



Policy of the Use and Quality of the French Language (Politique sur l'usage et la qualité de la langue française)

Replacing: Approved by the Executive Committee of the Corporation on April 30, 2004

Revision: June 2023

Approved by the Board of Governors: June 9 2023

Next revision: at least every 10 years

Responsible Officer: Principal and Vice-Chancellor

1.1 PREAMBLE

- 1.1. Bishop's University (hereinafter referred to as "the University" or "Bishop's") was founded in 1843 and received its Royal Charter in 1853 as an English-language institution whose mission is "to provide the country as a whole with the advantages of a sound and liberal education".
- 1.2. This mission continues to guide the University, although successive generations have adapted its application to changing times.
- 1.3. Bishop's University is designated as an English-language institution under section 194 of Bill 96 (2022, chapter 14) - *An Act respecting the official and common language of Quebec, French*, assented to on June 1, 2022.
- 1.4. Bishop's is the only English-language university in Quebec outside of Montreal.
- 1.5. As an English-language university, teaching, research, governance and student life activities are primarily carried out in English.
- 1.6. Bishop's plays an important role in the English-speaking community of Quebec, the Eastern Townships and Quebec society.
- 1.7. Bishop's is a small university, focused primarily on undergraduate studies.
- 1.8. Bishop's attracts more than half of its students from Quebec, nearly half of whom are French-speaking, with the balance coming from other Canadian provinces and territories, as well as several other countries.
- 1.9. Bishop's attracts outstanding academics from Quebec, the rest of Canada and abroad.
- 1.10. Firmly rooted in Quebec, the University understands that French plays a key role as the province's official language.

2.1 SUBJECT

- 2.1 This policy sets out Bishop's University's commitments and responsibilities with respect to the use and quality of the French language, in accordance with Sections 88.1 to 88.8 of the *Charter of the French Language*.
- 2.2 This policy covers the following topics:
 - 2.2.1 The language used by the University in its written communications with the civil administration as well as legal entities and companies established in Quebec;
 - 2.2.2 The teaching of French as a second language at the University;
 - 2.2.3 Services offered by the University in French;
 - 2.2.4 Measures taken by the University to help students master French upon completion of their studies;
 - 2.2.5 The implementation of this policy and the handling of complaints relating to its application;
 - 2.2.6 The duties of the most senior officer of the University responsible for the present policy;
 - 2.2.7 The procedures for consulting students and staff so that they can participate in developing and modifying the present policy.

III SCOPE

- 3.1 This policy applies to all members of the University community.
- 3.2 This policy shall be interpreted in accordance with the Preamble and the obligations set out in the Charter of the French Language.

IV. DEFINITIONS

- 4.1 "Civil Administration" includes the Government of Quebec and its departments, government agencies, municipal and school organizations, as well as organizations in the health and social services network, as defined in Appendix I of the *Charter*.
- 4.2 "*Charter*" is the Québec Charter of the French Language, RLRQ chapter C-11.
- 4.3 "Member of the University community" includes:
 - a) any person holding a position pursuant to the Statutes of the University;
 - b) any person appointed to a position or any employee of the University;
 - c) a student as defined in the University's Charter of Student Rights and Responsibilities.
- 4.4 "Policy" means this Policy on the Use and Quality of the French Language.

V. WRITTEN COMMUNICATIONS WITH THE CIVIL ADMINISTRATION AND WITH LEGAL ENTITIES AND COMPANIES ESTABLISHED IN QUEBEC

- 5.1 The University administration uses French in its written communications with the civil administration. Documents sent by the University to an agency of the Civil Administration to obtain a permit or authorization of any kind, or a grant or other form of financial assistance, are submitted exclusively in French.
- 5.2 Official texts and documents attached to written communications sent by the University to the Civil Administration - minutes, agendas, reports, documents on study and research programs, etc. - are presented in the language in which they were written.
- 5.3 The University administration generally uses French in its written communications with legal entities and companies established in Quebec.

VI WRITTEN COMMUNICATIONS CONCERNING WORKING CONDITIONS

- 6.1 The University communicates in both French and English when providing its employees with written information dealing with or having an impact on working conditions. For this type of individual communication, the University will communicate in the language of choice of the employee.

VII TEACHING OF FRENCH AS A SECOND LANGUAGE AT THE UNIVERSITY AND MEASURES TAKEN BY THE UNIVERSITY TO HELP STUDENTS AND EMPLOYEES MASTER FRENCH UPON COMPLETION OF THEIR STUDIES

- 7.1 As the University is an English-language educational institution, courses are taught in English. Courses in French may be offered in certain programs.
- 7.2 The University offers courses in French as a second language.
- 7.3 When the language of instruction is French, the University requires that it be of high quality, including in French as a second language courses.
- 7.4 All students have the right to write their assignments, examinations, theses and dissertations in English or French, except in courses where one of the objectives is knowledge of a language.
- 7.5 The University will take the steps to ensure that, by the end of their studies, students are able to master the French terminology of their discipline.
- 7.6 These measures may include offering glossaries or courses on French terminology specific to a discipline, or exchange programs or internships in a French-speaking or bilingual environment.

- 7.7 Each department determines the level of proficiency in French required at the end of studies for students domiciled in Québec, including proficiency in the appropriate French terminology for each program.
- 7.8 University faculty and staff are encouraged to improve their command of the French language by taking courses that are subsidized by the University.

VIII SERVICES OFFERED BY THE UNIVERSITY IN FRENCH

- 8.1 The following services are generally offered in French to members of the Bishop's community:
- 8.1.1 Human Resources Services
 - 8.1.2 Employee and Family Assistance Program;
 - 8.1.3 Student Services
 - 8.1.4 Training services
 - 8.1.5 Mental health and medical services,
 - 8.1.6 French-language placement tests and French-language help centers,
 - 8.1.7 Student residence services,
 - 8.1.8 Experiential learning services,
 - 8.1.9 Sports and recreation services.

IX CONSULTATION WITH STUDENTS AND STAFF

- 9.1 Before revising the Policy, the University consults students and staff members so that they may participate in the process.
- 9.2 The University informs the university community of any upcoming revision or modification of the Policy, inviting it to provide its comments.

X RESPONSIBILITY AND POLICY REVIEW

- 10.1 The implementation of the Policy is the responsibility of the Principal and Vice-Chancellor of the University. This Principal takes the measures necessary to ensure compliance with the Policy, in particular by putting in place procedures to operationalize its provisions and by delegating certain responsibilities as required.
- 10.2 A French Language Policy Committee has been set up to monitor and apply the Policy. Chaired by the Secretary General, this committee is made up of the executive member responsible for the Communications Department, the Assistant Vice-Principal, Human Resources and the President of the Student Representative's Council. If necessary, these persons may designate a substitute.

- 10.3 The Committee meets at least once a year to analyze comments received on the application of this policy. Taking into account the procedures for consultation and participation of students and staff set out in the present policy, the committee will review the policy periodically, recommend changes where necessary, suggest corrective measures and report to the Principal and Vice-Chancellor on the application of the policy.
- 10.4 The University will distribute the Policy to its employees and students and publish it on its website.
- 10.5 The University will submit the Policy, and any subsequent revisions, to the Minister of the French Language.
- 10.6 Every three years, the University will submit a report on the application of its policy to the Minister of the French Language. The French Language Policy Committee will be responsible for preparing this report.
- 10.7 The Secretary General is responsible for receiving and responding to all complaints concerning the application of this policy. The Secretary General shall establish and disseminate a procedure for filing and handling complaints concerning the implementation and application of the Policy, ensuring that the competent authority deals with such complaints within a reasonable time. The complaint form is available on the University's website.