

Achoimre

1. Timescale for translation and proof-reading of documents should be included in all necessary processes and work-schedules.
2. Ensure you use the correct supplier for your area
3. Check word count of English document for translation.
4. Raise purchase order for translation/proofreading with UL Accounts Department.
(Account 3340, Sub-Analysis 20).
5. Complete the Irish Language Translation Request Form and send with document for translation to designated preferred supplier.

Gnáthaimh le haghaidh an Aistriúcháin Ghaeilge in Ollscoil Luimnigh**Leagan Gaeilge de na Gnáthaimh (Clár)****Lgh**

1. Gnáthaimh Ghinearálta i leith Aistriúchán na Gaeilge in Ollscoil Luimnigh

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Aguisín 1: Foirm Iarratais le haghaidh an Aistriúcháin Ghaeilge**English Version of Procedures (Contents)****Pgs**

1. General Procedures with regard to Irish Language Translation at the University of Limerick

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Appendix 1 Irish Language Translation Request Form

Gnáthaimh le haghaidh Aistriúcháin Ghaeilge in Ollscoil Luimnigh

Baineann ábhar na ngnáthamh seo leis na dualgais reachtúla atá ar an Ollscoil faoi Acht na dTeangacha Oifigiúla, 2003 agus leis na geallúintí i leith an aistriúcháin atá déanta ag an Ollscoil i Scéim OL 2006-2009 & 2009–2012.

Tá sé tábhachtach go gcuirfear an próiseas aistriúcháin seo san áireamh i sceidil na rann ina mbíonn gá le priontáil nó foilsiú cáipéisí aistrithe go Gaeilge.

1. Gnáthaimh Ghinearálta i leith Aistriúchán na Gaeilge in Ollscoil Luimnigh

- 1.1** Cuirfidh oifigí OL a gcuid iarratas le haghaidh aistriúcháin, aistriúcháin ghearra san áireamh e.g. comharthaí agus cuirí, amach díreach go dtí an comhlacht aistriúcháin (soláthróir roghnaithe). Ní mór Foirm Iarratais le haghaidh an Aistriúcháin Ghaeilge (lch.4) a sheoladh chuig an soláthróir roghnaithe.
- 1.2** Moltar go mbeidh an buntéacs agus an téacs aistrithe ar aon leathanach amháin. Ba cheart don leagan Gaeilge a bheith os cionn an leagain Bhéarla. Féach an sampla ag an nasc thíos:
<http://www.coimisineir.ie/downloads/TuarascailBhliantuil2010.pdf>
- 1.3** Ba cheart go mbeadh an leagan Gaeilge ar chúl fhoirmeacha iarratais aon leathanaigh amháin .i. foirm dhátheangach. Ba cheart leaganacha Gaeilge agus Béarla ar leithligh a sholáthar i gcás foirmeacha níos faide.
- 1.4 Orduithe Ceannaigh**
 - 1.4.1** Ba cheart orduithe ceannaigh a ardú le Roinn na gCuntas don aistriúchán agus don léamh-profaí. Is ó chiste an aonaid nó na roinne tionscnaimh a thioctfaidh na costais ar fad a bhaineann le haistriúchán, le léamh profaí nó le clódóireacht de thoradh na ndualgas reachtúil.
 - 1.4.2** Is féidir orduithe ceannaigh a ardú do thréimhse ráithe amháin chun sceideal tráthúil an aistriúcháin agus an léamh profaí a éascú.
 - 1.4.3** Osclaíodh cód cuntais nua, Irish Language Translation (3340) agus fo-anailís (Printing 20) chun caiteachas ar riachtanais Acht na dTeangacha Oifigiúla, 2003 agus ar riachtanais na Scéime a thairfeadh. Níor chóir an cód seo a úsáid do chostais aistriúcháin nach mbaineann le téarmaí tagartha an Achta.

1.5 Soláthróirí Roghnaithe

1.5.1 Soláthróir (1)

Seán Ó Laoi
Teagascóir-Aistritheoir
Ionad na Gaeilge Labhartha
Coláiste na hOllscoile Corcaigh
Fón: +353 21 4903794
r-phost: s.olaoi@ucc.ie

Moltar go gcuirfeadh na Dámha agus Ranna seo a leanas, agus a rannóga a n-iarratais ar aistriúchán ar aghaidh go soláthróir (1):

- Dámh na nDán, na nDaonnachtaí agus na nEolaíochtaí Sóisialta (Institiúidí, Ionaid agus Aonaid Taighde san áireamh)
- Dámh Chruinne Éireann: Rince agus Ceol
- Rannóg Ghnóthaí Mac Léinn
- Rannóg na nAcmhainní Daonna
- Rannóg Theicneolaíocht an Eolais
- Rannóg na Seirbhísí Faisnéise Leabharlainne
- Seirbhísí Beatha Campais (lóistín san áireamh)
- An Comharoideachas agus Rannóg na nGairmeacha
- Roinn na bhFoircneamh agus na nEastát
- Rannóg an Oideachais Idirnáisiúnta
- An Rannóg Spóirt agus Fóillíochta

Nótaí i dtaobh soláthróir roghnaithe (1):

Ionad na Gaeilge Labhartha, UCC:

Is é an méid a aistrítear san Aonad Aistriúcháin ná 1,000 focal in aghaidh an lae. Ní mór cuimhneamh air seo agus amlíne á socrú i gcomhair aistriúcháin. Iarrann an tAonad Aistriúcháin fógra trí seachtaine má tá aon cháipéis níos faide ná 2,500 focal le haistriú. Cé go ndéanfaidh an tAonad gach iarracht cloí go hiomlán leis na spriocanna aontaithe, ní féidir leis a ghealladh gur mar sin a bheidh sé i gcónaí. Beidh teacht ag an Aonad ar úda(i)r na cáipéise nó ar dhuine a bheadh sásta ceisteanna mar gheall ar an téacs féin a fhreagairt más gá.

1.5.2 Soláthróir (2)

An tSeirbhís Aistriúcháin
Acadamh na hOllscolaíochta Gaeilge
Ollscoil na hÉireann, Gaillimh
Rphost: aistriuchan@oegaillimh.ie
Guthán: 091 – 595101

Moltar go gcuirfeadh na Dámha agus Ranna seo a leanas, agus a rannóga a n-iarratais ar aistriúchán ar aghaidh go soláthróir (2):

- An Roinn Buanoideachais agus For-rochtana
- Dámh an Oideachais agus na nEolaíochtaí Sláinte
- Ionad Teagaisc agus Foghlama
- Scoil Ghnó Kemmy
- Dámh na hEolaíochta agus na hInnealtóireachta
- Leas-Uachtarán, Taighde
- Institiúidí, Ionaid agus Aonaid Taighde (gan Dámh na nDán, na nDaonnachtaí agus na nEolaíochtaí Sóisialta san áireamh)
- Oifig an Uachtaráin
- Stiúrthóir, Airgeadas
- Leas-Uachtarán, Acadúil agus Cláraitheoir

- Leas-Uachtarán Comhlach, Acadúil
- Oifig an Rúnaí Chorporáidigh
- Cláráitheoir Cúnta
- Cuideachtaí Comhlachaithe (ULSU, Campbell Catering etc.)

Nótaí i dtaobh soláthróir roghnaithe (2): Ollscoil na hÉireann, Gaillimh

Táscairí Seirbhíse

- Déanfar táscairí sonracha seirbhíse a aontú idir na páirtithe. Beidh na táscairí bunaithe ar ghnáthchleachtais oibriúcháin Sheirbhís Aistriúcháin OÉG. Luaitear roinnt táscairí samplacha leis seo.
- Aistriúcháin ghairide (faoi 200 focal) a sheoladh ar ais taobh istigh de thréimhse chomhaontaithe (48 uair an chloig, cuir i gcás).
- Aistriúcháin faoi 1,000 focal a sheoladh ar ais taobh istigh de thréimhse chomhaontaithe (5 lá, ar a dheireanaí, cuir i gcás).
- Aistriúcháin faoi 5,000 focal a sheoladh ar ais taobh istigh de thréimhse chomhaontaithe (10 lá oibre, ar a dheireanaí, cuir i gcás).
- Iarrtar fógra trí seachtaine i gcás cáipéisí níos faide ná 2,000 focal.
- Cé go ndéanfar gach iarracht cloí leis na spriocanna thuasluaite, ní féidir geallúint a thabhairt go mbainfear na spriocanna sin amach i gcónaí.

1.6 Costais

1.6.1 Beidh costais níos airde i gceist le haistriúcháin ar ábhar dlí agus dlíthiúil agus le haistriúcháin a bhfuil téarmaíocht neamhghnách iontu, agus aontaítear na táillí seo roimh thús a chur leis an obair. Aontaítear costais an aistriúcháin roimh ré leis an té in Ollscoil Luimnigh atá ag iarraidh na seirbhíse, ag cur ábhar an aistriúcháin san áireamh.

€155 in aghaidh 1,000 focal an ghnáth-tháille. Baineann OÉ Gaillimh íostáille laghdaithe **€20.00** amach ar iarratais ar aistriúcháin ghearra de bharr a comhfhiontair straitéisigh le hOllscoil Luimnigh.

€180 in aghaidh 1,000 focal an ghnáth-tháille ar phreasráiteas atá le dul amach ar bhonn práinneach. Áiríonn na táillí costais an aistriúcháin, na profléitheoireachta agus an riaracháin. Níl CBL san áireamh sna táillí thuasluaite.

Tá seirbhís ar leith profléitheoireachta ar fáil chomh maith. €45 + CBL in aghaidh na huair an ghnáth-tháille ar obair sceidealta agus €65 + CBL in aghaidh na huair ar obair nach bhfuil sceidealta agus atá ag teastáil faoi dheifir.

Aguisín 1

Foirm Iarratais le haghaidh an Aistriúcháin Ghaeilge

A:	Eolas faoin té atá ag iarraidh cáipéis a aistriú
Ainm & teideal poist:	
Aonad san Ollscoil:	
Guthán:	
Ríomhphost:	

B:	Eolas faoin cháipéis atá le haistriú
Cén cineál cáipéise atá i gceist? e.g. láithreán, cuireadh, comharthaíocht, comhfhreagras.	
Líon focal:	
Spriocdháta:	
Ainm & sonraí teagmhála an té a scríobh an cháipéis:	

C:	Eolas faoin aistriúchán
Cad a dhéanfar leis an aistriúchán?	
Cé hiad na spriocléitheoirí?	

Is fearr gach cuid den fhoirm a líonadh, más féidir, chun a chinntiú nach gcuirfear aon mhoill ar an aistriúchán. Go raibh maith agat.

Procedures for Irish Language Translation at the University of Limerick

This Policy relates to the translations required under the statutory requirements of the Official Languages Act, 2003 and the commitments made by the University of Limerick in the UL Schemes 2006-2009 & 2009-2012. It is important that this Translation Process is incorporated into all department schedules where the printing or publishing of documents requires Irish translations.

1. General Procedures with regard to Irish Language Translation at the University of Limerick

1.1 All material for translation, including short translations e.g. signage requests, invitations, will be outsourced by the UL office seeking translation directly to the translation company (preferred supplier). An Irish Language Translation Request Form pg 9 should be forwarded to the preferred supplier.

1.2 The recommended format for translated documents is that the original text and the translated text appear on the same page. See example at link below <http://www.coimisineir.ie/downloads/TuarascailBhliantuil2010.pdf>
The Irish version should be above the English version if text is being placed one above the other.

1.3 Any one page University application forms should have the Irish version printed on the back i.e. a bilingual form. English and Irish versions of longer application forms should be presented separately.

1.4 Purchase Orders

1.4.1 Purchase Orders should be raised with the Accounts Department. All costs relating to translation, proof-reading and printing will be covered by the originating area's budget allocation.

1.4.2 Blanket Orders may be raised for a period of no more than 3 months to facilitate the timely translation and proof reading of documents.

1.4.3 The Irish Language Translation Cost Code **Irish Language Translation (3340) and sub-analysis (Printing 20)** has been facilitated by Accounts to ensure accurate reporting under the requirements of the Official Languages Act, 2003 and the UL Scheme. It should be used for purposed outside the remit of the Act.

1.5 Preferred Suppliers

1.5.1 Supplier (1)

Seán Ó Laoi

Teagascóir-Aistritheoir

Ionad na Gaeilge Labhartha, Coláiste na hOllscoile Corcaigh

Fón: +353 21 4903794

r-phost: s.olaoi@ucc.ie

The following Faculties and Divisions and their departments should direct translation requests to Preferred Supplier (1):

- Faculty of Arts, Humanities and Social Sciences (Including Research Institutes, Centres and Units)
- Irish World Academy of Music and Dance
- Student Affairs Division
- Human Resources Division
- Information Technology Division
- Library Information Services Division
- Campus Life Services (including accommodation)
- Co-Operative Education and Careers Division
- Buildings and Estates
- International Education Division
- Sports & Recreation Division

Notes regarding preferred supplier (1):

Ionad na Gaeilge Labhartha, UCC:

The Translation Unit has the capacity to translate 1000 words per day. This should be taken into consideration when working out the timeline for translation. The Translation Unit request that three weeks notice is given regarding documents longer than 2,500 words. The Unit will make every effort to adhere fully to agreed targets but may not be in a position to do so at all times. The Unit require that the author of the documents or someone with an authority on the material be available to take questions on the text if necessary.

1.5.2 Supplier (2)

An tSeirbhís Aistriúcháin
Acadamh na hOllscolaíochta Gaeilge
Ollscoil na hÉireann, Gaillimh
Email: aistriuchan@oegaillimh.ie
Tel: 091 – 595101

The following Faculties and Divisions and their departments should direct translation requests to Preferred Supplier (2):

- Department of Lifelong Learning and Outreach
- Faculty of Education & Health Sciences
- Centre for Teaching and Learning
- Kemmy Business School
- Faculty of Science and Engineering
- Vice President Research
- Research Institutes, Centres and Units (excluding those in Faculty of Arts, Humanities and Social Sciences)
- President's Office
- Director of Finance

- Vice President Academic & Registrar
- Associate Vice President Academic
- Office of Corporate Secretary
- Associate Registrar
- Associated Companies (ULSU, Campbell Catering etc)

Notes re preferred supplier (2): Ollscoil na hÉireann, Gaillimh

Performance indicators

- Specific service indicators will be agreed between both parties. Indicators will be based on NUI Galway's Translation Service practices. Some sample indicators have been supplied.
- Short translations (less than 200 words) will be returned within an agreed timeframe (48 hours, for example).
- Translations less than 1,000 words will be returned within an agreed timeframe (5 days, max., for example)
- Translations less than 5,000 words will be returned within an agreed timeframe (10 days, max., for example)
- Three weeks notice is required in the case of documents longer than 2,000 words.
- Although every effort will be made to adhere to these timelines, we cannot always guarantee these deadlines will be met.

1.6 Costs

- 1.6.1** Legal and legislative translations and translations with unusual terminology etc command higher charges and are agreed before work commences. Translation charges are agreed in advance with UL customer taking content into consideration.

The average fee is **€155 per 1,000 words**. NUI Galway charge a reduced minimum fee of **€20.00** for short translation requests due to their Strategic Alliance with UL.

The average fee for the translation of urgent press releases is **€180 per 1,000 words**. Fees include costs of translation, proofreading and administration. All fees quoted are exclusive of VAT.

A separate proofreading only service is also available. The average rate is €45 + VAT per hour for scheduled work and €65 + VAT per hour for unscheduled work requiring an expedited turnaround.

Appendix 1

Irish Language Translation Request Form

A:	Details of the person requesting a translation
Name & job title:	
Unit within the University:	
Telephone:	
Email:	

B:	Details of document requiring translation
What type of document is this? e.g. webpage, invitation, signage, correspondence.	
Word count:	
Deadline:	
Name & contact details of the author:	

C:	Details of how translation will be used.
Proposed use of the translated document:	
Who are the intended readers?	

To ensure that the document is translated without delay, please complete all sections.
Thank you.