

Policy on the Use and Quality of the French Language

*Approved by the Executive Committee of Corporation
30 April 2004*

PREAMBLE

Bishop's University was founded in 1843, and received its Royal Charter in 1853 as an English-language institution with the mission of "providing to the country at large the benefits of a sound and liberal education". This fundamental idea continues to guide us, though generations of administrators, faculty and students have adapted its application to suit the changing times.

Bishop's is a small university, focusing on undergraduate studies, situated in the Eastern Townships. It is the only university in Québec, off the island of Montreal, to offer instruction in English. It has traditionally drawn its students from the English-speaking populations in the province, as well as from "the country at large", and, increasingly, from the other nations of the world.

Nevertheless, Bishop's University is an integral part of a community where French is the predominant and official language. In addition, an increasing number of our students have French as their first language. Our policies and procedures reflect this reality.

POLICY REGARDING THE USE OF FRENCH

1. The University administration uses the French language in all written communications with the Government of Québec and its agencies.

Official documents which may be attached to these written communications, such as reports, policies, material pertaining to programmes of study or research, will be sent in the language in which they were originally written. Should a French version exist, it will be included.

2. The University administration normally uses the French language in its communications with *les personnes morales établies au Québec*, other than those that request communication in English, or those that have a close association with the University (for example the Bishop's University Foundation, the Association of Alumni, etc.).

Official documents which may be attached to written communications, such as contracts, reports, policies, material pertaining to programmes of study or research, will normally be sent in the language in which they were originally written. Should a French version exist, it will be included.

3. The University provides high quality instruction in French as a second language at all levels of competence. In addition, students whose first language is French are offered the opportunity to submit course work or write examinations in French, with the consent of their instructor.

Members of the faculty and staff of the University are encouraged to improve their mastery of the French language through special courses and workshops, which are offered on campus free of charge, and during regular working hours.

APPLICATION OF THE POLICY

1. This policy has been approved by the Executive Committee of the Corporation at its meeting of 30 April 2004, and becomes effective immediately.
2. The Secretary General of the University is responsible for ensuring compliance with the policy, and for receiving and acting upon any complaints concerning its application.
3. The policy will be reviewed by the Executive Committee from time to time.

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3 May 2004