

Sceideal 11: Rialacháin Ghaeilge AMLCT

Schedule 11: TCDSU Gaeilge

Regulations

Réamhrá

Introduction

Tá sé thar a bheith tábhachtach dár nAontas mar eagraíocht dhátheangach go bhfuil Rialacháin Ghaeilge láidre againn. Ní mór na Rialacháin seo a bheith sainiúil agus mionsonraithe chun freagrachtaí gach oifigigh san Aontas a chinneadh. Ní mór na Rialacháin seo a aithint mar threoir do gach oifigeach agus ní hamháin d'Oifigeach na Gaeilge, toisc go gcaithfear a thuiscint go gciallaíonn Aontas dátheangach agus comhstádas ag an nGaeilge agus ag an mBéarla ann go bhfuil gach post dátheangach. Cé go bhfuil roinnt aistrithe i gceist leis an ról atá ag Oifigeach na Gaeilge, mar a shonraítear thíos, níl sé i gceist in aon chor gur aistritheoir iomlán atá ann. Bainfear úsáid as cur chuige hibrídeach chun dul i ngleic leis an aistriúchán san Aontas idir Oifigeach na Gaeilge, Rannóg an Aistriúcháin, agus seirbhísí aistriúcháin seachtracha. Soláthraíonn na Rialacháin seo treoirlínte ar réimse leathan doiciméad agus meán agus aithníonn siad doiciméid inmheánacha agus sheachtracha mar dhá chatagóir ar leith agus tugtar tús áite do dhoiciméid sheachtracha. Is éard atá i gcáipéis sheachtrach ná doiciméad a fheiceann na mic léinn agus/nó an pobal trí chéile agus is doiciméad inmheánach é a roinntear laistigh den Aontas. Dá mhéad daoine a fheicfidh cáipéis is amhlaidh is mó tosaíocht a bheidh aici a bheith ar fáil i nGaeilge. Ní mór d'oifigigh a thuiscint, mura bhfuil siad in ann Ghaeilge a chur ar fáil iad féin, go gcaithfidh siad go leor ama a sholáthar d'Oifigeach na Gaeilge nó do Rannóg an Aistriúcháin le haistriúchán a dhéanamh.

It's extremely important to the bilingual nature of our Union that we have robust Gaeilge Regulations. These Regulations must be specific and detailed in determining the responsibilities of all officers in the Union. These Regulations must be recognised as a guide for all officers and not just Oifigeach na Gaeilge, as the nature of a bilingual Union with co-official status for Irish and English is that all positions are inherently bilingual. The role of Oifigeach na Gaeilge, though it involves some translation as detailed below, is not meant to be entirely a translator. A hybrid approach will be used to tackle translation in the Union between Oifigeach na Gaeilge, Rannóg an Aistriúcháin, and external translation services. These Regulations outline guidelines for a variety of documents and media and also recognises internal and external documents as two distinct categories with external documents taking priority. An external document is one that is seen by the wider student body and/or the public while an internal document is one that is shared within the Union. The more people who will see a document, the more priority it has in being available in Irish. Officers must understand that if they cannot provide the Irish themselves, then they must provide Oifigeach na Gaeilge or Rannóg an Aistriúcháin with enough time to translate.

Freagrachtaí Responsibilities

Táthar ag súil go ndéanfaidh oifigigh a bhfuil píosa Gaeilge acu, go háirithe iad siúd a rinne staidéar ar an nGaeilge sa mheánscoil agus/nó sa bhunscoil, a ndícheall an Ghaeilge a úsáid agus láithreach na Gaeilge a chinntiú ina gcuid oibre. Cé go bhfuil Oifigeach na Gaeilge ann go páirteach chun cabhrú le húsáid na teanga a éascú, is é sprioc an Aontais ná a laghad oibre aistriúcháin agus is féidir leagan ar Oifigeach na Gaeilge agus ar Rannóg an Aistriúcháin agus an oiread ábhair agus is féidir i nGaeilge a sholáthar ag an am céanna. Mar sin, táthar ag súil go gcuirfidh oifigigh a bhfuil roinnt Gaeilge acu an Ghaeilge ar fáil chomh fada agus is féidir leo agus í a chur ar aghaidh chuig Oifigeach na Gaeilge nó Rannóg an Aistriúcháin lena ceadú agus/nó lena ceartú. Baineann an dualgas seo le raon cáipéisíochta.

Bainistíonn Oifigeach na Gaeilge an t-aistriúchán le haghaidh réimse mhór ábhar san Aontas agus is mór an seans go mbíonn eolas ar nós rudaí a fheictear sa ríomhphost seachtainiúil nó póstaer feachtais aistrithe cheana féin. Má tá alt a úsáideadh roimhe á úsáid ar phóstaer nua, is dócha go bhfuil leagan Gaeilge aige seo cheana féin, agus mar sin táthar ag súil go bhfaighidh oifigigh an t-aistriúchán seo ar an suíomh gréasáin, i ríomhphost, nó ar mheáin shóisialta an Aontais áit a bhfuarthas an t-alt i mBéarla chun iomarcaíocht a sheachaint (Féach **Bunachar an Aistriúcháin**). Mar atá leagtha amach sa Bhunreacht, tá ainmneacha Gaeilge chomhlachtaí agus oifigigh uilig an Aontais le fáil i Sceideal 11. Dá bhrí sin, táthar ag súil go mbainfidh oifigigh leas as na haistriúcháin inrochtana seo nuair is gá agus nach ndéanfar mílitriú ar theidil Ghaeilge laistigh den Aontas. Is cuma faoi chumas an duine sa Ghaeilge, tá ar a gcumas acu doiciméad a sheiceáil. Cuireann úsáid cheart sheasmhach na dteideal Gaeilge le normalú sóisialta na teanga san Aontas, agus tá sé sin mar thosaíocht ag Oifigeach na Gaeilge trí chur i bhfeidhm an bheartais seo. Ní dhéanfaidh na hoifigigh eile athrú ar cháipéisí atá siad tar éis a seolta le haghaidh aistriúcháin gan cur in iúl don aistritheoir láithreach bonn.

Officers who know some Irish, particularly those who studied Irish in secondary and/or primary school, are expected to try their best to use the Irish language and assure the presence of the Irish language in their work. Though Oifigeach na Gaeilge exists in part to help facilitate the use of the language, the goal of the Union is to produce as little translation work for Oifigeach na Gaeilge and Rannóg an Aistriúcháin as possible while simultaneously providing as much content in the Irish language as possible. Therefore, officers who have some Irish are expected to provide the Irish for what they can and send it on to Oifigeach na Gaeilge or Rannóg an Aistriúcháin for approval and/or correction. This expectation applies to a variety of documentation.

Oifigeach na Gaeilge manages the translation for a great variety of union materials and it is highly likely that information such as things seen in the weekly email or campaign posters have already been translated. If a previously used paragraph is being used on a new poster, it is likely that this has an Irish version already, and so it is expected that officers will find this translation on either the website, email, or social media of the Union where the English paragraph was found in order to prevent redundancy (See **Translation Database**). As outlined in the Constitution, the Irish names of all Union bodies and officers can be found in Schedule 11. Therefore, it is expected that officers will avail themselves of these accessible translations when

needed and that Irish titles within the Union will not be misspelled. Regardless of one's ability in the Irish language, they have the ability to check a document. Consistent correct usage of Irish language titles contributes to the language's further social normalisation in the Union, and is thus a priority of Oifigeach na Gaeilge through the implementation of this policy. Other officers will not make changes to documents they have sent for translation without immediately alerting the translator.

Rialacháin Téacs agus Chló

Text and Font Regulations

Beidh an téacs i nGaeilge ar a laghad chomh mór agus chomh feiceálach céanna leis an téacs i mBéarla. Ní chuirfear an Ghaeilge i gcló iodálach go deo mura gcuirtear an Béarla amhlaidh chomh maith. Má tá an téacs Béarla i gceannlitreacha, beidh an téacs Gaeilge i gceannlitreacha, seachas próistéis h, próistéis t, agus urú, a léirítear go minic i litreacha beaga chun críocha ghramadaí sa Ghaeilge. Aithnítear uaireanta, mar gheall ar shrianta spáis agus ar fhriotail na Gaeilge a bheith níos faide ná an Béarla go minic, go mb'fhéidir go gcaithfí cló beagán níos lú a úsáid uaireanta chun an téacs a chur i spás teoranta. Ní fhéadfaidh cás den chineál seo tarlú, áfach, ach mar thoradh ar ghéarghá agus ní bhainfear úsáid as an aeistéitic mar chúis le maíomh gur mar seo a chaithfidh cúrsaí a bheith. I gcás easaontais, cinnfidh Oifigeach na Gaeilge, mar "phríomhionadaí do... cheisteanna Gaeilge san Aontas" (Bunreacht 3.4.8a).

The text in the Irish language will be no smaller or any less visible than the text in the English language. The Irish language will never be placed in italics unless the English language is as well. If the English text is in all caps, the Irish text will be in all caps excluding h-prosthesis, t-prosthesis, and eclipsis, which are often displayed in lowercase letters for grammatical purposes in the Irish language. It is recognised that occasionally, due to spatial constraints and wording in the Irish language often being longer than the English language, that a slightly smaller font may sometimes have to be used in order to fit the text in a required space. This type of situation, however, may only occur as a result of absolute necessity and aesthetics will not be used as a reason to claim that this is the case. In the case of a disagreement, Oifigeach na Gaeilge, as "the primary representative for... Irish language issues in the Union" (Constitution 3.4.8a), will decide.

Meáin Shóisialta

Social Media

Tá na meáin shóisialta ar cheann de na huirlisí is éifeachtaí atá againn mar Aontas chun cumarsáid a dhéanamh leis na mic léinn, leis an gColáiste, agus leis an bpobal i gcoitinne. Mar gheall ar an ngá atá le húsáid agus le hinfheictheacht na Gaeilge, tá a láithreacht ar na meáin shóisialta go hiomlán riachtanach le haghaidh an dátheangachais. Má tá dearaí á ndéanamh le haghaidh grafaice, roinnfear an comhad Canva le haistriú ionas gur féidir leis an aistritheoir an téacs a ionchur. Tá an t-oifigeach a bhfuil an t-aistriúchán de dhíth orthu freagrach as méid an téacs a athrú chun go n-oirfeadh sé do pharaiméadair an dearaidh. Más gá aon choigeartuithe a dhéanamh, beidh an t-oifigeach airdeallach gan focail a ghearradh agus méid an téacs sa dá theanga a choinneáil de réir na rialacháin atá luaite anseo.

Social media is one of the most effective tools we have as a Union to communicate with the wider student body, College, and the public. The necessity for Irish language usage and visibility makes social media presence a must for bilingualism. If designs are being made for graphics, the Canva file will be shared for translation so that the translator may input the text. The officer in need of the translation is responsible for resizing any text to fit the parameters of the design. If any adjustments are needed, officers will take every precaution not to cut off words and to keep text sizes to the regulations mentioned herein.

Instagram:

Déanfar grafaic Instagram a dhéanann aon chuntas de chuid an Aontais a phostáil go dátheangach (seachas @gaeilge.amlct a bhfuil cead aige postáil i nGaeilge amháin) i gcóras malartach ina dtaispeántar go cothrom an Ghaeilge agus an Béarla ar dtús. Más i nGaeilge atá an chéad sleamhnán ansin beidh an Béarla ar dtús san fhoscríbhinn. Más i mBéarla atá an chéad sleamhnán, beidh an Ghaeilge ar dtús san fhoscríbhinn.

Cé gur cheart go mbeadh gach oifigeach ag féachaint lena ngrafaicí féin a chur ar fáil i nGaeilge (féach **Profléamh**), déanfaidh Oifigeach na Gaeilge aistriúchán na ngrafaicí le haghaidh Instagram don chuntas @tcdsu.amlct mura bhfuil an tOifigeach Cumarsáide agus Margaíochta in ann an Ghaeilge a sholáthar iad féin, mar gheall ar chúrsaí ama agus líon na bhfocal a bheith sách íseal. Déanfar aistriúcháin faoi 150 focal do phostálacha Instagram laistigh den lá oibre céanna má chuirtear ar a laghad trí uair an chloig ar fáil. Cuirfear rud ar bith idir 150-300 focal ar ais roimh dheireadh an ghnó an lá oibre dar gcionn. Teastóidh ar a laghad dhá lá oibre ó Oifigeach na Gaeilge le haghaidh aon rud os cionn 300 focal le haghaidh Instagram.

Seolfaidh gach cuntas eile atá ceangailte leis an Aontas a ngrafaicí agus a bhfoscríbhinní chuig Rannóg an Aistriúcháin mura bhfuil siad in ann iad a sholáthar i nGaeilge iad féin. Críochnófar aon rud faoi 150 focal laistigh de 24 uair (i rith na seachtaine oibre). Críochnófar aon rud faoi 300 focal laistigh de dhá lá oibre. Teastóidh trí lá oibre ar a laghad d'aon rud os cionn 300 focal.

Beidh ainm Gaeilge an oifigh/an chomhlachta in ainm an chuntais sa bio ar a laghad ach ba chóir é a chur isteach san ainm úsáideora chomh maith.

Instagram graphics made by any Union account (aside from @gaeilge.amlct which can post solely in Irish) will be posted bilingually in an alternating system where the Irish language and English language are displayed first equally. If the first slide is in Irish then English will be first in the caption. If the first slide is in English then Irish will be first in the caption.

Though all officers should be trying to provide their own graphics in Irish (see **Proofreading**), Instagram graphic translations for the @tcdsu.amlct account will be done by Oifigeach na Gaeilge directly if the Communications and Marketing Officer is unable to provide the Irish due to their time sensitive nature and relatively low word count. Translations under 150 words for Instagram posts will be done within the same work day given that at least three hours is provided. Anything between 150-300 words will be returned before close of business the following work day. Anything above 300 words for Instagram will require at least two work days for Oifigeach na Gaeilge to complete.

The Irish name of the official/company will be in the name of the account in the bio at least but it should be included in the username as well.

All other Union affiliated accounts will send their graphics and captions to Rannóg an Aistriúcháin if they are unable to provide them in Irish themselves. Anything under 150 words will be completed within 24 hours (during the week). Anything under 300 words will be completed within two business days. Anything above 300 words will require at least three business days.

The Irish name of the official/body will at least be in the name of the account in the bio but it should be included in the username as well.

X

Ní mór aon tuúit a dhéantar i mBéarla a bheith i nGaeilge freisin. Mura bhfuil an tOifigeach Cumarsáide agus Margaíochta in ann an tuúit a dhéanamh i nGaeilge iad féin ó phríomhchuntas an Aontais, @tcdsu_amlct, seolfar chuig Oifigeach na Gaeilge é, agus beidh ceithre uair an chloig ar a laghad ag teastáil chun é a aistriú (laistigh d'uaireanta oibre).

Any Tweet made in English must also be made in Irish. If the Communications and Marketing Officer is unable to make the tweet in Irish themselves from the main union account, @tcdsu_amlct, it will be sent to Oifigeach na Gaeilge who will require at least four hours to translate it (within business hours).

Físeáin Videos

De réir mar a thagann éileamh níos mó ar ábhar físe ar Instagram agus ar ardáin eile, tá sé tábhachtach go mbeadh fuaim as Gaeilge sna físeáin oiread agus is féidir. Cabhróidh Rannóg an Aistriúcháin le hoifigigh eile scrípteanna a ullmhú d'fhíseáin mar spreagtar gach oifigeach, beag beann ar a shainchúram, ábhar a chruthú i nGaeilge. Ba chóir go mbeadh fotheidil dhátheangacha le feiceáil i ngach físeán seachas físeáin áirithe a roghnaíonn Oifigeach na Gaeilge ina gcuirfeadh fotheidil Bhéarla as don tobeispéireas Gaeilge. Agus iad ag idirghníomhú le hOifig Cumarsáide an Cholaíste, táthar ag súil go bhfiosródh oifigigh faoin nGaeilge a bheith in úsáid in ábhar comhoibríoch agus a chinntiú nach bhfuil teorainn a cur leis an teanga do chúrsaí a bhaineann léi féin amháin. Le fotheidil Bhéarla, níl aon chúis nach féidir le fuaim a bheith as Gaeilge in ábhar físe. Beidh fuaim Ghaeilge i bhfíseán amháin as gach ceithre fhíseán ar a laghad ar phríomhchuntas AML. Nuair a bhíonn fuaim an fhíseáin as Béarla, cuirfear na fotheidil ar fáil do Rannóg an Aistriúcháin i ndoiciméad Google arna miondealú de réir líne de réir mar a léirítear ar an scáileán iad. Nuair a bhíonn an fuaim as Gaeilge agus nuair nach mbíonn go leor Gaeilge ag an Oifigeach Cumarsáide agus Margaíochta chun na línte a mhiondealú, déanfaidh an Rannóg é seo iad féin. Sa chás sin, cuirfidh siad fotheidil Bhéarla ar fáil.

As video content becomes more popular on Instagram and other platforms, it is important that Irish language audio be used as much as possible. Oifigeach na Gaeilge and/or Rannóg an Aistriúcháin will assist other officers in preparing scripts for videos as all officers regardless of remit are encouraged to produce Irish language content. Bilingual subtitles should be on all videos aside from particular videos decided by Oifigeach na Gaeilge where English subtitles could distract from a fully immersive Irish language experience. When interacting with the College Communications office, officers are expected to inquire about the language being used in collaboration content and to ensure that the language is not being relegated to topics related to itself. With English language subtitles, there is no reason why audio for video content cannot be in Irish. At least one in four videos on the main SU account will have Irish language audio. When the audio of a video is in English, the captions will be provided to Rannóg an Aistriúcháin broken up by line as they appear on the screen in a Google document. When the sound is in Irish and when the Communications and Marketing Officer does not have enough Irish to break down the lines, the Section will do this themselves. Then they will provide English subtitles

Suíomh Gréasáin

Website

Beidh an suíomh gréasáin ag feidhmiú go hiomlán dátheangach agus seolfar aon eolas nua nó athruithe ar an eolas reatha chuig Rannóg an Aistriúcháin agus chuig Oifigeach na Gaeilge lena chinntiú go bhfuil siad ar fáil i nGaeilge. Iarrfaidh an chéad leathanach nuair a théitear isteach i tcdsu.org teanga a roghnú agus beidh cnaipe sofheicthe chun athrú idir teangacha le feiceáil i gcónaí ag barr an scáileáin. Nuair a dhéanfar nuashonruithe ar an suíomh gréasáin, ní mór cóip Ghaeilge den fhaisnéis a bheith ag oifigh sula n-uaslódálfar í. Toisc nach bhfuil an suíomh gréasáin ar fáil ach i mBéarla faoi láthair, seolfar an chéad aistriúchán go seachtrach chun ardchaighdeán Gaeilge a chinntiú ar an suíomh gréasáin.

The website will be fully bilingually functional and any new information or changes to current information will be sent to Rannóg an Aistriúcháin and Oifigeach na Gaeilge to ensure that they are available in Irish. The first page upon entering tcdsu.org will ask for choice of language and a clearly visible button to toggle between languages will always be seen at the top of the screen. When updates are made to the website, officers must have an Irish language copy of the information before it is uploaded. As the website is currently available in English only, the initial translation will be sent externally to ensure full, high-quality functionality on the website.

Sleamhnáin

Slides

Caithfidh an leagan Gaeilge den fhaisnéis a bheith ar shleamhnáin ionductaithe le haghaidh gach grúpa, mar dhoiciméad seachtrach. Caithfidh an leagan Gaeilge den fhaisnéis a bheith sna sleamhnáin dhéantar le haghaidh Thraenáil na nIonadaithe Ranga mar dhoiciméad inmheánach atá feicthe ag na céadta duine. Is lú daoine a fheiceann na sleamhnáin a dhéantar d'Fhóram an Aontais, agus mar sin is lú tosaíocht atá ag dátheangachas sna sleamhnáin siúd.

É sin ráite, caithfidh an Ghaeilge a bheith i gceannteidil sleamhnáin ar shleamhnáin a dhéanann na hOifigigh Shabóideacha. Maidir le cur i láthair eile, ní mór do Rannóg an Aistriúcháin na sleamhnáin a fháil seachtain ar a laghad sula ndéanfar an cur i láthair.

Orientation slides to all groups, as an external document, must contain the Irish version of the information. Slides made for Class Rep Training, as an internal document seen by hundreds of people, must contain the Irish version of the information. Slides made for Fóram an Aontais are an internal document seen by less people, and so bilingualism of these slides is less of a priority. That said, slide headings on slides made by Sabbatical Officers must contain Irish. For other presentations, Rannóg an Aistriúcháin must receive the slides at least a week before the presentation is to be made.

Preasráitis

Press Statements

Ní sheolfar preasráitis chuig aon phreas, preas an choláiste san áireamh, go dtí gur féidir iad a eisiúint i nGaeilge. Chun a chinntiú gur féidir ráitis a eisiúint a luaithe agus is féidir, ba cheart preasráitis a choinneáil faoi bhun 500 focal mura bhfuil géarghá le hiad a bheith níos faide. Aistroidh Oifigeach na Gaeilge iad seo mura bhfuil an tOifigeach Cumarsáide agus Margaíochta in ann iad a chur ar fáil i nGaeilge ós rud é go dtugtar tosaíocht do phreasráitis sa scuaine aistriúcháin mar gheall ar a n-amlínte íogaire agus a seachtracht. Cuirfear preasráitis níos faide ná seo chuig Rannóg an Aistriúcháin agus beidh ceithre lá ar a laghad ag teastáil.

Press statements will not be released to any press, including college press, until it can be released in Irish. To ensure that statements can be released as soon as possible, press statements should be kept below 500 words unless absolutely necessary. Oifigeach na Gaeilge will translate these if the Communications and Marketing Officer is unable to provide them in Irish as press statements take top priority in the translation queue due to their time sensitive and external nature. Press statements longer than this will be sent to Rannóg an Aistriúcháin and will require at least four days.

Suirbhéanna agus Foirmeacha Google

Surveys and Google Forms

Is féidir le suirbhéanna agus Foirmeacha Google a bheith seachtrach nó inmheánach ag brath ar a gcuipóir. Tig le suirbhéanna i measc na Foirne Sabóidí a bheith i gceachtar den dá theanga oifigiúil. Caithfidh suirbhéanna atá beartaithe d'Fhóram an Aontais a bheith ar fáil i nGaeilge. Caithfidh aon suirbhé a dhéantar do chomhaltaí uilig na Comhairle a bheith ar fáil i nGaeilge. Caithfidh aon suirbhé nó Foirm Google atá beartaithe do mhic léinn nó d'fhoireann an Choláiste a bheith ar fáil i nGaeilge.

Seolfar suirbhéanna le réamhrá agus trí cheist agus níos giorra chuig Rannóg an Aistriúcháin trí lá oibre iomlána ar a laghad sula seolfar iad. Seolfar suirbhéanna le réamhrá agus suas le sé cheist chuig Rannóg an Aistriúcháin seachtain roimh ré ar a laghad agus déanfar suirbhéanna os cionn sé cheist a aistriú go seachtrach agus a sheoladh chuig Oifigeach na Gaeilge chun an t-aistriúchán a shocrú seachtain roimh ré ar a laghad nó a sheoladh chuig

Rannóg an Aistriúcháin deich lá gnó roimh ré ar a laghad. Tuigtear go gcuireann suirbhéanna laistigh agus lasmuigh den Aontas a sheoladh gan aon rogha Ghaeilge isteach ar rannpháirtíocht na Gaeilge san Aontas. Beidh líne ag bun an réamhrá i gcló trom i ngach suirbhé ag rá: **“Tá fáilte roimh fhreagraí i nGaeilge.”**

Surveys and Google Forms can be either external or internal to the Union depending on their purpose. Surveys among the Sabbath team may be in either official union language. Surveys meant for Fóram an Aontais must be available in Irish. Any survey meant for all members of Comhairle must be available in Irish. Any survey or Google Form meant for students or staff must be available in Irish.

Surveys with an introduction and three questions and shorter will be sent to Rannóg an Aistriúcháin at least three full work days before it is to be launched. Surveys with an intro and up to six questions will be sent to Rannóg an Aistriúcháin at least a week in advance and surveys upwards of six questions will be externally translated and sent to Oifigeach na Gaeilge to arrange the translation at least a week in advance or sent to Rannóg an Aistriúcháin at least ten business days in advance. It is understood that sending out surveys inside and outside the Union with no Irish option subverts Irish language participation in the Union. All surveys will contain a line at the bottom of the introduction in bold text stating: **“Tá fáilte roimh fhreagraí i nGaeilge.”**

Ríomhphost Seachtainiúil agus Ríomhphoist ón Oifigigh chuig na Mic Léinn nó chuig Tionóil Dáimhe

Weekly Email and Emails from the Officers to the Students or to Faculty Assemblies

Faoi mar a shainordaítear sa Bhunreacht, cinnteoidh Oifigeach na Gaeilge go gcuirfear an ríomhphost seachtainiúil ar fáil go dátheangach trína aistriú féin, trína dhearbhu gur féidir leis an Oifigeach Cumarsáide agus Margaíochta é a dhéanamh iad féin, nó trína chinntiú gur féidir le duine éigin i Rannóg an Aistriúcháin é a dhéanamh.

Murar féidir leis na hOifigigh ríomhphoist a chur ar fáil i nGaeilge iad féin, tabharfar aon ríomhphost ó na hOifigigh chuig na mic léinn nó chuig Tionóil Dáimhe do Rannóg an Aistriúcháin le haghaidh aistriúcháin agus ní thógfaidh sé níos mó ná trí lá oibre teachtaireachtaí ríomhphoist suas le 350 focal a aistriú. Ní ghlacfaidh ríomhphoist suas le 500 focal níos mó ná ceithre lá oibre agus beidh seachtain ag teastáil ó Rannóg an Aistriúcháin le haghaidh ríomhphoist níos faide ná seo. Tógann Oifigeach na Gaeilge an obair aistriúcháin seo freisin más mian leo. Déanfar iarracht gach ríomhphost a bhaineann le Tionóil Dáimhe a choimeád caighdeánach le nach mbeidh moill i gceist.

As mandated by the Constitution, Oifigeach na Gaeilge will ensure the bilingual provision of the weekly email by either translating it themselves, establishing that the Communications and Marketing Officer can do it themselves, or ensuring that someone in Rannóg an Aistriúcháin can do it.

If Officers cannot provide emails in Irish themselves, emails from Officers to the students or to a Faculty Assembly will be sent to Rannóg an Aistriúcháin for translations and emails up to 350 words will take no longer than three business days to translate. Emails up to 500 words will

take no longer than four business days and emails longer than this will require a week's notice for Rannóg an Aistriúcháin. Oifigeach na Gaeilge also take this translation work if they so choose. Efforts will be made to keep Faculty Assembly emails standard so that there is not translation delay.

Earraí Éadaí

Clothing Items

Taispeánfar teidil na n-oifigeach i nGaeilge ar gach ball éadaigh a tháirgeann an tAontas agus an teideal Gaeilge chun tosaigh. Taispeánfar gach teideal feachtais agus gach teachtaireacht ar earraí éadaí i nGaeilge. Beidh ainm Gaeilge an chúrsa ar gach geansaí a eagraíonn ionadaithe ranga tríd an Oifigeach Cumarsáide agus Margaíochta.

All officer titles will be displayed in Irish on all articles of clothing produced by the Union with the Irish title coming first. All campaign titles and messaging on articles of clothing will be displayed in Irish. All course hoodies organised by class representatives through the Communications and Marketing Officer will contain the Irish name of the course.

Posters, Banners, Pop-ups, and Fliers

Póstaeir, Bratacha, Bratacha Léim Aníos agus Bileoga

Beidh gach póstaer, bratach, agus bratach léim aníos ar fáil i nGaeilge, go dátheangach le Béarla, nó leo féin. Nuair a bhíonn póstaeir, bratacha, bratacha léim aníos agus bileoga Gaeilge agus Béarla leo féin, ní mór an fheiceálacht chéanna a thabhairt don dá theanga agus beidh an téacs sa dá theanga ar cóimhéid le chéile. Seolfar na hábhair seo chuig Rannóg an Aistriúcháin le linn na bliana acadúla agus seolfar chuig Oifigeach na Gaeilge iad sula mbunófar Rannóg an Aistriúcháin ag tús gach bliana acadúla agus tar éis do Rannóg an Aistriúcháin críochnú ag deireadh gach bliana acadúla.

All posters, banners, and pop-ups will be available in Irish, either bilingually with English or on its own. When Irish and English posters, banners, pop-ups, and fliers are separate, both languages must be given equal prominence and there will be an equal amount in both languages. These sorts of materials will be sent to Rannóg an Aistriúcháin during the academic year and will be sent to Oifigeach na Gaeilge before Rannóg an Aistriúcháin is established at the beginning of each academic year and after Rannóg an Aistriúcháin concludes at the end of each academic year.

Comhairle an Aontais

Union Council

Tig le hoifigigh a dtuarascáil a thabhairt don Chomhairle i dteanga oifigiúil amháin den Aontas nó go dátheangach. Ní chuirfear iallach ar oifigigh a roghnaíonn a dtuairisc a chur

isteach agus a thabhairt go hiomlán i nGaeilge aon rud a athrá as Béarla. Más mian le comhalta den Chomhairle tuairisc oifigigh a fheiceáil i gceachtar den dá theanga oifigiúil, is féidir leo iarratas a chur faoi bhráid Rannóg an Aistriúcháin agus gheobhaidh sé aistriúchán laistigh de 7 lá gnó ar a dhéanaí.

Beidh formáidiú agus ceannteidil Ghaeilge ar chlár oibre agus ar shleamhnáin na Comhairle ach is féidir leis na rúin féin a bheith i gceachtar den dá theanga oifigiúil. Déanfaidh an Coimisiún Maoirseachta a ndícheall iad seo a aistriú iad féin agus gheobhaidh siad cabhair ó Oifigeach na Gaeilge más gá. Ag deireadh gach Comhairle, seolfaidh an Coimisiún Maoirseachta gach rún i mBéarla a ritheadh chuig Oifigeach na Gaeilge le haghaidh aistriúchán seachtrach.

Officers may give their report to Comhairle in either official language of the Union or both. Officers who chose to submit and give their report exclusively in Irish will not be forced to repeat anything in English. If a member of Comhairle would like to see an officer's report in either official language, they may submit a request to Rannóg an Aistriúcháin and will receive a translation in no later than 7 business days.

Comhairle agendas and slides will have formatting and headings in the Irish language but the motions themselves can be in either official language. The Oversight Commission will endeavor to translate these themselves and will receive help from Oifigeach na Gaeilge if needed. At the end of each Comhairle, the Oversight Commission will send all of the passed motions in English to Oifigeach na Gaeilge for external translation.

Fóram an Aontais Union Forum

Beidh an Ghaeilge i g bhfo-cheannteidil an chlár oibre. Féadfaidh aighneachtaí aonair a bheith i gceachtar de theanga oifigiúil an Aontais. Is féidir an Ghaeilge a úsáid ag am ar bith le linn chruinnithe Fhóram an Aontais agus ní iarrfar ar aon oifigeach athrá i mBéarla.

The agenda headings will contain Irish. Individual submissions can be in either official language of the Union. The Irish language may be used at any point during Fóram an Aontais meetings and no officer will be asked to repeat in English.

Aistriúcháin nó Profléamh a iarraidh Asking for Translation or Proofreading

Roinnfidh Rannóg an Aistriúcháin an ríomhphost aistriuchan@tcdsu.org trína gcaithfear gach iarratas aistriúcháin a sheoladh. Is é an eisceacht comhfhreagras a sholáthar i nGaeilge nuair nach mbíonn oifigeach in ann é sin a dhéanamh, a sheolfar trí ríomhphost díreach chuig Oifigeach na Gaeilge. Spreagtar na hoifigigh go léir a sainorduithe a chomhlíonadh agus ábhar a chur ar fáil i nGaeilge. Toisc gur dóigh go mbíonn an profléamh níos tapúla ná na haistriúcháin iomlána, is féidir le hoifigigh a bheith ag súil le ham slánúcháin níos tapúla mar chúiteamh ar an obair atá déanta acu.

Rannóg an Aistriúcháin will share the email aistriuchan@tcdsu.org through which all translation requests must be sent. The exception to this is providing correspondence through Irish when an officer is unable to do so, which will be sent by email directly to Oifigeach na Gaeilge. All officers are encouraged to fulfill their mandates and provide materials in Irish. As proofreading is presumably quicker than entire translations, officers can expect a faster turnaround time in return for the work they have put in.

Bunachar an Aistriúcháin

Translation Database

Cruthófar bunachar sonraí Google Drive de gach aistriúchán a rinneadh riamh d'fhonn a chinntiú nach mbeidh na rudaí céanna á n-aistriú arís is arís. Sábhálfaidh Oifigeach na Gaeilge agus Rannóg an Aistriúcháin gach doiciméad a aistrítear i bhfillteán Google Drive lena úsáid ag baill uile Fhóram an Aontais. An t-aon eisceacht ina thaobh seo ná comhfhreagras díreach le mic léinn nó baill den phobal a rinne teagmháil leis an Aontas i nGaeilge.

A Google Drive database will be created for all translations that have ever been done in order to ensure that the same things are not being translated again and again. Oifigeach na Gaeilge and Rannóg an Aistriúcháin will save every document translated to a Google Drive folder for the use of all members of Fóram an Aontais. The only exception to this is direct correspondence with students or members of the public who have contacted the Union in Irish.

Aistriúchán Seachtrach

External Translation

Tá gá le haistriúchán seachtrach ar dhoiciméid a bhaineann leis an mBunreacht, mar is minic a bhíonn siad fada agus a mbíonn téarmaíocht an-sonrach iontu. Is é an t-aistriúchán gairmiúil ar na doiciméid seo an bealach is fearr lena chinntiú go ndéanfar iad ar an gcaighdeán ard atá ag teastáil. Bheadh sé seo ábhartha go háirithe i gcás nach mbeadh na scileanna aistriúcháin riachtanacha ag Oifigeach na Gaeilge chun cáipéisí casta dá leithéid a aistriú. Aithnítear gur scil éagsúil le labhairt teanga é an t-aistriúchán agus go mbeidh leibhéil éagsúla scileanna san aistriúchán ag gach Oifigeach Gaeilge a thoghfar. Beag beann ar a gcumas, áfach, ní mór cáilíocht an aistriúcháin Bhunreachtúil a chaomhnú.

Tig leas a bhaint as aistriúchán seachtrach freisin i gcás nach bhfuil Oifigeach na Gaeilge nó Rannóg an Aistriúcháin in ann doiciméad a aistriú. D'fhéadfadh sé seo tarlú go háirithe le linn míonna an tsamhraidh nuair nach mbeadh Rannóg an Aistriúcháin ag feidhmiú. Beartóidh Oifigeach na Gaeilge cathain a bheidh sé sin ag teastáil. Seolfar gach doiciméad os cionn 3000 focal go seachtrach go huathoibríoch.

External translation is needed on documents relating to the Constitution, as these are often long and contain very specific terminology. Professional translation in regard to these documents is the best way to ensure that they are done at the high standard required. This is

particularly true in case the elected Oifigeach Gaeilge does not have the translation skills needed for such complex documents. It is recognised that translation is a separate skill from speaking a language and that all elected Oifigh Ghaeilge will have different levels of skill in translation. Regardless of their skill, however, the quality of Constitutional translation must be preserved.

External translation may also be availed of in the case that Oifigeach na Gaeilge or Rannóg an Aistriúcháin is unable to translate a document. This may be especially true during the summer months when Rannóg an Aistriúcháin would not be up and running. Oifigeach na Gaeilge will decide when this is needed. All documents over 3000 words will automatically be sent externally.

Rannóg an Aistriúcháin

Is é Rannóg an Aistriúcháin an grúpa aistritheoirí is mic léinn de chuid AMLCT a aistríonn doiciméid éagsúla d'Oifigh an Aontais nuair nach féidir leo é a dhéanamh iad féin. Beidh suas le cúigear mac léinn fostaithe mar chuid den Rannóg agus is iad cnámh droma an Aontais ó thaobh cáipéisí a aistriú, rud atá riachtanach in oibríochtaí laethúla an Aontais mar ní féidir a bheith ag súil go n-aistreadh Oifigeach na Gaeilge gach rud, ar eagla go ndéanfaí faillí i ngnéithe eile dá ról.

Cuirfidh comhaltaí Rannóg an Aistriúcháin comhairle ar Oifigeach na Gaeilge maidir le cibé an bhfuil na hamlíní atá leagtha amach sa doiciméad seo ag obair nó an gá breathnú arís orthu.

Rannóg an Aistriúcháin is AMLCT/TCDSU's student translator group which translates a variety of documents for Union Officers when they are unable to do so themselves. Up to five students are employed as part of the Rannóg and they provide an essential backbone to the Union's daily bilingual function as Oifigeach na Gaeilge cannot be expected to translate everything, lest neglecting other aspects of their role.

The members of Rannóg an Aistriúcháin will advise Oifigeach na Gaeilge on whether the timelines laid out in this document are working or whether they need to be revisited.

Sínithe Ríomhphoist

Email Signatures

Beidh ainm Gaeilge an Aontais agus a teideal Gaeilge a róil ina síniú ríomhphoist ag gach oifigeach de chuid an Aontais agus beidh an líne seo a leanas ag gach cuntas @tcdsu.org ag bun an tsínithe: **Cuirtear fáilte roimh chomhfhreagras i nGaeilge.** Is é an t-aon eisceacht ná Oifigeach na Gaeilge a mbeidh an líne seo ina a síniú ríomhphoist: **Is fearr comhfhreagras a dhéanamh i nGaeilge.** Tabharfaidh Oifigeach na Gaeilge cúnamh d'oifigh lena chinntiú go gcuirtear seo i gcrích i gceart.

All Union officers will include the Irish name of the Union and their position in their email signature and all @tcdsu.org accounts will have the following line at the bottom: **Cuirtear fáilte**

roimh chomhfhreagras i nGaeilge. The only exception is Oifigeach na Gaeilge whose email signature will have the line **Is fearr comhfhreagras a dhéanamh i nGaeilge.** Oifigeach na Gaeilge will provide assistance to officers to ensure that this is completed properly.

Comhfhreagras Correspondence

Tabharfar freagra i nGaeilge ar gach comhfhreagras leictreonach i nGaeilge a fhaigheann aon oifigeach. Mar a deir 1.4b den Bhunreacht, “Tá beartas dátheangach ag an Aontas maidir leis an nGaeilge agus an Béarla. Ba cheart don Aontas seasamh comhionann a thabhairt don dá theanga i ngach oibríocht de chuid an Aontais.” Ciallaíonn sé seo gur leas dlísteanaigh leis an Aontas é meas a bheith ar an nGaeilge de réir ár mBeartais Príobháideachta.

Faoi Achtanna na dTeangacha Oifigiúla, 2003 agus (leasú) 2021, ní mór do gach comhlacht poiblí in Éirinn comhfhreagras a sholáthar sa teanga oifigiúil chéanna ina bhfaightear é. Beidh an beartas céanna in úsáid againn san Aontas. Cuirfear aon chomhfhreagras i nGaeilge nach bhfuil oifigeach in ann freagra a thabhairt air mar gheall ar easpa cumais sa teanga chuig Oifigeach na Gaeilge agus bainfear ainm an tseoltóra bunaidh chun na sonraí riachtanacha a bhailítear a íoslaghú. Bainfidh oifigigh nach bhfuil ábalta freagra a thabhairt ar chomhfhreagras i nGaeilge úsáid as meaisínáistriúchán (Google Aistrigh) chun tagairt d'ainm agus d'uimhreacha pearsanta a bhaint. Cuirfidh siad “x” in ionad aon ainmneacha pearsanta nó uimhreacha mic léinn. Cé go moltar d'oifigigh meaisínáistriúchán a úsáid chun cabhrú leo ríomhphoist a thuiscint, cuirfidh Oifigeach na Gaeilge aistriúchán ar fáil ar a bhfuil le rá sa ríomhphost más gá. Ansin, tabharfaidh an t-oifigeach freagra a aistroidh Oifigeach na Gaeilge dóibh le cur ar ais chuig an mac léinn. Ní ghlacfaidh Oifigeach na Gaeilge níos mó ná dhá lá gnó chun aistriúchán an fhreagra a sholáthar. Ní sheolfar comhfhreagras i nGaeilge ó mhic léinn chuig Rannóg an Aistriúcháin mar ba chóir go mbeadh comhfhreagras na mac léinn leis an Aontas faoi rún agus mar sin lorgófar cúnamh cuí ó Oifigeach na Gaeilge, oifigeach sabóideach.

Má fhaightear comhfhreagras dátheangach, seolfar freagra i nGaeilge mar go n-aithnítear gur minic nach gceapann daoine gur féidir teagmháil a dhéanamh le heagraíochtaí i nGaeilge agus mar sin cuireann siad aistriúchán ar fáil iad féin. Aithnítear go ndéanann comhfhreagras i nGaeilge a fhreagairt i mBéarla dochar d'inmharthanacht shóisialta na teanga sa saol laethúil agus do stádas dátheangach an Aontais.

Any and all electronic correspondence received by any officer in the Irish language will be replied to in the Irish language. As 1.4b of the Constitution states, “The Union has a bilingual policy, with regard to the Irish and the English languages. The Union should give equal standing to both languages in all operations of the Union.” This means that respecting the Irish language is of legitimate interest to the Union as per our Privacy Policy.

Under the Official Languages Acts 2003 and (amendment) 2021, all public bodies in Ireland must provide correspondence in the same official language it is received in. This same policy will apply in the Union. Any correspondence in Irish that an officer is unable to respond to due to a lack of ability in the language will be sent to Oifigeach na Gaeilge with the original sender's name removed in order to minimise the necessary data collected. Officers who are unable to respond to correspondence in Irish will put the message into a machine translator

(Google Translate) so that they can remove any reference to name and personal numbers. They will replace any personal names or student numbers with “x”. Though officers are encouraged to use machine translation to help them understand emails, Oifigeach na Gaeilge will provide a translation of what the email says if necessary. Then, the officer will provide an answer which Oifigeach na Gaeilge will translate for them to send back to the student. Oifigeach na Gaeilge will take no longer than two business days to provide the translation of the response. Correspondence in Irish from students will not be sent to Rannóg an Aistriúcháin as student correspondence with the Union should be confidential and therefore, appropriate assistance will be sought from Oifigeach na Gaeilge, a sabbatical officer.

If correspondence is received bilingually, a response will be sent in Irish as it is recognised that people often don't think they can contact organisations in Irish and so they provide a translation themselves. It is recognised that responding to Irish-language correspondence in English does damage to the social viability of the language in daily life and to the bilingual status of the Union.

Miontuairiscí

Minutes

Scríobhfar miontuairiscí sa teanga a bhíonn á labhairt agus ní gá iad a aistriú.

Minutes will be taken in the language being spoken and they do not need to be translated.

Toghcháin

Elections

Cuirfidh an Coimisiún Toghcháin an fhaisnéis ar fad ar thoghcháin ar fáil i nGaeilge le téacs de réir na rialachán thuas. Má tá cúnamh ag teastáil, seolfar cáipéisí chuig Rannóg an Aistriúcháin.

The Electoral Commission will make all information on elections available in Irish with text following the above regulation. If assistance is needed, this will be sent to Rannóg an Aistriúcháin.

Cáipéisí Eile

Other Documents

Nuair a bhíonn Rannóg an Aistriúcháin ag feidhmiú, seolfar gach cáipéis eile nár luadh treoirínte faoina gcoinne thuas chucu agus seo iad na hamanna feithimh a ghabhann leo:

- Níos lú ná 300 focal: lá oibre amháin ar a laghad
- Níos lú ná 500 focal: dhá lá oibre ar a laghad
- Níos lú ná 700 focal: trí lá oibre ar a laghad
- Níos lú 1000 focal: ceithre lá oibre ar a laghad
- Níos lú ná 2000 focal: ocht lá oibre ar a laghad
- Níos lú ná 3000 focal: sé lá oibre dhéag ar a laghad

When the Rannóg an Aistriúcháin is operating, all other documents that have not had guidelines mentioned above will be sent to them and these are the waiting times associated with them:

- Less than 300 words: at least one working day
- Less than 500 words: at least two working days
- Less than 700 words: at least three working days
- Less than 1000 words: at least four working days
- Less than 2000 words: at least eight working days
- Less than 3000 words: sixteen working days

Teidil na nOifigeach in AMLCT//Officer Titles in TCDSU:

The Sabatical Officers: Na hOifigigh Shabóideacha/The Sabbats: Na Sabóidigh

The Part-time Officers: Na hOifigigh Pháirtaimseartha/The PTO's: Na OPAnna/PTO: OPA

1. *President Officer- Uachtarán an Aontais*
(*President- Uachtarán*)(*The President- An tUachtarán*)
2. *Education Officer- An tOifigeach Oideachais*
(*Education- Oideachas*)
3. *Welfare Officer- An tOifigeach Leasa*
(*Welfare- Leas*)
4. *Communications & Marketing Officer- An tOifigeach Cumarsáide 7 Margaíochta*
(*Comms/Communication- Cumarsáid*) (*Marketing- Margaíocht*)
5. *Entertainment Officer- An tOifigeach Siamsaíochta*
(*Ents/Entertainment- Siamsa/siamsaíocht*)
6. **Oifigeach na Gaeilge**
7. *Administrative Officer- An tOifigeach Riaracháin*
8. *UT Editor- Eagarthóir UT*
9. *STEM Convenor- Tionólaí Dhámh ETIM (An Tionólaí Eolaíochta, Teicneolaíochta, Innealtóireachta 7 Matamaitice)*
10. *HS Faculty Convenor- Tionólaí Dhámh ES (Tionólaí Dhámh na nEolaíochtaí Sláinte)*
11. *AHSS Faculty Convenor- Tionólaí Dhámh EDES (Tionólaí Dhámh na nEalaíon, na nDaonnachtaí 7 na nEolaíochtaí Sóisialta)*
12. *Gender Equality Officer- An tOifigeach Comhionannais Inscne*
13. *Environmental Officer- An tOifigeach Timpeallachta*
14. *Access Officer- An tOifigeach Rochtana*
15. *Engagement Officer- An tOifigeach Rannpháirtíochta*
16. *Ethnic Minorities Officer- Oifigeach na Mionlach Eitneach*

17. *Mature Students' Officer*- **Oifigeach na Mac Léinn Lánfhásta**
18. *LGBT+ Rights Officer*- **Oifigeach na gCeart LADT+**
19. *Citizenship Officer*- **An tOifigeach Saoránachta**
20. *International Student Officer*- **Oifigeach na Mac Léinn Idirnáisiúnta**
21. *Off Campus Officer*- **An tOifigeach Lasmuigh den Champas**
22. *Volunteer Forum Coordinator*- **Tionólaí Fhóram na nDeonach**
23. *Officer for Students with Disabilities* - **An tOifigeach um Mic Léinn faoi Mhíchumas**
24. *Chair of Council*- **Ceann Comhairle**
25. *Secretary to Council*- **Rúnaí na Comhairle**
26. *JCR President*- **Uachtarán SCS**
27. *Sport & Recreation Rep*- **An tIonadaí Spóirt 7 Áineasa**
28. *Housing Rights Officer*- **Oifigeach na gCeart Tithíochta**
29. *Class Rep*- **Ionadaí Ranga**

****note that all Irish titles include a literal or implied “the”**

****note that the preceding lowercase “t” is grammatical and is always lowercase**

Deputy STEM Convenor	Leas-Tionólaí Dhámh ETIM
School of Chemistry Convenor	Tionólaí Scoil na Ceimice
School of Engineering Convenor	Tionólaí Scoil na hInnealtóireachta
School of Genetics and Microbiology Convenor	Tionólaí Scoil na Géineolaíochta agus na Micribhitheolaíochta
Tionólaí Scoil na Matamaitice	School of Mathematics Convenor
School of Science and Natural Sciences Convenor	Tionólaí Scoil na hEolaíochta agus nEolaíochtaí Nádúrtha
School of Physics Convenor	Tionólaí Scoil na Fisice
School of Biochemistry and Immunology Convenor	Tionólaí Scoil na Bithcheimice agus na hImdhíonachta
School of Biological & Biomedical Sciences Convenor	Tionólaí na nEolaíochtaí Bitheolaíochta agus Bithleighis
Deputy AHSS Faculty Convenor	Leas-Tionólaí Dhámh EDES
School of Religions, Peace Studies and Theology Convenor	Tionólaí Scoil na Reiligiún, na Diagachta agus Staidéar na Síochána
School of English Convenor	Tionólaí Scoil an Bhéarla
School of Histories and Humanities Convenor	Tionólaí Scoil na Staire agus na nDaonnachtaí
School of Languages, Literatures and Cultural Studies Convenor	Tionólaí Scoil na dTeangacha, na Litríochtaí agus na gCultúr

School of Law Convenor	Tionólaí Scoil an Dlí
School of Psychology Convenor	Tionólaí Scoil na Síceolaíochta
School of Social Work & Social Policy Convenor	Tionólaí Scoil na hOibre Sóisialta agus an Pholasáí Shóisialta
Trinity Joint Honours Convenor	Tionólaí na Comhchéime Onóracha
School of Business Convenor	Tionólaí Scoil an Ghnó
School of Creative Arts Convenor	Tionólaí Scoil na nEalaíon Cruthaitheach
BESS Convenor	Tionólaí GESS
School of Social Sciences and Philosophy Convenor	Tionólaí Scoil na nEolaíochtaí Sóisialta agus Fealsúnachta

Comhlachtaí an Aontais//Union Bodies

1. *Council - Comhairle*
2. *Union Forum - Fóram an Aontais*
3. *Campaigns Group - Grúpa na bhFeachtas*
4. *Education Committee - An Coiste Oideachais*
5. *Communications and Marketing Committee - An Coiste Cumarsáide agus Margaíochta*
6. *Welfare and Equality Committee - An Coiste Leasa agus Combhionannais*
7. *Ents Committee - An Coiste Siamsa*
8. *Coiste na Gaeilge - Coiste na Gaeilge*
9. *International Committee - An Coiste Idirnáisiúnta*
10. *Archival Committee - An Coiste Cartlainne*
11. *TJH Committee - Coiste na gComhchéimeanna Onóracha*
12. *BDS Committee - An Coiste um BDS (Baghcat, Dífheistiú agus Smachtbhannaí)*
13. *Engagement Working Group - Grúpa Oibre na Rannpháirtíochta*
14. *Constitutional Review Working Group - An Grúpa Oibre um Athbhreithniú Bunreachta*
15. *Access Committee - An Coiste Rochtana*
16. *Off Campus and Placement Committee - An Coiste um Chúrsaí Lasmuigh den Champas agus Socrúchán*
17. *Environmental Action Committee - An Coiste um Ghníomhaíocht Timpeallachta*
18. *PGR Forum - Fóram na dTaighdeoirí Iarchéime (TIC)*
19. *BAME Advisory Group - An Grúpa Comhairleach GAME (Gorm, Áiseach, Mionlaigh Eitneacha)*

Tagairt cheart do Theach 6//*Proper reference to Teach 6*

Is é “Teach 6” nó/agus “Teach Mandela” an tslí cheart chun ainm an tí a scríobh. Tá na leaganacha a leanas **mícheart**: House 6, House Six, Mandela House, Teach a Sé, Teach Sé, Teach a 6

*“Teach 6” or/and “Teach Mandela” is the correct way to write the name of the house. The following versions are **incorrect**: House 6, House Six, Mandela House, Teach a Sé, Teach Sé, Teach a 6.*

***note that “Theach” and “dTeach” are grammatical forms of “Teach” and may be used in certain contexts as in above*

Ainmneacha dátheangacha an Aontais//Bilingual names of the Union

Aontas Mac Léinn Choláiste na Tríonóide
Trinity College Dublin Students’ Union

Aontas na Mac Léinn
(The) Students’ Union

an tAontas
the Union

an Aontais
of the Union/the Union’s

AMLCT
TCDSU

***note that the preceding lowercase “t” is grammatical and is always lowercase*