



## Eolas Tábhachtach do Bhail Foirne

### Dualgais faoin Acht

#### Litreacha agus ríomhphost i nGaeilge

Nuair a scríobhann duine chuig Ollscoil Mhá Nuad i nGaeilge, i bhfoirm litreach nó leis an ríomhphost, tá an duine sin i dteideal freagra a fháil i nGaeilge. Má theastaíonn tacaíocht ó d'oifig freagra i nGaeilge a thabhairt ar fhiosrúchán, déan teagmháil le hOifig na Gaeilge (sonraí thíos). Le do thoil, ná bain úsáid as meaisín aistriúcháin (m.sh *Google Translate*) le freagra a thabhairt ar chomhfhreagras oifigiúil.

#### Fógairtí taifeadta béil

Tá dualgas ar Ollscoil Mhá Nuad a chinntiú go bhfuil fógairtí taifeadta béil (glórphost) a dhéanann Oifigí Roinne nó Oifigí Riaracháin i nGaeilge nó dátheangach e.g. *“Tá an oifig seo oscailte ó a naoi go dtí a cúig. Ní féidir linn do ghlaoch a thógáil, fág teachtaireacht.”*

Tá díolúine sna Rialacháin maidir le glórphost phearsanta.

#### Stáiseanóireacht

Tá dualgas ar Ollscoil Mhá Nuad a chinntiú go bhfuil páipéar ceannchloíte, duillíní dea-mhéine, clúdaigh chomhad agus filteán, agus clúdaigh litreach ar fáil i nGaeilge nó go dátheangach. Tá cártaí gnó Ollscoil Mhá Nuad dátheangach freisin. Is féidir teacht ar shamplaí de stáiseanóireacht na hOllscoile sa treoirleabhar ‘Treoirlínte Ollscoil Mhá Nuad’ atá ar fáil ar shuíomh na hOifige Cumarsáide.

#### Cuntais iniúchta nó ráitis airgeadais

Tá dualgas ar Ollscoil Mhá Nuad aon chuntas iniúchta nó aon ráiteas airgeadais a fhoilsiú go comhuaineach i nGaeilge agus i mBéarla.

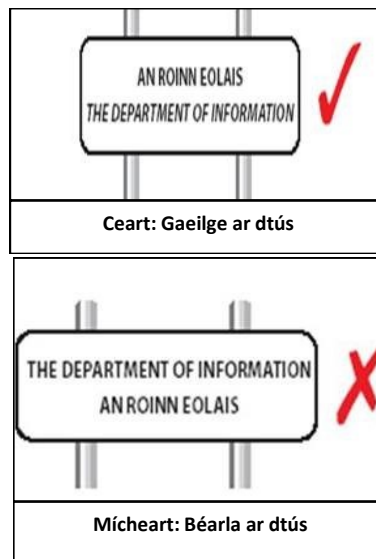
#### Tuarascálacha bliantúla

Tá dualgas ar Ollscoil Mhá Nuad aon tuarascáil bhliantúil a fhoilsiú go comhuaineach i nGaeilge agus i mBéarla.

### Dualgais i leith comharthaíochta

Tá dualgas ar Ollscoil Mhá Nuad a chinntiú go bhfuil a gcomharthaí i nGaeilge nó dátheangach.

- Beidh an téacs i nGaeilge ann ar dtús.
- Beidh an téacs i nGaeilge chomh feiceálach, chomh sofheicthe & chomh hinléite céanna leis an téacs i mBéarla.
- Ní bheidh na litreacha sa téacs i nGaeilge níos lú, ó thaobh méide de, ná na litreacha sa téacs i mBéarla.
- Cuirfidh an téacs i nGaeilge agus an téacs i mBéarla an fhaisnéis chéanna in iúl.
- Ní dhéanfar focal sa téacs i nGaeilge a ghiorrú mura bhfuil an focal sa téacs i mBéarla giorraithe freisin.



### Acht na dTeangacha Oifigiúla 2003

- Cuireann Acht na dTeangacha Oifigiúla 2003 úsáid na Gaeilge chun cinn i gnóthaí an stáit.
- Leagann an tAcht amach:
  - ⇒ dualgais na gcomhlachtaí poiblí maidir le seirbhísí a sholáthar i nGaeilge
  - ⇒ cearta an phobail leas a bhaint as na seirbhísí sin.

### Scéim Teanga Ollscoil Mhá Nuad 2018–2021

- Tá an tríú Scéim Teanga á cur i bhfeidhm ag an Ollscoil.
- Tá sé mar chuspóir leis an scéim teanga méadú a dhéanamh ar líon agus ar chaighdeán na seirbhísí Gaeilge atá ar fáil ó Ollscoil Mhá Nuad thar tréimhse ama.
- Tá an Scéim ar fáil ar shuíomh na hOllscoile faoin teideal ‘Scéim Teanga’ ar an leathanach [‘Polasaithe na hOllscoile’](#).



## Important Information for Staff

### Requirements under the Act

#### Letters and emails in Irish

When a person writes to Maynooth University in Irish, by letter or email, they are entitled to a reply in Irish. If your office receives a query in Irish and support is required in order to provide a response in Irish, please contact Oifig na Gaeilge (details below). Please do not use machine translation facilities (e.g. *Google Translate*) for official responses.

#### Recorded oral announcements

Maynooth University must ensure that recorded oral announcements (voicemails) made by Departmental and Administrative offices are in Irish or bilingual. For example: *"This office is open from 9 - 5. We are unable to take your call, please leave a message."*

Personal voicemails are exempt from the requirements of the Regulations.

#### Stationery

Maynooth University must ensure that the headings on letterheads, compliment slips, file covers and folders, and envelopes are available in Irish or bilingually. Maynooth University business cards are also bilingual. Samples can be found in the Maynooth University Identity Guidelines Handbook which is available on the Communications Office website.

#### Audited accounts or financial statements

Maynooth University must publish any audited accounts or any financial statements simultaneously in both Irish and English.

#### Annual reports

Maynooth University must publish any annual reports simultaneously in both Irish and English.

### Signage requirements

Maynooth University must ensure that its signs are in Irish or bilingual.

- The text in Irish shall appear first.
- The text in Irish shall be as prominent, visible and legible as the text in English.
- The letters in the text in Irish shall not be smaller in size than the letters in English.
- The text in Irish shall communicate the same information as the text in English.
- A word in the text in Irish shall not be abbreviated unless the word in the text in English, is also abbreviated.



### The Official Languages Act 2003

- The Official Languages Act 2003 promotes the use of Irish for official purposes in the state.
- The Act sets out
  - ⇒ the duties of public bodies regarding the provision of services in Irish
  - ⇒ the rights of the public to avail of those services.

### Maynooth University's Language Scheme 2018–2021

- The University is currently implementing its third Language Scheme.
- The purpose of this scheme is to increase the volume and standard of services provided in Irish by Maynooth University.
- The Scheme is available under 'Language Scheme' on the ['University Policies'](#) webpage.