This Scheme was approved by GMIT’s Executive Board on 18th September 2018 and approved by the GMIT Governing Body on 27th September 2018.
Chapter 1

Réamhrá agus Cúlra

Introduction and Background
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. 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 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.
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, printseachta & ceirde, ACCS agus pháirtaimseartha agus breis is 700 ball forne agus tá 6,000 mac léinn aici. Tácaíonn sí, ar bhonn tráchtála, le Nualáocht, Fiontraíocht, Taighde, Sainchomhairleoireacht agus Forbairt Réigítíochta.

1.4.2 Ráiteas Misin

Fís GMIT

Cuirfidh GMIT eispéaras bunathraitheach ollscoile ar fáil dár neacha léinn, a chuirfidh ar chumas ár gcéimithe cion iomlán a thabhairt d’fheabhsú sóisialta, eacnamaítheach agus cultúrtha na sochaí.

Misean GMIT

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

- Rochtair agus deis a chumasú do phobal éagsúil nach léinn;
- Baill forne thréitheacha a mhealladh, a choineáil agus tacú leo;
- Ár gcuid idirghníomhamháichte dearfacha forne-neacha léinn a choineáil;
- Infeistíocht a dhéanamh i dtraighde nualach agus i dheagasc agus fheadhaim theasícháin;
- Comhoibriú le gníomhaireacht rialtais, leis an bhfiontraíocht agus leis an pobal;
- Céimithe a tharbhairt atá muiníneach, gairmiúil agus eolach agus oíthe chun cion a thabhairt mar shaoránaigh dhomhanda.

1.4.3 Na Páirtíthe Leasmhara

Is iad na príomhpháirtíthe leasmhara atá ag an Institiúid na mic léinn a dtugann sí seirbhís oideachasúla d’archhaláocht doibh. Déanann sí idirghníomhú freisin le hinstiúíthíoidheachtaí eile agus le gníomhaireachtaí agus le paball i gochtinne. Cuimsíonn bonn a príomhpháirtíthe leasmhara:

- Comhghuallóchta Chonnacht-Uladh
- Conamara Thiar
- An Roínn Oideachais agus Scileanna
- Boird Oideachais & Oiliúna
- Fiontair Éireann
- Europus Teo
- Fáilte Éireann
- Fórum 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
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 Functions and Departments

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<th>Function Area</th>
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<td>Creative Arts</td>
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<td>Galway International Hotel School</td>
<td>Culinary Arts</td>
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<td>Applied Languages &amp; Humanities</td>
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<td>GMIT Mayo</td>
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### 1.4.4 Feidhmeanna agus Ranna

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<th>Réimse Feidhme</th>
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<td>Ealaíon Cruthaitheach</td>
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<td>Scoil Óstáin &amp; Idirnáisiúnta na Gaillimhe</td>
<td>Ealaíona Cócaireachta &amp; Tionscaí Seirbhíse</td>
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<td>Bainistíochta &amp; Cuntasafógra &amp; Faisnéise</td>
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<td>Eolaíochta Faisnéise &amp; Beartha</td>
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<td>Airgeadas &amp; Acmhainní Daonna &amp; Seirbhísí Foirgnimh &amp; Éastáit</td>
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<td>Taighde &amp; Nuálaíocht</td>
<td>Taighde &amp; Forbairt Nuálaíocht &amp; Gur</td>
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1.5 Measúnú ar a mhéad atá Seirbhísí ar fáil cheana féin trí Ghaeilge

Is é aildhm an tríú scéim seo ná leanúint de sheachadhán na ngealltanas sin agus tógáil ar an dul chun cinn atá bainte amach ar fud GMIT le linn threimhse na scéimí deiridh. Leagann sí amach gealltanaí ar son na hInstitiúide agus a bhall foirne a mhéad atá seirbhísí ar fáil faoi láthair trí Ghaeilge a fhóirtear agus sainiathúin réimsí le haghaidh feabhsaithe sa todhchaí.

Tógann an scéim nua freisin ar phrionsabail na Seirbhíse Cáilíochta don Chustaiméir agus cinntiú 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.

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-Dioplóma 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*
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).
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/Irish Language at GMIT" where information is provided on:
- Scéimeanna na Gaeilge;
2.2.7 Broísiúir, Foirmeacha Iarratais agus Bileoga Faisnéise

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 Oibriú an Bhfáilteachais/Lasc-chláir

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.
Chapter 3

Achoimre ar na Seirbhísí/Gníomhaíochtaí a Chuireann Ranna ar Fáil

Summary of Services/Activities Provided by Divisions
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 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 FHEARDHAN CHÚRSAI AGUS EAGRAÍONN TRÁTHNÓNTA FAISNÉISE DO MHIC LÉIN IONCHASACHA AGUS DO CHUIDEACHTAÍ. TÁ CUIDEACHTA LÓNADÓIREACHTA GMIT FREAGRACH AS REÁCHTÁIL AN CHAIFITEIRE ATÁ AR OSAILT DON FHÓIREANN AGUS DO NA MIC LÉIN ARAON. BEIDH NA BIACHLÚIR CHAIGHDEÁNACHA DÁTHEANGACH I GCONAÍ.

3.3.3 AIRGEADAS

TÁ AN OIFIG AIRGEADAIL FREAGRACH AS AN SOLÁTHAR AGUS AN ÍOCAÍocht UILE AGUS DÁ BHRÍ SIN FÓGRAÍONN CONARTHAÍ, TÁIRGEANN CAIPÉISÍ TAIRÍSCÉANA, ÍOANN SONRAISCE AGUS TUARASTAIL AGUS ULLMAI ÍOANN CUNTAIS BHLIANTÚLÁ. CLOISÍDHF SÍ LE NÓSANNA IMEACHTA COMHAONTAITHE AGUS LEANFAÍDHF SÍ DE CHIMINTIÚ GÓ BHFUÍL A CUID FOIRMEACHA CHAIGHDEÁNACHA DÁTHEANGACH.

3.3.4 ACMHAINNÍ DAOANNA

TÁ AN ROINN SEARFRAIGRACH AS FOLÚNTAIS FORRINE A FHÓGAIRT, AS FOIRMEACHA IARRATAIS, TUARISÍSCOISOIS A CHAIRTHÉIDH AGUS AS AGAIALMHAÍ AGUS EAGRÚ. CUIRFIDH SÍ TUARISÍSCOIS JABANNAR AR FÁIL I NGAELGE I GCÁSANNA AR LEITHE, AMHAL ÍOCHTÓIRÍ I NGAELGE, ÁIT A BHFUÍL AN GHAILGE MAR CHROÍRIOTÁNACH. LEANFAÍDHF NÓSANNA IMEACHTA ACMHAINNÍ DAOANNA, FAOI RÉIR AG CREAT COMHAONTAIGHTE NA NÓSANNA IMEACHTA NÁISÍUNTA, DE BHEITH AG COMHLIONADH CUSPOÍRÍ NA SCÉIME TÉ PHOLASAITHE IOMCHUÍ EARCAÍOCHA, SHOCURRAÍN INMHEÁNACHA AGUS IMLONNAITHİE A CHUR I BHFÉIDHM LE LÍNN THRÉIMHSÉ NA SCÉIME SEO AGUS SCÉIMEANNA INA DIAIDH. COINNEOÍDHF SÍ TEAGHAMHÁIL I GCONAÍ LEAS AN LÁRIONAD D’FHOIRBHAINN OIDEACHASUÍ LE LÍNN DO NA CUSPOIRÍ SIN A BHEITH Á MBAINTE AMACH AICI.

3.3.5 IT

IS FEÁDIR LEAS NA SEIRBHÍSÍ RIÓMHAIRE SEIRBHÍS DÁTHEANGACH A CHUR AR FÁIL MÁS GÁ. IS FEÁDIR OILÍUNITY TÉ FÁ ThAIRÍSCINT TÉ MHEÁN NA GAELGE, FAOI RÉIR AG ÉILEAMH AGUS RÉAMHHLÍONÓGRA DÓTHAINEACH CHUN NóTAÍ OILÍUNITY NA RÉITEACH.

De réir mar a shuiterc córais nua ríomhaire, roghnófar bogearraí le feidhmíúacht ilteanga chomb fada agus is indéanta le réasún. Ach biónn sé sin ag brath i gcónaí ar an ngá atá leis an ritéach TF is fearr a roghnú do na riachtanaí a thugtar dúinn.

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 clár taighde. Tacaíonn sí le tograí taighde, earcú taighdeoirí agus déanann monatóireacht freisin agus bainistíonn gnólachtair osaithiú, dul chun cinn agus fórcéannaídh 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 chreit na nósanna náisiúnta earcaíochta comhaontaithe. Spreagann Moil Nuálaíochta GMIT agus cuireann an fhiontraíocht chun cinn ar fud na hInstitiúide. Eagraíonn siad clár Forbartha Fiontair agus bainistíonn próisis an ghoir.

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 Scoileanna & Campais

Is iad na Scoileanna agus na láirionaid eile campais a thugann faoi chroíghníomhaíocht na hInstitiúide. Cuirtear clár ar fáil i raon leathan disciplíní faoi na ceannsteidil chineálacha Eolaíocht, Ríomhaireacht, Innealtóireacht, Gnó, Turasóireacht, Daonnachtai, Ealaíona Cruthaitheach & na Meáin, Dearadh Troscaín & Teicneoláíochta agus Altranas & Eolaíochta Sláinte.

I láthair na huaire níl fianaise ar bith ann go bhfuil éileamh ó fhágálaithne 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 cistíú a bheith ar fáil d’fhobarait cúrsaí. Tá mheadh uachtar ar an clár ar chúrsaí ar chúrsaí garrshnáithí, amhail an Dáimhachtain Shainchuspóirteach, agus cúrsaí iarchéime, amhail an tArdteastas/MSc, i ngéall ar Acht na dTeangacha Oifigiúla, agus déanfadh an Institiúid maithir le cúrsaí cosúil leo a fhorbairt i gcomhar le heagraíochtaí eile.

Ní bheidh an próiseas a chinniteann seanrísídí tacáchotha dátheangacha duine-le-duine ó bhéal ar fud oifigí na scoileanna curtha i gcóthóil go díth go mbeidh na scéimeanna ina dháthaíodh leo i ngnóthú. Ach má theastaíonn ó mhac léinn a g(h)nó a dhéanamh trí Ghaeilge, cuifear rochtain ar fáil ar an tseirbhís sin trí oifig an choláiste/na scoile.

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.
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 tionscmáinmh go léir a mholfaidh an iUdarás 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. Bhunaigh sí An Coiste Gaeilge chun obair a dhéanamh ar an Acht a chur i ngníomh agus an sceim a ullmhú.

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

- Ainmniúcháin a lorg ar fud na hInstitiúide chun seirbhísí a chur ar fáil agus cuidiú leis an sceim a chur i ngníomh agus acmhainní a chur ar fáil dá leithéid do bhaille 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 reáchtáil aonad na Foghlama ar Feadh an tSaoil agus ranganna neamhfhoirmiúla comhrá);
- Faoi réir ag éileamh agus buiséid forbartha, cúrsaí intí breise a dhearadh ag leibhéal dhíthriúla Gaeilge. Beidh an bhéim ar chileanna labhartha agus éisteachta, agus aire á tabhairt freisin do Ghaeilge scrioif. Beidh na cúrsaí saingeaptha 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 gnomháireachtaí eile amhail HSE, ETB, etc.;
- Feasacht ar sheanga a chuímsí mar chuid dá hiontuille bliantúil le haghaidh ball foirne nua;
- Creidhniú a thabhairt de réir mar is iommuí 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 pholasat an Rialtais do sholáthar feabhsaithe seirbhísí i nGaeilge, sainaithneoidh GMIT faoi dheireadh bhliaín a haon den scéim poist ar bith a nbeidh cumas Gaeilge ina bhunriachtanas dóibh. Déanfar gach dícheall na riachtanais sin a chomhlonadh faoi chríoch na scéime agus aird á tabhairt ar pholasaithe buiséid, earcaíochta, cur chun cinn agus oiliúna, de réir mar is ionchuí. 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:
- Fáilte;
- Margáocht, 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.
监测与修订

Chapter 5

监测与修订

Monitoring and Revision
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 Comhaontaithé
Publicising of Agreed Scheme
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 d’Teangacha Oifigiúla on approval.