



COLÁISTE NA TRÍONÓIDE  
BAILE ÁTHA CLIATH  
TRINITY COLLEGE DUBLIN

OLLSCOIL  
ÁTHA  
CLIATH

# Irish Language Scheme 2013 - 2016

Under Section 15 of the Official Languages Act 2003



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## 1. Introduction and Background

Trinity College Dublin's first Irish Language Scheme was launched in February 2010 and covers a three year period from January 2010 to December 2012. Section 11 of the Official Languages Act 2003 ("the Act") 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.

The scheme describes the measures to be adopted to ensure that certain services not provided through the medium of the Irish language will, where appropriate, be provided within an agreed timeframe. Each scheme is effective for a three year period. Trinity College Dublin in accordance with the provisions of the Act publishes below its second scheme for the period 18th November 2013 to 17th November 2016. This scheme builds on the Trinity College Dublin first scheme and complements the principles of Quality Customer Service and our Customer Charter.

### Guidelines for Preparation of Scheme

Section 12 of the Act provides for the preparation of guidelines by the Minister for Arts, Heritage and the Gaeltacht and their issue to public bodies to assist in the preparation of draft Schemes. This Scheme has been drawn up in conformity with the guidelines and is predicated on all of the commitments in any previous scheme being implemented. In the event of commitments in earlier schemes not having been fully implemented to date, this matter will be/or has been the subject of discussion with the Office of an Coimisinéir Teanga.

### Consultation Process

In accordance with Section 13 of the Act, Trinity College Dublin published a notice in the Irish language newspaper Gaelscéal on 7 November 2012, inviting representations in relation to the preparation of the draft Scheme from any interested parties. All members of the staff and student communities were also invited to make submissions in regard to the scheme. Consultations were held with a range of offices and departments in Trinity College. Submissions were received from Comhdháil Náisiúnta na Gaeilge, Conradh na Gaeilge and An Cumann Gaelach, the student Irish language body. These submissions informed the task of preparing this Scheme.

### Working Group

The Official Languages Act Implementation Group, comprising representatives from a range of functioning sections within the College community which is responsible for overseeing compliance with statutory and regulatory obligations, and which is a sub-committee of Coiste na Gaeilge, College's Irish language Committee, was given the task of advising and directing in relation to the preparation of this second scheme. The time and effort put in by all concerned in this process is acknowledged and appreciated.

### Commencement date of Scheme

The Scheme will commence with effect from the 18th November 2013 and shall remain in force for a period of three years from that date or until a new Scheme has been confirmed by the Minister pursuant to section 15 of the Act, whichever is the later.

## 2. Overview of Trinity College Dublin

### 2.1 Mission and Objectives

Trinity College Dublin was founded in 1592 with a university charter from Queen Elizabeth I and by the grant of a site by the Corporation of Dublin.

Trinity has expanded over the centuries to become a modern university with some 16,860 students in 2011/12 and some 2,936 staff. It is one of the great universities of the world, widely recognized for the high quality of its graduates, the international standing of its research and scholarship, and the value it places on contributing to Irish society and the wider world.

Trinity College Dublin's Strategic Plan 2009-2014 sets out the following Vision and Mission for the College:

#### **Vision**

Trinity College Dublin will further strengthen its reputation as a university of global consequence. This vision will be achieved by giving practical expression to our values, and in particular by demonstrating a robust commitment to freedom of intellectual enquiry and expression, and to the value of the individual.

#### **Mission**

Through our research and teaching, we engage students and society in the quest for knowledge, seeking to achieve excellence in all we do, and responding with creativity and imagination to the challenges and opportunities of a shared future.

In relation to commitments concerning the Wider Community, the University statutes commit Trinity College, as follows: "Where appropriate, College will endeavour to do these things in Irish and to promote the Irish language"

In relation to the Irish language, the Strategic Plan commits College to raising Trinity's profile as a centre for academic and cultural activity in the Irish language. It states that Trinity College Dublin will "increase the number of public Irish language events, such as plays, readings and debates hosted on campus. In order to help us achieve this objective, and also raise Trinity's profile as a centre for academic and cultural activity in the Irish language, we will develop creative partnerships with Irish language organisations".

## 2.2 The Provost

The Provost is 'Head of the College' and is also the Chief Officer as defined in the Universities Act 1997. (The Provost is the equivalent of the President or Vice-Chancellor in some universities.) The Provost chairs the Board and University Council and the Finance Committee. The present incumbent took office in August 2011.

## 2.3 Management and Administrative Structures\*

### ■ Annual Officers

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Vice-Provost/Chief Academic Officer  
Senior Lecturer  
Registrar  
Dean of Research  
Dean of Graduate Studies  
The Bursar and Director of Strategic Innovation  
Dean of Students  
The Senior and Junior Deans  
The Senior and Junior Proctors  
The Senior Tutor  
The Public Orator.  
Community Liaison Officer

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#### \* Note on College administrative and academic structures

Please note that the administrative and academic structures described in this Scheme are subject to the ongoing START process. The START Programme of reorganisation of College administrative and governance structures was commenced in 2011. Based on the recognition that the College's mission can only be realised when administrative and academic units are operating in harmony, alignment and uniformity of purpose, START aims to reform structures and practices in order to ensure that Trinity is best positioned as a globally competitive university. This administrative reorganisation, including inter alia Academic Services, Corporate Services and Financial Services, remains an evolving process at the time of submission of this scheme (November 2013).

## Executive Officers

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Provost & President

Vice-Provost and Chief Academic Officer & Deputy President,

Chief Operating Officer

Dean of Arts, Humanities & Social Sciences,

Dean of Engineering, Mathematics & Science

Dean of Health Sciences

Dean & Vice-President for Research

Interim Head of School of Medicine

Vice-President for Global Relations

Bursar & Director of Strategic Innovation

Chief Financial Officer

Secretary to the College

Director of Human Resources

## 2.4 Academic Services\*

The main service provided by Trinity College Dublin is education and research.

The College is organised into three faculties: Arts, Humanities and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Each faculty is headed by a faculty Dean.

The Faculties are divided into Schools (currently there are 24 Schools).

The Schools provide the educational services of the College, both undergraduate and postgraduate courses leading to certificates, diplomas or degrees. They also provide research opportunities which lead to the award of higher degrees.

## Faculty of Arts, Humanities and Social Sciences

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School of Business

School of Drama, Film and Music

School of Education

School of English

School of Histories and Humanities

School of Languages, Literatures and Cultural Studies

School of Law

School of Linguistic, Speech and Communication Sciences

School of Psychology

School of Social Sciences and Philosophy

School of Social Work and Social Policy

Confederal School of Religions, Theology and Ecumenics

## ■ Faculty of Engineering, Mathematics and Science

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School of Biochemistry and Immunology  
School of Chemistry  
School of Computer Science and Statistics  
School of Engineering  
School of Genetics and Microbiology  
School of Mathematics  
School of Natural Sciences  
School of Physics

## ■ Faculty of Health Sciences

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School of Dental Science  
School of Medicine  
School of Nursing and Midwifery  
School of Pharmacy and Pharmaceutical Sciences

### **Undergraduate**

Most undergraduate courses require four years of study. First year students at the undergraduate level are known as Junior Freshmen; second year, Senior Freshmen; third year, Junior Sophisters; and fourth year, Senior Sophisters. Undergraduate students are usually eligible for an honours degree after four years e.g. Bachelor of Arts (BA). In exceptional cases (and also in some professional subjects such as medicine and engineering), an ordinary degree (in contrast to the honours degree) may be awarded after three years of study.

### **Postgraduate**

At postgraduate level, Trinity offers a range of taught and research degrees in all faculties. About 29% of students are at postgraduate level. In addition to academic degrees, the College offers postgraduate diploma (non-degree) qualifications, either directly, or through associated institutions.



## Extramural Courses

Trinity College offers a range of extramural courses in various disciplines.

## Trinity College Library

Trinity College Library is the largest library in Ireland. Its collections of manuscripts and printed books have been built up since the end of the sixteenth century. In addition to the purchases and donations of almost four centuries, the Library has, since 1801, the right to claim all British and Irish publications under the terms of successive Copyright Acts. The bookstock is now over five million volumes including extensive collections of manuscripts, maps and music. The Library has a triple role. The Library supports the learning and research needs across all disciplines of the College, through its reading, borrowing, teaching and research support services; it is a major research library of international repute; it provides services to a wide range of external users and institutions; it contributes to the development of creative initiatives in information provision and its exhibitions of manuscripts and other treasures attracts hundreds of thousands of visitors to visit the Old Library each year.

## Trinity Access Programmes

Since 1993, the Trinity Access Programmes (TAP) have formed a central part of Trinity's plan to encourage young adults, adults and ethnic minority students who come from socio-economic groups under-represented in higher education, to go to university. TAP provides a range of supports to students, families and communities enabling them to identify and fulfil their educational goals.

### The TAP programmes are:

1. School and Community Outreach Links (SCOL)
2. The Higher Education Access Route (HEAR)
3. University Access Courses:
  - The TAP Foundation Course for Higher Education Young Adults
  - The TAP Foundation Course for Higher Education Mature Students
  - The University Access Partnership Courses: TCD and the City of Dublin Vocational Education Committee Colleges (CDVEC)
4. The Post-Entry Progression Programme
5. Learning What Works: TAP Evaluation and Research

## Research

Trinity's Research Strategy encompasses all major academic disciplines. There are TCD Research Institutes in the following areas: Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN); Institute for International Integration Studies (IIIS); The Long Room Hub (LRH); Trinity Bio-medical Sciences Institute (TBSI) and Trinity College Institute of Neuroscience (TCIN). There are also research-led consortia and inter-institutional research groupings in areas such as telecommunications and value chain research, international integration, molecular medicine, immigration, and international development. Trinity spearheads several major national longitudinal studies including children's research and ageing. There are over 30 research centres including the Centre for Gender and Women's Studies, National Institute for Intellectual Disability (NIID), Trinity Irish Art Research Centre (TRIARC) and the Anti-Bullying Research and Resource Centre.

## The Quality Office

The Quality Office endeavours to promote and facilitate continuous quality improvement activities across academic departments within College. The functions of the Quality Office are to: support the development of College policy and procedures in relation to academic quality assurance and improvement, develop, maintain, and evaluate the College's quality review process and facilitate Trinity College's participation in quality assurance at a university sectoral level.

## An Lárionad um Chleachtais Acadúla agus Foghlaim na Mac Léinn (CAPSL)

CAPSL was established in 2003 to assist the College in developing a strong and integrated framework for supporting best academic practice and the highest quality of student learning.

\*Please refer to Note on College administrative and academic structures at beginning of Section 2.3

## 2.5 Administrative Services\*

Trinity College's administrative structure reflects the broad range of activities which are required to manage the many and varied activities of a university of its size. Administrative services in College are provided in the areas listed below (there has been some reorganisation of services since the publication of Trinity College's first Irish Language Scheme and not all services may appear in this list).

Offices/Areas	Summary of Services provided
<b>Accommodation and Catering Services</b>	Accommodation services to students, staff and visitors, food and beverages, housekeeping and conference facilities
<b>Registrar of Chambers</b>	Residential student accommodation on campus is allocated by the Registrar of Chambers
<b>Academic Registry</b>	The Academic Registry provides central academic administrative services which span the student life cycle. In addition to the provision of services, the Academic Registry supports the development of academic policy and its implementation. This encompasses Application and Admissions (Undergraduate, Postgraduate and Access), Student Finances (with the Treasurer's Office), Registration and Record Management, Graduate Studies, Lecture Timetabling, Examination and Assessment
<b>Academic Registry - International Admissions and Study Abroad functions</b>	Facilitates students from abroad who wish to study at TCD and assists Trinity students who wish to study abroad under the Erasmus or other student exchange programmes
<b>Alumni</b>	Alumni relations, in association with the Trinity Foundation
<b>Alumni/Proctors' / Seanad Electoral Office</b>	Commencements, diploma and certificate awards, alumni database, Seanad electoral register
<b>Careers Advisory Service</b>	Careers advice and information to students and graduates

<b>College Day Nursery</b>	Care of children from 3 months to 4½ years of age
<b>College Health</b>	Providing on campus, primary health care for all full-time students, and focus on the psychological and occupational aspects of student health and health education. Provision of health services to staff members on fee per item basis
<b>Chaplaincy</b>	Chaplaincy services and resources for student and staff members of Christian churches and other faiths
<b>Communications Office</b>	Internal communications within the College community and external communications including the media, promoting the College and its work to external audiences
<b>Communications and Marketing Directorate</b>	Strategic communications and marketing services on behalf of the university community, including media relations, digital strategy and branding.
<b>Director of Buildings' Office</b>	Planning and coordinating building and maintenance work within College, managing switch and postroom services and workplace health, safety and welfare issues
<b>Disability Service</b>	Advice, support and information to help students and staff with disabilities
<b>Enquiries Office</b>	Providing an enquiries service for staff, students and visitors and operating the College's central room booking system. It is also responsible for the extramural publication and the College Calendar
<b>Equality Office</b>	Working to ensure that students and staff enjoy a respectful and non-discriminatory study, work and social environment
<b>Freedom of Information Office</b>	Assisting the College in complying with its obligations under the Freedom of Information Acts, the Data Protection Acts and the Copyright and Related Rights Acts
<b>Internal Audit</b>	Supporting the Audit Committee which advises on how College is managing key financial and operational risks, evaluating the effectiveness of internal controls and appraising value for money issues
<b>Mature Students' Office</b>	Advice and support to both prospective and current mature students
<b>Office of the Vice-President for Global Relations</b>	Established as part of the Global Relations strategy, it aims to increase the number of international students, particularly students from outside the European Union, improve the student educational experience, build global relationships, which includes strengthening international research collaborations; and further connect with Trinity College's diaspora of alumni, which involves encouraging alumni to support the mission of the university and increasing philanthropic income.
<b>Office of the Chief Operating Officer</b>	The Chief Operating Officer (COO) leads the overall development and management of the Administration and Support Services at Trinity College Dublin.
<b>Oifigeach na Gaeilge (Irish Language Officer)</b>	see section 2.9 below

<b>Trinity Research and Innovation Services</b>	Trinity Research & Innovation supports the capture, protection and exploitation of the innovative outputs from Trinity's research programmes.
<b>Provost's Office</b>	Supports the Provost in his responsibilities as Chief Officer of the College. It acts as interface between the College and the wider public, promoting effective relationships with government departments, funding agencies and other vital external stakeholders. It facilitates visits to the College of international delegations and dignitaries and advises on matters of protocol. It interacts with the Chancellor and Pro-Chancellors on University- related matters
<b>Secretary's Office</b>	Providing administrative support to the Board and Council, ensures compliance with all relevant legislation, processes legal matters affecting the College. It is responsible for Communications, Equality, Enquiries, Information Compliance and Irish Language services located within this Office. It also provides administrative support to the College's Registrar and the College Art Collection
<b>Sport and Recreation</b>	Sporting facilities are provided to service the needs of individuals and the 50 sports clubs in the College. The Dublin University Central Athletic Club (DUCAC) administers the sports clubs in the College
<b>Human Resources</b>	Delivers services to college and staff in respect of staff recruitment, promotion, staff relations, payroll, policies and procedures. Also delivers staff development and training services, supporting the strategic plan by delivering targeted training and development solutions to support the achievement of stated objectives
<b>Student Counselling Service</b>	Counselling service staffed by qualified psychologists and social workers available to all TCD registered students
<b>Tutorial Service</b>	Confidential support service to all undergraduate students in all aspects of College life. Similar services provided to postgraduate students by Postgraduate Advisory service
<b>Treasurer's Office</b>	Financial management in all areas of college activity, services in relation to salary and wages payment, accounts payable, banking, procurement, taxation, research accounting, financial information systems development and student fees
<b>I.S. Services</b>	Advice, support services and maintenance in respect of all information technology systems matters to TCD students and staff
<b>Web Office</b>	Visual design and front end development services for College websites to all TCD areas

In addition to the services outlined above, certain specialised services are provided by areas such as the Bio Resources Unit and the Hazardous Materials Facility in College.

\* Please refer to Note on College administrative and academic structures at beginning of Section 2.3

## 2.6 Student Life

### Students' Union

Trinity College Dublin Students' Union (TCDSU), which operates as an entity independent of the College, is the representative body for all of the students of Trinity and its affiliated Colleges.

### Graduate Students' Union

The Graduate Students' Union (or Aontas na nIarchéimithe in Irish) is also an independent entity, representing graduate students in the College.

### The Central Societies Committee (CSC)

The Central Societies Committee (CSC) is the body responsible for student societies in Trinity College.

### DUCAC (Dublin University Central Athletic Club)

DUCAC is the governing body for approximately 50 sports clubs at the University.

## 2.7 Services currently provided in the English language

All College services other than those set out in section 2.8 below, are provided through the English language.

## 2.8 Services currently provided in the Irish language

There has been a substantial development in the range of Irish language services provided at Trinity College in the period since the introduction of the first three year Scheme in 2010. New publications have been introduced, a substantial number of College websites have seen Irish language content introduced. Customer services through Irish have been introduced in certain areas, most notably the Library. In cooperation with Dublin Institute of Technology and University College Dublin, an external translation company has been engaged to undertake general translation work. Significant numbers have engaged with voluntary Irish language courses. The introduction of bilingual signage and bilingual stationery since 2009 has substantially raised the visibility of the language on campus.

## 2.8.1 Academic services currently provided in the Irish language

### Postgraduate services- Department of Irish

The Department of Irish (Roinn na Gaeilge) has developed two post-graduate taught courses, the Diploma in Old Irish and the M.Phil in Early Irish. These are unique in Ireland, and therefore in the world, in that their focus is the medieval language as opposed to a Celtic civilisation-type literature-in-translation course. The aim of the Diploma is to train scholars of other disciplines in the basics of the Old Irish language to enable them to progress to the M. Phil. where they will acquire the skills to work at the coal-face of medieval Irish linguistic investigation, i.e. to read primary materials in manuscripts held, for example, in Trinity College Library as well as in the Royal Irish Academy and the National Library of Ireland. The department takes great pride in the Diploma and the M. Phil. As postgraduate courses, each of one year's duration, they can offer international as well as Irish students the opportunity to master the skills required to work in this area. For this reason they provide an important service to Medieval Irish studies in general and we believe that it is of the utmost importance that Trinity College, into whose care a rich heritage of manuscripts has been entrusted, continue a long-established college tradition of training in medieval Irish to equip scholars to make that heritage accessible to the people of Ireland.

### Undergraduate services - Department of Irish

#### Early Irish

The undergraduate course in Early Irish offers four years of tuition in the language and the literature of the medieval period in Ireland and has been serving this subject for many years, providing leading scholars in the field. The four-year course offers Trinity the opportunity to cover far more ground than can be covered elsewhere in the country and the development of the Irish Studies course has taken the pressure off Early Irish to go the Celtic-civilisation route favoured by other universities, so that the focus remains on reading material in the original language. As this course is delivered through the medium of English it is also frequently attracts international, mainly European, students to the college for a one-year or one-term stay. Early Irish may be combined with Modern Irish in a Single Honours course and with the following subjects in TSM: History, History of Art and Architecture, Jewish and Islamic civilisations, Latin, World Religions and Theology.

#### Modern Irish

The Modern Irish course covers the literature of the full Modern period (1200-today) and trains students in the acquisition of fluency in both spoken and written Modern Irish. It is unique among Modern Irish language courses in Ireland in that it also gives the sister language, Scottish Gaelic, and its unique literature a high profile in its curriculum. This course, which combines for the most part with other modern languages in the TSM program, is an important training ground for students who go on to be teachers and journalists in the print and radio/television media. Modern Irish may be taken together with the following subjects in the TSM program: Classical civilisation, Drama studies, English literature, Film studies, French, German, History, Italian, Jewish and Islamic civilisations, Latin, Music, Philosophy, Russian, Sociology, Spanish, World religions and theology.

#### Irish Studies

Students taking Irish Studies may opt to take courses in Irish grammar and literature as part of their degree. Those who do so join the students in the TSM Modern Irish program and develop their reading and writing skills in the language in the same way. They can choose between a wide range of options, especially in the Sophister years, and may write their fourth-year thesis on an Irish language/literature topic. Those following the non-Irish strand may take options in Early Irish saga and law delivered through the medium of English.

## International Students

For many years now the Irish department has been providing an Irish Language and Literature course for international one-year students attending the college. These have been very popular with American students but are also attended by substantial numbers of European Erasmus visiting students. The courses offered cover Early Irish saga, a profile of the linguistic history of Irish, Early Modern Irish poetry, Folklore, and two courses on Modern Irish literature. The department gets very positive feedback from these students and we believe that this course plays an important role in their understanding of Irish culture and cultural achievements, which we hope will inform their views about the country in later life. These students in turn bring a lot to the department in offering a completely different perspective on and insight into the literature they read and write about. This course also includes a Beginners' Irish language course which is also very popular with the students.

Located within the School of Languages, Literatures and Cultural Studies, the discipline of Irish and Celtic Languages has a substantial cohort of students and is the most concentrated Irish-speaking hub in College, centred around the office of its Rúnai/Secretary, to which students have frequent recourse.

In the event of proposals being brought forward by College to further enhance the range of academic services offered by the Department of Irish, that Department undertakes to give sympathetic consideration to any beneficial proposals made, subject of course to the staffing implications of any such proposals.

## Centre for Language and Communication Studies (CLCS)

The Centre for Language and Communication Studies offers Irish language classes as part of the Language Modules programme. Depending on credit regulations, undergraduate students may study a module in Irish for credit, or as an extra-curricular option (also available for postgraduates). Irish has been taught at A2, B1 and B2 levels (common European proficiency levels). The curriculum is based on a series of group projects with written and spoken components, and is delivered principally in Irish with the support of authentic Irish language materials.

A course in Bilingualism and the Maintenance of Irish is also offered. Other initiatives include the recent involvement by a staff member as the PI (Principal Investigator) on a research project funded by Foras na Gaeilge to enhance/develop corpus annotation tools for Irish to be used in Foras na Gaeilge's new English-Irish Dictionary Project.

An innovative project, **ABAIR**, based at the Phonetics and Speech Laboratory of the CLCS is developing speech technology and linguistic resources for Irish. It is currently funded by the Dept. of Arts, Heritage and the Gaeltacht, and in its early stages was funded by the EU Interreg Programme and by Foras na Gaeilge. Text-to-speech synthesis systems have been developed for Donegal and Connacht Irish, and these are available on the website [www.abair.ie](http://www.abair.ie). Research to develop such a system for Munster Irish is under way. The goal is to provide similar facilities also for the lesser-used dialects of Irish, as this could aid their preservation. The web facility at [www.abair.ie](http://www.abair.ie) is used by an increasing number of speakers, learners and teachers of the language, and is of particular benefit to those based outside Ireland who may wish to learn how the language is pronounced. Half of the visitors to the site are from outside of Ireland, with very large numbers hailing from the US.

The ABAIR resources are particularly important for disability access and for the development of educational speech based applications. A linked project at the lab, **CabhairE**, is developing a synthesis-based literacy training tool and will also facilitate the development of Irish language Daisy Books for the visually impaired, in collaboration with the Irish Braille Centre, Drumcondra. This work is funded by An Chomhairle um Oideachas Gaeltachta agus Gaelscolaíochta (COGG). The Phonetics and Speech Laboratory is also involved in research on the intonation systems of the Irish dialects, which in its early stages was funded by the Irish Research Council for the Humanities and Social Sciences.

## School of Education

A number of Irish language courses, at both undergraduate and postgraduate levels, are provided within the School of Education. Where supervision capacity exists, students may undertake assignments, teaching practice placements, dissertations or examinations through Irish. Irish language courses are available as part of the following programmes of study: PDE (Secondary) and B.Mus. Ed. In association with our Associated College of Education, the Marino Institute of Education, Irish language courses are available as part of the following programmes of study: BEd (Primary) and HDip (Primary).

### 2.8.2 Irish language services in the Library

An Irish-language Library tour is offered to all first-year students of Irish, during Freshers' Week each year. The students are met after the introductory session in Irish and Celtic languages and brought to the Library for an Irish-language tour of the Library with specific emphasis on the resources necessary for their courses.

Since 2005, a separate course, Basic Information Skills Training and Subject Resources for Irish, print and online, has been devised and delivered as a lecture –cum-workshop through the medium of Irish, by library staff, both during Freshers' Week and during the year, by request from the Department of Irish and Celtic Languages.

Irish language tours, of the BLU and the Hamilton Libraries' resources, are scheduled for Freshers' Week and offered to any College-affiliated group or individual, whether they are students of Irish or not. The tours of these two libraries are available, on request, at any time of the year, to College-affiliated groups or individuals.

An Irish-language letter is sent to all Irish-language publishers by the Accessions' Librarian, explaining Legal Deposit and the Library's archiving role. An Irish-language letter is occasionally sent to Irish-language publishers who may not yet have deposited an item with the Library, reminding them of the obligation to do so under the Copyright Act.

### 2.8.3 Administrative services currently provided in the Irish language

- Coiste na Gaeilge is the College's Irish language Committee. The Coiste oversees the role of the Irish Language Officer (see below). The Coiste's membership is drawn from a range of areas across College. The Coiste's status was raised to that of a Committee of the Board in 2010.
- Trinity College's Irish Language Officer is charged with promoting the Irish language in the life of College, with ensuring compliance with the provisions of the Official Languages Act 2003 and with administering the student residency schemes located on campus and at Trinity Hall in Dartry (see 2.11 below). The Officer acts as Secretary to Coiste na Gaeilge. The Irish Language Officer works closely with An Cumann Gaelach and other student bodies. He/she acts as a press officer with the Irish language media, in relation to Irish language matters coming within the remit of his/her office.
- Translation services are coordinated through the Irish Language office. The Irish Language Officer deals with translation requests from staff members and College departments arising from the obligations of the Official Languages Act 2003.
- Internal Protocols are agreed and in place for the handling of Irish language queries by both the Secretary's Office and the Equality Office, and on handling Irish language FOI requests by the Information Compliance Office



- Suitable systems are in place to brief Postroom staff, in order to ensure that all incoming and outgoing mail, and all internal mail, where addressed in the Irish language, can be promptly directed to the correct destination and recipient.

### Information Technology and email

- The automatic email message issued when Library books due to be returned are late is issued in bilingual format
- Commonly developed systems supported by Trinity College Information Systems Services e.g. email, office systems, web publishing tools, support both Irish and English. Support for sourcing Irish language packs (spell checkers, proofing tools) is available on request
- Commonly used and public-facing systems in the Public Access Computer Rooms supported by Trinity College Information Systems Services allow names and place-names addresses to be recorded, displayed and printed in either official language, depending on the user
- The Library's Classic (search) catalogue has an Irish language version of the search interface providing searching (and supporting text) of all the Library records in the main online catalogue.
- The Library has in place a bilingual automated book-borrowing facility- Fastlane.
- The Library includes, where possible, bilingual branding on user interfaces in its purchased databases.

### Media, promotion and advertising

- 15% of all College press releases are issued bilingually. An Irish language press release archive is independently accessible
- Where College academic areas are placing a course advertisement in national newspapers, one summary version is placed in an Irish language publication.
- An Irish language-prominent version of the College Logo is used in all Irish-language-related promotional material, and it shall be ensured that a Bilingual College Logo is used for general branding purposes (excluding merchandise).
- Spokespersons with the capability of representing the College with Irish language media are listed on a webpage on the Communications Office website.

### Staff recruitment and training

- Subject to agreement with local management, and where linked to staff development goals, College facilitates the attendance of staff at Irish language courses where this training is relevant to front line service provision and their work
- College bears in mind the commitments to bilingual service entered into in this scheme in its recruitment policy
- At the next available staff vacancy in the area of the Vice-Provost/Chief Academic Officer's Office, competency to deliver a service in Irish for each of the following offices (Vice-Provost/Chief Academic Officer's Office, Admissions Office, Examinations Office, Student Records, Graduate Studies) will be a requirement of the position

## Publications and printed material in Irish

- College's Annual Report is issued bilingually each year in accordance with Section 10 of the Official Languages Act 2003.
- College's Audited Accounts and Funding Statements are each issued bilingually in accordance with Section 10 of the Official Languages Act 2003.
- College's Strategic Plan is issued bilingually.
- A Summary Prospectus containing basic College information and summary course list is made available in the Irish language
- A summary Guide To Student Services in the Irish language for students is available, in association with the Senior Tutor's Office, Disability Service, College Health Service, Careers Advisory Service, Sport and Recreation and Student Counselling Service, such guide being coordinated through the Dean of Students and the Irish Language Officer
- A brochure "TCD agus an Ghaeilge" is issued annually by the Irish Language Office with information on the language in the life of College, classes, legislation and the Language Scheme
- The Library makes a student orientation leaflet/guide available in Irish
- College's staff newsletter "Scéala an Choláiste/Listings" maintains a bilingual title and features weekly Irish language content.
- An Irish language page, "An Ghaeilge" appears in the College calendar, containing basic information on the Irish language in the life of College and website/telephone contact information.
- College logo/name, booklet title and Introduction are bilingual in the Extramural Courses Booklet.
- The letter issued to guidance counsellors and teachers enclosing the College Undergraduate Prospectus is issued bilingually to all secondary schools on the island of Ireland.
- At registration all students are issued with Terms and Conditions of Registration in English and Irish.
- All student ID cards are produced bilingually
- All College business cards are produced bilingually

## Direct Customer services

- Two staff members in the Secretary's Office are in a position to deal with queries made in person or by telephone in the Irish language and to provide Irish language back-up to Enquiries Office
- Two staff members in the Provost's Office are in a position to respond to queries made in person or by telephone in the Irish language
- In the Berkeley and Hamilton Libraries, a panel is in place, for the delivery of services in the Irish language, at the main Lending Desks, during the hours of 9am to 3.30pm, and for queries made in Irish at the main Library Reception/Information Desk.
- The College Press Officer is a fluent Irish speaker.
- Library Orientation tours in Irish are made available, by arrangement, during Freshers' Week
- The Careers Advisory Service promotes careers opportunities in the Irish language among the student body through its association with "Gairmeacha le Gaeilge", and internally in cooperation with the Irish Language Office and the School of Irish
- Reception/switchboard staff give the name of the University in Irish and in English and they are familiar with the basic greetings in Irish. Suitable arrangements are in place so that they can put members of the public in touch, without delay, with the office or officer responsible for offering the service required through Irish, where available
- Staff in the Enquiries Office are able to greet persons in Irish and refer queries onward, or take contact details and promise to revert within a reasonable time period with an Irish language speaker. This office also supplies a brochure in Irish, containing basic College Irish language information and contact details, and facilitates collection of rolls for Irish language classes held on campus.
- Tours in Irish of the Book of Kells exhibition are facilitated, by arrangement

## Websites

- Trinity College is committed to a top-level Irish language webpage on the websites of Faculties, Schools, Departments and Administrative offices, which will contain basic information on the role, functions and services of the areas in question and, in certain cases, some additional information. This is in place in relation to: the Provost's Office, Chancellor, Secretary's Office, Trinity Hall, Vice-Provost/Chief Academic Officer's Office, Admissions Office, Graduate Studies, Treasurer's Office, Equality Office, Communications Office, Information Compliance Office, "About Trinity" pages, and the three faculty websites, the Faculty of Arts, Humanities and Social Sciences; Engineering, Mathematics and Science, the Office of the Junior Dean/Registrar of Chambers and the Accommodation Office, the Office of Director of Buildings, the Dean of Students, the Senior Tutor's Office, the Disability Service, the College Health Service, Student Counselling Service, the Careers Advisory Service, Sport and Recreation Service, School of English, College Art Collections, Department of Mechanical and Manufacturing Engineering, Department of Zoology, School of Psychology, School of Business, School of Chemistry, School of Physics, School of Botany, Department of Global Health, Department of Physiology, Discipline of Paediatrics, School of Education, Department of Geology, School of Natural Sciences and Department of Germanic Studies. Irish content is still being added to a number of websites across College.
- The Library website has a special summary website in Irish accessible from the main Library Home page, containing information on the role and services of key areas within the Library, including Libraries and Collections, Services and Facilities, Help and Training, Old Library and the Book of Kells. In the Berkeley and Hamilton Libraries, a panel is in place, for the delivery of services in the Irish language, at the main Lending Desks, during the hours of 9am to 3.30pm, and for queries made in Irish at the main Library Reception/Information Desk. See [www.tcd.ie/library/index.ga.php](http://www.tcd.ie/library/index.ga.php)
- An Irish language version of the Freedom of Information Application Form is available directly on the Information Compliance Office website.
- The application form for the Performing and Visual Arts Fund is available bilingually online from the website of the Provost's Office

## 2.9 The Irish language in the life of Trinity College

**Seomra na Gaeilge:** Seomra na Gaeilge is a College level facility consisting of a social and conversational space for Irish speakers in the College community. It has received over 1,300 visits between the 2nd October 2012 and mid-March 2013.

**An Cumann Gaelach:** The Irish language has a presence at the heart of cultural and social life on campus. The student Irish society An Cumann Gaelach attracts a large membership each year, frequently attracting up to 1,000 members. Regular debating, social and cultural events are organised by the Cumann, and each year, a week-long Irish language festival, Éigse na Tríonóide, is held on campus in association with the Irish Language Office. Both students and staff are catered for in the events organised. See [www.cumann.ie](http://www.cumann.ie)

**Irish language scéimeanna cónaithe:** There are Irish language student residency schemes located both on the city centre campus and at Trinity Hall in Dartry, Dublin 6, where up to 34 students live in adjacent groups of apartments, and speak Irish as their daily language of communication. The residency scheme students complete projects in such areas as language awareness and visibility, social events and cultural ambassadorship with international students. In excess of 200 students have passed through the residency schemes since their inception.

**Irish language courses:** Voluntary classes in the Irish language, which are free of charge, are offered weekly to both staff and students. Substantial numbers of staff and students have registered for these courses in each year since 2009. In January 2013, over 240 members of the College community registered for these courses. It should be borne in mind that an appreciable proportion of staff members and students in Trinity College received their education either in Northern Ireland or outside the island of Ireland, and thus had no Irish language education in school. The voluntary language courses have played an important role in raising language awareness and competence in this group.

**Events:** Lecture series, seminars and social events are organized for staff and students from time to time by the Irish Language Office. There is an annual staff outing through Irish. Church services are held each year during the festival Éigse na Tríonóide. A weekly gathering of Irish speakers is held in the College restaurant The Buttery, directed principally towards staff and the wider Irish language community.

**Social Media:** The Irish Language Office Facebook account had over 800 followers in March 2013, while the Twitter account had over 600 followers.

**Students' Union:** The Students' Union has an Irish Language Officer on its Executive Committee, to promote the language in the Union's activities.

**External links and alumni:** The Irish Language Officer fosters relationships with the external Irish language community and organisations in furtherance of Trinity College's commitment to engage with the wider society. The Officer also cooperates with the Trinity Foundation in pursuit of these goals.

## 3 Irish Language Scheme Commitments 2013 - 2016

### 3.1 Outline of Scheme objectives

The aim of the commitments set out hereunder for implementation in the three-year period to 31st October 2016 is to build on the provision established in the First Language Scheme (2010-2012) by offering targeted services to members of the College community and the public. The emphasis is on practical steps which can be taken within the constraints of resources available to further enhance the visibility and awareness of the Irish language and increase opportunities for its usage.

### 3.2 Direct Customer Services

- At the next available staff vacancy in the Enquiries Office, competency to deliver a service in Irish will be a requirement of the position
- Local management in Academic Registry will support the training and upskilling of staff with the aim of having one member of staff able to conduct business effectively in both Irish and English by 31st May 2016
- At the next available staff vacancy in the Accommodation Office, competency to deliver a service in Irish will be a desirable attribute in the recruitment scoring criteria.
- Trinity College's Tutorial Service will ensure that students specifically requesting assignment to a tutor who speaks Irish will be facilitated, to the extent that sufficient tutors with adequate competence in Irish are available in the appropriate area of College and willing to provide tutorial advice and support in that language. Target: end year two (17th November 2015).
- All new or replacement Trinity College Staff identity cards will be issued bilingually from end year two (17th November 2015).
- Formal degree Commencement proceedings will feature an opening greeting in Irish. Target: end year one (17th November 2014)
- The Irish Language Office and the Office of Vice-President for Global Relations will explore possibilities for fruitful collaboration aimed at enhancing the orientation experience for international students coming to Ireland to study in Trinity College over the lifetime of the Scheme (2013-2016)
- The Trinity College Art Collections in association with the Irish Language Office will develop a bilingual Campus Art Tour with the participation of the students of the Irish Language Residency Scheme in College; effective by October 2015, two tours will be provided during the academic year, one during the College Gallery Art Hire Scheme week (Michaelmas Term) and a second tour during Éigse na Tríonóide week (Hilary Term).

### 3.3 Interactive services

- Subject to satisfactory progress being made on the delivery of core functionality to support critical aspects of the student lifecycle in the GeneSIS project in relation to the Student Information System and database, the option of enrolment and registration in the Irish language will be available to all students by 31st May 2016
- Subject to satisfactory availability of resources for web development, the Academic registry website will be bilingual (Irish and English) by 31st May 2015
- Visiting readers will have the option of applying for a Readers' Ticket for Trinity College Library Dublin, in Irish or English from the Library website, by end of year one (17th November 2014).
- Long-term Visiting Reader tickets will have standard text in both Irish and English by the middle of year one (May 2014)
- The Trinity College Art Collections will make its Smart Phone Campus Art trail available in the Irish language by 17th November 2014.

### 3.4 Websites, Communications and Media

- Trinity College commits to adding at least one additional page to all existing Irish language websites across College (by 17th November 2016).
- Trinity College will ensure that its social media stream features announcements in Irish in relation to key Irish language news and events in College, and links to press releases issued in Irish. Target: end year one (17th November 2014).
- Trinity College will ensure that 5% of output on central College electronic noticeboards is bilingual. Target: end year one (17th November 2014).
- An online list of staff members prepared to do business in Irish will be maintained on the Irish Language Office website
- Press releases issued in Irish shall identify a spokesperson for Irish Language Media where such is available Target: end year one (17th November 2014).

### 3.5 Forms, publications and printed material

- A copy of the booklet distributed at degree Commencement ceremonies (normally conducted in Latin) will be available in the Irish language, by requesting same from College staff on duty at the ceremony. Target: end year one (17th November 2014)
- A printed translation in Irish of the Registrar's speech at degree Commencement ceremonies will be available by requesting same from College staff on duty at the ceremony. Target: end year one (17th November 2014)
- Trinity College is committed to the issuing in English and Irish of printed College invitations. Target: end year one (17th November 2014)

### 3.6 Information Technology

- Trinity College is committed to a policy whereby all standard College email signatures shall be bilingual and shall indicate where a staff member is prepared to deal with queries in Irish through appending the line “Fáilte romhat do ghnó a dhéanamh tri Ghaeilge liom.” Target: end year one (17th November 2014)

### 3.7 Staff recruitment, induction and Irish language training

- Information in relation to the Irish language in terms of legal compliance, its place in College life (in accordance with statements in the University Statutes and the Strategic Plan) and services available to the College community will be included in the Staff Recruitment information for new staff from end year one (17th November 2014).
- Similar information will be included on the Human Resources website under the “New To College/ General Information” section for new staff from end year one (17th November 2014).
- Staff will be alerted to these resources at College Staff Induction Sessions from end year one (17th November 2014).
- Subject to available resources, Trinity College commits to having an Irish language version of the online Recruitment Equality Monitoring Form available by 17th November 2014
- Irish classes will continue to be provided at a range of levels, free of charge, to both students and staff, including retired members of staff.

### 3.8 Irish Language Residency Schemes

- An Irish Language Residency Scheme is operated on campus for continuing students in College in association with Coiste na Gaeilge and the Irish Language Officer. This may be expected to continue for the duration of the Language Scheme subject to agreement between the Registrar of Chambers, the Accommodation Office and the Irish Language Office, subject to the allocation arrangements agreed annually. The students participating in the Scheme will be selected by a competitive process, and be in receipt of a grant from Coiste na Gaeilge, subject to fulfilling certain conditions (ongoing).
- Similarly, an Irish Language Residency Scheme is operated at Trinity Hall for students in College in association with Coiste na Gaeilge and the Irish Language Officer. This may be expected to continue for the duration of the Language Scheme subject to agreement between the Warden of Trinity Hall, the Accommodation Office and the Irish Language Office. 12 places may be expected to be made available for 1st year students and 6 places for 2nd year students. The 18 students will be selected by a competitive process, and be in receipt of a grant from Coiste na Gaeilge, subject to fulfilling certain conditions (ongoing).
- Other students at Trinity Hall expressing an interest in Irish will be housed in a designated house block where practicable.
- Of the total number of students participating in Trinity Colleges’ Irish language residency schemes in any particular year, up to 5 places may be allocated to students who have previously participated in the schemes.



### 3.9 Irish Language Policy

- A formal Statement of College Irish Language Policy shall be submitted to Board for its approval (Target: end year one (17th November 2014)).

### 3.10 Irish Language Awards (Gradaim na Gaeilge)

- An annual programme of awards shall be instituted to recognise outstanding student and staff achievement in Irish language related fields including service provision. (Target: end year one (17th November 2014)).

### 3.11 Seomra na Gaeilge

- Trinity College is committed, subject to continued satisfactory evidence of usage, to making Seomra na Gaeilge available as a conversation and social space in the medium of Irish for the College community.

## 4 Implementation and Monitoring of Scheme

The Irish language Officer will negotiate implementation plans on an annual basis with each area or department making commitments under this scheme. The Official Languages Act Implementation Group, operating under the auspices of Coiste na Gaeilge, will meet twice a year to review progress towards the implementation of the overall objectives agreed. The Implementation Group will report to Coiste na Gaeilge at the end of each year during the operation of this scheme, and Coiste na Gaeilge will make a report to the Board on compliance with the scheme. The Implementation Group will also cooperate with the office of the Official Languages Commissioner.

## 5 Publicising of Scheme

The contents of this scheme, along with the commitments made therein, 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 clearly communicated. Trinity College Dublin will take every opportunity in our day to day interaction with our customers to promote and publicise the services we provide in Irish through the following means:

- directly informing customers on a pro-active basis of the option of dealing with us through Irish, for example by the display of notices at reception areas indicating the Irish language services that are available;
- prominently listing these services on our website;
- signifying on selected guidelines, leaflets and application forms that these documents are also available in Irish, unless presented bilingually;
- giving equal prominence to Irish and English language materials.

A copy of this scheme has also been forwarded to Oifig An Choimisinéara Teanga. The English language version is the original version of this scheme.

