

Gnáthaimh le haghaidh an Aistriúcháin Ghaeilge in Ollscoil Luimnigh

Procedures for Irish Language Translation at the University of Limerick

Achoimre	Summary
1. Ba cheart an spriocdháta d'aistriúchán agus profáil cáipéisí a bheith curtha san áireamh le gach próiseas riachtanach agus sceideal oibre. 2. Seiceáil an líon focal atá sa cháipéis atá le haistriú. 3. Déan ord ceannaigh amach le Rannóg Airgeadais OL le haghaidh aistriúchán/profáil. Agus foréileamh ceannaigh á dhéanamh amach agat in Agresso, d'fhéadfadh na noda seo a leanas cabhrú leat:	1. Timescale for translation and proof-reading of documents should be included in all necessary processes and work-schedules. 2. Check word count of document for translation. 3. Raise purchase order for translation/proofreading with UL Finance Division. When raising a purchase requisition in Agresso, the following prompts may assist:
<i>Prcontract:</i> N <i>Pr3quote:</i> N <i>Product:</i> TRANSLATIONS <i>Description:</i> Language Translations <i>GL Analysis Account:</i> 3340 and Sub Analysis: 20 (Printing)	
4. Líon an Fhoirm Iarratais le haghaidh <u>Aistriúchán Gaeilge</u> agus seol chuig an soláthróir roghnaithe í in éineacht leis an gcáipéis atá le haistriú.	4. Complete the <u>Irish Language Translation Request Form</u> and send with document for translation to designated preferred supplier.

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

Baineann na Nósanna Imeachta seo leis na haistriúcháin sin arna n-éileamh de bhun cheanglais reachtúla Achtanna na dTeangacha Oifigiúla, 2003 - 2021.

Tá sé den riachtanas go gcuirfí an próiseas aistriúcháin seo san áireamh i sceidil gach ranna / rannóige sa chás go n-éilítear leagan Gaeilge de chaipéisí atá le priontáil nó le foilsiú.

Tabhair faoi deara nach mór déileáil le soláthróirí faofa seirbhísí aistriúcháin Ghaeilge na hOllscoile amháin le go gcinnteofar go gcuirfear leaganacha Gaeilge inghlactha de chaipéisí foirmiúla na hOllscoile ar fáil.

Ní ceadmhach modhanna eile aistriúcháin a úsáid, e.g. *Google Translate*.

1. Nósanna imeachta ginearálta maidir le haistriúchán Gaeilge in Ollscoil Luimnigh

- 1.1 Cuirfidh an oifig de chuid Ollscoil Luimnigh a bhfuil aistriúchán de dhíth uirthi, aistriúcháin ghearra san áireamh, e.g. comharthaí, cuirí, fógraíocht, preasráitis etc., a gcuid iarratas go díreach chuig an gcomhlacht aistriúcháin (soláthróir roghnaithe).
- 1.2 Ba cheart go mbeadh Foirm Iarratais le haghaidh Aistriúchán Gaeilge Ich 6 ag gabháil leis an ábhar atá le haistriú.

2. Leagan amach an téacs dháttheangaigh – riachtanais

- 2.1 An leagan amach a mholtar do chaipéisí aistrithe go mbeadh an téacs bunaidh agus an téacs aistrithe ar an leathanach céanna (taobh le taobh).
- 2.2 Sa chás go bhfuil téacs i dteanga amháin le cur os cionn téacs sa teanga eile, *ní mór* don leagan Gaeilge a bheith os cionn an leagain Bhéarla le go mbeifí comhlíontach le ceanglais Achtanna na dTeangacha Oifigiúla.
- 2.3 Maidir le foirmeacha iarratais Ollscoile nach bhfuil ach leathanach amháin ann, ba cheart go mbeadh an leagan Gaeilge ar an taobh eile den bhileog i.e. gur foirm dháttheangach a bheadh inti. Ba cheart leaganacha Gaeilge agus Béarla ar leithligh a sholáthar i gcás foirmeacha níos faide.

3. Orduithe Ceannaigh

- 3.1 Ba cheart orduithe ceannaigh a dhéanamh amach agus a chur faoi bhráid Rannóg an Airgeadais.
- 3.2 Is as buiséad na hoifige nó an aonaid a bhfuil an t-aistriúchán uathu a thiocfaidh an t-airgead chun na costais ar fad a bhaineann le haistriúchán, le profléamh agus le priontáil a chlúdach.

- 3.3 Is féidir llorduithe Ceannaigh a dhéanamh amach do thréimhse nach faide ná trí mhí le go ndéanfar éascaíocht d'aistriúchán agus profléamh caipéisí ar bhonn tráthúil.
- 3.4 D'oscail Rannóg an Airgeadais cód cuntais nua, Irish Language Translation (3340), agus fo-anailís (Printing 20) chun a chinntiú go bhféadfaí caiteachas de bhun cheanglais Achtanna na dTeangacha Oifigiúla, 2003 - 2021 a thuairisciú go cruinn.

4. Soláthróirí Roghnaithe

4.1 Soláthróir (1)

Seán Ó Laoi
Teagascóir-Aistritheoir
Ionad na Gaeilge Labhartha
Coláiste na hOllscoile,
Corcaigh

Teil: +353 21 4903794,

Rphost: s.olaoi@ucc.ie

Gréasán: <https://www.ucc.ie/en/igl/activities/translation/>

Uimhir Soláthróra Agresso.: 4355

Moltar go gcuirfeadh na Dámha agus Ranna seo a leanas, mar aon lena rannóga, a n-iarraais ar aistriúchán ar aghaidh chuig an Soláthróir Roghnaithe (1):

- Dámh na nDán, na nDaonnachtaí agus na nEolaíochtaí Sóisialta (Institiúidí Taighde, Ionaid agus Aonaid san áireamh)
- Dámh Chruinne Éireann Rince agus Ceol
- Rannóg Ghnóthaí na Mac Léinn
- An Rannóg Acmhainní Daonna
- An Rannóg Teicneolaíochta Faisnéise
- Rannóg na Seirbhísí Faisnéise Leabharlainne
- An Comharoidéachas agus Rannóg na nGairmeacha
- Lárionad don Fhoghlaim Bhunathraitheach
- Foirgnimh agus Eastáit
- Oifig an Leas-Uachtaráin don Chomhpháirteachas Domhanda agus Pobail
- Rannóg Dhomhanda OL
- Rannóg Spóirt OL
- An tAonad Tacaíochta Caighdeán
- Seirbhísí Beatha Campais (lóistín san áireamh)

Nótaí i dtaobh soláthróir roghnaithe (1):

Ionad na Gaeilge Labhartha, COC:

- Cuireann Ionad na Gaeilge Labhartha seirbhís ghairmiúil aistriúcháin, Béarla-Gaeilge agus Gaeilge-Béarla, ar fáil d'eagraíochtaí agus do dhaoine aonair. Déantar réimse leathan téacsanna a aistriú: - tuarascálacha, scéimeanna, CVanna, comharthaí, fógraí, meirgí, teidil.

- Tá sé de chumas ag an Aonad Aistriúcháin 1,000 focal in aghaidh an lae a aistriú. Ní mór cuimhneamh air seo nuair atá an amlíne don aistriúchán á déanamh amach. Iarrann an tAonad Aistriúcháin fógra trí seachtaine i gcás caipéisí níos faide ná 2,500 focal. Cé go bhféachfaidh an tAonad chuige go gcloífear go hiomlán leis na spriocanna atá aontaithe leis an gcliant, d'fhéadfadh sé tarlú nach mbeifí in ann déanamh amhlaidh i gcónaí.
- Oibríonn aistritheoirí as lámha a chéile le húdair na dtéacsanna atá le haistriú le cinntiú go dtiontófar go cruinn iad go dtí an sprioctheanga. Éilíonn an tAonad go mbeadh fáil ar údar na gcaipéisí, nó ar dhuine atá eolach faoin ábhar, chun ceistanna faoin téacs a fhreagairt, más gá.
- Déanfar socruithe a dheimhniú sula dtosófar ar an aistriúchán maidir le spriocdhátaí, riachtanais teanga (e.g. aistriúchán canúna/caighdeánach) agus costais.
- Caitear go rúnda le gach ábhar, rud a chinntíonn príobháideacht agus slándáil.

4.2 Soláthróir (2)

An tSeirbhís Aistriúcháin
Acadamh na hOllscolaíochta Gaeilge
Ollscoil na Gaillimhe
Gaillimh

Ríomhphost: aistriuchan@oegaillimh.ie

Uimhir Soláthróra Agresso: 10106

Moltar go gcuirfeadh na Dámha agus Ranna seo a leanas, mar aon lena rannóga, a n-iarratais ar aistriúchán ar aghaidh chuig an Soláthróir Roghnaithe (2):

- Coláiste Dochtúireachta / Staidéar Iarchéime & Gairmiúil
- Dámh an Oideachais agus na nEolaíochtaí Sláinte
- Scoil Ghnó Kemmy
- Dámh na hEolaíochta agus na hInnealtóireachta
- Oifig an Leas-Uachtaráin Taighde
- Institiúidí Taighde, Ionaid agus Aonaid (ach amháin iad siúd i nDámh na nDán, na nDaonnachtaí agus na nEolaíochtaí Sóisialta)
- Oifig an Uachtaráin
- Rannóg an Airgeadais
- Oifig an Phropaist agus Uachtaráin Ionaid
- An Chlárann Acadúil
- Oifig an Phríomhoifigigh Chorporáidigh
- Oifig an Rúnaí Chorporáidigh
- An Rannóg Margaíochta agus Cumarsáide
- Oifig Searmanas OL
- Fochuideachtaí

Nótaí i dtaobh soláthróir roghnaithe (2): Ollscoil na Gaillimhe

Táscairí Seirbhíse

- Déanfar táscairí seirbhíse sonracha a aontú idir na páirtithe. Bunófar na táscairí ar chleachtais oibre Sheirbhís Aistriúcháin Ollscoil na Gaillimhe. Luaitear roinnt táscairí samplacha leis seo.
- Déanfar aistriúcháin ghearra (faoi 200 focal) a sheoladh ar ais laistigh de thréimhse chomhaontaithe (48 uair an chloig, cuir i gcás).
- Déanfar aistriúcháin faoi 1,000 focal a sheoladh ar ais taobh laistigh de thréimhse chomhaontaithe (5 lá, ar a mhéid, cuir i gcás).
- Déanfar aistriúcháin faoi 5,000 focal a sheoladh ar ais taobh laistigh de thréimhse chomhaontaithe (10 lá, ar a mhéid, cuir i gcás).
- Iarrtar fógra trí seachtaine i gcás cáipéisí níos faide ná 20,000 focal.
- Cé go ndéanfar gach iarracht cloí leis na spriocanna thuasluaite, ní féidir linn geallúint a thabhairt go mbainfear na spriocanna sin amach i gcónaí.

4.3 Costais

Beidh aistriúcháin dlí agus reachtúla níos costasaí, mar a bheidh aistriúcháin a bhfuil téarmaíocht neamhghnách i gceist leo, agus déantar na táillí sin a aontú sula dtosófar ag obair orthu.

Déanfar costais an aistriúcháin a aontú roimh ré leis an té in Ollscoil Luimnigh atá ag iarraidh na seirbhíse, agus ábhar an aistriúcháin á chur san áireamh.

€155 in aghaidh 1,000 focal an ghnáth-tháille. Baineann Ollscoil na Gaillimhe íostáille laghdaithe **€20.00** amach ar iarratais ar aistriúcháin ghearra i ngeall ar a comhfhiontar straitéiseach le hOllscoil Luimnigh.

€180 in aghaidh 1,000 focal an ghnáth-tháille ar jabanna aistriúcháin a bhfuil práinn leo (e.g. preasráitis).

Áirítear leis 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 huaire an ghnáth-tháille ar obair sceidealta agus €65 + CBL in aghaidh na huaire ar obair nach bhfuil sceidealta agus atá ag teastáil faoi dheifir.



Aguisín 1 / Appendix 1

Foirm Iarratais le haghaidh Aistriúchán Gaeilge

A:	Eolas faoin té atá ag iarraidh cáipéis a aistriú Details of the person requesting a translation
Ainm & teideal poist:	
Aonad laistigh den Ollscoil:	
Teileafón:	
Rphost:	

B:	Eolas faoin gcáipéis atá le haistriú Details of document requiring translation
Cén cinéal doiciméid é seo? e.g. leathanach gréasáin, fógra, preasráiteas, cuireadh, comhartha, comhfhreagras, earcaíocht.	
Líon focal:	
Spriocdháta:	
Ainm & sonraí teagmhála an té a scríobh an cháipéis nó duine teagmhála ainmnithe atá in ann eolas a chur ar fáil faoin gcáipéis:	

C:	Eolas faoin aistriúchán Details of how translation will be used.
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

These Procedures relate to the translations required under the statutory requirements of the Official Languages Acts, 2003 - 2021.

It is important that this Translation Process is incorporated into all department / divisional schedules where the printing or publishing of documents requires Irish translations.

NB In order to ensure an acceptable standard of Irish language is incorporated into formal University documents, it is essential that the University's approved suppliers for Irish language translation are used only.

Other methods of translation eg Google Translate etc, **must not** be used.

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, adverting, press releases etc will be outsourced by the UL office seeking translation directly to the translation company (preferred supplier).
- 1.2 The material for translation should be accompanied by a completed Irish Language Translation Request Form pg 11.

2. Layout of bilingual text – requirements

- 2.1 The recommended format for translated documents is that the original text and the translated text appear on the same page (side by side).
- 2.2 Where text is being placed one above the other, the Irish version *must* be above the English version in order to comply with Official Languages Acts obligations.
- 2.3 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.

3. Purchase Orders

- 3.1 Purchase Orders should be raised with the Finance Division .
- 3.2 All costs relating to translation, proof-reading and printing will be covered by the originating area's budget allocation.
- 3.3 Blanket Orders may be raised for a period of no more than 3 months to facilitate the timely translation and proof reading of documents.

- 3.4 The Irish Language Translation Cost Code Irish Language Translation (3340) and sub-analysis (Printing 20) has been facilitated by the Finance Division to ensure accurate reporting under the requirements of the Official Languages Acts, 2003 - 2021.

4. Preferred Suppliers

4.1 Supplier (1)

Seán Ó Laoi
Teagascóir-Aistritheoir
Ionad na Gaeilge Labhartha,
Coláiste na hOllscoile,
Corcaigh

Tel: +353 21 4903794

Email: s.olaoi@ucc.ie

Web: <https://www.ucc.ie/en/igl/activities/translation/>

Agresso Supplier No.: 4355

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
- Co-Operative Education and Careers Division
- Centre for Transformative Learning
- Buildings and Estates
- Office of the Vice President Global and Community Engagement
- UL Global
- UL Sport
- Quality Support Unit
- Campus Life Services (including accommodation)

Notes regarding preferred supplier (1):

Ionad na Gaeilge Labhartha, UCC:

- Ionad na Gaeilge Labhartha provides a professional English-Irish and Irish-English translation service to both organisations and individuals and a wide variety of texts are translated: reports, schemes, CVs, signposts, notices, slogans, titles.

- 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.
- Translators work in partnership with the authors of the original text to ensure accurate expression. The Unit requires that the author of the documents or someone with an authority on the material be available to take questions on the text if necessary.
- Arrangements relating to target dates, language requirements (e.g. dialect/Official Standard) and cost are established prior to commencement of translation.
- All material is treated as strictly confidential, thus ensuring privacy and security.

4.2 Supplier (2)

An tSeirbhís Aistriúcháin
Acadamh na hOllscolaíochta
Ollscoil na Gaillimhe,
Gaillimh

Email: aistriuchan@oegaillimh.ie

Agresso Supplier Number: 10106

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

- Doctoral College / Graduate & Professional Studies
- Faculty of Education & Health Sciences
- Kemmy Business School
- Faculty of Science and Engineering
- Office of the Vice President Research
- Research Institutes, Centres and Units (excluding those in Faculty of Arts, Humanities and Social Sciences)
- Office of the President
- Finance Division
- Office of the Provost & Deputy President
- Academic Registry
- Office of the Chief Corporate Officer
- Corporate Secretary's Office
- Marketing & Communications Division
- Ceremonies Office
- Subsidiary Companies

Notes regarding preferred supplier (2):
Ollscoil na Gaillimh

Performance indicators

- Specific service indicators will be agreed between both parties. Indicators will be based on the University of 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.

4.3 Costs

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**. University of 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 translation jobs (e.g. 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.



Aguisín 1 / Appendix 1

Irish Language Translation Request Form

A:	Eolas faoin té atá ag iarraidh cáipéis a aistriú Details of the person requesting a translation
Name & job title:	
Unit within the University:	
Telephone:	
Email:	

B:	Eolas faoin cháipéis atá le haistriú Details of document requiring translation
What type of document is this? e.g. webpage, advertisement, press release, invitation, signage, correspondence, recruitment.	
Word count:	
Deadline:	
Name & contact details of the author or designated contact person who is in a position to provide information about the document:	

C:	Eolas faoin aistriúchán 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.