



Bangor University Welsh Language Scheme

Prepared in accordance with the Welsh Language Act 1993



PRIFYSGOL
BANGOR
UNIVERSITY

**Bangor University Welsh Language
Scheme**

**Prepared in accordance with the Welsh
Language Act 1993**

Bangor University's Welsh Language Scheme

Approved by the Welsh Language Commissioner under section 14 (1) of the Welsh Language Act 1993 on 1 March 2013.

1 Introduction

1.1 The legislative context

Welsh Language Act 1993 and Welsh Language (Wales) Measure 2011¹

Under Section 5 of the Welsh Language Act 1993, Bangor University, as an institution that receives public funding, is required to prepare a Language Scheme. The Welsh Language (Wales) Measure 2011 has been in force since April 2012. Under this Measure, Standards will be introduced on the use of the Welsh language by public bodies, which will in time replace Language Schemes. This Language Scheme was prepared with this new legislative context in mind as well as the fact that Bangor University will be subject to the Standards in four specific areas: Service Delivery Standards, Policy Making Standards, Operational Standards and Record Keeping Standards. In accordance with the principles underpinning the work of the Welsh Language Commissioner, Bangor University states that the following two principles will guide its dealings with the Welsh language, both in this Scheme and once the Standards have been introduced:

- In Wales, the Welsh language should be treated no less favourably than the English language
- Persons in Wales should be able to live their lives through the medium of the Welsh language if they wish to do so

(Welsh Language Commissioner, 2012)

1.2 The strategic context of the Welsh Government

In addition to the legislative context mentioned above, the principles of the following strategies also influence this Language Scheme.

A Living Language: A Language for Living

In March 2012, the Welsh Government published *A Living Language: A Language for Living, Welsh Language Strategy 2012-17*. This strategy emphasizes the importance of encouraging the use of Welsh and developing initiatives that engage people with the language. There is also an emphasis on demonstrating that the Welsh language is a 'creative, powerful, adaptive and modern medium' (Welsh Government, 2012).

¹ See <http://www.legislation.gov.uk/mwa/2011/1/enacted>

Welsh medium education strategy

In April 2010, the Welsh Government's Welsh Medium Education Strategy was published. The emphasis in this strategy is on planning for continuous growth in Welsh medium education in all sectors.

Y Coleg Cymraeg Cenedlaethol

One prominent change in the structure of higher education in Wales since Bangor University's 2008 Language Scheme was approved is the advent of the Coleg Cymraeg Cenedlaethol. This revised Language Scheme responds to this change and emphasizes Bangor University's commitment to offering Welsh medium higher education of the highest quality and to play a leading role in the development of the Coleg Cymraeg Cenedlaethol.

Sustainable Development Bill

Developing '[a] fair, just and bilingual Wales' is central to the proposals of the Welsh Government's Sustainable Development Bill to be introduced in Autumn 2013.

1.3 Bangor University

The University Charter recognises both Welsh and English as official languages.

Bangor University: Strategic Plan 2010-2015

The Welsh language is an integral part of Bangor University's strategic plan. The strategy includes six key priorities, one of which is: **Playing a leading role in Welsh language and culture, both locally and nationally.** As part of this strategy, Bangor University is committed to developing strong bilingual administration, developing innovative Welsh medium provision and continuing to contribute extensively to the cultural and linguistic development of the area. The following strategies are noted in relation to the University's priorities for the Welsh language.

Administration

- Continue to develop the University's Language Scheme, with the aim of embedding and strengthening bilingual management and administrative activities and of supporting Welsh language teaching and research.
- Continue to set the benchmark for higher education institutions in Wales in terms of the delivery of bilingual services and continue to strive for excellence in the development of a dynamic and attractive bilingual working environment.

Academic provision:

- Develop a new Welsh Medium Strategy, including a curriculum enhancement project to modernise and extend the Welsh medium portfolio aimed specifically at supplying a highly skilled workforce for the Welsh language economy.
- Play a leading role in Coleg Cymraeg Cenedlaethol developments and seek to share our discipline, pedagogic and administrative expertise in Welsh medium teaching, research and support with other institutions in Wales.
- Increase the number of Welsh speaking staff and students drawn to study within the bilingual environment at Bangor University.

Engagement with the wider community:

- Take an influential role in the social, cultural and economic issues affecting the city of Bangor, the region and the nation of Wales.
- Enhance the University's contribution to the cultural development of the region, including through the Pontio project and other programmes.

This Language Scheme provides the basis for the University's Welsh language activities. The aim of the Standards that will come into effect under the Welsh Language (Wales) Measure 2011 is to offer consistency and clarity to service providers and users regarding what they can expect in terms of the Welsh language. In line with this objective, the aim of this document is to offer clarity to the public - whether staff, students or individuals external to the University - about the Welsh language services they can expect to receive from Bangor University. It also aims to offer clear guidance to the University's staff on implementing the scheme and the support that is available to them to do so.

1.4 The University's Language Profile

In 2010/2011, the University had 9,200 full-time students and 1,980 part-time students. Of those, 1,795 noted that they could speak Welsh fluently and another 743 noted that they could speak some Welsh or were learning Welsh.

The University employs approximately 2,300 staff (full-time and part-time). Of this total, 45% are fluent Welsh speakers and a further 22% noted that they speak some Welsh or are learning Welsh.

The University is situated in a region where the Welsh language is used regularly in both social and professional contexts. According to the 2001 census, 69% of the population of Gwynedd noted that they speak Welsh fluently.

1.5 Canolfan Bedwyr and the agreements in place to promote, administer and monitor the Scheme

Canolfan Bedwyr, one of the University's central services departments, is central to the implementation of the University's strategy for the Welsh language. The centre's remit includes promoting and supporting the university's Welsh medium academic provision and facilitating the use of Welsh in its administration. More broadly, the centre acts as a catalyst for the development of Bangor University as a centre of excellence for Welsh medium education and for providing services in Welsh.

In order to facilitate the implementation of the University's strategy with regard to the Welsh language, and the Language Scheme in particular, Canolfan Bedwyr provides a full translation service (written and simultaneous) as well as resources and courses for both staff and students. The courses available include language courses and language awareness courses. Canolfan Bedwyr's website² offers access to policy resources and information regarding policy, as well as providing a gateway to the 'Cymorth Cymraeg – Help with Welsh'

² www.bangor.ac.uk/canolfanbedwyr

website³, which provides practical resources to aid staff and students to use Welsh. Canolfan Bedwyr also provides various handbooks and instruction leaflets (e.g. Welsh Medium and Bilingual Modules Gazette, Handbook for Supporting Welsh Speaking Students).

In terms of integrating the Language Scheme and its implementation to the University's administration, **The Council** via the Bilingualism Committee is responsible for administering and promoting the Scheme's administrative elements, and **The Executive**, via TASIG (Welsh Language Strategy Task Group), is responsible for the education and training elements. This accountability ensures that the University's full authority is fully bound to the Scheme's implementation.⁴

The Director of the Language Scheme, the Director of Canolfan Bedwyr and the Pro Vice-chancellor with responsibility for the Welsh language will take responsibility for the implementation of the language scheme throughout the institution and for raising awareness of the scheme's requirements amongst staff. As with other University policies, Heads of Colleges, Heads of Schools, Heads of Central Services and heads of other centres in the University will be responsible for ensuring that the language scheme is implemented appropriately within their areas of responsibility. The Director of the Language Scheme will be mainly responsible for monitoring and reviewing the scheme, ensuring that monitoring is a continuous activity. Questions regarding the quality and availability of Welsh language services will be mainstreamed within the University's various surveys (e.g. Student Satisfaction Survey, IT Services Survey, Staff Survey etc.)

The Director of the Language Scheme will arrange 'mystery shopper' exercises twice a year and report on the results of those exercises to the appropriate committees so that action can be taken on any issues which become apparent. It will also ensure that a procedure is in place to incorporate any suggestions for improving the implementation of the scheme. Such comments will be encouraged and recorded. Canolfan Bedwyr will be responsible for providing an annual report to the office of the Welsh Language Commissioner focussing on the performance indicators agreed with the Higher Education sector. The Bilingualism Committee together with the Welsh Language Strategy Task Group (TASIG) will meet on an annual basis to consider the report and to discuss any further issues arising from it.

1.6 The Basic Principles of the Language Scheme

This Language Scheme provides the public – individuals, groups and institutions – with the right to deal with the University in their preferred language, whether English or Welsh, and to receive services from the University in that language.

The University recognizes its responsibility to promote and facilitate the use of Welsh and to create opportunities to use Welsh. As already stated, it recognizes the basic principles that the Welsh language should be treated no less favourably than the English language in Wales and that persons in Wales should be able to live their lives through the medium of the Welsh language if they wish to do so. The University recognizes these principles in its dealings with any individuals, groups or institutions that come into contact with the University, including prospective students and students registered at the University and staff.

³ www.bangor.ac.uk/cymorthcymraeg

⁴ These structures are fully illustrated on page 44 of this Scheme.

This Scheme describes how the University will implement these principles over the next years with regard to service provision, policy making, the institution's internal activities and record keeping. Other sections of the scheme look at specific contexts and the University's commitments in this respect, namely the academic context and the Pontio context, in addition to the support available to staff to implement the language scheme.

1.7 To whom is the Language Scheme Applicable?

This language scheme is applicable to all the University departments listed below in their dealings with the public in Wales (i.e. students, staff and people external to the University):

- Central service departments
- Academic schools
- Colleges
- Research units and institutes
- The University's business services
- Pontio
- The University's wholly-owned subsidiary companies
- Any third party company that provides services on behalf of the University to the public in Wales in the context of the service offered

1.8 Support

The tables that follow outline the sources of support available for specific aspects of the University's work.

1.9 Publicity for the Language Scheme

The University will ensure that the Scheme is publicised when approved (e.g. via press release) and continually thereafter through the University's events and its usual communication sources.

The Scheme itself and information regarding it will feature in numerous sections on the University's website, including the University's Policy Register (under the remit of The Registry) and the websites of both Canolfan Bedwyr and Human Resources. A presentation on the Language Scheme will be an integral part of the induction sessions for new staff and references to the Language Scheme will be included in staff and student handbooks. Hard copies of the Language Scheme will be widely distributed throughout the University and copies may be requested from Canolfan Bedwyr.

A: Service Provision

2.1 Bangor University's Vision for Service Provision

- When providing services, the University will not treat the Welsh language less favourably than the English language.
- The service provided by the University will be in the preferred language of the person (i.e. Welsh or English), or bilingually if the University is not aware of the preferred language.⁵
- Bangor University will record individuals' preferred language where it is practical and reasonable to do so.
- Bangor University will proactively promote bilingual services and make it clear that individuals, groups or organizations can use the Welsh language.
- Bangor University will raise awareness of the Welsh language services it provides.
- If a member of staff is not available to provide a service in Welsh, the University will make arrangements to ensure that a service can be provided through the medium of Welsh if the service user so wishes.
- Bangor University will always respect the preferred language of individuals who choose to communicate through the medium of Welsh and will deal with them effectively and courteously.

2.2 Basic Principles

- All published materials (on paper or other materials or electronically) which provide services, are related to services or help service users will be available in both Welsh and English.
- The text or communication will be equal in Welsh and English in terms of format, size, clarity and prominence.
- Welsh and English texts will be published and sent simultaneously.
- The price of Welsh and English texts or materials will be the same and the price of a bilingual version will be no greater than the price of a monolingual version.
- If the University charges for using a service, the price of the Welsh language service will be the same as the English language service.

2.3 Services by 3rd Parties

- If a 3rd party provides services on behalf of Bangor University, the service provided to the user in terms of the Welsh language will be of the same standard as the service that would be provided directly by the University. The 3rd party's ability to adhere to this principle will be ensured prior to awarding the contract, when setting the contract and when monitoring the contract.
- Tendering documents, contracts and agreements will indicate to the third party that the Welsh language is not to be treated less favourably than the English language.

Bangor University will monitor whether the services the University provides and the services that 3rd parties provide adhere to the above conditions.

⁵ 'Service' here does not refer to academic provision. This is dealt with in the Academic Scheme.

Providing Services: The University's commitment to service users and providers

This section outlines the procedure to follow when offering services to the University's students and staff, and individuals, groups and organizations external to the University located in Wales.

Service Area			Support	Responsibility	Timetable
Correspondence		<i>The following statements apply to both paper and electronic correspondence.</i>			
	1.1	When correspondence is bilingual, the Welsh will appear above the English in every medium.	Language Scheme Canolfan Bedwyr Correspondence Guide	Heads of Resource Centres	Operative
	1.2	The University welcomes correspondence either Welsh or English.	Language Scheme Canolfan Bedwyr	Heads of Resource Centres	Operative
	1.3	The time period for acknowledging and answering correspondence will be the same for Welsh and English.	Language Scheme Canolfan Bedwyr Correspondence Guide	Heads of Resource Centres	Operative
	1.4	Correspondence received in Welsh will be answered and signed in Welsh.	Language Scheme Canolfan Bedwyr Correspondence Guide	Heads of Resource Centres	Operative
	1.5	Correspondence will be initiated in Welsh with those who have noted that they prefer to receive correspondence in Welsh, and with those with whom there has already been face to face or telephone discussions in Welsh in the past, or with whom it is known that Welsh is the individual's language of choice.	Language Scheme Canolfan Bedwyr Correspondence Guide	Heads of Resource Centres	Operative
	1.6	Official written correspondence sent by the University administration to individuals in Wales will be in the same language as any correspondence received from that individual (where it is known which language was used); in other cases the correspondence will be bilingual.	Language Scheme Canolfan Bedwyr	Registrar Academic Registrar	Operative

	1.7	Initial official correspondence from the University centrally or from any of its component parts to the public in Wales will be bilingual.	Language Scheme Canolfan Bedwyr Correspondence Guide	Registrar Heads of Resource Centres	Operative
	1.8	All official corporate correspondence (e.g. statements) initiated by the University administration to public authorities in Wales will be in both Welsh and English.	Language Scheme Canolfan Bedwyr	Registrar	Operative
	1.9	Students' preferred language for receiving official correspondence is noted in BANNER (student record system). The University will respect this choice in all official correspondence.	Language Scheme Canolfan Bedwyr Correspondence Guide	Academic Registrar	Operative
	1.10	The language of any unofficial correspondence with a student or group of students from a resource centre's member of staff will be as noted in BANNER, or according to the understanding between them.	Language Scheme Canolfan Bedwyr Correspondence Guide	Academic Registrar Heads of Resource Centres	Operative
	1.11	Correspondence between the central administration and individual members of university staff will be in Welsh or English according to the wish of each individual member of staff as noted in AGRESSO.	Language Scheme Canolfan Bedwyr	Registrar Director of Human Resources	Operative
	1.12	Signature files for electronic correspondence will be bilingual.	Canolfan Bedwyr Cymorth Cymraeg	Heads of Resource Centres	Operative
	1.13	The disclaimer appended by the institution to all electronic correspondence will be bilingual, with the Welsh version first.	Cynllun Iaith Canolfan Bedwyr Cymorth Cymraeg	Registrar Director of IT Services	Operative

Service Area			Support	Responsibility	Timetable
Telephone calls	2.1	The University welcomes telephone calls in either Welsh or English.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative

	2.2	Central and departmental switchboard staff will answer each call bilingually (e.g. “bore da, good morning”).	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative
	2.3	If the call is taken by a bilingual individual, or if the call is transferred to that individual, all bilingual individuals should make it clear that they are bilingual when answering (e.g. by saying “bore da, good morning”). The ensuing conversation will be in the caller’s preferred language.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative
	2.4	If the call is referred to a secretarial member of staff in a specific resource centre, or if the call is transferred to that individual, he/she should answer with a bilingual greeting. If the caller wishes to speak in Welsh, then the call should be transferred to a bilingual member of staff in that resource centre.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative
	2.5	In a resource centre where the bilingual members of staff are unavailable at a given time, an arrangement should be made for a Welsh speaker to return the call, unless the caller wishes to have a discussion in English.	Canolfan Bedwyr	Heads of Resource Centres	Operative
	2.6	In a resource centre which does not at a given time have bilingual members of staff, the situation should be politely explained and the caller asked whether he/she would be willing to speak to a non-Welsh speaking member of staff.	Canolfan Bedwyr	Heads of Resource Centres	Operative
	2.7	In administrative resource centres which do not at a given time have bilingual members of staff, it should be politely explained to the caller that there is no-one available to take their call in Welsh and offer them the opportunity to: (1) speak to a bilingual staff member of another resource centre, or (2) ask them whether they	Canolfan Bedwyr	Heads of Resource Centres	Operative

		would be willing to speak to a non Welsh-speaker or (3) transfer the call to Canolfan Bedwyr. The opportunity to write to the University in Welsh and receive a response in Welsh could also be offered.			
	2.8	Welsh learners will be encouraged to practise speaking Welsh by greeting and answering callers bilingually.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative
	2.9	All greetings and instructions on official answering machines will be bilingual.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Public Meetings in Wales	3.1	University staff and the public may speak in Welsh or English at public meetings organised by the university to consult with or inform the public.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	3.2	Simultaneous translation services will be provided at these meetings.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	3.3	The public will be informed at such meetings (through posters or by invitation) that simultaneous translation facilities will be available and that they are free to speak at the meeting in the language of their choice.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	3.4	For public meetings held by the University, materials for the meeting (e.g. agenda, minutes, papers, <i>PowerPoint</i> presentations) will be prepared bilingually.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	3.5	The language used for oral presentations given by staff representing the University at the meeting should be carefully considered.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	3.6	If a member of university staff is attending a meeting in Wales organized by a 3 rd party, the	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative

		language used in the presentation should be carefully considered, for example in the context of the normal working language of the 3 rd party.			
--	--	---	--	--	--

Service Area			Support	Responsibility	Timetable
Lectures and conferences open to the public	4.1	Publicity should be in Welsh and English (e.g. venue, time and date).	Canolfan Bedwyr Cymorth Cymraeg	Registrar Heads of Resource Centres	Operative
	4.2	The title of any individual lecture should be in the language in which it is given. The title should be bilingual if a simultaneous translation service is to be provided.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	4.3	The publicity for the lecture or the conference should note clearly whether a simultaneous translation service will be available or not.	Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	4.4	When organising a lecture or conference, the aims and objectives of the event should be carefully considered in the linguistic context. In order to be able to respond to enquiries, it is recommended, as an example of good practice, that a record is kept of these aims and objectives. In assessing needs, consideration should also be given to the following: a) the tone of the formal sessions, b) the tone of the discussion groups, c) the tone of the informal breaks, d) linguistic requirements with regard to chairing sessions. Different linguistic models can meet various requirements, and the model most likely to achieve the desired aim should be selected. The following guidelines are offered as possible models.	Canolfan Bedwyr The following guidelines	Registrar Heads of Resource Centres	Operative
		Public Lecture Model D1: Lecture delivered in Welsh or English with the Chair's introduction in the language of			

		<p>the lecture or bilingual. No simultaneous translation provided.</p> <p>Model D2: Lecture delivered in Welsh or English with the Chair's introduction in the language of the lecture or bilingual. Simultaneous translation service provided when the lecture is in Welsh.</p>			
		<p>Formal public lectures</p> <p>i. Departmental lectures</p> <p>Public lectures are held with guest speakers, under the auspices of individual academic departments. For these lectures, Model D1 would usually be followed unless the lecture organisers opt for D2 on the basis of a needs assessment.</p> <p>ii. University lectures</p> <p>An annual series of public lectures is arranged, with prominent guest speakers, organised by the Registrar's Office. For these lectures, Model D1 is followed.</p>			
		<p>Public conferences</p> <p>Model C1: Lectures wholly in Welsh only or English only. Discussion groups in English only or Welsh only according to the language of delivery.</p> <p>Model C2: Lectures in Welsh or English with simultaneous translation service for the Welsh lectures and/or other plenary sessions. Some discussion groups in English and some in Welsh.</p> <p>Model C3: Lectures in Welsh or English with simultaneous translation service for the Welsh</p>			

		<p>lectures and/or other plenary sessions. Discussion groups in English only.</p> <p>Model C4: Lectures in Welsh or English with simultaneous translation service for the Welsh lectures and/or other plenary sessions. Some discussion groups in English and some in Welsh with simultaneous translation for one or more of the Welsh groups. (The possible technical difficulties which may arise in requesting simultaneous translation in more than one location, in terms of the need to duplicate equipment and personnel, and possible problems with electronic interference, should be noted).</p>			
--	--	--	--	--	--

Service Area			Support	Responsibility	Timetable
Legal hearings and meetings	5.1	Any member of the public, member of staff or student who is part of a disciplinary hearing has the right to use either Welsh or English at all stages of that hearing, whether as accused or as a witness. The chair/convenor should ask beforehand which language each participant wishes to use, and decide whether or not a translator is required.	Canolfan Bedwyr	Registrar	Operative

Service Area			Support	Responsibility	Timetable
Receiving visitors	6.1	Staff who welcome the public to the University will do so concisely and bilingually.	Language Scheme Staff Tutor Cymorth Cymraeg	Registrar Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Providing face to face services	7.1	At the Main Reception and the central Resource Centres (e.g. the Academic Registry, the Human Resources Department, the academic resource centres and the Library and I.T. Services) steps will be taken to ensure that a bilingual member of staff is available (or can be called upon) to enable people to deal with the institution in Welsh or English.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Registrar Heads of Resource Centres	Operative
	7.2	In resource centres where it is not currently possible to offer a bilingual service because there are no bilingual members of staff, receptionists will be trained to greet visitors bilingually and explain that a bilingual member of staff is not available to deal with the query. The visitor could be offered a Welsh-speaking member of staff from another resource centre if this is acceptable, or the choice of communicating through the medium of English. During the term of this scheme, the aim is to ensure that bilingual persons are available in all resource centres, through courses for Welsh learners and/or a policy for appointments.	Canolfan Bedwyr Staff Tutor Cymorth Cymraeg	Heads of Resource Centres	By Summer 2014

Service Area			Support	Responsibility	Timetable
Meetings for educational purposes	8.1	Specific policies regarding Welsh medium provision (e.g. students' ability to submit assignments through the medium of Welsh) are noted in the Academic Scheme.	Academic Scheme Canolfan Bedwyr	Academic Registrar	Operative
	8.2	The University will offer the same standard of service to its students for educational meetings through the medium of Welsh as through the medium of English in terms of ensuring the	Academic Scheme Canolfan Bedwyr	Academic Registrar	Operative

		highest possible standards of teaching and learning and ensuring that the curriculum is flexible, relevant and research-based.			
	8.3	In accordance with the student charter, in all its dealings with students, the University will ensure the same standard of Welsh medium experiences and services (e.g. dealing promptly and progressively with students, ensuring an inclusive, welcoming and supportive environment and preparing students for employment and lifelong learning).	Academic Scheme Canolfan Bedwyr	Academic Registrar Director of Student Experience	Operative

Service Area			Support	Responsibility	Timetable
Caring for individuals	9.1	All academic schools with Welsh-speaking core lecturing staff will ensure that all Welsh-speaking students are allocated a Welsh-speaking personal tutor.	Canolfan Bedwyr	Academic Registrar Heads of Academic Schools	Operative
	9.2	The University will ensure that care services (e.g. counselling, disability support, financial support) are available to students through the medium of Welsh.	Canolfan Bedwyr Student Services	Director of Student Experience	Operative
	9.3	The University will ensure that a Welsh language service is available to staff through its care services (e.g. health and safety, counselling).	Canolfan Bedwyr Human Resources Health & Safety Services	Director of Human Resources	Operative

Service Area			Support	Responsibility	Timetable
The University's website	10.1	All the institution's corporate pages will be available in Welsh and English.	Canolfan Bedwyr Web Team	Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.2	All the pages of the central service departments will be available in Welsh and English.	Canolfan Bedwyr Web Team	Heads of Service Departments Director of Corporate Communications & Marketing	Operative

	10.3	All the pages of the colleges will be available in Welsh and English.	Canolfan Bedwyr Web Team	Heads of Colleges Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.4	The homepages and news pages of all academic schools will be available in Welsh and English. In the case of schools that offer courses through the medium of Welsh or where there are a significant number of Welsh-speaking staff and students, subsequent pages will also be available in both Welsh and English.	Canolfan Bedwyr Web Team	Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.5	The homepage of all research centres will be available in Welsh and English. In the case of research units that deal specifically on Wales and the Welsh language, the other pages will also be available in Welsh and English.	Canolfan Bedwyr Web Team	Heads of Research Centres Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.6	All corresponding Welsh and English web pages will be equal in terms of design, quality and accuracy.	Language Scheme Canolfan Bedwyr Web Team	Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.7	The content of the Welsh language pages will be updated at the same time as the English language pages.	Language Scheme Canolfan Bedwyr Web Team	Heads of Resource Centres Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.8	The Web Team in consultation with Canolfan Bedwyr will provide advice and guidance for the creation and maintenance of bilingual websites.	Canolfan Bedwyr Web Team	Director of Corporate Communications & Marketing Director of IT Services	Operative
	10.9	In developing and maintaining its online presence, the institution is committed to conforming to the standards outlined in the Welsh Language Commissioner's document 'The Principles of Bilingual Software'.	Canolfan Bedwyr Web Team	Director of Corporate Communications & Marketing Director of IT Services	Operative

Service Area			Support	Responsibility	Timetable
Online services	11.1	The University's intranet and the services	Canolfan Bedwyr	Director of Corporate	Operative

		offered via the intranet will be available in Welsh and English.	Web Team	Communications & Marketing Director of IT Services	
	11.2	The interface of the University's e-learning platform will be available in Welsh and English.	Canolfan Bedwyr Learning Technology Team	Director of IT Services	Operative
	11.3	Module and course material placed on the e-learning platform will be available in Welsh or bilingually if the modules and courses are taught through the medium of Welsh.	Canolfan Bedwyr Learning Technology Team	Director of IT Services	Operative
	11.4	As online services are redeveloped, the University will ensure that they are available in Welsh and English.	Canolfan Bedwyr IT Services	Director of IT Services	Operative

Service Area			Support	Responsibility	Timetable
Social media	12.1	The University's use of social media is subject to the main principles of this scheme.	Canolfan Bedwyr Corporate Communications & Marketing Department	Heads of Resource Centres Director of Corporate Communications & Marketing Director of IT Services	Operative
	12.2	The central university's presence on social networks will be maintained bilingually in two separate streams or in a single bilingual stream.	Canolfan Bedwyr Corporate Communications & Marketing Department	Heads of Resource Centres Director of Corporate Communications & Marketing Director of IT Services	Operative
	12.3	University departments are expected to maintain any presence on social networks in a bilingual stream or in separate Welsh and English streams.	Canolfan Bedwyr Corporate Communications & Marketing Department	Heads of Resource Centres Director of Corporate Communications & Marketing Director of IT Services	By Autumn 2013
	12.4	The Corporate Communications and Marketing department in consultation with Canolfan Bedwyr will provide advice and guidance to departments on maintaining a bilingual presence on social networks.	Canolfan Bedwyr Corporate Communications & Marketing Department	Heads of Resource Centres Director of Corporate Communications & Marketing	Operative

Service Area			Support	Responsibility	Timetable
The institution's public image and corporate identity	13.1	The University's corporate identity will be bilingual wherever it is displayed.	Canolfan Bedwyr Bangor University Brand Guidelines	Registrar Director of Corporate Communications & Marketing	Operative
	13.2	This will include the name of the University and its resource centres in a logo, letter-heads, compliment slips, business cards, invitations and similar items.	Canolfan Bedwyr Bangor University Brand Guidelines	Registrar Director of Corporate Communications & Marketing Heads of Resource Centres	Operative
	13.3	Information and the University's name will follow the same pattern wherever it is permanently displayed on signs, vehicles, buildings, exhibitions or publications. In all cases, Welsh will come first or on top.	Canolfan Bedwyr Bangor University Brand Guidelines	Registrar Director of Corporate Communications & Marketing Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Signage within the boundaries of Bangor University	14.1	University buildings and property with functional names are to have their titles in both Welsh and English; buildings commemorating individuals should be in the form 'Adeilad ...' or 'Neuadd ...' only.	Canolfan Bedwyr Registrar's Office	Registrar Director of Estates & Facilities Director of Corporate Communications & Marketing	Operative
	14.2	Decisions regarding the naming of buildings or rooms on receipt of sponsorship will be part of the responsibility of the group that is chaired by the Registrar, which is responsible for this matter.	Canolfan Bedwyr Registrar's Office	Registrar	Operative
	14.3	Signs giving official information and directions will be bilingual. Exceptions can be made in the case of a room where a Welsh-medium event is held. In this instance, the signs can be in Welsh only. An exception may also be made for information in rooms where events specifically aimed at overseas students only are held.	Canolfan Bedwyr	Registrar	Operative

	14.4	Any other signs e.g. direction signs on main roads or public information signs, will be bilingual.	Canolfan Bedwyr	Registrar Director of Estates & Facilities Director of Corporate Communications & Marketing	Operative
	14.5	In each instance both languages will be equal in terms of format, size, clarity and prominence. All new signs will be fully bilingual.	Canolfan Bedwyr Bangor University Brand Guidelines	Registrar Director of Estates & Facilities Director of Corporate Communications & Marketing	Operative
Other public information signs located in Wales	14.6	Any other public information signs located in any part of Wales for which the University is responsible will be bilingual.	Canolfan Bedwyr Bangor University Brand Guidelines	Registrar Director of Estates & Facilities Director of Corporate Communications & Marketing	Operative

Service Area			Support	Responsibility	Timetable
Publishing and printing material directed at the public in Wales	15.1	All University publications and printed materials directed at the public in Wales are to be bilingual. Normal practice will be to produce bilingual versions within the same document. This will include a variety of printed material e.g. posters, cheques, menus, receipts, invoices, maps etc.	Canolfan Bedwyr Corporate Communications & Marketing Department	Director of Corporate Communications & Marketing	Operative
	15.2	On rare occasions where it may be necessary to issue separate Welsh and English versions, both will be made available simultaneously. Where it is necessary to charge, the bilingual version will cost the same as any monolingual version, and separate Welsh and English versions will also be the same price.	Canolfan Bedwyr Corporate Communications & Marketing Department	Director of Corporate Communications & Marketing	Operative
	15.3	Separate Welsh and English prospectuses will be produced. The Welsh publication will have its own identity and character. The English version of the prospectus will include information (in English) about Welsh medium courses, the language policy of the University	Canolfan Bedwyr Corporate Communications & Marketing Department	Director of Corporate Communications & Marketing	Operative

		and the University's location in a Welsh-speaking area. The Welsh version of the prospectus will be circulated to all secondary schools in Wales every year.			
	15.4	Where a course is offered in Welsh, a Welsh or bilingual version of all examination papers and any lecture notes etc. will be produced.	Canolfan Bedwyr	Academic Registrar	Operative
	15.5	The Annual Report and Statement of Accounts will be bilingual.	Canolfan Bedwyr	Registrar	Operative
		Notices convening the meetings of the Court, the Council and the standing committees of the Council, together with the agenda paper for such meetings, will be bilingual. Whenever practicable the Welsh and English versions should be set out in parallel columns on the left and right hand sides of the page respectively.	Canolfan Bedwyr	Registrar	Operative
	15.6	All papers circulated for meetings of the Court, the Council and the Bilingualism Committee will be in both Welsh and English.	Canolfan Bedwyr	Registrar	Operative
	15.7	The language of the research publication/sponsor will determine the language medium of academic publications, but the University will encourage bilingual academic publications, especially in the curricular subjects that are offered in Welsh.	Canolfan Bedwyr	Pro vice-chancellor (Research) Heads of Colleges and Academic Schools	Operative

Service Area			Support	Responsibility	Timetable
Forms and explanatory literature for use by the public in Wales	16.1	Any forms and accompanying explanatory literature produced by the University for use by the public in Wales will be bilingual. These will include the details sent to students advising them of the start of term, registration, course	Canolfan Bedwyr	Academic Registrar Director of Corporate Communications & Marketing Heads of Resource Centres	Operative

		information etc.			
	16.2	Normal practice will be to produce bilingual versions.	Canolfan Bedwyr	Academic Registrar Director of Corporate Communications & Marketing	Operative
	16.3	On those occasions when it will be necessary to produce separate Welsh and English versions, both versions will be readily available at the same time. They will be distributed together and each version will include a note stating that the form is also available in the other language.	Canolfan Bedwyr	Academic Registrar Director of Corporate Communications & Marketing	Operative

Service Area			Support	Responsibility	Timetable
Press notices for circulation in Wales	17.1	Any notices, adverts or statements released by the University to the press or the media in Wales will be bilingual (e.g. advertisements in the Daily Post, Western Mail, Bangor and Anglesey Mail, North Wales Chronicle etc. will be bilingual).	Canolfan Bedwyr	Registrar Director of Corporate Communications & Marketing	Operative
	17.2	Any subsequent contact with the press or media in Wales will be in Welsh or English depending on the language of the reporter and/or newspaper, magazine or programme.	Canolfan Bedwyr	Registrar Director of Corporate Communications & Marketing	Operative

Service Area			Support	Responsibility	Timetable
Publicity material, advertising campaigns, marketing campaigns and methods of response related to publicity activities in Wales	18.1	Any publicity material produced by the University in connection with advertising and marketing campaigns in Wales will be bilingual, or in separate Welsh and English versions, whatever its format e.g. pamphlets, booklets, leaflets, exhibition display material, electronic messages, video tapes.	Canolfan Bedwyr	Director of Corporate Communications & Marketing	Operative

	18.2	The University's promotional video material will be available in separate Welsh and English versions which need not be identical.	Canolfan Bedwyr	Director of Corporate Communications & Marketing	Operative
	18.3	In television or radio advertisements, the language used will depend on the channel. Both Welsh and English media will be used.	Canolfan Bedwyr	Director of Corporate Communications & Marketing	Operative
	18.4	The language of response connected with advertising and publicity activities will be the same as the language used by the person who has contacted the University to request further information.	Canolfan Bedwyr	Director of Corporate Communications & Marketing Heads of Resource Centres	Operative
	18.5	In the case of bilingual material, the Welsh will appear uppermost, or, where the text is side by side on the same page, the Welsh version will be on the left. Where Welsh and English appear on alternate pages, the Welsh will be on the right. They will be equally prominent in terms of style and presentation. Different colours can be used to differentiate between the languages, but only equal primary colours will be used.	Canolfan Bedwyr Bangor University Brand Guidelines	Director of Corporate Communications & Marketing Heads of Resource Centres	Operative
	18.6	Where resources centres provide modules taught through the medium of Welsh any notices and marketing material relating to such courses can be in Welsh only.	Canolfan Bedwyr	Director of Corporate Communications & Marketing Heads of Resource Centres	Operative
	18.7	Where the two languages are not used in the formal teaching of any resource centre, the formal notices and correspondence should be bilingual, and every practical measure should be taken to correspond with Welsh speaking students in Welsh.	Canolfan Bedwyr	Heads of Resource Centres	Operative
	18.8	Where a language is also an academic subject the relevant resource centre may produce notices in that language only.	Canolfan Bedwyr	Heads of Resource Centres	Operative
	18.9	Any public surveys conducted in Wales on	Canolfan Bedwyr	Registrar	Operative

		behalf of the University as a body and associated with the University will be conducted bilingually. Any specific survey carried out by a resource centre on behalf of another body, or as part of their academic research activity, will be in the language specified by the sponsor.			
	18.10	Text on other promotion materials (e.g. pens, bags) to be distributed to the public in Wales will be bilingual.	Canolfan Bedwyr	Director of Corporate Communications & Marketing Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Public exhibitions and exhibiting materials	19.1	Public exhibitions and exhibiting materials used in Wales will be bilingual. If the materials are the property of a 3 rd party, the 3 rd party will be responsible for the translation arrangements and costs.	Canolfan Bedwyr	Director of Corporate Communications & Marketing Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Working in partnership	20.1	When working in partnerships, the University will work with other organizations to promote and facilitate the use of Welsh.	Language Scheme Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	20.2	The University will ensure that its procedures in terms of the Welsh language are not weakened when working in partnerships.	Language Scheme Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	20.3	The University will ensure that it does not weaken the procedures of other organizations in terms of the Welsh language when working in partnerships.	Language Scheme Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative

Service Area			Support	Responsibility	Timetable
Raising awareness of available services	21.1	<p>The University will make it clear that bilingual services are available from the institution in various ways, including:</p> <ul style="list-style-type: none"> ▪ Maintaining a bilingual website ▪ Providing resources to support the Welsh language ▪ Providing bilingual forms, brochures, etc. ▪ Releasing bilingual news stories ▪ Running bilingual marketing campaigns in Wales ▪ Maintaining a presence on local, regional and national groups ▪ Providing a simultaneous translation service ▪ The 'Contacts' page on the University website will state that contact can be made with the University through the medium of Welsh or English 	Canolfan Bedwyr Corporate Communications & Marketing Department	Registrar Director of Corporate Communications & Marketing	Operative

B Drafting and revising policies and initiatives

In this section, the terms policy and initiative refer to how the University exercises its functions and the decision-making process it uses. The following should be used for policies or initiatives in all of the University's areas of work.

The University's Vision for Drafting Policies and Initiatives with regard to the Welsh Language

- Bangor University will embed the Welsh language when drafting policies and will consider the needs of Welsh speakers and the welfare of the Welsh language in every aspect of policy decisions.
- Bangor University will act with the aim of promoting and facilitating the use of Welsh and ensure that the University's policies and initiatives do not cause the Welsh language to be treated less favourably than the English language.
- Bangor University will ensure that matters pertaining to the Welsh language are included as relevant cross-cutting elements in the development of policies across all the organisation's responsibilities.
- Bangor University will develop specific policies or initiatives that create or promote opportunities to use Welsh as a community language.
- In terms of the University's language policy as incorporated in this Scheme, the University is committed to confer with the Welsh Language Commissioner beforehand regarding any developments that are likely to affect the Scheme or other institutions' Schemes. Furthermore, the University will not amend this Language Scheme without the Welsh Language Commissioner being in agreement.

Basic Principles

- When consulting during the policy development phase, Bangor University will ensure that those being consulted are representative of the Welsh-speaking users of the relevant service or services.
- The staffing structure and profile of any new service or enterprise will facilitate service provision as outlined in Section A of the Language Scheme and relevant activities through the medium of Welsh. (For further information on staffing, see 'Section C-Implementation' and the 'Code of Practice for appointing staff in accordance with the Language Scheme').
- All published material (paper or electronic) which deal with a policy decision will be available in Welsh and English.
- Through University committees, Task Groups and the standard Equality Impact Assessments, the University will assess the impact and outcomes of policies (new or revised) on the Welsh language.

- The University will monitor the institution's compliance, or that of any third party acting on its behalf, with regard to the Welsh language in terms of policies and initiatives.
- The University will ensure that the staff, consultants and lay people responsible for drafting policies are aware of the language policy and the University's obligations under law.
- When drafting new initiatives, the University will consider the specific needs of a Welsh-speaking audience and will offer alternative versions to the English version of initiatives when necessary.

C Implementation

In this section, the term 'implementation' refers to promoting and facilitating the use of Welsh within the institution's internal administration.

The University's Vision for Working Bilingually

- Bangor University encourages its staff to maintain and develop their Welsh language skills by using them in all aspects of their work and it is committed to offering them opportunities to do so.
- Bangor University recognizes that developing the Welsh language skills of its staff is a means of ensuring and developing the standard of Welsh language services that the University can offer to students, staff and those external to the University.

Basic Principles

- Bangor University will maintain a record of the preferred language of every member of staff.
- Bangor University will inform staff that they are welcome to use Welsh in the workplace.
- Bangor University will ensure that the same opportunities are available to members of staff to carry out their duties through the medium of Welsh as would have been available had they chosen to fulfil their relevant activities through the medium of English.
- Bangor University will ensure that an infrastructure is in place to support staff to carry out their duties through the medium of Welsh, including information technology facilities, central services and human resources.
- Bangor University will respect the preferred language of those who have chosen to communicate in Welsh and will deal with them effectively and courteously.
- Bangor University will ensure that there will be no delays in the timeframe for responding or dealing with members of staff who choose to carry out their relevant activities through the medium of Welsh rather than through the medium of English.
- Bangor University will take positive action to remove barriers that prevent members of staff from carrying out their activities through the medium of Welsh.
- Bangor University will raise staff awareness of relevant opportunities to carry out their activities through the medium of Welsh and will encourage them to participate in them.

Implementation: The University's Commitment to Promoting and Facilitating the Use of Welsh within Bangor University's internal administration

This section presents the procedures to follow when promoting and facilitating the use of Welsh in Bangor University's internal administration.

Area of Work			Support	Responsibility	Timetable
Bilingual skills strategy	1.1	The University will ensure that the language skills of its staff enable effective bilingual administration, offer courses through the medium of Welsh in a range of subject areas and undertake research projects through the medium of Welsh.	Code of Practice for Appointing Staff in accordance with the Language Scheme Canolfan Bedwyr Human Resources Staff Tutor	Registrar Director of Human Resources Director of Canolfan Bedwyr	Operative
	1.2	The University is committed to ensuring that staff across a range of areas of responsibility and a range of job grades have Welsh language skills.		Registrar Director of Human Resources	Operative
	1.3	The University is committed to maintaining the bilingual capacity of individual centres and to plan purposefully to develop bilingual capacity in areas of work where it is necessary.		Registrar Director of Human Resources Director of Canolfan Bedwyr	Operative
	1.4	When appointing staff, the University will consider the language requirements of each post and consider the need to safeguard or develop the language profile of resource centres.		Language Scheme Code of Practice Scrutiny Committee Director of Human Resources	Operative
	1.5	Each new appointment will adhere to the University's appointment policy with regard to the Welsh language and will follow the detailed guidance in the 'Code of Practice for Appointing Staff in accordance with the Language Scheme'.		Language Scheme Code of Practice Scrutiny Committee Director of Human Resources	Operative
	1.6	The appointment process – from beginning to end – will adhere to the University's policy with		Language Scheme Code of Practice Scrutiny Committee	Operative

		regard to the Welsh language and will follow the detailed guidance in the 'Code of Practice for Appointing Staff in accordance with the Language Scheme'.		Director of Human Resources	
	1.7	The University will ensure that staff have the opportunity to maintain and develop their Welsh language skills.		Director of Human Resources Director of Canolfan Bedwyr	Operative

Area of Work			Support	Responsibility	Timetable
Staff Recruitment	2.1	<p>In considering the Welsh language when recruiting, all the steps in the recruitment and appointment process must be considered:</p> <ul style="list-style-type: none"> ▪ Creating the post and determining the language requirements ▪ Creating the person specification ▪ Short-listing ▪ Interviewing ▪ Training and monitoring <p>The steps and procedures noted in the 'Code of Practice for Appointing Staff in accordance with the Language Scheme' must be adhered to. The Code of Practice is relevant to every post in Bangor University. Every manager must refer to it when a new post is created or when a temporary post is made permanent. Recruiting / employment agencies should also adhere to the Code of Practice. Canolfan Bedwyr can offer guidance on the principles on which the Code of Practice is based and Human Resources can offer guidance on its implementation in the appointment process. The implementation of the appointment policy and the code of practice will be supervised by the Language Scheme</p>	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p> <p>Human Resources</p>	<p>Language Scheme Code of Practice Scrutiny Committee Director of Canolfan Bedwyr</p>	Operative

		Code of Practice Scrutiny Committee, chaired by the Vice-Chancellor.			
	2.2	<p>For the purpose of appointing in accordance with the Language Scheme, posts must be categorised into one of the following three categories:</p> <p>Category 1: Support Staff Category 2: Academic and Research Posts Category 3: Senior Academic Management Posts</p> <p>These are the language requirement options for each category:</p> <p>Category 1: Welsh Essential; Welsh Essential or a willingness to learn to a pre-determined standard, willingness to learn to a specific standard; Welsh Desirable.</p> <p>Category 2: Welsh Essential; Welsh Desirable; No specific language requirement. Candidates are expected to work positively in a bilingual environment.</p> <p>Category 3: Welsh Essential; Welsh Desirable; No specific language requirement.</p>	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p> <p>Human Resources</p>	Director of Human Resources	Operative
	2.3	<p>Definitions of the various language requirements are listed below:</p> <p>WELSH ESSENTIAL</p> <ul style="list-style-type: none"> Welsh language ability is one of the essential criteria for these posts. It is necessary to ensure that everyone 	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p> <p>Human Resources</p>	<p>Director of Human Resources</p> <p>Director of Canolfan Bedwyr</p>	Operative

		<p>who is interviewed has Welsh language skills to the necessary level. For academic posts, this means the ability to speak, read and write Welsh to a high standard.</p> <p>WELSH ESSENTIAL OR A WILLINGNESS TO LEARN TO A SPECIFIC STANDARD</p> <ul style="list-style-type: none"> ▪ If individuals appointed to these posts do not have the necessary Welsh language skills, a firm commitment to learn from the appointee and a firm commitment from the manager to support the learning will be required. ▪ Managers must also commit to releasing the staff member from his/her duties during working hours to enable him/her to reach the necessary language level. The staff member will need to be released from his/her post for between 1-4 hours a week (depending on the level to which he/she is expected to learn) and/or for a block period of training. If this is not feasible, or if the individual needs to have Welsh language skills from the outset, the job should be categorised as WELSH ESSENTIAL. ▪ Any staff member who is learning Welsh as part of their post will be assessed (e.g. by sitting and passing language examinations) until they have reached the language level noted in their contract. The staff member's progress will be monitored regularly. The attainment of the necessary language level will be part of the requirements of the 			
--	--	--	--	--	--

		<p>staff member's probationary period.</p> <p>WELSH DESIRABLE</p> <ul style="list-style-type: none"> ▪ Welsh language ability is one of the desirable criteria for these posts. ▪ Welsh language ability will only be assessed as a means of differentiating between candidates who are equal at interview along with other desirable criteria. <p>NO SPECIFIC LANGUAGE REQUIREMENTS, APPLICANTS ARE EXPECTED TO WORK POSITIVELY IN A BILINGUAL ENVIRONMENT</p> <ul style="list-style-type: none"> ▪ Welsh language ability is not a criterion of these posts. 			
	2.4	<p>SHORTLISTING</p> <p>Welsh language skills should be 'scored' in the same way as other skills that are in the 'essential' or 'desirable' categories. The Human Resources Department offers guidelines on the short-listing process. Please note that the School/Departmental representative who is leading the recruitment process is responsible for:</p> <ul style="list-style-type: none"> ▪ arranging the translation of any application submitted in Welsh (where necessary). ▪ ensuring that applications submitted in Welsh only are given full consideration as part of the initial screening and the short-listing process. ▪ ensuring that for WELSH ESSENTIAL/ 	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p> <p>Human Resources</p>	Director of Human Resources	Operative

		<p>WELSH ESSENTIAL OR A COMMITMENT TO LEARN TO A SPECIFIED LEVEL posts the candidates' language skills are assessed by a bilingual member of the short listing panel. If there is no one in the school / department who can assess the candidates' ability in Welsh, a representative from Canolfan Bedwyr can do so. The representative from Canolfan Bedwyr will also then be a member of the interviewing panel with the specific remit of assessing a candidate's Welsh language ability.</p> <ul style="list-style-type: none"> ensuring that for academic posts that are WELSH ESSENTIAL the Pro Vice-Chancellor (Welsh Medium & Community Engagement) or his/her representative is a member of the shortlisting panel. <p>INTERVIEWING</p> <p>Composition of Panel for posts that are WELSH ESSENTIAL / WELSH ESSENTIAL OR COMMITMENT TO LEARN</p> <ul style="list-style-type: none"> At least one member of the interviewing panel (not including the HR representative and the language tutor) must be bilingual in order to be able to assess the candidates' Welsh language ability. If there is no one in the school / department who can assess the candidates' ability in Welsh, a representative from Canolfan Bedwyr can do so. (As part of the training on recruitment, the Staff Development 			
--	--	--	--	--	--

		<p>department within Human Resources can provide training on assessing Welsh language abilities).</p> <ul style="list-style-type: none"> ▪ The Pro Vice-Chancellor (Welsh medium and Civic Engagement) or his/her representative must participate in the interview for WELSH ESSENTIAL academic posts and for WELSH ESSENTIAL / WELSH ESSENTIAL OR A COMMITMENT TO LEARN administrative posts on Grade 9 or above. ▪ For Welsh Essential posts, the interview will be conducted in Welsh with simultaneous translation facilities provided for non-Welsh speaking members of the panel. Candidates for Welsh Essential posts can be asked to answer some questions in English. The same is true of candidates for Welsh Desirable posts who have noted that they wish to hold their interview in Welsh. 			
	2.5	<p>ASSESSING LANGUAGE LEVELS AND COURSES OF ACTION</p> <p>WELSH ESSENTIAL POSTS</p> <p>If there is no suitable candidate for all aspects of the post, the options are:</p> <ul style="list-style-type: none"> ▪ to appoint someone with the necessary Welsh language skills who meet the essential criteria for the post but who may require reasonable and appropriate training in particular aspects of the post. ▪ re-advertise ▪ re-advertise and consider making some changes to the nature of the post (without 	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p> <p>Human Resources</p>	<p>Director of Human Resources</p> <p>Director of Canolfan Bedwyr</p>	Operative

		<p>altering the grade requirement of the post) so that it is likely to attract more candidates with appropriate language skills.</p> <p>WELSH ESSENTIAL OR A COMMITMENT TO LEARN TO A SPECIFIED LEVEL</p> <p>The candidate's ability in Welsh must be assessed in conjunction with the other skills necessary for the post. In such a case Welsh will be one of several considerations. If the best candidate at interview does not possess the required Welsh language skills, the process they must follow to learn Welsh/improve their Welsh skills to the necessary level must be explained. An explanation should be given of the kind of tasks they will be expected to carry out in Welsh once they have reached the required level, and also the support that will be available to them to do so. It should also be made clear that learning Welsh to the required level will be a condition of their probationary period.</p> <p>WELSH DESIRABLE</p> <p>For posts with this Language Requirement the candidates' ability in Welsh will be assessed only if two candidates at interview are deemed to be of equal standing. Ability in Welsh would then be assessed as a means of differentiating between the strongest candidates.</p>			
	2.6	<p>TRAINING AND MONITORING</p> <p>Where the attainment of specific skill levels in Welsh is necessary to achieve the requirements of the post and where the appointee does not reach that standard, the line manager of the</p>	<p>Code of Practice for Appointing Staff in accordance with the Language Scheme</p> <p>Canolfan Bedwyr</p>	<p>Director of Human Resources Director of Canolfan Bedwyr</p>	<p>Operative</p>

		person appointed must undertake to release that individual for a period from his/her duties to follow an appropriate programme of courses provided for them by the University. There will be a clear understanding between the appointee, the school/ department and the institution (via the Human Resources Officer) about what is expected of the appointee with regard to learning Welsh. When a new member of staff joins the University under these conditions, the new member of staff, his/her manager, the University Welsh tutor/a member of Canolfan Bedwyr staff will meet to develop an appropriate Development Plan. The manager and the appointee will sign the Development Plan to note their commitment to it.	Human Resources Staff Tutor		
	2.7	All the steps of the recruitment process will be available through the medium of Welsh through the e-recruitment system.	Canolfan Bedwyr	Director of Human Resources	
	2.8	All the documentation associated with recruitment will be available through the medium of Welsh (e.g. application forms, employment contracts and any supplementary documents).	Canolfan Bedwyr Human Resources	Director of Human Resources	Operative
	2.9	The University's e-recruitment system means that job advertisements will no longer appear fully in the printed press. However, if a job advertisement appears fully in the printed press, these guidelines will be followed: <ul style="list-style-type: none"> ▪ Advertisements for any posts at the University will display the institution's name in the appropriate bilingual format or the crest. ▪ Job advertisements published in the press 	Canolfan Bedwyr Human Resources	Director of Human Resources	Operative

		<p>in Wales will be bilingual; as will any additional information about the posts.</p> <ul style="list-style-type: none"> Any advertisements for posts for which Welsh is essential will be published bilingually in the press in Wales and the UK. Any job advertisements that appear in the Welsh language press can be in Welsh only. Advertisements that appear in international, subject-specific publications can be in English only. 			
--	--	--	--	--	--

Area of Work			Support	Responsibility	Timetable
Corporate services for staff	3.1	Corporate services will be available to staff in Welsh and English (e.g. human resources services, advice on financial matters).	Language Scheme Canolfan Bedwyr	Registrar Director of Human Resources	Operative
	3.2	Relevant documentation about these services will be available in Welsh and English (e.g. guidance and forms).	Language Scheme Canolfan Bedwyr	Registrar Director of Human Resources	Operative
	3.3	The University will keep a record of the preferred language of members of staff (via AGRESSO) and will use that language in official correspondence with individual members of staff.	Language Scheme Canolfan Bedwyr	Registrar Director of Human Resources	Operative

Area of Work			Support	Responsibility	Timetable
Performance Development Review	4.1	All members of staff will have the right to hold their annual performance development review through the medium of Welsh. If the individual who would normally hold the performance development review is not a Welsh speaker,	Canolfan Bedwyr Human Resources	Director of Human Resources Heads of Resource Centres	By Summer 2014

		another suitable Welsh-speaking member of staff can be asked to do it.			
--	--	--	--	--	--

Area of Work			Support	Responsibility	Timetable
Disciplinary hearings, Appeals, etc. for staff	5.1	Every member of staff has the right to take part in disciplinary hearings, appeals etc. through the medium of Welsh, with simultaneous translation facilities if necessary.	Canolfan Bedwyr	Registrar Director of Human Resources	Operative
	5.2	If the person facing a disciplinary hearing or conducting an appeal is Welsh speaking, the University will arrange a Welsh speaking Chair for the panel.	Canolfan Bedwyr	Registrar Director of Human Resources	Operative

Area of Work			Support	Responsibility	Timetable
Staff Development	6.1	The University will promote the fact that staff development opportunities are available in Welsh and English by maintaining a bilingual staff development website and by producing bilingual staff development materials. These materials will state whether a course is conducted in Welsh or English.	Canolfan Bedwyr Human Resources	Deputy Director of Human Resources (Staff Development)	Operative
	6.2	The University will provide a range of professional development opportunities through the medium of Welsh. The training material for these courses will be available in Welsh.	Canolfan Bedwyr	Deputy Director of Human Resources (Staff Development)	Operative
	6.3	When an external provider is used for professional training courses, the University will make every effort to run an equivalent course in Welsh also. Any materials provided by an external trainer for a Welsh language course will be available in Welsh. The external provider	Canolfan Bedwyr	Director of Human Resources	Operative

		will be responsible for ensuring that materials are translated if necessary and they will be responsible for paying the translation costs.			
--	--	--	--	--	--

Area of Work			Support	Responsibility	Timetable
Promoting and facilitating the use of Welsh	7.1	Canolfan Bedwyr will raise the profile of the Welsh language across the institution in a variety of ways (e.g. presence on committees, raising awareness of policies, developing resources to facilitate the use of Welsh, simultaneous translation service).	Canolfan Bedwyr	Director of Canolfan Bedwyr	Operative
	7.2	Canolfan Bedwyr and the staff development team will provide language awareness courses for resource centres. These courses will be available in Welsh and English.	Canolfan Bedwyr	Director of Canolfan Bedwyr Deputy Director of Human Resources (Staff Development)	Operative
	7.3	An introduction to the language scheme and the support available to use Welsh in the University will be an integral part of the induction programme for new staff.	Canolfan Bedwyr	Director of Canolfan Bedwyr Director of Human Resources	Operative

Area of Work			Support	Responsibility	Timetable
Language training	8.1	The University will offer training from beginners' level to language improvement level.	Canolfan Bedwyr Staff Tutor	Director of Human Resources Director of Canolfan Bedwyr	Operative
	8.2	When individuals are appointed with a requirement to learn Welsh in their contract, the Welsh tutor for staff/language improvement tutors will carry out an assessment of language skills and provide a language learning plan.	Canolfan Bedwyr Staff Tutor	Director of Human Resources Director of Canolfan Bedwyr	Operative
	8.3	When individuals/resource centres wish to have specific language training, the language improvement team and/or the Welsh tutor for	Canolfan Bedwyr Staff Tutor	Director of Human Resources Director of Canolfan Bedwyr	Operative

		staff will carry out an assessment of language skills and the type of training required.			
	8.4	The University will be as proactive and flexible as possible when offering opportunities for staff to maintain and develop Welsh language skills.	Canolfan Bedwyr Staff Tutor	Director of Human Resources Director of Canolfan Bedwyr	Operative

Area of Work			Support	Responsibility	Timetable
Internal meetings	9.1	Any member of Senate, or one of the Senate committees, is entitled to present comments in Welsh or English.	Canolfan Bedwyr	Registrar	Operative
	9.2	Simultaneous translation facilities will be available in designated committees (see the section on the language scheme on Canolfan Bedwyr's website). The Chairs of these meeting will encourage Welsh-speaking staff to contribute in Welsh.	Canolfan Bedwyr	Registrar	Operative
	9.3	The University will provide guidance on bilingual chairing and using the simultaneous translation service.	Canolfan Bedwyr	Director of Canolfan Bedwyr	Operative
	9.4	The minutes of bilingual meetings will be available in Welsh and English.	Canolfan Bedwyr	Registrar Committee Chairs	Operative
	9.5	Various committees in departments and schools can also request simultaneous translation facilities as required.	Canolfan Bedwyr	Heads of Resource Centres	Operative
	9.6	In committee meetings where no simultaneous translation facilities are provided, other informal translation arrangements can be made, e.g. the chairperson could translate, or another committee member could be asked to translate or provide a summary.	Canolfan Bedwyr	Committee Chairs	Operative

Area of Work			Support	Responsibility	Timetable
Internal communication	10.1	All e-mails, memoranda, letters, agendas etc. that are produced by the University's central administration and which are sent to staff in general will be bilingual.	Canolfan Bedwyr	Registrar Academic Registrar Heads of Resource Centres	Operative
	10.2	E-mails to groups of staff (e.g. heads of schools, admin representatives, task group members) relating to official business (e.g. communicating policy developments, important notices, formal meetings) will be bilingual (unless the sender of the e-mail is aware of the preferred language of every individual on the list).	Canolfan Bedwyr	Registrar Academic Registrar Heads of Resource Centres	Operative
	10.3	If an e-mail is sent to an individual member of staff to be forwarded to a group of staff (e.g. in a college) then the original e-mail should be written bilingually.	Canolfan Bedwyr	Registrar Academic Registrar Heads of Resource Centres	Operative
	10.4	If it is necessary to forward information from a 3 rd party by e-mail to groups of staff, the materials by the 3 rd party does not need to be translated, but a bilingual note should be placed at the beginning of the e-mail (e.g. gweler isod / see below). If the 3 rd party is based in Wales (particularly public bodies), they should be asked for a bilingual version of the document.	Language Scheme Canolfan Bedwyr	Registrar Academic Registrar Heads of Resource Centres	Operative
	10.5	Official correspondence with a member of staff will be in the preferred language of the member of staff as recorded in AGRESSO.	Language Scheme Canolfan Bedwyr	Registrar Heads of Resource Centres	Operative
	10.6	The University's intranet will be bilingual.	Canolfan Bedwyr	Director of Corporate Communications & Marketing Director of IT Services	
	10.7	Corporate communication tools (e.g. the staff newsletter) will be bilingual.	Canolfan Bedwyr	Director of Corporate Communications & Marketing	Operative

Area of Work			Support	Responsibility	Timetable
Information Technology	11.1	Software that facilitates the use of Welsh (including the <i>Cysgliad</i> software and the <i>To Bach</i> programme) will be available free of charge on the University's network to all students and all members of staff.	Canolfan Bedwyr IT Services	Director of IT Services	Operative
	11.2	Canolfan Bedwyr will provide training to staff and students on software that facilitates the use of Welsh.	Canolfan Bedwyr Cymorth Cymraeg	Director Canolfan Bedwyr	Operative
	11.3	The University's Information Technology Department will ensure that Welsh language interfaces (and associated spellcheckers) of the <i>Microsoft</i> , <i>Firefox</i> , <i>Thunderbird</i> and <i>Roundcube</i> programmes are available for staff and students to use via the University's network.	Canolfan Bedwyr IT Services	Director of IT Services	Operative
	11.4	The University will place all its resources for facilitating the use of Welsh in one accessible location on the University's website (www.bangor.ac.uk/cymorthcymraeg).	Canolfan Bedwyr IT Services	Director of Canolfan Bedwyr Director of IT Services	Operative
	11.5	The University's ITS helpline will be available in Welsh and English.	Canolfan Bedwyr IT Services	Director of IT Services	Operative

D Decision Making and Record Keeping Processes

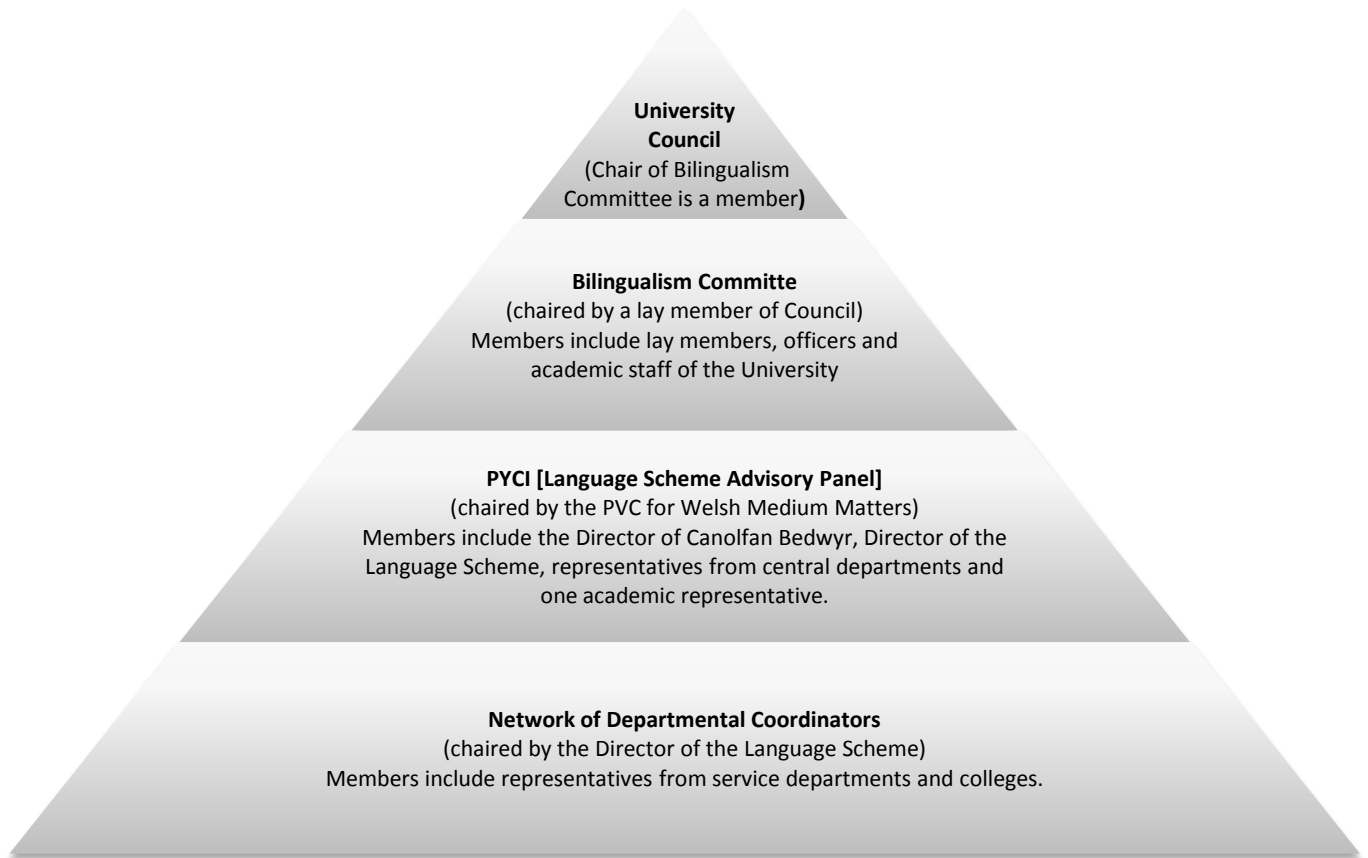
This section focuses specifically on the processes that the University has in place for making decisions on issues pertaining to the Welsh language and keeping records of issues pertaining to the Welsh language.

The University's Vision for Decision Making and Record Keeping Processes for the Welsh Language

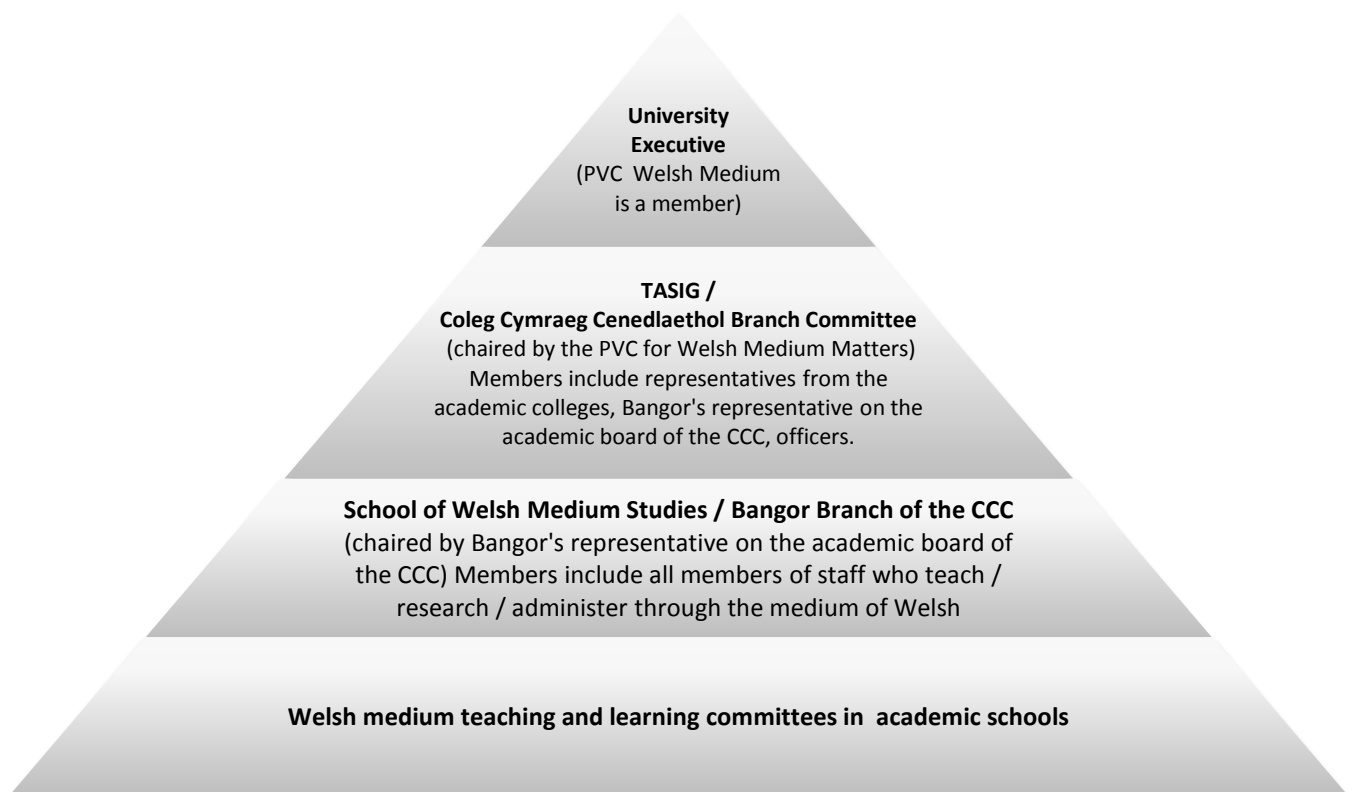
- The University will ensure that issues relating to the Welsh language will be widely discussed in the University and at the Executive and University Council. It will do this by ensuring that there are robust committee structures in place.
- The University will ensure that detailed records are kept of statistical matters related to the Welsh language (e.g. number and percentage of Welsh speakers among the workforce).
- The University will ensure that detailed records are kept of complaints related to the Welsh language and that individuals know how to bring a complaint relating to the Welsh language to the attention of the University.

The Structure of Committees Relating to the Welsh Language

MANAGERIAL / ADMINISTRATIVE MATTERS



ACADEMIC MATTERS



Language Scheme Implementation Complaints Procedure

- If students, members of staff or individuals or groups wish to draw the University's attention to failings in its dealings with the Welsh language, the complaint should be referred to the Director of the Language Scheme at Canolfan Bedwyr in the first instance: Director of the Language Scheme, Dyfrdwy, College Road, Bangor, Gwynedd, LL57 2DG, e-mail: cynllun.iaith@bangor.ac.uk, tel: (01248 3833293)
- The Director of the Language Scheme (in consultation with the Director of Canolfan Bedwyr if necessary) will assess the complaint. If it is deemed to indicate lack of compliance with the language scheme, the complaint will be investigated with a view to resolving it informally in the first place.
- If the matter has wide-ranging implications or if it is a serious complaint regarding lack of compliance with the language scheme, the matter will be brought to the attention of the Pro Vice-Chancellor for Welsh Medium Matters and then to the attention of PYCI and/or the Council's Bilingualism Committee.
- The Director of the Language Scheme will report back to the complainant on the findings of any investigation.
- If a complaint pertains to the behaviour of a member of staff, the matter will be referred to the Human Resources Department under the relevant procedure.

This section will be aligned with the general university complaints procedure.

Record Keeping

- A record will be kept of every complaint received pertaining to the implementation of the language scheme.
- A list of complaints received will be submitted to the University Council Audit Committee every year and to the Language Commissioner as part of the annual report on the implementation of the language scheme.

Academic Scheme

Policy Context

Administrative Procedures

- A central system exists for recording whether students have a knowledge of Welsh as well as their preferred language in communications with the University. This information will also be available to academic schools and all central services, and they will be informed of the need to respect all students' preferred language in personal correspondence with them.
- All students have the right to sit examinations and submit assignments through the medium of Welsh, whatever the medium of education of the course, except for modules in languages where mastery of the language is one of the assessment criteria.
- All students have the right to present oral assessments through the medium of Welsh, using the simultaneous translation service if the assessor is not a Welsh speaker.
- All academic schools with Welsh-speaking staff will be committed to ensuring that students have the service of a personal tutor in their preferred language.
- Any student who feels that the Welsh language provision is inadequate can bring this to the attention of the University through the usual complaints system.
- The University will assess student satisfaction with the bilingual provision and services via the internal Student Satisfaction Survey.

Promoting Welsh Medium Provision

- The University will be proactive in its efforts to encourage students who have pursued some of their secondary education through the medium of Welsh to continue to do so at university.
- Welsh medium provision will be fully marketed via a specific prospectus, marketing material, day-schools, higher education fairs and school liaison activities.
- The Welsh medium provision and Welsh language activities of the University will feature prominently in the central programme of Welcome Week activities.
- The University will ensure that its Welsh-medium provision is mainstreamed in its Learning and Teaching Strategy, reporting on the outcomes on an annual basis to the Higher Education Funding Council for Wales.

Developing Welsh Medium Provision

- As part of the University's quality assurance procedures, Welsh medium provision is an element to which all academic schools are expected to give due attention in the annual review forms which they are required to fill for every course.

- When submitting proposals for new courses and modules, all academic schools are expected to consider the appropriateness of providing the course or the module through the medium of Welsh. The relevant forms include a specific section for this purpose.
- Academic schools, when organizing professional placements for their students, will do everything practicable to ensure that Welsh speakers are given the opportunity to have a placement in a Welsh or bilingual environment where they can use their Welsh.
- The University will play a leading role in all the activities of the Coleg Cymraeg Cenedlaethol. It will also continue to invest in Welsh medium provision beyond the provision offered by the Coleg Cymraeg Cenedlaethol (e.g. by creating and maintaining Welsh medium lectureships).

Supporting Students

- Canolfan Bedwyr will offer modules to increase the confidence and proficiency levels of students who are either native Welsh speakers or fluent learners. Specific events promoting this provision will be held during the Welcome Week and the Module Fair, and details of these modules will be included in the Welsh Medium/Bilingual Modules Handbook (Year 1). Information about the modules will also be shared with all academic schools.
- The University will maintain and develop a full programme of Welsh for Adults courses. These will be open to registered students as well as to the public generally. Information about these courses will be available through the Welsh for Adults North Wales Centre.
- The University will provide language improvement support for students to prepare them for the Coleg Cymraeg Cenedlaethol's Welsh Language Skills Certificate. This support will be promoted by the Coleg Cymraeg Cenedlaethol's Branch Officer at the University, by language tutors and by Welsh-medium co-ordinators in academic schools.
- The University will provide practical support to students studying through the medium of Welsh (e.g. through Canolfan Bedwyr and the Study Skills Centre) in addition to the support provided by their academic schools.
- The Miles Dyslexia Centre will ensure that support is available for students who speak Welsh.
- The University's care services will be available to students through the medium of Welsh and English.

Bilingual Teaching

- Bangor University has extensive experience of bilingual teaching particularly in subject areas such as Healthcare Sciences and Education. The principles underpinning the development of bilingual teaching in Bangor focus on increasing opportunities for students to use and develop their Welsh language skills and to prepare them for the workplace.
- There are several possible models of bilingual teaching and the University does not prescribe a specific model for use. Canolfan Bedwyr and Welsh medium staff experienced in bilingual teaching can provide help and guidance on bilingual teaching possibilities.
- On no account will bilingual teaching be used to dilute the Welsh medium provision. It should also be acknowledged that it won't be possible for students to use the Welsh language effectively in their studies if no element of Welsh medium support is provided as part of their course. For example,

provision based solely on the availability of bilingual *PowerPoint* slides or course hand-outs doesn't constitute bilingual teaching. If a lecture is delivered in English, such support materials should be presented to students through the medium of Welsh (e.g. during Welsh medium tutorials or in Welsh medium discussion groups facilitated by a Welsh speaking member of staff who specializes in the subject area).

Research

- The University will support and promote Welsh medium academic work.
- The University will be an advocate for Welsh medium research in Welsh and British fora (e.g. in the context of REF).
- When individuals or research groups conduct research with the public in Wales, the preferred language of the participants will be respected (e.g. when conducting focus groups or administering questionnaires). If difficulties arise with validation processes for questionnaires, the academic school will explain the situation to the individuals concerned and will provide an unofficial translation of the questionnaire in order to facilitate the participants' understanding. When an academic school provides an unofficial translation of a questionnaire, it will be made available at the same time as the English version.
- When a research measure is not available in Welsh, the University will consider whether a proactive approach can be taken to address the situation; for example, by offering advice on preparing a formal translation and compiling a list of requirements for linguistic validation.

Bangor University's Welsh Medium Provision Scheme

As noted in its strategic plan for 2010-2015, Bangor University is committed to offering Welsh medium higher education of the highest quality. It will do this by playing a leading role in the Coleg Cymraeg Cenedlaethol, by ensuring that its academic provision – both research and teaching – is of an excellent standard.

Bangor University will maintain its traditional strengths in Welsh medium higher education and will also extend its provision to new areas, particularly subject areas where the Welsh language is an essential occupational skill for professionals in Wales. Ensuring that the University has high calibre academics who will lead Welsh medium teaching and research in a range of disciplines will be a priority.

These teaching and research activities will be supported by innovation in the area of language policy, language support for staff and students, translation, language technologies, staff development, marketing and recruitment. The University also fosters key partnerships with external organizations and companies in order to enhance the Welsh medium learning experience for students and respond to the skills and employability agenda.

Bangor University's objective is to give its staff and students a complete experience of Welsh medium teaching, learning and research in an institution that honours the language. By doing this, Bangor University will maintain and strengthen its position as the leading provider of Welsh medium higher education in Wales.

The University's main strategic goals for Welsh medium provision are outlined below:

Increase the number of modules and courses available through the medium of Welsh

BAND	AREAS OF STUDY	DESCRIPTION	AIM
A	Music History and Welsh History Social Sciences Creative Industries Education	Subject areas with a long tradition of Welsh medium teaching	Maintain and expand the current provision. New Welsh medium appointments have already been made in these subject areas that will offer new expertise for degree programmes.
B	Law Business Modern Languages Linguistics Environmental Sciences Chemistry Psychology Health Sciences Biological Sciences Lifelong Learning	Subject areas in which Welsh medium provision has expanded considerably in recent years but where it is not possible to study a whole course through the medium of Welsh.	Maintain the momentum that has already been created and develop it further to offer a greater number of Welsh medium credits on degree programmes. Welsh medium appointments have been made / are in the process of being made in these subject areas.
C	Sport Sciences Electronics Computer Science Ocean Sciences	Subject areas with no tradition of working through the medium of Welsh and where there is currently little provision.	Increase the number of credits available through the medium of Welsh. Welsh medium PhD appointments have been made in three of these subject areas. Expansion to Electronics is also intended. These appointments will provide a foundation for Welsh medium provision.

Enhancing the Welsh medium portfolio to contribute to the creation of a highly-skilled workforce for the Welsh economy

PRIORITY AREA	DESCRIPTION	ILLUSTRATIVE ACTIVITY
Programmes	Developing programmes, particularly at postgraduate level, which respond to the demand for professionals in key areas of activity who can operate through the medium of Welsh.	Developing a Welsh medium MPA.
Work experience opportunities as part of undergraduate/postgraduate degree programmes	Developing students' awareness of employment and giving them the opportunity to develop key skills through the medium of Welsh during their degree programme through placement opportunities with organizations and businesses that operate through the medium of Welsh.	Welsh medium opportunities through KTP partnerships.

Play a leading role in Coleg Cymraeg Cenedlaethol developments by sharing our subject expertise and our pedagogic and administrative expertise in Welsh medium teaching, research and support with other institutions in Wales

EXPERTISE	ILLUSTRATIVE ACTIVITY
Subject	Increase the number of collaborative modules led by Bangor.
Pedagogic	Share expertise in the area of language support for students through the development of the National Skills Certificate and introducing elements of language skills as part of a module.
An infrastructure to facilitate Welsh medium study	Continue to innovate in the field of terminology and simultaneous translation in teaching settings.
Administrative	Share expertise in maintaining Welsh medium planning and support structures.

Continue to develop Welsh medium provision and support through various methods for prospective and current students

TARGET AUDIENCE	ILLUSTRATIVE ACTIVITY
Prospective students	Continue to work closely and effectively with schools in Wales. Work with the Mantais campaign.
Current students	Regularly seek new and innovative ways of raising awareness of Welsh medium provision, e.g. during Welcome Week.



APPENDIX

Code of Practice for Staff Appointments in accordance with the Language Scheme

CODE OF PRACTICE FOR THE APPOINTMENT OF STAFF IN ACCORDANCE WITH THE LANGUAGE SCHEME

INTRODUCTION

Bangor University is situated in a bilingual area where around 70% of the population speak Welsh. A high percentage of University staff and students are also bilingual. This Code of Practice represents Bangor University's commitment to developing a workforce that can operate through the medium of Welsh and English for teaching, research and administrative purposes. This in turn represents the University's commitment, as emphasised in its *Strategic Plan 2010-2015* and in its *Language Scheme*, to recognising the value of Welsh as a skill for the workplace and the importance of offering a bilingual service in a range of situations. The University also recognises its legislative duties in this regard. The following guidelines have been designed to assist managers to develop teams that will be able to operate bilingually.

Please note the following:

- These guidelines are applicable to all posts at Bangor University. All managers should refer to them when a new post is created or when a temporary post becomes permanent.¹
- External recruitment / employment agencies should also use these guidelines.
- Guidance on the underpinning principles of the Code of Practice can be sought from Canolfan Bedwyr; guidance on the implementation of the Code and the appointment process can be sought from Human Resources. The Code's implementation will be overseen by the Language Scheme Code of Practice Scrutiny Committee, chaired by the Vice Chancellor.

THE PROCESS

When a new post is created, a manager is required to decide on the relevance of Welsh language skills to the post and on what kind of Welsh language skills are necessary to fulfil the requirements of the post. These decisions will depend on the:

- type of post
- nature of the role
- language skills of the team
- responsibilities of the team

This Code of Practice is relevant to **all** stages of the appointment process as outlined below:

1. **Creating Post and specifying Language Requirement.**
2. **Creating Job Specification:** note the kind of language skills that will be needed.
3. **Shortlisting:** ensure that the post's language requirements are taken into consideration (e.g. when selecting panel).
4. **Interviewing:** ensure that the post's language requirements are taken into consideration (e.g. when selecting panel).
5. **Training and Monitoring:** if necessary, ensure successful candidates receives the support needed to develop Welsh language skills.

¹ For employees whose contracts are transferred to permanent status after four years of employment, the language requirements of the post shall not be revised.

The guidelines for deciding on a post's Language Requirements will depend on the type of post created. For the purpose of this Code of Practice, posts are placed in one of three categories:

Category 1: Support Staff (Manual, Clerical, Managerial and Professional posts).

Category 2: Academic and Research posts.

Category 3: Senior Academic Management posts (e.g. heads of school, heads of College, pro vice-chancellor).

LANGUAGE REQUIREMENT: Category 1 – Support Staff

The LANGUAGE REQUIREMENT options for these posts are:

- WELSH ESSENTIAL
- WELSH ESSENTIAL OR COMMITMENT TO LEARN TO A SPECIFIED LEVEL²
- WELSH DESIRABLE

WELSH ESSENTIAL

- Welsh language ability is one of the essential criteria for these posts.
- It is necessary to ensure that everyone who is interviewed has Welsh language skills to the necessary level.

WELSH ESSENTIAL OR COMMITMENT TO LEARN TO A SPECIFIED LEVEL

- If individuals appointed to these posts do not have the necessary Welsh language skills, a firm commitment to learn from the appointee and a firm commitment from the manager to support the learning will be required.
- Managers must commit to releasing the staff member from his/her duties **during working hours** to enable him/her to reach the necessary language level. The staff member will need to be released from his/her post for between 1-4 hours a week (depending on the level to which he/she is expected to learn) and / or for a block period of training. If this is not feasible, or if the individual needs to have Welsh language skills from the outset, the job should be categorised as WELSH ESSENTIAL.
- Any staff member who is learning Welsh as part of their post will be assessed (e.g. by sitting and passing language examinations) until they have reached the language level noted in their contract. The staff member's progress will be monitored regularly. The attainment of the necessary language level will be part of the requirements of the staff member's probationary period.

WELSH DESIRABLE

- Welsh language ability is one of the desirable criteria for these posts.
- Welsh language ability will only be assessed as a means of differentiating between candidates who are equal at interview along with other desirable criteria.

² This category is usually reserved for specialist posts where the number of qualified applicants may be limited.

SELECTING APPROPRIATE LANGUAGE REQUIREMENT FOR ADMINISTRATIVE POSTS

Charts A and B give managers guidance on deciding on the Language Requirement of a post. The charts should be used as follows:

- Chart A for posts on grades 1-6.
- Chart B for administrative/managerial posts on grade 7 and above

Explanatory notes for the charts:

REGULAR CONTACT: contact that occurs every day, or every other day, throughout the work week.

SUFFICIENT BILINGUAL CAPACITY: 65% of the team able to speak Welsh and English (this corresponds to the percentage of University staff who note that they speak Welsh or that they are learning Welsh).

Chart A: Grades 1 - 6

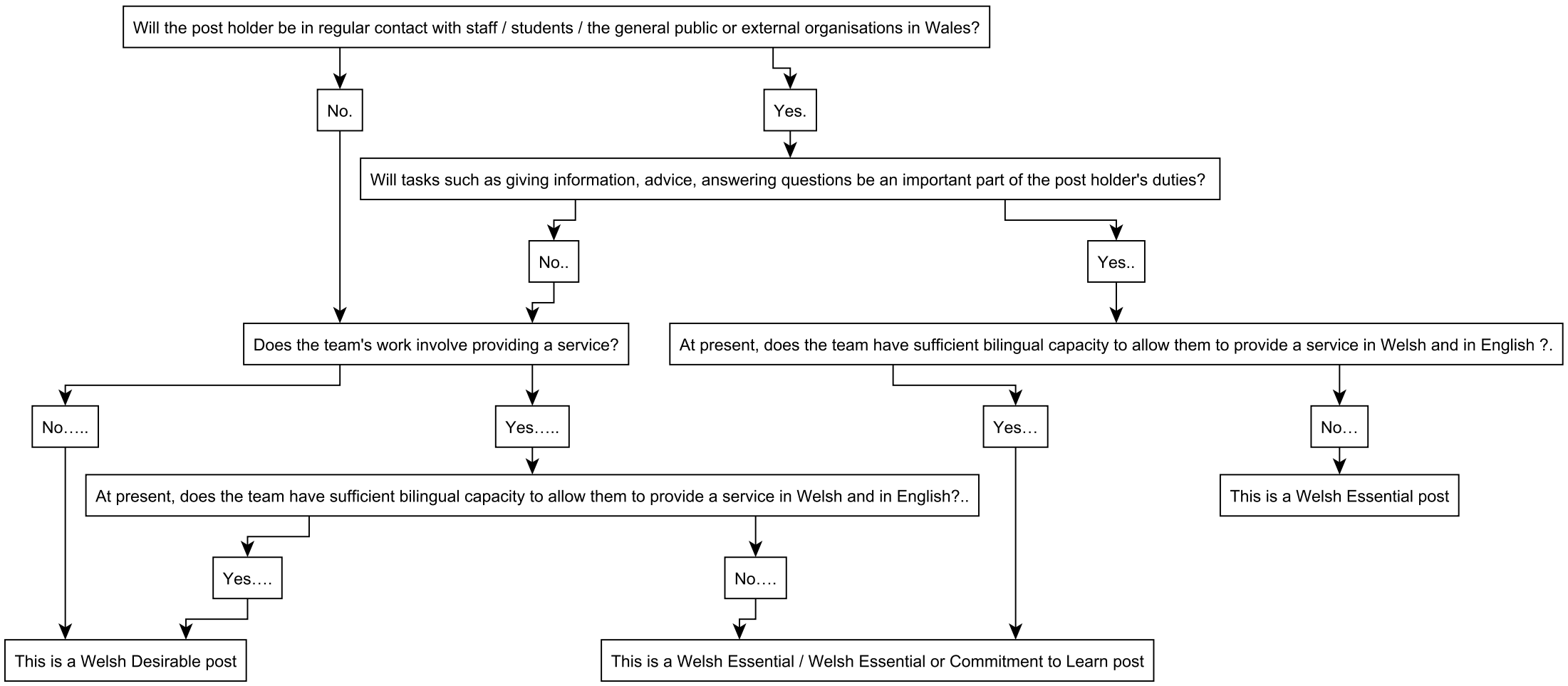
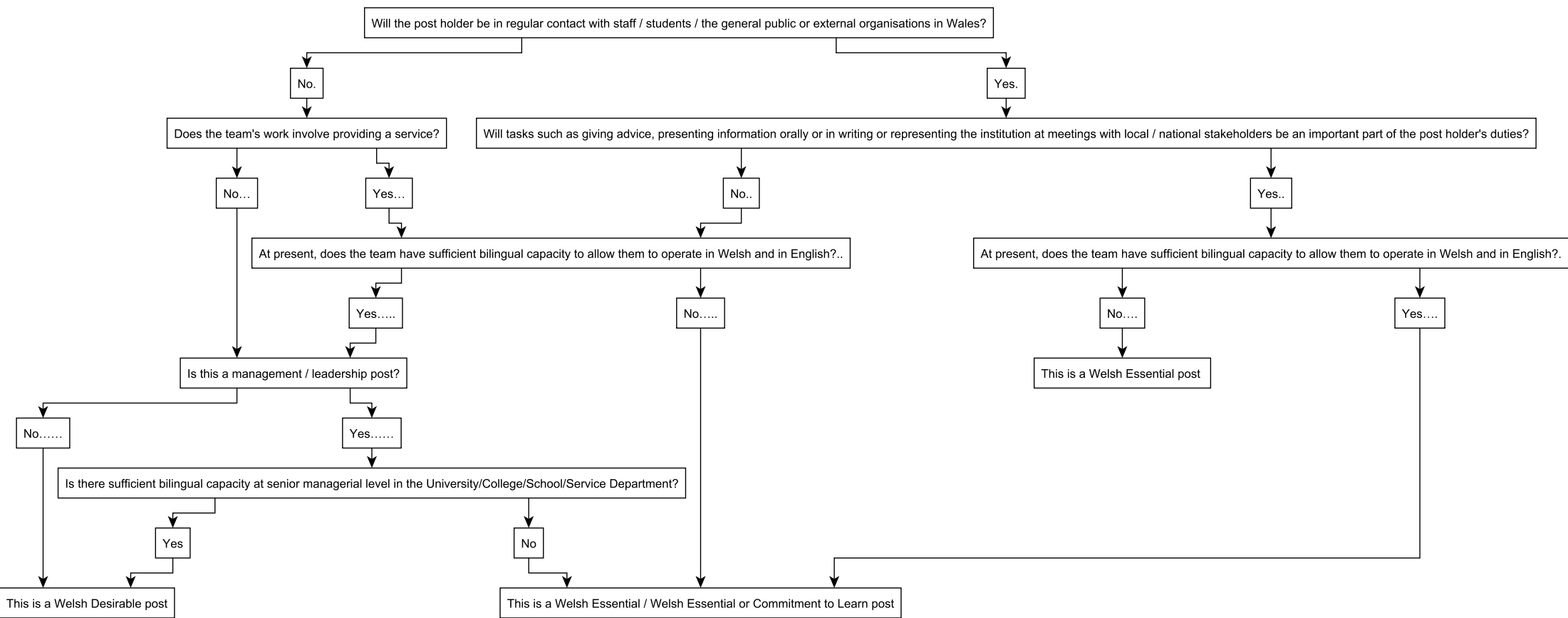


Chart B: Grade 7 and Above



LANGUAGE REQUIREMENT: Category 2 – Academic and Research Posts

The LANGUAGE REQUIREMENT options for these posts are:

- WELSH ESSENTIAL
- WELSH DESIRABLE
- NO SPECIFIC WELSH LANGUAGE REQUIREMENT. CANDIDATES WILL BE EXPECTED TO WORK POSITIVELY IN A BILINGUAL ENVIRONMENT

WELSH ESSENTIAL

- Welsh language ability is one of the essential criteria for these posts.
- It is necessary to ensure that everyone who is interviewed has Welsh language skills to the necessary level. For academic posts, this means the ability to speak, read and write Welsh to a high level.

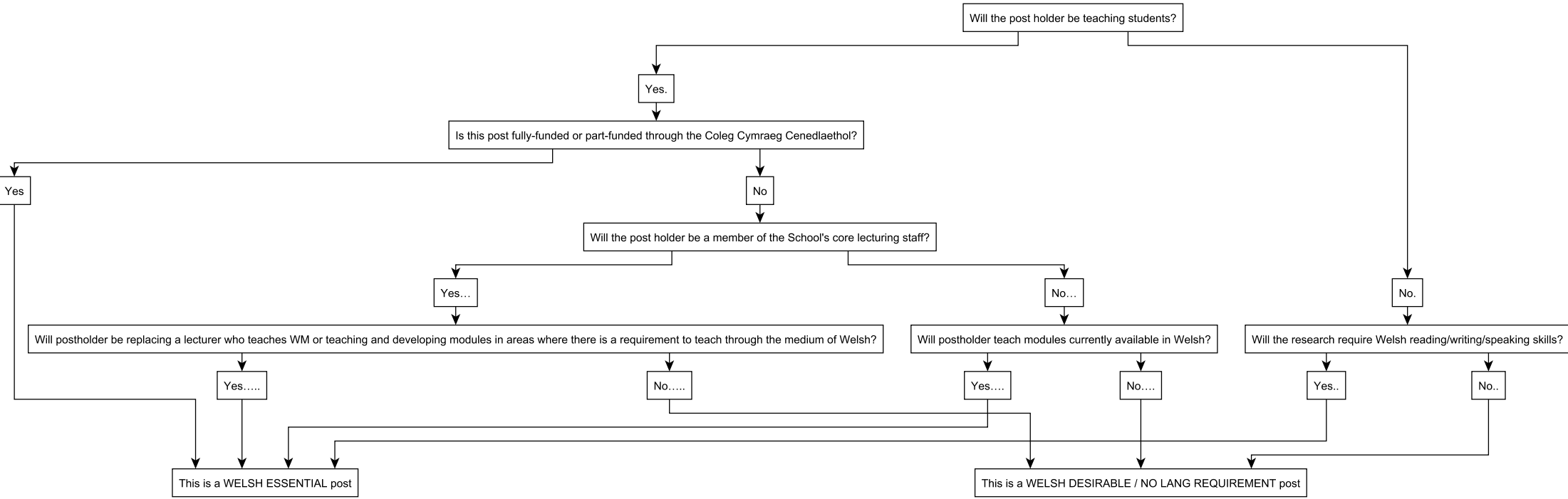
NO SPECIFIC WELSH LANGUAGE REQUIREMENT. CANDIDATES WILL BE EXPECTED TO WORK POSITIVELY IN A BILINGUAL ENVIRONMENT

- Welsh language ability is not a criteria for these posts.

SELECTING APPROPRIATE LANGUAGE REQUIREMENT FOR ACADEMIC AND RESEARCH POSTS

- **Chart C** gives managers guidance on deciding on the Language Requirement of a post.

Chart C: Academic and Research Posts



LANGUAGE REQUIREMENT: Category 3 – Senior Academic Management Posts

This section of the Code of Practice is designed to offer guidance on the appointment of senior academic management posts (e.g. heads of school, heads of college, pro vice-chancellors). These posts are dealt with separately to other academic posts as the posts combine both academic and managerial responsibilities and are often fixed term appointments.

Guidelines

The following should be borne in mind when appointing to these posts:

- The posts are of key importance in delivering the University's aim, as outlined in its strategic plan, of embedding and strengthening bilingual management and administrative activities and of supporting Welsh language teaching and research.
- In order to achieve this aim, it must be ensured that there is sufficient bilingual capacity at all senior managerial levels.
- In subject areas where there is a strong dimension of Welsh medium teaching and research and / or where Welsh is an important vocational skill, an ability to deal with staff and students and external bodies through the medium of Welsh must be recognised as an important professional skill.
- Individuals appointed to senior academic posts influence the linguistic culture of their area of responsibility and influence the language of work therein.

Having considered the above, members of the panel should allocate one of the following language requirements to these posts:

- Welsh Essential
- Welsh Desirable
- No Specific Language Requirement

Monitoring Procedures

Responsibility for maintaining linguistic balance amongst senior academic management appointments rests with the Language Scheme Code of Practice Scrutiny Committee whose members are: Vice-Chancellor (Chair), Registrar, Pro Vice Chancellor (Welsh Medium and Civic Engagement), Director of Human Resources, Director of Canolfan Bedwyr.

The scrutiny committee's primary role is to oversee appointments to senior academic posts and to ensure that the Welsh language is given appropriate consideration during the recruitment process (i.e. by ensuring that the matters outlined above are given due regard). Human Resources will inform the scrutiny committee each time a senior academic position becomes vacant. If the committee does not feel that linguistic balance is being maintained or that the importance of Welsh as a professional skill for a certain post is not given due consideration, the committee will intervene in the recruitment process.

CREATING JOB SPECIFICATION

Once the language requirement of the post has been established, for Welsh Essential / Welsh Essential or Commitment to Learn posts a decision needs to be made on the kind of Welsh language skills needed to fulfil the requirements of the post. Canolfan Bedwyr and HR can offer guidance and a bank of descriptors is available for use.

ADMINISTRATIVE POSTS: POSSIBLE SCENARIOS

Post A: candidates will be required to speak and write Welsh to a high level (e.g. marketing officer, translator, trainer). The job specification should therefore note: *The ability to speak and write Welsh fluently in a broad range of situations is essential for this post.*

Post B: candidates will be required to speak Welsh fluently and write a range of e-mail messages in Welsh (e.g. clerical officer, PA). The job specification should therefore note: *The ability to speak Welsh fluently and to complete tasks such as writing e-mail messages to a range of audiences in Welsh is essential for this post.*

Post C: candidates will be required to carry out some work-related tasks in Welsh (e.g. IT project manager). The job specification should therefore note: *The ability to use Welsh with confidence for some tasks is essential for this post - e.g. contribute to some bilingual meetings and write simple e-mails in Welsh.*

Post D: candidates will be required to be able to speak Welsh in most situations relevant to the post, but will not be required to read and write Welsh (e.g. security officer). The job specification should therefore note: *The ability to use Welsh with confidence for some tasks is essential for this post –e.g. talking to staff and students, answering telephone calls, dealing with emergency requests in Welsh.*

Welsh Essential or Commitment to Learn Posts

To the descriptors above add the phrase: *Applications are welcome from those who are committed to developing their Welsh language skills to this level.*

Welsh Desirable

It is not compulsory to include a description of the kind of language skills needed with this language category, but managers can do so. Managers may also choose to include the following sentence: *If candidates are not currently able to speak/write Welsh, there are many opportunities to learn if the successful candidate wishes to.*

ACADEMIC POSTS

Welsh Essential: the job specification should note that the ability to speak and write Welsh is essential for this post.

No Specific Welsh Language Requirement. Candidates will be expected to work positively in a bilingual environment: the job specification should note that: *Bangor University is a bilingual organisation and all members of staff are expected to work positively in this bilingual environment.*

SHORTLISTING

Welsh language skills should be 'scored' in the same way as other skills that are in the 'essential' or 'desirable' categories. The Human Resources Department offers guidelines on the short-listing process. Please note that School/Departmental representative who is leading the recruitment process is responsible for:

- arranging the translation of any application submitted in Welsh (where necessary).
- ensuring that applications submitted in Welsh only are given full consideration as part of the initial screening and the short-listing process.
- ensuring that for WELSH ESSENTIAL/ WELSH ESSENTIAL OR A COMMITMENT TO LEARN TO A SPECIFIED LEVEL posts the candidates' language skills are assessed by a bilingual member of the short listing panel. If there is no one in the school / department who can assess the candidates' ability in Welsh, a representative from Canolfan Bedwyr can do so. The representative from Canolfan Bedwyr will also then be a member of the interviewing panel with the specific remit of assessing a candidate's Welsh language ability.
- ensuring that for academic posts that are WELSH ESSENTIAL the Pro Vice-Chancellor (Welsh Medium & Community Engagement) or his/her representative is a member of the shortlisting panel.

INTERVIEWING

Composition of Panel for posts that are WELSH ESSENTIAL / WELSH ESSENTIAL OR COMMITMENT TO LEARN

- At least one member of the interviewing panel (not including the HR representative and the language tutor) must be bilingual in order to be able to assess the candidates' Welsh language ability.
- If there is no one in the school / department who can assess the candidates' ability in Welsh, a representative from Canolfan Bedwyr can do so. (As part of the training on recruitment, the Staff Development department within Human Resources can provide training on assessing Welsh language abilities).
- The Pro Vice-Chancellor (Welsh medium and Civic Engagement) or his / her representative must participate in the interview for WELSH ESSENTIAL academic posts and for WELSH ESSENTIAL / WELSH ESSENTIAL OR A COMMITMENT TO LEARN administrative posts on Grade 9 or above.
- For Welsh Essential posts, the interview will be conducted in Welsh with simultaneous translation facilities provided for non-Welsh-speaking members of the panel. Candidates for Welsh Essential posts can be asked to answer some questions in English. The same is true of candidates for Welsh Desirable posts who have noted that they wish to hold their interview in Welsh.

ASSESSING LANGUAGE LEVELS

WELSH ESSENTIAL: There must be an assessment of whether the applicant has the necessary Welsh language skills. (This means the ability to do in Welsh what you would expect someone to do in English for an English medium post, e.g. answer a question/give a presentation/ write a letter or report).

- A candidate's spoken Welsh can be assessed at interview.
- A candidate's written Welsh can be assessed through the application form. An additional language test can also be set and guidance and examples can be sought from Canolfan Bedwyr.

If there is no suitable candidate for all aspects of the post, the options are:

- to appoint someone with the necessary Welsh language skills who meet the essential criteria for the post but who may require reasonable and appropriate training in particular aspects of the post.
- re-advertise
- re-advertise and consider making some changes to the nature of the post (without altering the grade requirement of the post) so that it is likely to attract more candidates with appropriate language skills.

WELSH ESSENTIAL OR A COMMITMENT TO LEARN TO A SPECIFIED LEVEL

The candidate's ability in Welsh must be assessed in conjunction with the other skills necessary for the post. In such a case Welsh will be one of several considerations. If the best candidate at interview does not possess the required Welsh language skills, the process they must follow to learn Welsh/improve their Welsh skills to the necessary level must be explained. An explanation should be given of the kind of tasks they will be expected to carry out in Welsh once they have reached the required level, and also the support that will be available to them to do so. It should also be made clear that learning Welsh to the required level will be a condition of their probationary period.

At the close of the interview, the Chair of the Panel will note on the 'Departmental Interview Assessment Form' what the candidate's ability in Welsh is. If the individual appointed does not possess the required language skills this will be noted on the form and in due course in e-recruitment. This will allow the Staff Development team to ensure that training provision is in place for the individual concerned. The Human Resources Department will record the need to learn Welsh to an appropriate level within an appropriate timescale on the individual's contract, since it will be a condition of appointment.

WELSH DESIRABLE

For posts with this Language Requirement the candidates' ability in Welsh will be assessed only if two candidates at interview are deemed to be of equal standing. Ability in Welsh would then be assessed as a means of differentiating between the strongest candidates. In these circumstances, Welsh language ability would be assessed by asking the candidates to answer one or two questions in Welsh. If none of the panel members are able to assess Welsh language skills, a member of staff from Canolfan Bedwyr or from Human Resources can be called upon. A short telephone interview, where two standard questions will be asked of the candidates will be held, and an assessment of their ability in Welsh will be given to the panel.

TRAINING AND MONITORING

The Development Plan

Where the attainment of specific skill levels in Welsh is necessary to achieve the requirements of the post and where the appointee does not reach that standard, the line manager of the person

appointed must undertake to release that individual for a period from his/her duties to follow an appropriate programme of courses provided for them by the University. There will be a clear understanding between the appointee, the school/ department and the institution (via the Human Resources Officer) about what is expected of the appointee with regard to learning Welsh. When a new member of staff joins the University under these conditions, the new member of staff, his/her manager, the University Welsh tutor / a member of staff from Canolfan Bedwyr will meet to develop an appropriate Development Plan. The manager and the appointee will sign the Development Plan to note their commitment to it.

Training

The University will provide a range of Welsh courses for the necessary period in order to support new staff members who need to learn Welsh/improve their Welsh language skills as part of their contract. These lessons will enable the staff member to attain the necessary language level that was agreed on for the Development Plan (e.g. by passing the relevant examination). These language classes will enable the individual to use Welsh in their job.

Monitoring Development

For those for whom learning Welsh is part of their work contract, the monitoring process will be linked to the probationary process as noted below:

6 months probationary period: For the first six months, the Welsh language tutor in discussion with the Human Resources Department will be responsible for gathering information about each individual's progress. All that is expected in this period is confirmation that the member of staff has started on a training course and is being released from work regularly to attend the course. After this, the monitoring will happen each year until the manager and the University language tutor are agreed that the individual is using Welsh to the appropriate level to carry out their job.

For posts with a probationary period of more than 6 months the monitoring process will take place in conjunction with the annual probation reports over the probationary period of up to 3 years. It will be the responsibility of the line manager of the relevant staff member and the University's language tutor to ensure that the agreed Development Plan is being implemented.

The development of staff members whose employment contract contains a specific language requirement will be reported to the Human Resources Department annually. The Human Resources Staff Development Team will also be reporting on their development to Canolfan Bedwyr.

In cases of unsatisfactory performance

If the report received by Human Resources is unsatisfactory the following actions are suggested:

- (i) For **administrative appointments**, a meeting should be arranged between the staff member, a representative from the Department, the University's Welsh language tutor and / or the Staff Development Officer to discuss the reasons for the lack of development and then to agree on a development programme for the individual for a specific period of time e.g. 6 months or a year. Each one of the above will sign a relevant statement to express their support for the action taken. [See (ii) below]. For **academic appointments**, a meeting should be organised between the member of staff, a representative from the School, the University's Welsh language tutor and the Pro Vice Chancellor (Welsh Medium and Civic Engagement) to discuss the reasons for the lack of progress and then to agree on a development programme for the individual for a specific period e.g. 6 months or a year. Each of the above will sign a relevant statement expressing their support for the action taken. [See (ii) below].

- (ii) Extend the probationary period with a stronger condition that further action will have to be taken to try to accelerate progress. This could involve e.g. more lessons, attendance at summer school, sessions with a departmental language mentor, more careful monitoring.
- (iii) Where there are further weaknesses after 6 months or a year the Pro Vice Chancellor (Welsh Medium and Civic Engagement) will hold a further meeting with the persons named in the relevant sections above and will agree on a further development programme. Where satisfactory progress is not achieved following the action outlined above the line manager, in consultation with the Human Resources Department, should consider whether the inability to use Welsh impairs the individual's ability to carry out the full requirements of the post and consider, for example, whether the individual's duties should be changed.