



## **Proposed Bilingual Policy**

### **1 Bilingualism Policy**

This Regulation is the property of Aberystwyth University Students' Union (AberSU) and this body should present amendments to the General Meetings or AGM, via the Welsh Culture Officer & UMCA President, for ratification.

**1.1** The Aberystwyth University Students' Union (AberSU) recognises both Welsh and English as official languages for its work, and strives to create an environment, which is equal for speakers of both languages. It also seeks to promote the use and awareness of the Welsh language and Welsh culture, and accords it priority in all its work.

### **1.2 Application**

#### **1.2.1 Extent**

This policy applies to all spheres of the AberSU work, and covers everything within AberSU controlled property, any distribution undertaken by AberSU on behalf of a third party, and any event organised, run or hosted by AberSU. In all bilingual documents, Welsh language must be given priority.

#### **1.2.2 *Written***

- i. All official documents must be bilingual.
- ii. All official correspondence must be bilingual, although replies to correspondence may be in the language of the writer. AberSU should advertise that it will receive correspondence in either language.
- iii. All adverts produced by AberSU, or any area of AberSU must be bilingual
- iv. All posters will be produced bilingually.
- v. Where the message is urgent (i.e. medical outbreak) and attempts at translation have been exhausted the author has exception to publish in the language of their choice.

#### **1.2.3 Phone Calls**

- i. The AberSU reception phone should be answered with a bilingual greeting, with the Welsh used first.
- ii. Should the caller wish to converse in a language the receiver does not speak they should be offered the option of speaking to someone they can speak to in the language of their choice, where available.

#### **1.2.4 Websites**

AberSU will operate bilingual websites at all times.

#### **1.2.5 Social Media**



- i. Social Media is a form of official correspondence therefore all AberSU social media platforms (Facebook, Twitter, blogs, etc.) must be bilingual with the exception of shared content.

### **1.2.6 Clubs and Societies**

- i. If a member of a club or society chooses to receive correspondence through the medium of Welsh the club or society must provide bilingual correspondence.
- ii. Clubs and society committee members will receive training, advice and support on the practical and operational implementation of this policy at the start of each academic year. AberSU will provide bilingual templates at training in order to easily facilitate bilingualism.

### **1.2.7 Meetings**

- i. All publicly advertised formal decision making meetings including general meetings and council meetings of AberSU must be translated.

### **1.2.8 Externally Sourced Material**

- i. As well as promoting bilingualism within AberSU, AberSU should also use its contact with other agencies to promote bilingualism.
- ii. Where externally sourced material is monolingual, AberSU should request to receive quality translation. Should the quality of the translation provided by a third party be of poor quality, AberSU reserves the right to refuse to use or display the material.
- iii. AberSU will not normally accept or display monolingual material (the exceptions to this rule are laid out below).

## **1.3 Standard of translation**

**2.3.1** In adhering to this policy AberSU expects a certain level of Welsh translation to be achieved.

**2.3.2** The standard of online translation services, i.e., Google translate, do not reach acceptable standards and should not be used.

## **1.4 Exceptions**

### **1.4.1 Voluntary Organisations / Charities (Free of Charge)**

Any monolingual information, either in English or Welsh, which a voluntary or charitable organisation wishes to distribute, will be referred down to the discretion of the Communications and Engagement Manager.

### **1.4.2 Commercial Organisations (Free of Charge)**

Free monolingual information from commercial organisations will only be accepted if the Communications and Engagement Manager feel the membership will be put at a serious disadvantage by not having access to that information.

### **1.4.3 Point of Sale / Promotional Material**



Information provided by external organisations to advertise products supplied through UMaberSU will be exempt from the bilingual policy, however if bilingual material is available it will be displayed appropriately.

#### **1.4.4 Titles**

When advertising a lecture, talk, debate, concert etc, the title may be left in the original language. All other information should follow the requirements of this policy.

### **1.5 Welsh Lessons**

**1.5.1** AberSU recognises that the provision of translation is no substitute for operating in an environment in which members are bilingual, and so will provide free Welsh lessons to members at beginner, intermediate and advanced levels.

**1.5.2** These will be co-ordinated by the Welsh Culture Officer & UMCA President, who will ensure the quality of tuition is of a suitable level & will be provided by UMCA's Welsh Tutors.

### **1.6 Interpretation and Enforcement**

**1.6.1** Any breach of the policy should be reported to the Welsh Culture Officer & UMCA President and the Chief Executive Officer.

**1.6.2** AberSU staff are expected to uphold the policy. Staff should be made aware of the Bilingualism Policy through induction, regular training, and informed of any changes to this policy.

### **1.7 Procedure for dealing with complaints**

**1.7.1** Any breaches of this policy will be dealt with using the Complaints, Disciplinary and Appeals Process.

**1.7.2** Offences from previous years are to be ignored unless they are committed by the same individual.

### **1.8 Review and Amendment**

**1.8.1** This policy should be regularly reviewed (at least once a year, and whenever a clarification is sought) and evaluated by the Welsh Culture Officer & UMCA President, and changes recommended to Council or AGM.

**1.8.2** Any member may propose their own amendments to an AGM or Council.