



# GMIT

INSTITIÚD TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
GALWAY-MAYO INSTITUTE OF TECHNOLOGY

# Scéim Teanga *Language Scheme*

## 2019 – 2022

Faoi Alt 15 d'Acht na dTeangacha Oifigiúla 2003  
*Under Section 15 of the Official Languages Act 2003*

Ceadaithe an Scéim seo ón GMIT Executive Board ar 18ú Meán Fómhair 2018 agus an Bord Rialaithe GMIT ar 27ú Meán Fómhair 2018.

*This Scheme was approved by GMIT's Executive Board on 18th September 2018 and approved by the GMIT Governing Body on 27th September 2018.*



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Caibidil  
*Chapter* 1

**Réamhrá agus Cúlra**

***Introduction and Background***

Ullmhaíodh an scéim seo – an tríú scéim teanga de chuid GMIT – faoi Alt 15 d’Acht na dTeangacha Oifigiúla 2003 (“dá ngairfear anseo feasta an tAcht”) ag GMIT. Forálann an tAcht d’ullmhú scéime reachtúla ag comhlachtaí poiblí a mhionsonraíonn na seirbhísí a chuirfidh siad ar fáil:

- trí mheán na Gaeilge,
- trí mheán an Bhéarla, agus
- trí mheán na Gaeilge agus an Bhéarla.

agus na bearta atá le glacadh d’fhonn a chinntiú go gcuirfear ar fáil seirbhís ar bith nach gcuireann an comhlacht ar fáil trí mheán na Gaeilge laistigh de thráthchlár comhaontaithe.

## 1.1 Treoirínite d’Ullmhú Scéime

Forálann Alt 12 den Acht d’ullmhú treoirínite ag an Aire Cultúir, Oidhreacht agus Gaeltachta agus a n-eisiúint do chomhlachtaí poiblí mar chabhair in ullmhú dréachtscéimeanna. Dréachtaíodh an scéim seo tar éis dul i gcomhairle le mic léinn, baill foirne agus páirtithe leasmhara ionadaíocha.

D’fhoilsigh an Institiúid fógra poiblí faoi Alt 13 (a) d’Acht na dTeangacha Oifigiúla a d’iarr léirithe i dtaca le hullmhú na dréachtscéime ó pháirtithe leasmhara ar bith.

Tá an scéim seo bunaithe ar na haighneachtaí, ar na tuairimí agus ar na moltaí sin a chuir baill foirne agus mic léinn i láthair. Bunaíodh An Coiste Gaeilge mar chabhair chun an próiseas seo a fhorbairt agus comhdhéanfar é mar choiste foirmiúil de chuid na hInstitiúide agus beidh an tUachtarán nó a (h)ainmní ina C(h)athaoirleach air. Lena chois sin, rinneadh teagmháil leis na baill foirne go léir agus le páirtithe leasmhara eile agus iarradh orthu aighneacht a dhéanamh. Rinneadh na haighneachtaí a fuarthas a chíoradh agus an tríú scéim seo á forbairt. Tá an Institiúid buíoch as an am agus an iarracht a chaith siad siúd go léir atá i gceist sa phróiseas seo.

Tá an scéim ag brath ar chur i bhfeidhm na ngealltanais go léir atá sa scéim roimhe seo dár gcuid. I gcás nár cuireadh gealltanais ar bith laistigh den scéim sin i bhfeidhm go hiomlán go dtí seo, tá Oifig an Choimisinéara Teanga tar éis déileáil leis.

This scheme - GMIT’s third language scheme - was prepared under Section 15 of the Official Languages Act 2003 (“hereinafter referred to as the Act”) by GMIT. The Act provides for the preparation by public bodies of a statutory scheme detailing the services they will provide:

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

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

## 1.1 Guidelines for Preparation of a Scheme

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

The Institute published a public notice under Section 13 (a) of the Official Languages Act inviting representations in relation to the preparation of the draft scheme from any interested parties.

This scheme has been informed by these submissions and views and suggestions put forward by staff and students. An Coiste Gaeilge was established to help develop this process and will be constituted as a formal committee of the Institute and its Chairperson will be the President or his or her Nominee. In addition, all staff and other stakeholders were contacted and invited to make a submission. Submissions received were considered in developing this third scheme. The Institute appreciates the time and effort put in by all concerned in this process.

This scheme is predicated on all of the commitments in our previous scheme being implemented. In the event of commitments within that scheme not having been fully implemented to date, this matter has been dealt with by the Office of An Coimisinéir Teanga.

Leagann an scéim seo amach spriocanna na hInstitiúide atá curtha roimpi do na trí bliana seo chugainn agus cuireann réimsí tosaíochta in iúl. Is ar Bhainistíocht Shinsearach na hInstitiúide atá an fhreagracht as monatóireacht agus athbhreithniú a dhéanamh.

## 1.2 Ábhar na Scéime Teanga

Is trí Bhéarla den chuid is mó atá na seirbhísí a chuirtear ar fáil faoi láthair. Tá líon teoranta ball foirne ag an Institiúid le cumas labhartha i nGaeilge agus líon níos lú fós le cumas scríofa.

Dá bhrí sin, is iad tosaíochtaí GMIT don scéim seo ná leanúint de:

1. Tuilleadh feabhais a chur ar chumas Gaeilge na foirne.
2. Feasacht a mhéadú i measc na foirne uile ar ábhar agus aidhm na scéime.
3. Seirbhís theoranta duine-le-duine a bhfuil tús curtha léi faoi Scéim 1 i réimsí sonracha ar féidir tógáil orthu i scéimeanna ina dhiaidh seo a leathnú do réimsí eile.
4. Pleananna a dhaingniú chun cumas Gaeilge iarchéimithe a leathnú i réimsí roghnaithe.

## 1.3 Dáta Tosaithe na Scéime

Tá an scéim deimhnithe ag an Aire Cultúir, Oidhreachta agus Gaeltachta. Cuirfear tús leis an scéim le héifeacht ó 1 Iúil 2019 agus fanfaidh sí i bhfeidhm ar feadh tréimhse 3 bliana ón dáta sin nó go dtí go mbeidh scéim nua deimhnithe ag an Aire de bhun Alt 15 den Acht, cibé acu is déanaí.

## 1.4 Forbhreathnú ar GMIT

### 1.4.1 An Institiúid

Is Institiúid Teicneolaíochta í GMIT atá suite ar chúig champas. Tá údarás tarmlichte aici chun a cuid dámhachtainí féin a dhéanamh ag leibhéal 6 – 9 (i.e. ó Ardteastas go Céim Máistir) agus ag leibhéal 10 i réimsí ainmnithe áirithe. Déanann sí raon leathan clár staidéir a thairiscint i nGnó, Innealtóireacht, Eolaíocht, Daonnachtaí, Turasóireacht & Ealaíona, Dearadh Troscáin & Teicneolaíocht agus Altranas & Eolaíochtaí Sláinte. Tá mic léinn aici ar chláir staidéir

This scheme sets out the targets the Institute has set itself for the next three years and indicates priority areas. Responsibility for monitoring and review will rest with the Senior Management of the Institute.

## 1.2 The Content of the Language Scheme

The services provided are currently largely through English. The Institute has a limited number of staff with verbal competencies in Irish and an even smaller number with written competency.

Therefore, GMIT's priorities for this scheme are to continue to:

1. Further enhance staff competency in Irish.
2. Increase the awareness among all staff of the content and purpose of the scheme.
3. Extend to other areas a limited one-to-one service, which has begun under Scheme 1 in specific areas and which can be built upon in subsequent schemes.
4. Consolidate plans to extend graduate competency in Irish in selected areas.

## 1.3 Commencement Date of the Scheme

This scheme has been confirmed by the Minister for Culture, Heritage and the Gaeltacht. The scheme will commence with effect from 1 July 2019 and shall remain in force for a period of 3 years from this date or until a new scheme has been confirmed by the Minister pursuant to Section 15 of the Act, whichever is the later.

## 1.4 Overview of GMIT

### 1.4.1 The Institute

GMIT is an Institute of Technology located on five campuses. It has delegated authority to make its own awards at levels 6 – 9 (i.e. from Higher Certificate to Masters) and at level 10 in certain designated areas. It offers a wide range of programmes of study in Business, Engineering, Science, Humanities, Tourism & Arts, Furniture Design & Technology and Nursing & Health Sciences. It has students on full-time,

lánaimseartha, printíseachta & ceirde, ACCS agus pháirtaimseartha agus breis is 700 ball foirne agus tá 6,000 mac léinn aici. Tacaíonn sí, ar bhonn tráchtála, le Nuálaíocht, Fiontraíocht, Taighde, Sainchomhairleoireacht agus Forbairt Réigiúnach.

### 1.4.2 Ráiteas Misin

#### Fís GMIT

Cuirfidh GMIT eispéaras bunathraitheach ollscoile ar fáil dár neacha léinn, a chuirfidh ar chumas ár gcuid céimithe cion iomlán a thabhairt d'fheabhsú sóisialta, eacnamaíochta agus cultúrtha na sochaí.

#### Misean GMIT

D'fhonn eispéaras bunathraitheach ollscoile a chur ar fáil dár neacha léinn is é a dhéanfaidh GMIT

- Rochtain agus deis a chumasú do phobal éagsúil neach léinn;
- Baill foirne thréitheacha a mhealladh, a choinneáil agus tacú leo;
- Ár gcuid idirghníomhaíochtaí dearfacha foirne-neacha léinn a choinneáil;
- Infheistíocht a dhéanamh i dtaighde nuálach agus i dteagasc agus foghlaim fheidhmeach;
- Comhoibriú le gníomhaireachtaí rialtais, leis an bhfiontraíocht agus leis an bpobal;
- Céimithe a fhorbairt atá muiníneach, gairmiúil agus eolach agus oile chun cion a thabhairt mar shaoránaigh dhomhanda.

### 1.4.3 Na Páirtithe Leasmhara

Is iad na príomhpháirtithe leasmhara atá ag an Institiúid na mic léinn a dtugann sí seirbhísí oideachasúla d'ardcháilíocht dóibh. Déanann sí idirghníomhú freisin le hinstitiúidí oideachais eile agus le gníomhaireachtaí agus an pobal i gcoitinne. Cuimsíonn bonn a príomhpháirtithe leasmhara:

- Comhghuaillíocht Chonnacht-Uladh
- Conamara Thiar
- An Roinn Oideachais agus Scileanna
- Boird Oideachais & Oiliúna
- Fiontar Éireann
- Europus Teo
- Fáilte Éireann
- Fóram do Leitir Fraic

apprenticeship & craft, ACCS and part-time programmes of study and has in excess of 600 staff and 6,000 students. It supports, on a commercial basis, Innovation, Entrepreneurship, Research, Consultancy and Regional Development.

### 1.4.2 Mission Statement

#### The GMIT Vision

GMIT will provide our students with a transformative university experience, empowering our graduates to fully contribute to the social, economic and cultural betterment of society.

#### The GMIT Mission

To provide students with a transformative university experience GMIT will

- Enable access and opportunity for a diverse student community;
- Attract, retain and support highly talented staff;
- Maintain our positive staff-student interactions;
- Invest in innovative research and applied teaching and learning;
- Collaborate with government, agencies, enterprise and the community;
- Develop confident professional, knowledgeable and skilled graduates who are equipped to contribute as global citizens.

### 1.4.3 Stakeholders

The Institute's principal stakeholders are its students to whom it provides a high quality educational services. It also interacts with other educational institutions and agencies and the general public. Its key stakeholder base comprises:

- Connacht Ulster Alliance
- Connemara West
- Department of Education & Skills
- Education & Training Boards
- Enterprise Ireland
- Europus Teo
- Fáilte Ireland
- Forum for Letterfrack



- Cumann Tráchtála agus Tionsclaíochta na Gaillimhe
- Lárionad Scannáin na Gaillimhe
- Bord Rialaithe GMIT
- Ranna Rialtais agus a gcuid Gníomhaireachtaí
- Feidhmeannas na Seirbhíse Sláinte
- An Chomhairle Oidhreachta
- An tÚdarás um Ard-Oideachas
- IBEC
- An tÚdarás Forbartha Tionscail
- Turasóireacht an Iarthair
- Údarás Áitiúla agus Comhlachtaí Earnála Poiblí eile
- Coláiste Talmhaíochta an Chreagáin
- Institiúidí Ard-Oideachais eile
- Institiúidí Teicneolaíochtaí eile
- Comhlachtaí Gairmiúla
- Dearbhú Cáilíochtaí & Cáilíochtaí Éireann
- Scoileanna Dara Leibhéal
- SOLAS
- Foireann GMIT
- Neacha Léinn
- Cumann an Ard-Oideachais Teicneolaíochta
- Ceardchumann
- Údarás na Gaeltachta
- Coimisiún Forbartha an Iarthair

Bainfidh na gealltanais seirbhíse don chustaiméir atá tugtha ag GMIT i dtaca le seachadadh seirbhísí dár gcustaiméirí leis na seirbhísí seo, cibé acu an i nGaeilge nó i mBéarla a seachadtar iad.

- Galway Chamber of Commerce and Industry
- Galway Film Centre
- Governing Body of GMIT
- Government Departments and their Agencies
- Health Service Executive
- Heritage Council
- Higher Education Authority
- IBEC
- Industrial Development Authority
- Ireland West Tourism
- Local Authorities and other Public Sector Bodies
- Mountbellew Agricultural College
- Other Higher Education Institutes
- Other Institutes of Technology
- Professional Bodies
- Quality & Qualifications Ireland
- Second-Level Schools
- SOLAS
- Staff of GMIT
- Students
- Technological Higher Education Association
- Trade Unions
- Údarás na Gaeltachta
- Western Development Commission

The customer service standard commitments adopted by GMIT in relation to delivery of services to our customers shall apply to those services, whether delivered in the Irish language or in the English language.

### 1.4.4 Feidhmeanna agus Ranna

Réimse Feidhme	Roinn
<b>GMIT Gaillimh</b>	
Scoil Dearaidh & Lárionad do na hEalaíona Cruthaitheacha & na Meáin na Gaillimhe	Ealaíon Cruthaitheach
Scoil Óstáin Idirnáisiúnta na Gaillimhe	Ealaíona Cócaireachta Teangacha Feidhmeacha & Daonnachtaí Tionscail Seirbhíse Oidhreacht & Turasóireacht
Scoil Gnó	Bainistíocht Cuntasaíocht & Córais Faisnéise
Scoil Innealtóireachta	Innealtóireacht Foirgníochta & Shibhialta Innealtóireacht Mheicniúil & Tionsclaíochta Innealtóireacht Leictreonach
Scoil Eolaíochta & Ríomhaireachta	Eolaíochtaí Fisiceacha & Beatha Matamaitic & Ríomhaireacht
Gnóthaí Acadúla	Seirbhísí Acadúla MIS Leabharlann Seirbhísí Neacha Léinn Lárionad d'Fhorbairt Oideachasúil (CED)
Airgeadas & Seirbhísí Corparáideacha	Airgeadas Acmhainní Daonna Seirbhísí TFC Foirgnimh & Eastáit Seirbhísí Tráchtála Foghlaim ar Feadh an tSaoil Cuideachta Lónadóireachta GMIT
Taighde & Nuálaíocht	Taighde & Forbairt Nuálaíochta Gor
Idirnáisiúnta	Gníomhaíochtaí Idirnáisiúnta
<b>Comhghuaillíocht Chonnacht-Uladh</b>	
GMIT Leitir Fraic, Co. na Gaillimhe	Dearadh Troscáin & Teicneolaíocht
GMIT Maigh Eo	Gnó & Teicneolaíocht Altranas & Eolaíochtaí Sláinte Foghlaim ar Feadh an tSaoil

### 1.4.4 Functions and Departments

Function Area	Department
<b>GMIT Galway</b>	
Galway School of Design & Centre for Creative Arts & Media	Creative Arts
Galway International Hotel School	Culinary Arts Applied Languages & Humanities Service Industries Heritage & Tourism
School of Business	Management Accounting & Information Systems
School of Engineering	Building & Civil Engineering Mechanical & Industrial Engineering Electronic Engineering
School of Science & Computing	Physical & Life Sciences Mathematics & Computing
Academic Affairs	Academic Services MIS Library Student Services Centre for Educational Development (CED)
Finance & Corporate Services	Finance Human Resources ICT Services Buildings & Estates Commercial Services Lifelong Learning GMIT Catering Company
Research & Innovation	Research & Innovation Development Incubation
International	International Activities
<b>Connacht-Ulster Alliance</b>	
GMIT Letterfrack, Co Galway	Furniture Design & Technology
GMIT Mayo	Business & Technology Nursing & Health Sciences Lifelong Learning

## 1.5 Measúnú ar a mhéad atá Seirbhísí ar fáil cheana féin trí Ghaeilge

Is é aidhm an tríú scéim seo ná leanúint de sheachadadh na ngealltanais sin agus tógáil ar an dul chun cinn atá bainte amach ar fud GMIT le linn thréimhse na scéime deiridh. Leagann sí amach gealltanais ar son na hInstitiúide agus a ball foirne a mhéad atá seirbhísí ar fáil faoi láthair trí Ghaeilge a fhorbairt agus sainiúinn réimsí le haghaidh feabhsaithe sa todhcháil.

Tógann an scéim nua freisin ar phrionsabail na Seirbhíse Cáilíochta don Chustaiméir agus cinnteoidh sí i gcónaí go ndéanfar éascú le daoine ar mhian leo a ngnó a dhéanamh trí Ghaeilge.

Déanfar monatóireacht ar an dul chun cinn agus déanfar é a thuairisciú i dTuarascáil Bhliantúil GMIT.

Is í príomhfheidhm na hInstitiúide ná cláir oideachais d'ardchaighdeán a chur ar fáil dá cuid mac léinn agus is mar sin a bheidh an cás chomh fada is atá intuartha. Déantar formhór mór na gclár sin a thairiscint trí Bhéarla, agus dhá chlár á dtairiscint trí Ghaeilge amháin, mar atá:

- Ard-Diplóma i nGaeilge Fheidhmeach agus Aistriúchán
- MSc i nGaeilge Fheidhmeach agus Aistriúchán

Reachtálar na cúrsaí sin i gcomhpháirtíocht le Europus Teo le tacaíocht ó Údarás na Gaeltachta.

## 1.5 Assessment of extent to which Services are already available through Irish

The objective of this third scheme is to continue the delivery of these commitments and build on the progress achieved across GMIT over the period of the last scheme. It sets out a commitment on behalf of the Institute and its staff to develop the extent to which services are currently available through Irish and it identifies areas for future enhancement.

The new scheme also builds on the principles of Quality Customer Service and will continue to ensure that persons who wish to conduct their business in Irish are facilitated.

Progress will be monitored and reported on in the GMIT Annual Report.

The main function of the Institute is to provide quality programmes of education to its students and this will continue to be the case for the foreseeable future. The vast majority of these programmes are offered through English, with two programmes being offered exclusively through Irish, namely:

- Ard-Diplóma i nGaeilge Fheidhmeach agus Aistriúchán
- MSc i nGaeilge Fheidhmeach agus Aistriúchán

These courses are run in partnership with Europus Teo and supported by Údarás na Gaeltachta.



Caibidil  
*Chapter* 2

**Soláthar Seirbhísí/Gníomhaíochtaí  
Ginearálta Institiúideacha**

***Provision of General Institutional  
Services/Activities***

Leagann an chaibidil seo amach córas na dteangacha oifigiúla a fheidhmíonn an Institiúid i dtaca le soláthar ginearálta a cuid seirbhísí. Leagann Caibidil 3 amach an staid maidir le soláthar seirbhísí/gníomhaíochtaí ag ranna aonair laistigh den Institiúid.

## 2.1 Meáin Chumarsáide leis an bPobal

Faoi chríoch na scéime leanfaidh cumarsáid na hInstitiúide leis an bpobal mór maidir le faisnéis ghinearálta i dtaca lena seirbhísí de bheith á gcur ar fáil i mBéarla agus i nGaeilge trí mheán:

- Bróisiúir, foirmeacha iarratais & bileoga faisnéise;
- Foilseacháin;
- Láithreán gréasáin – faisnéis statach, ghinearálta;
- Cuirfear óráidí nó ráitis ar fáil s(n)a teanga(cha) ina seachadtar iad;
- Foilseofar preaseisiúintí a bhaineann leis an nGaeilge, nó ábhair ghaolmhara, i nGaeilge nó go dátheangach, de réir mar is iomchuí.

## 2.2 Seirbhísí atá Dátheangach go hIomlán

Is é an polasáí atá ag GMIT go mbeidh dul chun cinn suntasach déanta maidir le seirbhísí atá dátheangach go hIomlán trí mheán na Gaeilge agus an Bhéarla faoi chríoch na scéime sna réimsí seo a leanas:

### 2.2.1 Láithreán Gréasáin

Sa nuashonrú leanúnach ar ár láithreán gréasáin, leanfaidh GMIT de bheith ag foilsiú faisnéise ginearálta go dátheangach maidir leis na seirbhísí ar an láithreán gréasáin. Tá nasc ar leith d'obair An Choiste Gaeilge ar an láithreán gréasáin. Beidh na comhpháirteanna den láithreán gréasáin seo a leanas i mBéarla amháin i gcónaí:

- Comhpháirteanna atá dírithe ar lucht féachana idirnáisiúnta
- Comhpháirteanna de chineál sainteicniúil
- Cláir staidéir láithreánbhunaithe (seachas cláir Ghaeilge a bheidh ar fáil trí Ghaeilge)
- Comhpháirteanna a bhaineann le cláir nua nó atá ann cheana féin (seachas iad siúd atá ar fáil trí Ghaeilge)

This chapter sets out the official languages regime operated by the Institute in relation to the general provision of its services. Chapter 3 sets out the position in relation to service provision/activities by individual divisions within the Institute.

## 2.1 Means of Communication with the Public

By the end of the scheme the Institute's communications with the general public regarding general information relating to its services will continue to be made available in both English and Irish by means of:

- Brochures, application forms & information leaflets;
- Publications;
- Website – general, static information;
- Speeches or statements will be made available in the language(s) in which they are delivered;
- Press releases relating to the Irish language, or related topics, will be published in Irish or bilingually, as appropriate.

## 2.2 Fully Bilingual Services

It is the Institute's policy that significant progress will be made in providing fully bilingual services through the medium of Irish and English by the end of the scheme in the following areas:

### 2.2.1 Website

In the ongoing update of our website, GMIT will continue to publish bilingually general information relating to its services on the website. On the website there is a specific link to the work of An Coiste Gaeilge. The following components of the website will remain in English only:

- Components aimed at an international audience
- Components of a technical specialist nature
- Web-based programmes of study (except Irish language programmes which will be available through Irish).
- Components relating to existing or new programmes (other than those available through Irish).

Déanfaidh an Institiúid deimhin de go mbeidh gach cáipéis, ar a n-áirítear bileoga agus bróisiúir atá déanta i nGaeilge nó go dátheangach, ar fáil sa leagan Gaeilge den láithreán gréasáin ag an am céanna leis an leagan Béarla de cháipéisí dá leithéid.

### 2.2.2 Seirbhísí Idirghníomhacha

Ní fheidhmíonn an Institiúid seirbhísí idirghníomhacha ar bith faoi láthair. I gcás go dtabharfaí seirbhísí idirghníomhacha isteach le linn na scéime seo, tabharfar isteach iad, de réir mar is féidir, go dátheangach agus go comhuaineach.

### 2.2.3 Córais Ríomhaire

De réir mar a shuítear córais nua ríomhaire beidh siad comhoiriúnach, chomh fada agus is féidir, leis an nGaeilge agus déanfar córais ríomhaire reatha a nuashonrú chun freastal ar an rud céanna le linn uasghráduithe atá beartaithe nó obair chothabhála.

### 2.2.4 An Córas Bainistithe Foghlama

Cuireann an Córas Bainistithe Foghlama, atá insroichte ag mic léinn ó nasc idirlín ar bith ar nó lasmuigh den champas., foghlaim ar líne ar fáil (acmhainní cúrsa, gníomhaíochtaí, measúinuithe, etc).

Féadfaidh léachtóirí agus mic léinn araon an comhéadan don chóras a athrú go Gaeilge más ann di. Cuirtear an ghné ilteangach den chóras chun cinn agus léirítear í do bhaill foirne le linn oiliúna. Cuidíonn sé sin le baill foirne ábhar as Gaeilge a ghiniúint de réir mar is gá agus tá an próiseas sin i bhfeidhm anois.

### 2.2.5 Tairseach na Mac Léinn agus an Tairseach Teanga

Tá faisnéis a bhaineann leis na mic léinn ar raon ábhar i dtairseach na mac léinn (student.gmit.ie) ar a n-áirítear an féilire acadúil, seirbhísí TF, seirbhísí mic léinn, etc. Déanfar an fhaisnéis go léir de chineál ginearálta faoi na ceantaidil sin a fhoilsiú go dátheangach de réir mar a dhéantar athnuachan ar an láithreán gréasáin. Mar a chéile leis an Tairseach Teanga.

### 2.2.6 Naisc le hAcmhainní

Tá roinn i láithreán gréasáin GMIT dar teideal "Gaeilge ag GMIT/Irish Language at GMIT" áit a gcuirtear faisnéis ar fáil mar gheall ar:

- Scéimeanna Gaeilge;

The Institute will ensure that all documents, including information leaflets and brochures that are produced in Irish or bilingually, will be made available on the Irish version of the website at the same time as the English version of such documents.

### 2.2.2 Interactive Services

The Institute does not currently operate any interactive services. Should any new interactive services be introduced during the course of this scheme, they will be introduced, where feasible, bilingually simultaneously.

### 2.2.3 Computer Systems

As new computer systems are installed they will be compatible, in so far as possible, with the Irish language and any current computer systems will be updated to cater for same during planned upgrades or maintenance work.

### 2.2.4 Learning Management System

The Learning Management System, accessible by students from any internet connection on or off campus, provides online learning (course resources, activities, assessments, etc). Both lecturers and students can change the interface of the system to Gaeilge where available. The multilingual aspect of the system is promoted and demonstrated to staff at training. This facilitates staff in generating content as Gaeilge as required and this process is now in place.

### 2.2.5 Student Portal and Language Portal

The student portal (student.gmit.ie) contains student-related information on a range of topics including the academic calendar, IT services, student services, etc. All information of a general nature under these headings will be published bilingually as the website undergoes ongoing refreshes. The same is true of the Language Portal.

### 2.2.6 Links to Resources

The GMIT website has a section entitled "Gaeilge ag GMIT/The Irish Language at GMIT" where information is provided on:

- Scéimeanna na Gaeilge;

- Cappuccino Gaeltacht
- Naisc le hacmhainní áisiúla Gaeilge;
- Ranganna Gaeilge/grúpaí sóisialta atá ann le haghaidh ball foirne/mac léinn.

### 2.2.7 Bróisiúir, Foirmeacha Iarratais agus Bileoga Faisnéise

Ar bhonn leanúnach, foilseofar foirmeacha iarratais agus bileoga faisnéise ginearálta go dátheangach. Beidh a bhformhór faoin gclúdach céanna cé go bhféadfadh sé go bhfoilseofaí foilseacháin níos mó go comhuaineach i nGaeilge agus Béarla. I gcás Réamheolaire na hInstitiúide, tá na ranna faisnéise ginearálta i mBéarla agus Gaeilge araon. Tá na sonraí cláir sa teanga sheachadta. Bróisiúir atá dírithe ar mhargadh idirnáisiúnta beidh siad i mBéarla agus i dteangacha ábhartha de réir mar is iomchuí. Foilseofar tuarascálacha sainchomhairleoirí agus tuarascálacha teicniúla tiomnaithe sa teanga inar cuireadh i láthair i dtosach iad.

### 2.2.8 Oibriú an Fháilteachais/Lasc-chláir

Is iad na fáilteoirí/oibrithe lasc-chláir na chéad phointí teagmhála leis an bpobal. Is é polasaí GMIT a chinntiú go mbaineann cleachtas Seirbhíse Custaiméara d'Archaighdeán leis an réimse seo, rud a bhí ann ó thús na scéime:

- Tugann an fhoireann fáiltithe/lasc-chláir ainm na hInstitiúide i nGaeilge;
- Tá siad eolach ar a laghad ar na bunbheannachtaí i nGaeilge;
- Tá socruithe oiriúnacha i bhfeidhm ionas gur féidir leo baill den phobal a chur i dteagmháil, gan mhoill, leis an oifig nó oifigeach atá freagrach as an tseirbhís atá ag teastáil trí Ghaeilge, más ann di.

De bhrí go bhfeidhmíonn an Institiúid in abhantrach ina bhfuil Gaeltacht láidir, Gaelscoileanna bríomhara agus grúpaí pobalbhunaithe Gaeilge, leanfaidh sí de shuntas iomchuí a thabhairt don Ghaeilge ag príomhimeachtaí amhail searmanais bhronnta céime trí cuid de na príomhathisc, leithéidí ceann an Uachtaráin agus Chathaoirleach an Bhord Rialaithe, a bheith as Gaeilge nó go dátheangach. Tá sé sin faoi réir ag an gcoinníoll go mbeidh sé ar chumas daoine nach bhfuil fostaithe ag GMIT é a dhéanamh.

- Cappuccino Gaeltacht;
- Links to useful Irish language resources;
- Irish language classes/social groups available for staff/students.

### 2.2.7 Brochures, Application Forms and Information Leaflets

On an ongoing basis, all new brochures, application forms and general information leaflets will be published bilingually. Most will be under the same cover though larger publications may be published simultaneously in Irish and English. In the case of the Institute Prospectus the general information sections are in both English and Irish. Programme details are in the language of delivery. Brochures aimed at an international market will be in English and relevant foreign languages as appropriate. Consultant reports and dedicated technical reports will be published in the language in which they were originally presented.

### 2.2.8 Reception/Switchboard Operation

Receptionists/switchboard operators are the first points of contact with the public. It is the policy of GMIT to ensure that standard Quality Customer Service (QCS) practice applies in this area, which is that from the beginning of the scheme:

- Reception/switchboard staff give the name of the Institute in Irish;
- They are at least familiar with the basic greetings in Irish;
- Suitable arrangements are in place so that they can put members of the public in touch, without delay, with the office or officer responsible for offering the service required through Irish, where available.

As the Institute operates in a catchment area with a strong Gaeltacht, vibrant Gaelscoileanna and community based Gaeilge groups, it will continue to give appropriate prominence to the Irish language at key events such as the graduation ceremonies by having part of key addresses, such as that of the President and Chairperson of the Governing Body, given in Irish or bilingually. This is subject to the proviso that such persons outside the employment of GMIT will be competent to do so.



# Caibidil **3** *Chapter*

**Achoimre ar na  
Seirbhísí/Gníomhaíochtaí a  
Chuireann Ranna ar Fáil**

***Summary of Services/Activities  
Provided by Divisions***

## 3.1 Réamhrá

Leagann an chaibidil seo amach an staid maidir le soláthar seirbhísí/idirghníomhaíocht sheactrach na Ranna laistigh den Institiúid agus leis an bpobal i gcoitinne. Liostaíonn sí na bearta atá á nglacadh aici chun cloí leis an Acht agus tugann réimsí tosaíochta lena ngníomhú faoin scéim seo.

### 3.1.1 Tosaíochtaí don Scéim seo

Is iad na tosaíochtaí don scéim seo:

1. Leanúint d'fheabhas a chur ar chumas na hInstitiúide chun seirbhísí a chur ar fáil i nGaeilge agus Béarla;
2. Leanúint d'fheasacht na foirne ar an scéim a mhéadú trí ionduchtú agus cumarsáid rialta;
3. Leanúint de chur le hinniúlacht na foirne i nGaeilge trí oiliúint agus forbairt;
4. Leanúint de sheirbhísí do na mic léinn a fhorbairt trí cháipéisíocht dhátheangach agus méadú ar an tseirbhís duine-le-duine ó bhéal i réimsí ainmnithe as an nua;
5. Leanúint de chur le líon na gcúrsaí a bhféadfadh a gcuid céimithe a gcuid oibre a dhéanamh go hinniúil trí Ghaeilge.

## 3.2 Oifig an Chláraitheora

### 3.2.1 Seirbhísí Acadúla

Tá Oifig an Chláraitheora freagrach as earcú, clárú agus measúnú na mac léinn. Chuige sin fógraíonn sí cúrsaí, eagraíonn cuairteanna scoile agus táirgeann Réamheolaire. Leanfaidh cuairteanna scoile ar an nGaeltacht agus ar Ghaelscoileanna i gceantair neamh-Ghaeltachta de bheith á gcur ar fáil trí Ghaeilge.

### 3.2.2 An Leabharlann

Tá seirbhís dhátheangach ar fáil sa leabharlann ag uaireanta ainmnithe. Beidh an Treoir don Leabharlann/Library Guide dátheangach i gcónaí, mar a bheidh foirmeacha/bileoga ballraíochta, fótóchóipeála agus iarratais ar leabhair. Beidh ainmnitheach ag an Leabharlann ar An gCoiste Gaeilge.

## 3.1 Introduction

This Chapter sets out the position in relation to service provision/external interaction of the Departments within the Institute and with the general public. It lists the measures it is taking to comply with the Act and gives the priority areas for action under this scheme.

### 3.1.1 Priorities for this Scheme

The priorities for this scheme are:

1. To continue to enhance the Institute's ability to provide services in Irish and English;
2. To continue to raise staff awareness of the scheme through induction and regular communication;
3. To continue to enhance staff competency in Irish through training and development;
4. To continue to develop services to students through bilingual documentation and an extension of a one-to-one verbal service in newly designated areas;
5. To continue to extend the number of courses whose graduates may carry out their work competently through Irish.

## 3.2 Registrar's Office

### 3.2.1 Academic Services

The Registrar's Office is responsible for the recruitment, registration and assessment of students. To this end it advertises courses, organises school visits and produces the Prospectus. Online support information for students on academic affairs will be available bilingually. School visits to the Gaeltacht and to Gaelscoileanna in non-Gaeltacht areas will continue to be provided through Irish.

### 3.2.2 Library

A bilingual service is available in the library at designated times. The 'Library Guide' will continue to be bilingual, as will forms/leaflets on membership, photocopying and book requests. The Library will have a nominee on An Coiste Gaeilge.

### 3.2.3 Seirbhísí do na Mic Léinn

Cuirtear raon leathan seirbhísí do na mic léinn ar fáil a chuimsíonn Sláinte, Comhairleoireacht, Gairmeacha Beatha, Rochtain, Míchumas, Mic Léinn Lánfhásta, Tacaíocht Foghlama agus Séiplíneacht ar bhonn lánaimseartha. Ó thús na scéime, beidh ball foirne ar fáil chun seirbhís dhátheangach a chur ar fáil sna réimsí Rochtain agus Míchumas. Beidh ainmnitheach ar An gCoiste Gaeilge ag Feidhm na Seirbhísí do na Mic Léinn.

### 3.2.4 An Lárionad d'Fhorbairt Oideachasúil (CED)

Tacaíonn CED le sprioc na hInstitiúide a chinntiú go mbíonn gach deis ag an bhfoireann na scileanna, eolas agus saineolas is gá chun a gcuid dualgas a dhéanamh go héifeachtach agus a n-acmhainneacht a bhaint amach go hiomlán.

Ag teacht le ceangaltais an Achta, cuirfidh an CED deiseanna ar fáil don fhoireann chun feabhas a chur ar a gcumas seirbhís a chur ar fáil trí Ghaeilge.

## 3.3 An Oifig Airgeadais

### 3.3.1 Foirgnimh & Eastáit

Táirgeann aonad na bhFoirgneamh & Eastáit cáipéisíocht tairisceana le haghaidh conarthaí foirgníochta agus cothabhála, déanann bainistiú ar oibreacha tógála, cothabhála, airíochais, riarachán Sláinte & Sábháilteachta, carrpháirceáil agus gníomhaíochtaí gaolmhara eile. Tá sé freagrach as comharthaíocht a bhaineann leis na feidhmeanna sin. Ó am go ham, d'fhéadfadh sé go bhfoilseofaí faisnéis ghinearálta statach ar láithreán gréasáin GMIT ar mhaithe leis an bhfoireann, na mic léinn agus an pobal agus foilseofar faisnéis dá leithéid go dátheangach.

### 3.3.2 Seirbhísí Tráchtála

Tá aonad na Seirbhísí Tráchtála freagrach as gníomhaíochtaí tráchtála uile na hInstitiúide ar a n-áirítear oiliúint spáis chíos, sainchomhairleoireacht agus aistriú teicneolaíochta. Déanann sé teagmháil le gníomhaireachtaí forbartha, eagraíochtaí trádála agus gairmiúla agus grúpaí ionadaíochta dá leithéid. Má bhíonn oiliúint nó seirbhís sainchomhairleoireachta ag teastáil déanfar baill foirne le Gaeilge a shannadh don tasc más ann dóibh. Tá na Seirbhísí Tráchtála freagrach freisin as Foghlaim ar Feadh an tSaoil agus as

### 3.2.3 Student Services

A wide range of student services covering the areas of Health, Counselling, Careers, Access, Disability, Mature Students, Learning Support and Chaplaincy is provided on a full-time basis. From the beginning of the scheme, a staff member will be available to provide a bilingual service in the areas of Access and Disability. The Student Services Function will have a nominee on An Coiste Gaeilge.

### 3.2.4 Centre for Educational Development (CED)

The CED supports the Institute's goal of ensuring that staff have every opportunity to acquire the skills, knowledge and expertise to carry out their duties effectively and to achieve their full potential.

In line with the requirements of the Act, the CED will provide opportunities to staff to enhance their ability to provide a service through Irish.

## 3.3 Finance Office

### 3.3.1 Buildings and Estates

The Buildings and Estates unit produces tender documentation for building and maintenance contracts, manages building works, maintenance, caretaking, Health & Safety administration, car parking and other associated activities. It is responsible for signage pertaining to these functions. From time to time, general static information may be published on the GMIT website for the benefit of staff, students and the public and such general information will be published bilingually.

### 3.3.2 Commercial Services

The Commercial Services unit is responsible for all Institute commercial activities including space rental training, consultancy and technology transfer. It liaises with development agencies, trade and professional organisations and such representative groups. Should a training or consultancy service in Irish be required, staff with Irish will be assigned to the task, if available. The Commercial Services unit is also responsible for Lifelong Learning and the GMIT Catering Company. The Lifelong Learning unit advertises courses and organises information evenings for potential students and companies. The GMIT Catering Company is

Cuideachta Lónadóireachta GMIT. Fógraíonn aonad na Foghlama ar Feadh an tSaoil cúrsaí agus eagraíonn tráthnóna faisnéise do mhic léinn ionchasacha agus do chuideachtaí. Tá Cuideachta Lónadóireachta GMIT freagrach as réachtáil an chaifitéire atá ar oscailt don fhoireann agus do na mic léinn araon. Beidh na biachláir chaighdeánacha dátheangach i gcónaí.

### 3.3.3 Airgeadas

Tá an Oifig Airgeadais freagrach as an soláthar agus an íocaíocht uile agus dá bhrí sin fógraíonn conarthaí, táirgeann cáipéisí tairisceana, íocann sonraisc agus tuarastail agus ullmhaíonn cuntais bhliantúla. Cloífidh sí le nósanna imeachta comhaontaithe agus leanfaidh sí de chinntiú go bhfuil a cuid foirmeacha caighdeánacha dátheangach.

### 3.3.4 Acmhainní Daonna

Tá an roinn seo freagrach as folúntais foirne a fhógairt, as foirmeacha iarratais, tuairiscí poist a tháirgeadh agus as agallaimh a eagrú. Cuirfidh sí tuairiscí jabanna ar fáil i nGaeilge i gcásanna ar leith, amhail léachtóirí i nGaeilge, áit a bhfuil an Ghaeilge mar chroíriachtanas. Leanfaidh nósanna imeachta Acmhainní Daonna, faoi réir ag creat comhaontaithe na nósanna imeachta náisiúnta, de bheith ag comhlíonadh cuspóirí na scéime trí pholasaithe iomchuí earcaíochta, shocrúcháin inmheánacha agus imlonnaithe a chur i bhfeidhm le linn thréimhse na scéime seo agus scéimeanna ina diaidh. Coinneoidh sí teagmháil i gcónaí leis an Lárionad d'Fhorbairt Oideachasúil le linn do na cuspóirí sin a bheith á mbaint amach aici.

### 3.3.5 TF

Is féidir leis na Seirbhísí Ríomhaire seirbhís dhátheangach a chur ar fáil más gá. Is féidir oiliúint TF a thairiscint trí mheán na Gaeilge, faoi réir ag éileamh agus réamhfhógra dóthaineach chun nótaí oiliúna a réiteach.

De réir mar a shuítear córais nua ríomhaire, roghnófar bogearraí le feidhmiúlacht ilteanga chomh fada agus is indéanta le réasún. Ach bíonn sé sin ag brath i gcónaí ar an ngá atá leis an réiteach TF is fearr a roghnú do na riachtanais a thugtar dúinn.

responsible for running the Cafeteria, which is open to both staff and students. Standard menus will continue to be bilingual.

### 3.3.3 Finance

The Finance Office is responsible for all procurement and payment and consequently advertises contracts, produces tender documents, pays invoices and salaries and prepares the annual accounts. It will comply with the agreed advertising procedures and will continue to ensure that its standard forms are bilingual.

### 3.3.4 Human Resources

This department is responsible for advertising staff vacancies, producing application forms, job descriptions and arranging interviews. It will provide job descriptions in Irish in specific cases, such as léachtóirí i nGaeilge, where Irish is a core requirement. Human Resource procedures will, subject to the framework of the agreed national recruitment procedures, continue to meet the objectives of the scheme by putting appropriate recruitment, internal placement and redeployment policies in place over the period of this and subsequent schemes. It will continue to liaise with the Centre for Educational Development in meeting the objectives.

### 3.3.5 IT

Computing Services can provide a bilingual service as required. IT training can be offered through the medium of Irish, subject to demand and adequate notice to prepare training notes.

As new computer systems are installed, software with multilingual functionality will be chosen in so far as is reasonably possible, but this is always weighed against the need to choose the best IT solution for our given requirements.

### 3.4 Taighde & Nuálaíocht

Leathann an oifig seo faisnéis a bhaineann le cláir taighde. Tacaíonn sí le tograí taighde, earcú taighdeoirí agus déanann monatóireacht freisin agus bainistíonn gnólachtaí tosaithe, dul chun cinn agus foirceannadh clár. Tacaíonn sí le feabhsú ar an acmhainn taighde. Más riachtanas inmhianaithe í an Ghaeilge le haghaidh tionscadail taighde, luafar Gaeilge mar riachtanas agus taighdeoirí á n-earcú do thionscadail dá leithéid laistigh de chreat na nósanna náisiúnta earcaíochta comhaontaithe. Spreagann Moil Nuálaíochta GMIT agus cuireann an fhiontraíocht chun cinn ar fud na hInstitiúide. Eagraíonn siad cláir Forbartha Fiontair agus bainistíonn próisis an ghoir.

### 3.5 Scoileanna & Campais

Is iad na Scoileanna agus na lárionaid eile campais a thugann faoi chroíghníomhaíocht na hInstitiúide. Cuirtear cláir ar fáil i raon leathan disciplíní faoi na ceannteidil chineálacha Eolaíocht, Ríomhaireacht, Innealtóireacht, Gnó, Turasóireacht, Daonnachtaí, Ealaíona Cruthaitheacha & na Meáin, Dearadh Troscáin & Teicneolaíocht agus Altranas & Eolaíochtaí Sláinte.

I láthair na huairé níl fianaise ar bith ann go bhfuil éileamh ó fhágálaithe scoile ar chúrsaí trí Ghaeilge a thabharfadh údar leis an infheistíocht ba ghá le haghaidh cúrsaí dá leithéid. Ach déanfar monatóireacht bhliantúil agus tabharfar cúrsaí breise isteach de réir mar a thugann éileamh údar agus faoi réir ag cistiú a bheith ar fáil d'fhorbairt cúrsaí. Tá méadú tagtha ar an éileamh ar chúrsaí gearrshnáithe, amhail an Dámhachtain Shainchuspóireach, agus cúrsaí iarchéime, amhail an tArdeastas/MSc, i ngeall ar Acht na dTeangacha Oifigiúla, agus déanfaidh an Institiúid machnamh maidir le cúrsaí cosúil leo a fhorbairt i gcomhar le heagraíochtaí eile.

Ní bheidh an próiseas a chinntíonn seirbhísí tacaíochta dátheangacha duine-le-duine ó bhéal ar fud oifigí na scoileanna curtha i gcrích go dtí go mbeidh na scéimeanna ina dhiaidh seo curtha i ngníomh. Ach má theastaíonn ó mhac léinn a g(h)nó a dhéanamh trí Ghaeilge, cuirfear rochtain ar fáil ar an tseirbhís sin trí oifig an choláiste/na scoile.

### 3.4 Research & Innovation

This office disseminates information relating to research programmes. It supports research proposals, researcher recruitment and it also monitors and manages start-up, progress and termination of programmes. It supports the enhancement of research capacity. Should Irish be a desirable requirement of a research project, then Irish will be stated as a requirement in recruiting researchers for such projects within the framework of the agreed national recruitment procedures. GMIT's Innovation Hubs encourage and promote entrepreneurship throughout the Institute. They organise Enterprise Development programmes and manage the process of incubation.

### 3.5 Schools & Campuses

The Schools and other campus centres undertake the core activity of the Institute. Programmes are provided in a wide range of disciplines under the broad generic headings of Science, Computing, Engineering, Business, Tourism, Humanities, Creative Arts & Media, Furniture Design & Technology and Nursing & Health Sciences.

Currently, there is no evidence of a demand from school leavers for courses through Irish that would justify the investment required for such courses. However, this situation will be monitored annually and additional courses introduced as demand warrants and subject to funding being available for course development. The demand for short-strand courses, such as the Special Purpose award, and for postgraduate courses, such as the Higher Diploma/MSc, has increased as a result of the Official Languages Act and the Institute will consider developing similar courses in association with other organisations.

The process of ensuring one-to-one bilingual verbal support services through the school offices will not be completed until subsequent schemes are in place. However, should a student wish to conduct his/her business through Irish, access will be provided to this service through the college/school office.

## 3.6 Achoimre ar an bPlean Feidhmithe

Go hachomair, faoi chríoch na scéime foilseoidh na réimsí feidhmiúla go léir an cháipéisíocht tacaíochta seo a leanas go dátheangach:

- Bróisiúir;
- Bileoga Faisnéise;
- Réamheolaire – faisnéis ghinearálta;
- Láithreán Gréasáin – faisnéis ghinearálta statach;
- Preaseisiúintí Gaeilge, de réir mar is iomchuí;
- Tuarascálacha Bliantúla.

Ní thionólann an Institiúid cruinnithe poiblí i gceantair Ghaeltachta. Ach tionólfar trí Ghaeilge cruinnithe dírithe ar bith i scoileanna sa Ghaeltacht nó i nGaelscoileanna taobh amuigh den Ghaeltacht.

## 3.6 Summary of Plan for Implementation

In summary, by the end of the scheme all functional areas will publish the following support documentation bilingually:

- Brochures;
- Information Leaflets;
- Prospectus – general information;
- Web Site – general static information;
- Irish Language Press Releases, as appropriate;
- Annual Reports.

The Institute does not hold public meetings in Gaeltacht areas. However, any targeted meetings held in schools in the Gaeltacht or in Gaelscoileanna outside the Gaeltacht will be held in Irish.

Caibidil  
*Chapter*

4

**Feabhsú Breise Seirbhísí**

***Additional Enhancement of Services***

## 4.1 Feabhsú na Seirbhísí atá le bheith Curtha ar Fáil go Dátheangach

Leanfaidh GMIT de bheith ag freagairt do na tionscnaimh go léir a mholfaidh an tUdarás um Ard-Oideachas.

## 4.2 Oiliúint agus Forbairt

Tá an Institiúid tiomanta go leanúnach d'oiliúint iomchuí a chur ar fáil agus tacaíonn sí le forbairt a cuid ball foirne uile. Bhunaigh sí An Coiste Gaeilge chun obair a dhéanamh ar an Acht a chur i ngníomh agus an scéim a ullmhú.

Leanfaidh an Coiste de bheith ag obair le hOifig an Uachtaráin agus leis an Roinn Acmhainní Daonna chun:

- Ainmiúcháin a lorg ar fud na hInstitiúide chun seirbhísí a chur ar fáil agus cuidiú leis an scéim a chur i ngníomh agus acmhainní a chur ar fáil dá leithéid do bhaill foirne (e.g. Foclóirí Gaeilge, etc);
- Roghanna oiliúna a phlé le baill leasmhara agus cláir forbartha a chur ar fáil laistigh de chomhthéacs Phlean Straitéiseach GMIT 2017-2022 faoi philéar 5;
- Measúnú a dhéanamh ar na ranganna comhrá Gaeilge a thugtar laistigh den Institiúid (e.g. ranganna tráthnóna a reáchtálann aonad na Foghlama ar Feadh an tSaoil agus ranganna neamhfhoirmiúla comhrá);
- Faoi réir ag éileamh agus buiséid forbartha, cúrsaí intí breise a dhearadh ag leibhéil dhifriúla Gaeilge. Beidh an bhéim ar scileanna labhartha agus éisteachta, agus aire á tabhairt freisin do Ghaeilge scríofa. Beidh na cúrsaí saincheaptha le bheith in oiriúint don láthair oibre. Féachfar le roinnt cúrsaí a reáchtáil le linn an lae agus ag am lóin;
- Smaoineamh ar chúrsaí intí a chur ar siúl (e.g. don fháiltiú agus feidhmeanna tiomanta eile) le gníomhaireachtaí eile amhail HSE, ETB, etc.;
- Feasacht ar theanga a chuimsiú mar chuid dá hionduchtú bliantúil le haghaidh ball foirne nua;
- Creidiúnú a thabhairt de réir mar is iomchuí i leith chúrsaí atá déanta.

## 4.1 Enhancement of Services to be Provided Bilingually

GMIT will continue to respond to all national initiatives suggested by the HEA.

## 4.2 Training and Development

The Institute has an ongoing commitment to provide appropriate training and supports the development of all its staff. It established An Coiste Gaeilge to work on implementing the Act and on preparing the scheme.

The Coiste will continue its work with the President's Office and the Human Resources Department to:

- Seek nominations across the Institute to provide services and help implement the scheme and provide such staff with resources (e.g. Irish dictionaries, etc);
- Discuss training preferences with interested staff and put in place development programmes within the context of the GMIT Strategic Plan 2017-2022 under pillar 5;
- Evaluate conversational Irish classes which take place within the Institute (e.g. evening classes run by the Lifelong Learning unit, and informal conversational classes);
- Subject to demand and developmental budgets, develop and design additional in-house courses at different levels in the Irish language. The emphasis will be on speaking and listening skills, with attention also given to written Irish. The courses will be tailor-made to suit the workplace. The possibility of running some courses during the day and at lunchtime will be explored;
- Consider establishing in-house courses (e.g. for reception and other dedicated functions) with other agencies such as the HSE, ETB, etc.;
- Include language awareness as part of its annual induction for new staff;
- Provide accreditation as appropriate for courses undertaken.



## 4.3 Logainmneacha Gaeltachta

Leanfaidh an Institiúid d'úsáid a bhaint as logainmneacha oifigiúla cheantar Gaeltachta do chríocha oifigiúla [ag teacht le hOrdú Logainmneacha 2004 (Ceantair Ghaeltachta)].

## 4.4 Cumas Gaeilge

Agus aird aici ar pholasaí an Rialtais do sholáthar feabhsaithe seirbhísí i nGaeilge, sainithneoidh GMIT faoi dheireadh bhliain a haon den scéim poist ar bith a mbeidh cumas Gaeilge ina bhunriachtanas dóibh. Déanfar gach dícheall na riachtanais sin a chomhlíonadh faoi chríoch na scéime agus aird á tabhairt ar pholasaithe buiséid, earcaíochta, cur chun cinn agus oiliúna, de réir mar is iomchuí. Cuirfidh sé sin ar chumas na hInstitiúide feabhsú incriminteach seirbhísí i nGaeilge a phleanáil agus a chur in ord tosaíochta ar bhealach níos straitéisí.

Beidh cumas Gaeilge ar a laghad ag na hoifigí seo a leanas:

- Fáiltiú;
- Margaíocht, Cumarsáid, Oifigeach Idirchaidrimh leis na Mic Léinn;
- Rochtain;
- Acmhainní Daonna;
- Saoráil Fáisnéise/Cosaint Sonraí;
- Oifigeach Gaeilge;
- Léachtóirí ar na Cúrsaí/Céimeanna ina bhfuil Gaeilge mar ábhar.

## 4.3 Gaeltacht Place Names

The official place names of Gaeltacht areas will continue to be used by the Institute for official purposes [in line with the Place names (Ceantair Ghaeltachta) Order 2004].

## 4.4 Irish Language Capability

Having regard to Government policy for enhanced provision of services in Irish, GMIT will, by the end of year one of the scheme, identify any posts for which Irish language competency is an essential requirement. Every effort will be made to fulfil these requirements by the end of this scheme having regard to budget, recruitment, promotion and training policies, as appropriate. This will enable the Institute to plan and prioritise the incremental improvement of services in Irish in a more strategic manner.

The following offices at a minimum will have competency in Irish:

- Reception;
- Marketing, Communications, Student Liaison Officer;
- Access;
- HR;
- FoI/Data Protection;
- Oifigeach Gaeilge;
- Lecturers on Degree/Courses where Irish is a subject.




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Make it a Book

# Caibidil *Chapter*

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**Monatóireacht agus Athbhreithniú**

***Monitoring and Revision***

Coinneoidh an Bord Rialaithe laistigh den Institiúid feidhmiú éifeachtach na scéime faoi athbhreithniú. Déanfar an dul chun cinn a thairfeadh sa Tuarascáil Bhliantúil. Déanfaidh An Coiste Gaeilge, atá freagrach as cur i ngníomh na scéime ar fud na hInstitiúide, feidhm na monatóireachta go príomha ó lá go lá agus iad ag tuairisciú ar bhonn rialta trína gCathaoirleach don Uachtarán.

The Governing Body within the Institute will keep the effective operation of the scheme under review. Progress will be recorded in the Annual Report. The day-to-day monitoring function will be carried out primarily by An Coiste Gaeilge who are responsible for the implementation of the scheme across the Institute reporting on a regular basis through their Chairperson to the President.

Caibidil  
*Chapter*

6

**Poiblí na Scéime Comhaontaithe**

***Publicising of Agreed Scheme***

Déanfar ábhar na scéime mar aon le gealltanais agus forálacha na scéime a phoibliú don phobal i gcoitinne trí mheán:

- An fhoireann agus na mic léinn a chur ar an eolas;
- Preaseisiúint;
- Seoladh oifigiúil na scéime;
- Na forálacha a fhógairt;
- Scaipeadh ar ghníomhaireachtaí agus chomhlachtaí poiblí iomchuí;
- An scéim a chuimsiú ar ár láithreán gréasáin.

Tapóidh an Institiúid gach uile dheis chun na seirbhísí a chuireann sí ar fáil trí Ghaeilge a chur chun cinn agus a phoibliú trí:

- Na mic léinn agus an pobal a chur ar an eolas go díreach ar bhonn onghníomhach faoin rogha déileáil leis an Institiúid trí Ghaeilge, mar shampla, trí fhógraí a thaispeáint ag achair fháiltithe á gcur in iúl go bhfuil seirbhísí Gaeilge ar fáil agus trína liostú go feiceálach ar láithreán gréasáin na hInstitiúide;
- Nótaí bun leathanaigh a chuimsiú i dtreoirínite, bileoga agus foirmeacha iarratais roghnaithe a chuireann in iúl go bhfuil na cáipéisí sin ar fáil i nGaeilge, muna gcuirtear ar fáil go dátheangach iad;
- An tsuntasacht chéanna a thabhairt d'ábhair Ghaeilge agus Bhéarla;
- Aistrefar an scéim seo go Gaeilge.

Cuirfear cóip den scéim seo ar aghaidh chuig Oifig Choimisinéir na dTeangacha Oifigiúla ach í a bheith faofa.

The contents of this scheme along with the commitments and provisions of the scheme will be publicised to the general public by means of:

- Informing staff and students;
- Press Release;
- Official Launch of the scheme;
- Advertising of provisions;
- Circulation to appropriate agencies and public bodies;
- Inclusion of the scheme on our website.

The Institute will take every opportunity to promote and publicise the services it provides through Irish by:

- Directly informing students and the public on a pro-active basis of the option of dealing with the Institute through Irish, for example, by displaying notices at reception areas indicating the Irish language services that are available and by prominently listing these on the Institute's website;
- Including footnotes in selected guidelines, leaflets and application forms indicating that these documents are available in Irish, unless presented bilingually;
- Giving equal prominence to Irish and English language materials;
- This scheme will be translated into Irish.

A copy of this scheme will be forwarded to Oifig Choimisinéir na dTeangacha Oifigiúla on approval.





# GMIT

INSTITIÚID TEICNEOLAÍOCHTA NA GAILLIMHE-MAIGH EO  
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