

BANGOR UNIVERSITY WELSH LANGUAGE POLICY AND ACTION PLAN

INTRODUCTION

The *Bangor University Strategic Plan 2015-2020: Building on Success* states that Welsh Language and Culture is one of the University's four strategic priorities. This policy outlines the steps Bangor University will take to:

- ensure that the university complies with the statutory duties placed on it by the Welsh Language Standards
- ensure that the Welsh language remains central to the life and work of the University
- ensure that the university contributes proactively towards the Welsh Government's vision of there being a million Welsh speakers by 2050.

THE SCOPE OF POLICY

This policy refers to the university's work with students, staff, individuals and organizations outside the university who are based in Wales. The policy applies to all resource / cost centres at Bangor University as well as any subsidiary company wholly owned by the university and any third party company providing a service on behalf of the university in the context of that service.

CORE PRINCIPLES

The university adopts the principles that underpin the work of the Welsh Language Commissioner, namely:

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

This means that Bangor University will ensure that:

1. The university will encourage and support students, staff and others to use the Welsh language.
2. Opportunities to use the Welsh language and the university's Welsh language services will be promoted proactively.
3. Our students will be given opportunities to study their subject areas through the medium of Welsh and will be supported to do so.
4. Our services will be of the same quality in Welsh and in English by being equally visible, equally easy to use and equally effective.

5. The university will keep a record of language choice (Welsh or English) and provide services in accordance with this language choice.
6. Our staff recruitment policies and systems will ensure that the university's bilingual capacity is maintained across the range and scales of jobs.
7. Our staff will be encouraged and will be given opportunities to use Welsh at work and to develop their Welsh language skills, with the aim of increasing the use of Welsh in the university's workplaces. Some of the university's workplaces (e.g. Pontio) will be designated as workplaces where Welsh is the main language of work.
8. Our policies, plans and projects will fully consider how to give Welsh a central and natural place without undermining the status or use of the Welsh language.
9. We will plan proactively and progressively in the interest of the Welsh language by using research expertise and applied expertise that benefits the use of the Welsh language in the university and further afield.
10. We will record decisions, processes and complaints in relation to the Welsh language.

RESPONSIBILITY

The Welsh Medium Pro Vice-Chancellor (who is a member of the Council's Bilingualism Committee and the chairperson of the Welsh Language Strategy Task Group) is responsible for implementing, monitoring and reviewing this policy across the university. The Deans of Colleges, Heads of Schools and Department Directors are responsible for the policy within the Colleges and Central Services. This includes ensuring that any third party acting on their behalf complies with the policy.

LEGISLATION AND RELATED DOCUMENTS

Welsh Language Measure (Wales) 2011. Reference should be made to the Compliance Notice received by the university:

Well-being of Future Generations (Wales) Act 2015

Cymraeg 2050: Welsh Language Strategy

Coleg Cymraeg Cenedlaethol: Academic Plan

Education in Wales: Our national Mission

Welsh in Education: Action plan 2017-21

PLANNING, SUSTAINING AND DEVELOPING WELSH MEDIUM PROVISION

1. The university will continue to invest in Welsh medium provision (e.g. by creating and sustaining Welsh medium lecturing posts).
2. The university will consider the impact of any staffing changes on the breadth and depth of Welsh medium provision.
3. The university will play a leading role in all the activities of the Coleg Cymraeg Cenedlaethol.
4. Welsh medium provision will be a central part of the University's Teaching and Learning Strategy and of the planning work of each college and school.
5. When submitting proposals for new courses and modules, all academic schools are expected to consider the appropriateness of providing the course or module through the medium of Welsh. The relevant forms contain a specific section for this purpose.
6. There will be a director with responsibility for Welsh Medium issues on the Management Board of each college.
7. There will be a Welsh medium student representative on the Board of Studies and the staff and student committee of each school.
8. As part of the university's quality assurance system, Welsh medium provision is an element that is expected to be addressed by all academic schools in the annual survey forms that they are required to complete for each course.
9. When organizing professional student placement periods, academic schools will make every effort to try to ensure that Welsh speakers are placed in settings that allow them to use their Welsh language skills.
10. The university will ensure that students can take examinations and submit assignments in Welsh, regardless of the teaching language of the module, with the exception of language modules, where mastery of the language is one of the assessment criteria.¹
11. The university will ensure that students can complete oral assessments in Welsh, using the simultaneous translation service if the assessor does not speak Welsh.
12. The university will ensure that students can engage with the complaints / appeals / disciplinary systems through the medium of Welsh.

¹ Please refer to the Taught Programmes Regulations for the translation procedures.

13. Each school will ensure that Welsh speaking students are assigned a personal tutor who speaks Welsh.
14. Bilingual teaching in Bangor will involve increasing the opportunities for students to use and develop their Welsh language skills and prepare them for the workplace. Bilingual learning will not be used in any way to weaken Welsh medium provision. The university recognizes that students will not be able to use Welsh effectively in the context of their studies without having an element of Welsh medium support available to them as part of the course.

PROMOTING WELSH MEDIUM PROVISION

1. The university will be proactive in encouraging students to study through the medium of Welsh.
2. Welsh medium provision will be marketed rigorously through the use of Welsh materials and specific Welsh events (e.g. prospectus, day schools, school liaison work).
3. Welsh medium provision and the Welsh language life of the university will have a prominent place as part of the central programme of activities during Welcome Week and the programmes of individual schools and colleges.

STUDENT SUPPORT

1. Canolfan Bedwyr will offer Welsh language skills support to students who speak Welsh fluently and who want to increase their confidence in using Welsh. Canolfan Bedwyr will also offer support to students applying for the Coleg Cymraeg Cenedlaethol Welsh Language Skills Certificate.
2. The university will offer free opportunities for students to learn Welsh through the North Wales Welsh for Adults Centre and the Languages for All Scheme.
3. Cysgliad will be available on all university computers as well as Welsh language interfaces within Microsoft programs.
4. The university will provide study support and career support, additionally to the support provided by academic schools, in Welsh.
5. The university's care and support services will be available to students in Welsh.
6. Counselling and mental health support for students will be available in Welsh.

7. The university will ensure that we provide designated accommodation for Welsh speakers and will promote this accommodation among students and prospective students.

RESEARCH

1. The university will support and promote academic work through the medium of Welsh.
2. The university will advocate Welsh language research in Welsh and British forums (e.g. in the context of REF).
3. When individuals or research groups conduct research with the public in Wales, the language choice of the individuals involved will be respected (e.g. when conducting focus groups or when distributing questionnaires). If difficulties arise with the validation processes for questionnaires, the academic school will explain the situation to the relevant individuals and provide an unofficial translation of the questionnaire to facilitate understanding by those involved in the research. When an academic school provides an unofficial translation of a questionnaire, it will be available at the same time as the English version.
4. When a research measure is not available in Welsh, the university will consider whether the situation can be looked at proactively, for example by offering advice on preparing a standard translation and compiling a list of requirements for its linguistic validation.

THE WELSH LANGUAGE AND SERVICES

You should also refer to the Compliance Notice the university received from the Welsh Language Commissioner (www.bangor.ac.uk/canolfanbedwyr/safonau_iaith.php.en). Guidelines and support to develop and offer bilingual services are available from Canolfan Bedwyr.

1. The university will provide services in the service user's language of choice or bilingually:
 - The 'language choice' of students will be recorded in Banner
 - The 'language choice' of staff will be recorded in Agresso
 - The 'language choice' of members of the public will be recorded by specific services, when it is reasonable and practical to do so.
2. Bangor University will ensure that its services for students and the public will be of the same quality in Welsh and in English by being equally visible, equally easy to use and equally effective. This statement applies to services provided:
 - face to face
 - on the phone
 - in writing
 - online
 - on self-service machines
3. The university will offer reception services in Welsh. A sign at each reception will indicate that you are welcome to use Welsh in the reception area. Reception staff will wear a 'iaith gwaith' badge / lanyard.
4. University publications, forms and documents aimed at students and the public in Wales will be bilingual.
5. Any public information signs (including temporary signs) in any location in Wales for which the university is responsible will be bilingual.
6. Materials that are displayed at meetings for students and members of the public in Wales will be bilingual.
7. Press Releases in Wales will be bilingual.
8. The English and Welsh versions of the materials in 4-7 will be available at the same time. English and Welsh versions do not have to be exactly the same as each other. The aim is that they meet the needs of their target audience. If a Welsh and English text is included in the same publication / displayed at the same time, the Welsh version will be above the English version or the Welsh version will be on the left.

9. Titles on university buildings and properties that have functional names will be in Welsh and English; buildings that commemorate individuals will be in the form of 'Adeilad ...' or 'Neuadd ...' only.
10. The university website and apps that contain information for students and the public will be bilingual.
11. Corporate and departmental social media accounts will be bilingual.
12. The university will ensure that students, members of the public and representatives from organizations based in Wales have the opportunity to use Welsh in meetings. A simultaneous translation service will be provided to facilitate this if necessary or a language facilitator will be present.
13. Any announcements on a public address system will be bilingual, with the Welsh announcement provided first.
14. When organizing and advertising public events Welsh and English will be treated equally.
15. In keeping with the University's tradition, the Welsh language will be central to graduation ceremonies.
16. The university will provide guidelines with regard to the use of Welsh in public lectures and conferences.
17. The university will advertise grants and welcome grant applications submitted in Welsh and English and will administer the process according to the candidate's language of choice.
18. The university will welcome tender applications submitted in Welsh and English and will administer the process according to the candidate's language of choice. The university will announce invitations to tender for a contract in Welsh if the subject of the invitation to tender suggests that it should be published in Welsh or if the audience / expectations suggest that it should be published in Welsh.
19. The university's corporate identity will be bilingual wherever it will be displayed. This will include the name of the university and its resource centres on logos, letterheads, compliment slips, business cards, invitations and similar items. Information about the university and its name will follow the same pattern wherever it is permanently displayed (e.g. on signs, vehicles, signage on a building, exhibitions or publications). In all cases, Welsh will be displayed uppermost or first.

THE WELSH LANGUAGE AND STAFF: USING WELSH AT WORK

The university has published a *Strategic Plan: Promoting the Use of Welsh in the Workplace*. The aim is to increase the use of Welsh in the university's workplaces. You should also refer to the *Compliance Notice the university has received from the Welsh Language Commissioner* (www.bangor.ac.uk/canolfanbedwyr/safonau_iaith.php.en). *Guidelines and support on using Welsh at work are available from Canolfan Bedwyr.*

1. Managers will follow the *Code of Practice on Appointing Staff in accordance with the Welsh Language Standards* throughout the process of recruiting and appointing staff. This Code of Practice applies to all posts, including temporary posts that are made permanent.
2. The university will verify the language choice of staff and record it on Agresso.
3. All of the university's corporate services, including any forms, systems and so on, will be available to staff in Welsh and English.
4. Staff can conduct their performance reviews in Welsh if they wish. If the person who would normally conduct the review does not speak Welsh, it is possible to arrange for another qualified Welsh speaking member of staff to do so.
5. Forms in relation to employment will be bilingual.
6. All members of staff have a right to be dealt with the complaints / appeals / disciplinary process in Welsh and the university will respect their preferred language throughout the process.
7. The university intranet will be bilingual.
8. Cysgliad will be available on all university computers as well as Welsh language interfaces within Microsoft programs.
9. The university's Cymorth Cymraeg website will provide support for staff to use Welsh at work.
10. The university will assess the language skills of staff through an online questionnaire every three years
11. The university will provide a wide range of free Welsh lessons to staff during working hours. Staff will also be able to attend free Welsh for Adults courses in the community.
12. The university will provide a range of professional development training in Welsh. When an external provider is used, the university will make every effort to hold a corresponding course in Welsh. The external provider will be responsible for arranging and paying for translations if necessary.
13. The university will provide information about the Welsh language during induction sessions for new staff.

14. The university will provide language awareness training, training on the language policy and training on how the Welsh language can be used in the workplace.
15. The university will encourage Welsh speaking staff to wear a 'laith Gwaith' badge / lanyards and / or display a 'laith Gwaith' badge on their office doors.
16. The university encourages the use of Welsh in internal meetings. Some meetings are specified as bilingual meetings and a simultaneous translation service will be available in them. The minutes of bilingual meetings will be available in Welsh and English. Different committees within schools and service departments can also apply for a simultaneous translation service as necessary. Guidelines in relation to bilingual meetings are available on the Canolfan Bedwyr website.
17. Corporate communication methods will be bilingual (e.g. staff newsletters, emails, letters and agendas aimed at staff in general).
18. E-mails to groups of staff (e.g. heads of schools, administrative representatives, task group members) that relate to official matters (e.g. policy developments, important notices, formal meetings) will be bilingual (unless the person sending the e-mail knows the language choice of each individual on the list).
19. If an e-mail is sent to an individual member of staff with the intention of forwarding it to a group of staff (e.g. within the college) then the original e-mail will be bilingual.
20. If information from third parties needs to be sent by e-mail to groups of staff, it is not necessary to translate third party materials but a bilingual note should be provided at the top of the e-mail (e.g. gweler isod / see below). If the third party is based in Wales (especially in the case of public bodies), a bilingual version of the document should be requested.

THE WELSH LANGUAGE IN POLICYMAKING AND PROJECT PLANNING

You should also refer to the Compliance Notice the university received from the Welsh Language Commissioner (www.bangor.ac.uk/canolfanbedwyr/safonau_iaith.php.en). Guidelines and support on how to ensure that the Welsh language is central to policies and projects are available from Canolfan Bedwyr.

1. Bangor University will mainstream the Welsh language as part of policymaking and will consider the needs of Welsh speakers and the interests of the Welsh language in all aspects of policy decisions.
2. Bangor University will operate with the aim of safeguarding the standing of the Welsh language and of promoting and facilitating its use and ensuring that the university's policies and initiatives do not lead to treating the Welsh language less favourably than English.
3. Bangor University will ensure that issues relating to the Welsh language are included when policies are developed in all areas of work across the organization.
4. Bangor University will develop specific policies and initiatives that create or promote opportunities to use Welsh.
5. Bangor University will ensure, when undertaking any research and / or consultation as part of policy development work, that it consults with people who are representative of Welsh speaking service users.
6. The staffing structure and profile of any new service or initiative will facilitate service provision in accordance with the university's duties under the Welsh Language Standards.
7. All published material (paper or electronic) relating to a policy decision will be available in Welsh and English.
8. Through university committees, task groups and impact assessments, the university will assess the impact and outcomes of policies (new or revised) on the Welsh language.
9. The university will monitor the organization's compliance, or that of any third party acting on its behalf, in terms of policies and initiatives in relation to the Welsh language.
10. The university will ensure that staff, consultants and lay people responsible for policymaking are aware of the university's duties under the Welsh Language Standards.
11. When the university creates new initiatives it will take into account the specific needs of a Welsh speaking audience and offer tailor-made versions for a Welsh-speaking audience when necessary.

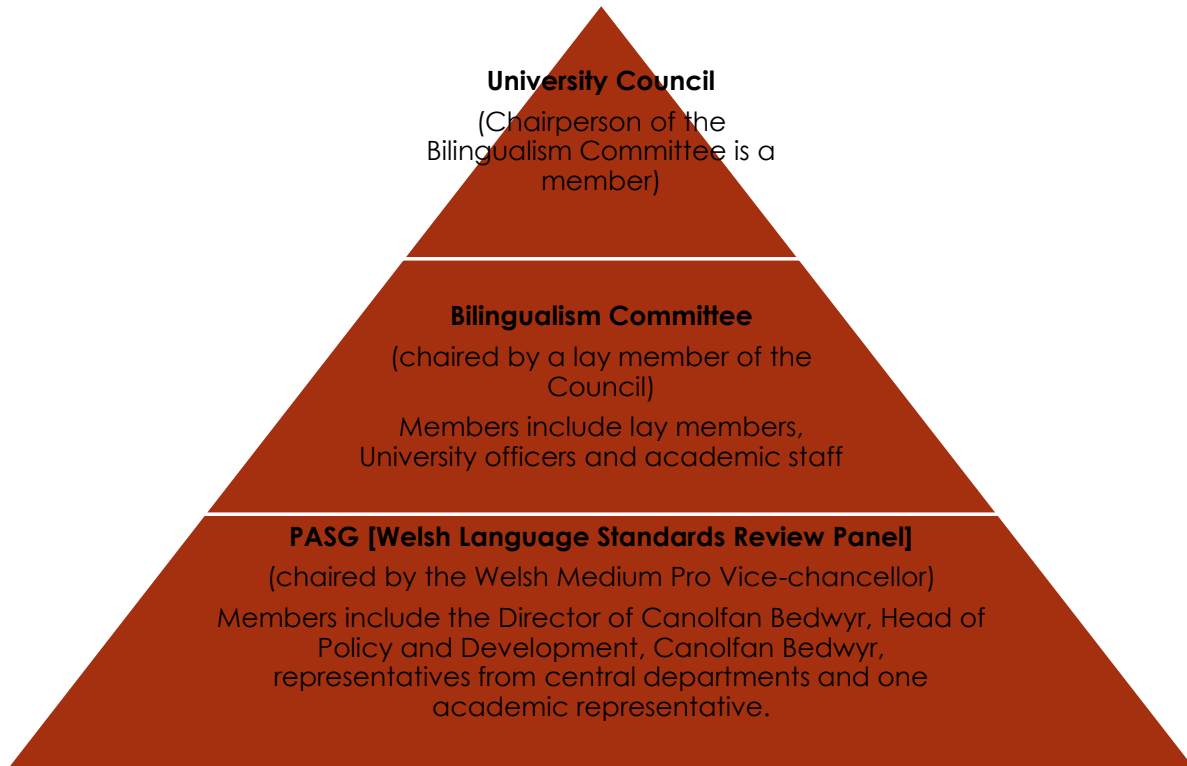
THE WELSH LANGUAGE AND DECISIONS MAKING, RECORD KEEPING AND COMPLAINTS RECORDING PROCESSES.

You should also refer to the Compliance Notice the university received from the Welsh Language Commissioner (www.bangor.ac.uk/canolfanbedwyr/safonau_iaith.php.en).

1. The university will ensure that issues relating to the Welsh language are discussed widely at the university and at the Executive Committee and Council level. It will do this by ensuring that a robust structure of committees is in place.
2. The university will ensure that detailed records are kept of statistics relating to the Welsh language (e.g. the number and percentage of the workforce that speak Welsh, the number of post advertised where Welsh is essential).
3. The university will ensure that a record is kept of complaints relating to the Welsh language and will ensure that individuals know how to bring a complaint in relation to the Welsh language to the attention of the university.
4. A record will be kept of each complaint received in relation to non-compliance with the Welsh Language Standards, or in relation to the use of Welsh in the organization in general.
5. A list of the complaints received will be submitted to the Audit and Risk Committee of the University Council.
6. If a student, a member of staff or an individual or group wishes to draw the university's attention to deficiencies in terms of how it deals with the Welsh language, they should refer the complaint in the first instance to the Head of Policy and Development at Canolfan Bedwyr by completing an on-line form or by phone (01248) 383293.
7. The Head of Policy and Development will assess the complaint. If there is an indication of non-compliance with the University's Language Policy and / or Welsh Language Standards, the complaint will be investigated with a view to resolving it informally in the first instance.
8. If the matter is broad in terms of its implications or if it is a serious complaint about non-compliance, the matter will be brought to the attention of the Welsh Medium Pro Vice-chancellor, and then to the attention of PASG (Panel Adolygu Safonau'r Gymraeg/Welsh Language Standards Review Panel) and / or the Council's Bilingualism Committee.
9. The Head of Policy and Development will report back to the complainant with the findings of any investigation.
10. If a complaint relates to the conduct of a member of staff, the matter should be referred to the Human Resources department through the relevant procedure.

THE STRUCTURE OF COMMITTEES RELATED TO THE WELSH LANGUAGE

Management / Administrative Issues



Academic Matters

