge na foirne agus pleananna oiliúna a éascú chun an cumas sin a fhorbairt.
- ◆ Suirbhéanna rialta a dhéanamh ar chustaiméirí maidir le soláthar seirbhísí Gaeilge.
- ◆ Soláthar seirbhísí aistriúcháin a chomhordú.
- ◆ Timpeallacht dhearfach a chothú ina bhféadfadh an Ghaeilge a bheith ina dlúthchuid de shaol an champais.
- ◆ Monatóireacht a dhéanamh ar ghéilliúlacht d'fhorálacha Acht na dTeangacha Oifigiúla 2003.

➤ *Roimh dheireadh Bhliain 1.*

### 3.4.6 An Oifig Gairmeacha

Díreoidh an Oifig Gairmeacha aird na mac léinn ar dheiseanna atá ar fáil dóibh siúd a bhfuil Gaeilge acu, i saol na hoibre agus sa bhreisoideachas.

➤ *Roimh dheireadh Bhliain 1.*

### 3.4.5 Irish Language Officer

It is proposed, subject to the necessary approvals, to create the new part-time post of Oifigeach na Gaeilge, Irish Language Officer. The office-holder would coordinate a range of activities promoting the use of Irish within the institute.

These would include:

- ◆ Providing information on externally available Irish classes and learning resources.
- ◆ Arranging regular surveys of staff capabilities in Irish and facilitating training plans arising from them.
- ◆ Arranging regular customer surveys in relation to service provision in Irish.
- ◆ Coordinating the provision of translation services.
- ◆ Cultivating a positive environment for the inclusion of Irish in campus life.
- ◆ Monitoring compliance with the provisions of the Official Languages Act 2003.

➤ *By end of Year 1.*

### 3.4.6 Careers Office

The Careers office will draw students' attention to the opportunities presented to those with a proficiency in Irish, not only in employment but also in further education.

➤ *By end of Year 1.*

### 3.5 *Tacaíocht don Ghaeltacht*

Cé nach Gaeiltacht í an ceantar ina bhfuil an Institiúid suite, tá Gaeiltacht Ráth Chainn i gContae na Mí sa réigiún dá bhfónann sí. Sráidbhaile beag beoga atá sa Gaeiltacht sin, a sholáthraíonn raon gníomhaíochtaí Gaeilge agus gníomhaíochtaí bunaithe ar an gcultúr Gaelach do chuiditheoirí Éireannacha agus do chuiditheoirí eachtrannacha. Ina measc sin tá ceardlanna ceoil, féilte agus ranganna Gaeilge.

- Dearbhaíonn an Institiúid sa scéim teanga seo go ndéanfar gach comhfhreagras le scoileanna Gaeiltachta agus Gaelscoileanna i nGaeilge.
- Lena chois sin, tacóidh gnéithe eile den scéim le mic léinn Gaeiltachta chun gur féidir leo an Ghaeilge a úsáid san Institiúid.
- Bainfear úsáid as logainmneacha Gaeiltachta mar réamhshocrú i gclár agus i mbunachair sonraí faoi mar atá sainaitheanta ag [www.pobail.ie](http://www.pobail.ie).

➤ *Ó thús na scéime*

### 3.5 *Supporting the Gaeiltacht*

Although DKIT is not situated in a Gaeiltacht, the Ráth Chainn Gaeiltacht in Co Meath does fall within the region it serves. This Gaeiltacht has grown to a small vibrant village which provides a range of activities to further Irish language and culture for visitors from around Ireland and abroad. Activities range from music workshops to festivals and Irish classes.

- DKIT commits in this language scheme to communicate to all Gaeiltacht schools and Gaelscoileanna through Irish.
- Additionally, students from Gaeiltacht areas will be supported by the other aspects of the scheme to use the Irish language.
- Gaeiltacht place names will be used as the default on any registers and databases as identified by [www.pobail.ie](http://www.pobail.ie).

➤ *From commencement of scheme.*



## Cuid 4 Cur chun feidhme agus Monatóireacht na Scéime

Is ar an Bhord Feidhmiúcháin na hInstitiúide a bheidh an fhreagracht dheidridh maidir le cur chun feidhme na scéime. Is iad na Coistí um Bainistíocht Acadúil, um Pleanáil agus Oibríochtaí agus um Sheirbhísí Tacatochta, a dhéileálann le saincheisteanna oibríocháin thar cheann an Bhoird Feidhmiúcháin, a bheith i gceannas chur chun feidhme na scéime, den chuid is mó. Déanfaidh Cinn na nAonad Feidhmiúla éagsúla (idir Acadúil agus Riaracháin) monatóireacht leanúnach ar an gcur chun feidhme, agus tá gealltanais á ndéanamh faoin scéim seo.

Lena chois sin, athbhunófar Meitheal na Gaeilge mar choiste straitéise agus mairseachta chun oibriú na scéime a athbheithniú agus tuairiscoidh an Meitheal don Bhord Feidhmiúcháin maidir le dul chun cinn agus maidir le straitéis don todhchaí. Oibreoidh an Meitheal le hOifigeach na Gaeilge (má cheaptar é/i) chun:

- Córas tomhais a bhunú.
- Seirbhísí a mheas agus feabhas a chinntiú.
- Próisis a bhunú chun aiseolas leanúnach a fháil ó úsáideoirí a léireoidh an t-éileamh ar sheirbhísí.
- Próisis a bhunú chun a fháil amach cé chomh feasach is atá an pobal ar na seirbhísí.
- Córas a bhunú chun soláthar na seirbhíse Gaeilge a mheasú.
- Feabhsuithe a shainaitheint a d'fhéadfaí a chur i gcrích.

## Section 4 Implementation and Monitoring of the Scheme

The Executive Board of the Institute will have ultimate responsibility for ensuring the implementation of the scheme. This will be primarily achieved through the Academic Management and Planning and the Operations and Support Services Management Committees, which deal with operational issues on behalf of Executive Board. Ongoing implementation and monitoring will be carried out by the Heads of the various Functional Units (Academic and Administrative) who are making commitments under this scheme.

Additionally, the Meitheal na Gaeilge group will be reconstituted as a strategy and oversight committee that will review the workings of the scheme and will report to the Executive Board on progress and future strategy in this regard. This group will work with Oifigeach na Gaeilge (if appointed) to:

- Establish a measurement system.
- Evaluate services and ensure improvement.
- Establish processes to seek ongoing feedback from users assessing demand.
- Establish processes to assess the awareness by the public of services provided.
- Set in place a system to assess Irish language service provision.
- Identify improvements that can be put in place.

## Cuid 5 Poibliú na Scéime

### 5.1 *Modhanna Poiblíochta*

Seo mar a fhógrófar ábhair na scéime mar aon le gealltanais agus forálacha na scéime don phobal i gcoitinne:

- Preasráiteas
- Seoladh oifigiúil na scéime
- Fógraíocht i dtaobh na bhforálacha
- Scaipeadh na scéime ar na gníomhaireachtaí agus ar na comhlachtaí poiblí lena mbaineann
- Suíomh Gréasáin

Lena chois sin, a luaithe a bheidh seirbhís Ghaeilge le fáil ó gach roinn agus oifig a bhfuil gealltanais tugtha acu chun seirbhís Ghaeilge a sholáthar, fógrófar é sin ar na site a liostaíodh thuas.

Tá cóip den scéim seo curtha ar aghaidh chuig Oifig Choimisinéir na dTeangacha Oifigiúla.

Is í an leagan Béarla leagan bunaidh na scéime seo.

## Section 5 Publicising of the Scheme

### 5.1 *Methods of Publication*

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

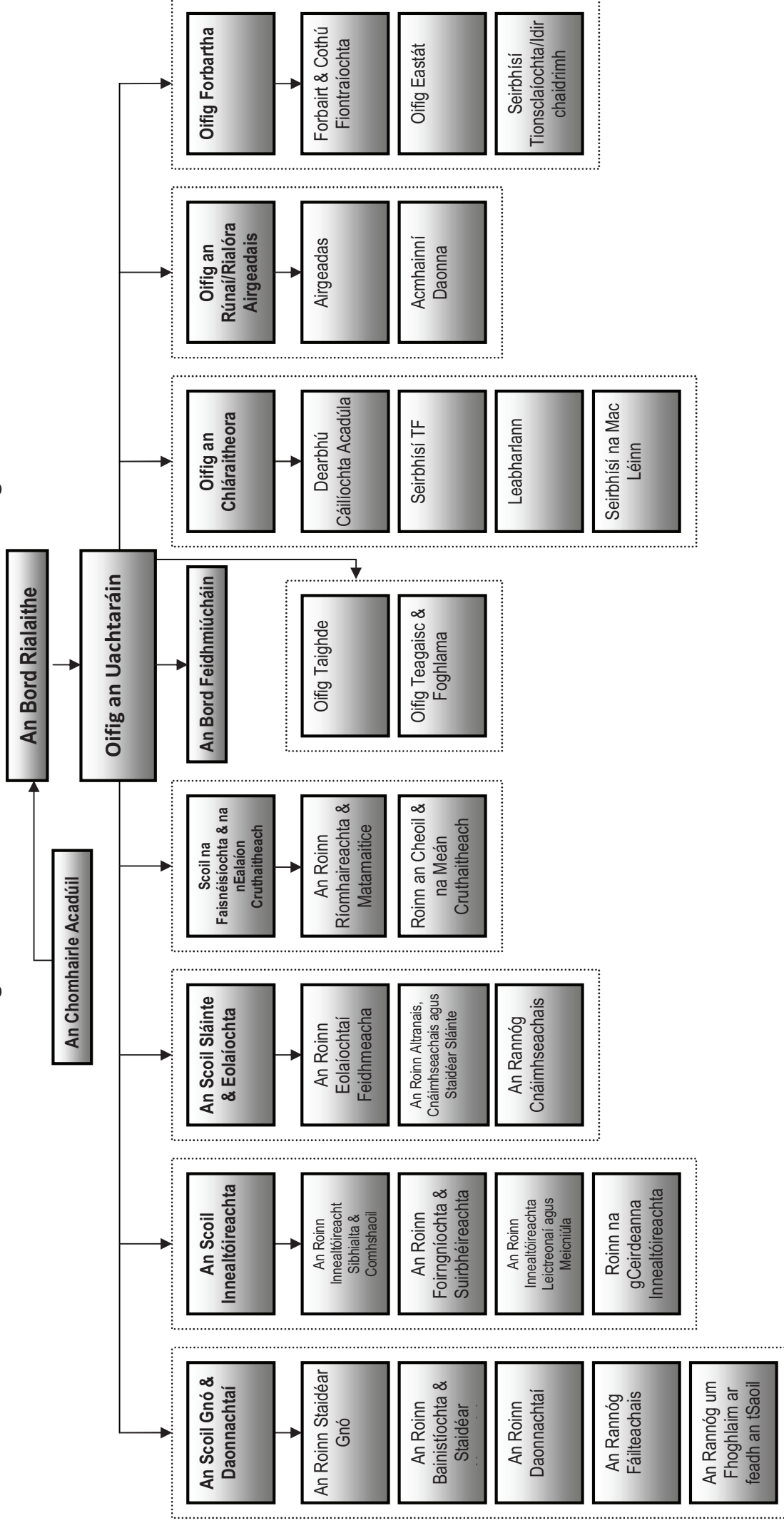
In addition, once departments and offices which have committed to delivering a service through Irish are in a position to do so this will also be publicised in the manner outlined above.

A copy of this scheme has also been forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla.

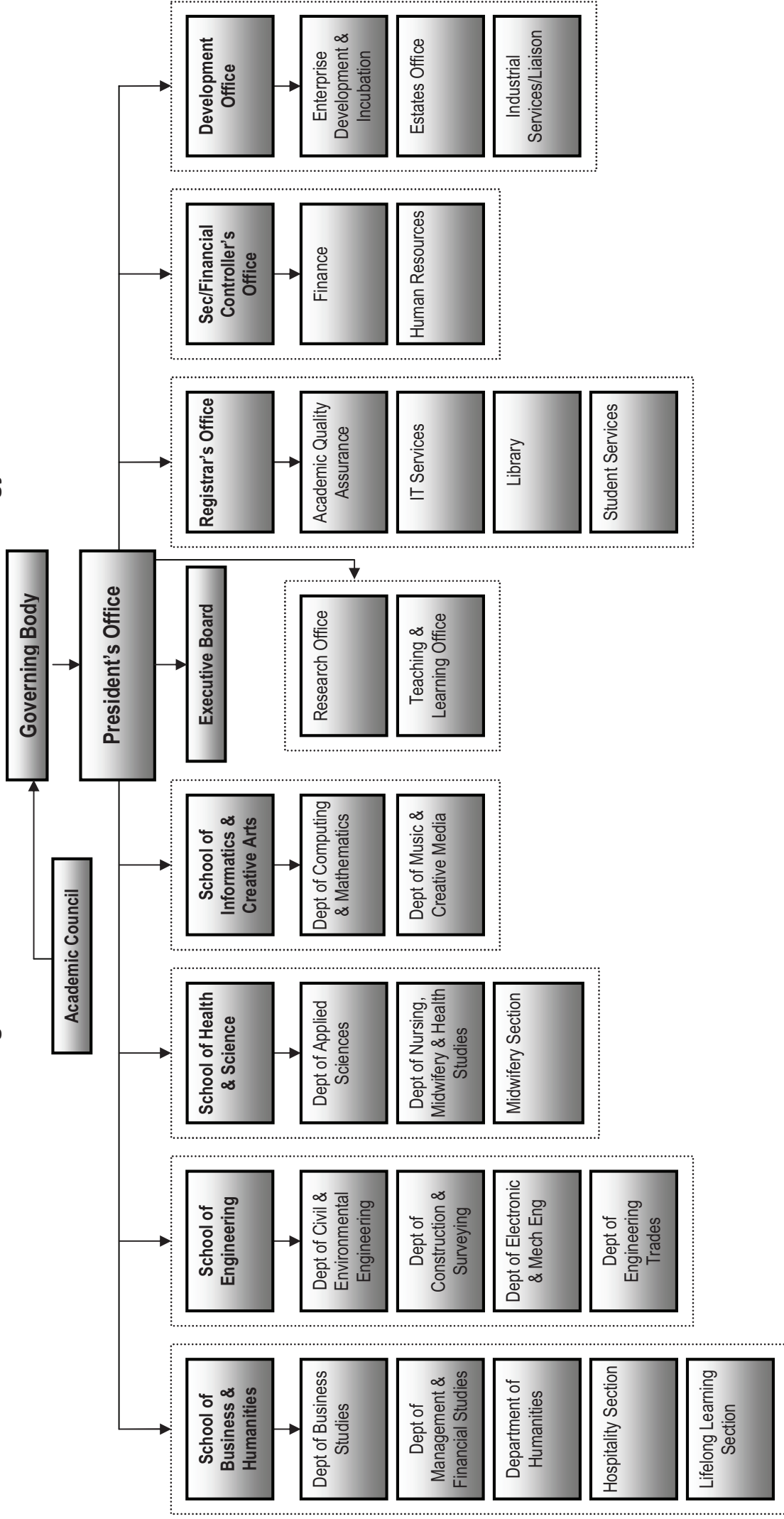
The English language version is the original text of this scheme.

# Aguisín 1

## Cairt Eagraíochta Institiúid Teicneolaíochta Dhún Dealgan



# Appendix 1 Organisation Chart for Dundalk Institute of Technology



## Aguisín 2

### Tábla na Seirbhísí a Sholáthraítear

Seirbhísí a Sholáthraítear do Mhic Léinn agus do Dhaoine / Comhlachtaí Seachtracha	I mBéarla amháin	I mBéarla agus i nGaeilge	I nGaeilge amháin
An Roinn Staidéar Gnó & Fáilteachais	√		
An Roinn Daonnachtaí	√		
An Roinn Staidéar Bainistíochta & Airgeadais	√		
An tIonad um Fhoghlaim ar feadh an tSaoil	√		
An Roinn Altranais, Cnáimhseachais agus Staidéar Sláinte	√		
An Roinn Eolaíochtaí Feidhmeacha	√		
An Rannóg Cnáimhseachais	√		
Roinn an Cheoil & na Meán Cruthaitheach	√		
Roinn an Cheoil & na Meán Cruthaitheach Cuirí chuig Imeachtaí Ceoil		√	
An Roinn Ríomhaireachta & Matamaitice	√		
An Roinn Innealtóireachta Leictreonaí agus Meicniúla	√		
An Roinn Innealtóireachta Sibhialta & Comhshaoil	√		
An Roinn Foirgníochta agus Suirbhéireachta	√		
An Roinn Ceirdeanna Innealtóireachta	√		
Tráthnóntaí/Laethanta Eolais	√		
Laethanta Oscailte	√		
Eolas d'iaratasóirí	√		
Seomraí a chur in Áirithe	√		
Léachtaí	√		
Eolas faoi Shocrúcháin	√		
Taighde agus Comhairliú	√		
Scrúduithe Seachtracha	√		
Rannpháirtíochta i gComórtais/Imeachtaí	√		
Forbairt Churaclaim / Cláir Nua	√		
Imeachtaí Bailíochtaithe Cláir	√		
Idirchaidreamh le comhlachtaí seachtracha	√		
Ballraíocht na bPainéal Agallóireachta	√		
Eolas do Lucht Tionscail	√		
Fiontraíocht agus Forbairt ghnó	√		
Idirchaidreamh Tionsclaíoch	√		
Seirbhísí na Mac Léinn	√		
An Próiseas Tairisceana	√		
An tSeirbhís Leabharlainne	√		
Cláir Scoile agus Cláir	√		
Grúpaí Oibre	√		
Cláir Thaighde	√		
Eolas do Mhic Léinn	√		
Eolas don Fhoireann	√		
Socrúcháin Mac Léinn	√		
Scrúduithe agus Measúnuithe	√		
Ceannach	√		
Athbhreithniú ar Chláir	√		
Tuarascálacha Bliantúla		√	
Cláir agus Buiséid	√		
Pleananna Foráis Foirne	√		
Plean Straitéiseach		√	

<b>Seirbhísí a Sholáthraítear do Mhic Léinn agus do Dhaoine / Comhlachtaí Seachtracha</b>	<b>I mBéarla amháin</b>	<b>I mBéarla agus i nGaeilge</b>	<b>I nGaeilge amháin</b>
Tuairiscí Ad Hoc	√		
Staitisticí	√		
Comhairleoireacht	√		
Gairmchomhairle	√		
Baincéireacht	√		
Bialann	√		
Séiplíneacht	√		
Spóirt	√		
Comhairle / Ráitis Sláinte agus Sábháilteachta	√		
Ionad Sláinte na Mac Léinn	√		
Cártaí Aitheantais Mac Léinn		√	
Lógó Pháipéarachas na hInstitiúide		√	

## Appendix 2

### Table of Services Provided

Services Provided to Students and External Persons / Bodies	In English only	In English and Irish	In Irish only
Department of Business Studies & Hospitality	√		
Department of Humanities	√		
Department of Management & Financial Studies	√		
Lifelong Learning Centre	√		
Department of Nursing, Midwifery and Health Studies	√		
Department of Applied Sciences	√		
Midwifery Section	√		
Department of Music & Creative Media	√		
Department of Music & Creative Media Invitations to Musical events		√	
Department of Computing & Mathematics	√		
Department of Electronic & Mechanical Engineering	√		
Department of Civil and Environmental Engineering	√		
Department of Construction and Surveying	√		
Department of Engineering Trades	√		
Information Evening / Days	√		
Open Days	√		
Information to applicants	√		
Room Bookings	√		
Lectures	√		
Placement Information	√		
Research and Consultancy	√		
External Examining	√		
Participation in Competitions / Events	√		
Curriculum Development / New Programmes	√		
Programme Validation Events	√		
Liaison with external bodies	√		
Interview Panel Membership	√		
Information to Industry	√		
Entrepreneurship and business development	√		
Industrial Liaison	√		
Student Services	√		
Tendering Process	√		
Library Service	√		
School and Programme Boards	√		
Working Groups	√		
Research Programmes	√		
Information to Students	√		
Information to Staff	√		
Student Placements	√		
Examinations and Assessments	√		
Purchasing	√		
Programmatic Reviews	√		
Annual Reports		√	
Programmes and Budgets	√		
Staff Development Plans	√		
Strategic Plan		√	

<b>Services Provided to Students and External Persons / Bodies</b>	<b>In English only</b>	<b>In English and Irish</b>	<b>In Irish only</b>
Ad Hoc reports	√		
Statistics	√		
Counselling	√		
Careers Advice	√		
Banking	√		
Restaurant	√		
Chaplaincy	√		
Sports	√		
Health and Safety Advice / Statements	√		
Student Health Centre	√		
Student Identity Cards		√	
Institute Stationery Logo		√	



### Aguisín 3

## Soláthar Foirmeacha Iarratais Dátheangacha, Bileog Eolais, Bróisiúr agus Seirbhísí Idirghníomhacha

#### Roimh dheireadh Bhliain 1 den Scéim

Cláraitheoirí/Scoileanna	<ul style="list-style-type: none"> <li>❖ <i>Foirm Chláraithe na Chéad Bliana</i></li> <li>❖ <i>Foirm Iontrála Ath-Mhic Léinn</i></li> <li>❖ <i>Foirm Iarratais Dhíreach na Chéad Bliana</i></li> <li>❖ <i>Foirm Chláraithe Iar-Chéad Bliana</i></li> </ul>
Leabharlann	<ul style="list-style-type: none"> <li>❖ <i>Foirm Ordaithe Leabhair</i></li> <li>❖ <i>Foirm Iasachta Idir-Leabharlainne</i></li> </ul>
AD	<ul style="list-style-type: none"> <li>❖ <i>Foirmeacha d'Fhostaithe Nua</i></li> <li>❖ <i>Foirm Éilimh do Mhúinteoirí Páirtaimseartha</i></li> </ul>
Ionad Forbartha	<ul style="list-style-type: none"> <li>❖ <i>An réamhrá leath leathanach agus an t-ainm ar an gclúdach agus laistigh den THE LINK (AN NASC), iris ghlasta débhlíantúil ón RDC.</i></li> </ul>

#### Roimh dheireadh Bhliain 2 den Scéim

Cláraitheoirí/Scoileanna	<ul style="list-style-type: none"> <li>❖ <i>Foirm Iarratais ar Chláir Iar-Chéimithe</i></li> <li>❖ <i>Foirm Iarratais ar Iontráil ag Céim Chun Cinn</i></li> <li>❖ <i>Foirm Iarratais ar Chúrsaí Céime Breise</i></li> <li>❖ <i>Foirm Iarratais ar Chur ar Athlá</i></li> <li>❖ <i>Foirm Iontrála do Mhic Léinn ACCS</i></li> <li>❖ <i>Foirm Chláraithe Printíseachta</i></li> <li>❖ <i>Foirmeacha Athbhreithnithe agus Athsheiceála (ar líne)</i></li> </ul>
AD	<ul style="list-style-type: none"> <li>❖ <i>Foirm éilimh d'fhostaithe neamhbhuana</i></li> <li>❖ <i>Foirmeacha Éilimh ar Chostais Taistil</i></li> </ul>
Ionad Forbartha	<ul style="list-style-type: none"> <li>❖ <i>Foirm Iarratais 'rathúnas trí chomharbas'</i></li> <li>❖ <i>Foirmeacha Iarratais ar aonaid ghoir agus deisceála te</i></li> <li>❖ <i>Bileoga eolais RDC &amp; na nAonad Seachtrach</i></li> </ul>
An tIonad um Fhoghlaim ar feadh an tSaoil	<ul style="list-style-type: none"> <li>❖ <i>Foirm Chláraithe Páiraimseartha (Cóip chrua + ar líne)</i></li> </ul>

#### Roimh dheireadh Bhliain 3 den Scéim

AD	<ul style="list-style-type: none"> <li>❖ <i>Foirm Iarratais ar Chúnamh le Táillí</i></li> <li>❖ <i>Foirm Iarratais ar Shaoire/Foirm Tuairisce ar Neamhláithreachas</i></li> </ul>
Ionad Forbartha	<p><u>Clár Ardáin d'Fhiontraíocht Nuachana</u></p> <ul style="list-style-type: none"> <li>❖ <i>Foirm Iarratais</i></li> <li>❖ <i>Bróisiúr Eolais</i></li> <li>❖ <i>Fógráin Eolais</i></li> </ul>

### Appendix 3

#### Provision of Bilingual Application Forms, Information Leaflets, Brochures and Interactive Services

##### By the end of Year 1 of the Scheme

Registrars/Schools	<ul style="list-style-type: none"> <li>❖ <i>First Year Registration Form</i></li> <li>❖ <i>Repeat Student Admission Form</i></li> <li>❖ <i>1st Year Direct Application Form</i></li> <li>❖ <i>Post-First Year Registration Form</i></li> </ul>
Library	<ul style="list-style-type: none"> <li>❖ <i>Book Order Form</i></li> <li>❖ <i>Inter-Library Loan Form</i></li> </ul>
HR	<ul style="list-style-type: none"> <li>❖ <i>New Employee Forms</i></li> <li>❖ <i>Part-time Teaching Claim Form</i></li> </ul>
Development Centre	<ul style="list-style-type: none"> <li>❖ <i>The half-page foreword and also the name on the cover and inside THE LINK, a bi-annual glossy magazine from the RDC.</i></li> </ul>

##### By the end of Year 2 of the Scheme

Registrars/Schools	<ul style="list-style-type: none"> <li>❖ <i>Application form for Post Graduate Programmes</i></li> <li>❖ <i>Advanced Entry Application Form</i></li> <li>❖ <i>Application Form for Add-On Degree Courses</i></li> <li>❖ <i>Application for Deferral Form</i></li> <li>❖ <i>ACCS Student Admission Form</i></li> <li>❖ <i>Apprenticeship Registration Form</i></li> <li>❖ <i>Reviews and Rechecks Form (On-line)</i></li> </ul>
HR	<ul style="list-style-type: none"> <li>❖ <i>Claim forms for non-permanent employees</i></li> <li>❖ <i>Travel Expense Claim Forms.</i></li> </ul>
Development Centre	<ul style="list-style-type: none"> <li>❖ <i>'Success through succession' application form</i></li> <li>❖ <i>Application forms for incubator and hotdesking units</i></li> <li>❖ <i>RDC &amp; External Units information leaflets</i></li> </ul>
Lifelong Learning Centre	<ul style="list-style-type: none"> <li>❖ <i>Part-time Enrolment Form (Hardcopy + On-line)</i></li> </ul>

##### By the end of Year 3 of the Scheme

HR	<ul style="list-style-type: none"> <li>❖ <i>Application for Fees Assistance Form</i></li> <li>❖ <i>Leave Application/Absence Report Form</i></li> </ul>
Development Centre	<p><u>Novation Enterprise Platform Programme</u></p> <ul style="list-style-type: none"> <li>❖ <i>Application Form</i></li> <li>❖ <i>Information Brochure</i></li> <li>❖ <i>Information Flyers</i></li> </ul>