

Meetings with Students

In order to comply with the Welsh Language Standards, we must ensure that we allow and encourage students to speak Welsh in meetings. The table below explains how to deal with language matters depending on the kind of meeting that is being organised:

Kind of meeting	Description	Language
A	Meeting with lecturer / supervisor to discuss academic work.	According to the established practice between them.
B	Meeting with a counsellor, mental health advisor, personal tutor or Meetings to deal with a complaint about / by a student / disciplinary meetings	In the student's preferred language. That is, the meeting will be held in Welsh without simultaneous translation.
C	A 'general' meeting that does not fall into category A or B.	In the student's preferred language if possible. Otherwise it will be necessary to arrange simultaneous translation or ensure that a 'Welsh Facilitator' is present.

The guidelines below are relevant to meetings in category C

Step 1: Organising the meeting

- Advertise the meeting bilingually / send bilingual invitations
- Note on the advert / invitation that students are welcome to use Welsh in the meeting
- Ask students attending the meeting to note which language they intend to use in the meeting (either for a student presentation or as a member of the committee / audience). Please see wording below:

"All students are welcome to use Welsh or English during _____ meetings. Please can you confirm by _____ which language you would like to use to enable us to make the necessary arrangements: Welsh, English, Both"

Step 2: Language of the Meeting

- Decide whether it is necessary to book simultaneous translation or ensure that a 'Welsh Facilitator'* is present at the meeting. Please refer to the charts below.

*A Welsh Facilitator is a member of staff who speaks Welsh and who is able to summarise / paraphrase a Welsh question, usually following presentations.

- If a meeting is bilingual / presentations are bilingual, arrange for papers (agenda and minutes) to be translated. Please refer to the charts below.

Step 3: In the meeting

- At the beginning of the meeting, let everyone know (in Welsh) that they are welcome to speak Welsh in the meeting.
- If possible, chair the meeting in Welsh / bilingual. Please see guidelines for chairing bilingual meetings:

<https://www.bangor.ac.uk/cymorthcymraeg/cadeirio.php.cy>

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