1 \hspace{1cm} \textbf{PREAMBLE}

1.1. McGill University is an English-language university and it is primarily in this language that teaching and research activities take place. Through its teaching and research activities, McGill makes significant contributions to the Québec community.

1.2. McGill University is deeply rooted in the province of Québec. It recognizes the important role of the French language, the official language of Québec.

1.3. Moreover, McGill University places great importance on the quality of the languages it teaches, particularly in programs designed to teach English and French as a second language.

1.4. McGill University attracts students and recruits outstanding academics from Québec, Canada and internationally. It is committed to helping international students and staff learn or improve their knowledge of the French language in order to contribute to their successful integration to Québec.

2 \hspace{1cm} \textbf{PURPOSE}

2.1. This Policy sets out McGill University’s commitments and responsibilities regarding the use and quality of the French language, as required by sections 88.1 to 88.8 of the \textit{Charter}.

2.2. The Policy pertains to the following:

\begin{itemize}
  \item[a)] The language used by McGill University in its written communications with the Civil Administration, legal persons and enterprises established in Québec;
  \item[b)] The teaching of French as a second language at the University;
  \item[c)] The services provided by the University in the French language;
  \item[d)] Measures to support students in acquiring the command of the French language by the end of their studies, including the command of the appropriate French terminology according to the students’ programs of studies;
  \item[e)] The implementation of the Policy and related follow-up, including procedures for processing complaints about its application;
  \item[f)] The functions of the University’s most senior officer as the person responsible for the implementation of the Policy;
  \item[g)] The procedures for the consultation and participation of students and staff members for the development and amendment of the Policy.
\end{itemize}
3 SCOPE

3.1. This Policy applies to all Members of the University community.

3.2. This Policy is to be interpreted in a manner that is consistent with the goals mentioned in the Preamble and with the obligations set out in the Charter.

4 DEFINITIONS

4.1. “Charter” refers to the Québec Charter of the French Language, CQLR, chapter C-11;

4.2. “Civil Administration” means the Government and government departments, government bodies, municipal bodies, school bodies, bodies in the health and social services network, as more whole defined in Schedule I of the Charter;

4.3. “Members of the University Community” means:
   a) anyone holding office under the University Charter and Statutes;
   b) an appointee or employee of the University; or
   c) a student as defined in Section 1 of the Code of Student Conduct and Disciplinary Procedures.

4.4. “Policy” refers to the present Policy Regarding the Use and Quality of the French Language;

5 WRITTEN COMMUNICATIONS WITH THE CIVIL ADMINISTRATION, LEGAL PERSONS AND ENTERPRISES ESTABLISHED IN QUÉBEC

5.1. Civil Administration

   5.1.1. The University administration generally uses French in its written communications with the Civil Administration.

   5.1.2. Written documents sent by the University administration to an agency of the Civil Administration to obtain a permit or another authorization of the same nature, or a subsidy or other form of financial assistance shall be drawn up exclusively in French.

   5.1.3. Official University texts and documents enclosed with written communications sent by the University administration to the Civil Administration, such as minutes, agendas, reports and documents pertaining to study and research programs shall be sent in the language in which these documents were created.

5.2. Legal persons and enterprises established in Québec

   5.2.1. The University administration generally uses French in its written communications with legal persons and enterprises established in Québec.
6 LANGUAGE OF INSTRUCTION AND TEACHING OF FRENCH AS A SECOND LANGUAGE

6.1. As an English-language University, McGill University provides instruction mainly in the English language, however certain programs may offer courses in French. McGill University also offers instruction in French as a second language.

6.2. Consistent with its standards, the University requires the use of high-quality French when it is the language of instruction, including in the teaching of French as a second language. It is the responsibility of University personnel teaching French or teaching in French to ensure that this principle is respected.

6.3. Students who pursue the study of French as a second language are provided with the tools to allow them to make use of this language correctly and in a manner that meets their needs, particularly if, at the end of their studies, they intend to work within professional organizations or orders in Quebec or in a country where the use of French is required.

7 LANGUAGE OF SERVICES

7.1. As an English-language University with most teaching and research activities being conducted in English, services are generally offered to students in English.

Certain services relating to activities for students and employees are available in French upon request, such as:

7.1.1. Human Resources Service Centre;
7.1.2. Employee and Family Assistance Program;
7.1.3. Medical and Dental clinics;
7.1.4. Catering services;
7.1.5. Summer Accommodations and Conference Services;
7.1.6. McGill Computer Store
7.1.7. Le James Bookstore;

7.2. The University is committed to expanding the availability of its services offered in French.

7.3. McGill University is committed to facilitating the enrolment and success of Francophone students.

7.4. In accordance with the University’s Charter of Students’ Rights, every student has the right to write essays, examinations and theses in English or in French except in courses where knowledge of a language is one of the objects of the course;

8 MEASURES TO SUPPORT STUDENTS IN ACQUIRING THE COMMAND OF THE FRENCH LANGUAGE BY THE END OF THEIR STUDIES

8.1. McGill University will take the appropriate measures in each academic program to allow for students to have, by the end of their studies, command of the appropriate terminology according to their field of studies.
8.2. These measures may include providing glossaries or courses specific to the French terminology of their field of studies and allowing for exchange programs or internships in French or in bilingual environments.

9 PROCEDURES FOR THE CONSULTATION AND PARTICIPATION OF STUDENTS AND STAFF MEMBERS FOR THE DEVELOPMENT OF THE POLICY

9.1. Before adopting and subsequently reviewing this Policy, McGill University will consult and seek the participation of its students and staff members.

9.2. The consultation and participation process will include informing the University-community, including all employees and students, of the up-coming review or amendment of the Policy and seeking feedback through an established process.

10 POLICY IMPLEMENTATION, FOLLOW-UP AND COMPLAINT MECHANISM

10.1. This Policy is in effect as of June 1, 2023.

10.2. The President and Vice-Chancellor of the University is responsible for the implementation of the Policy. The President and Vice-Chancellor shall take the appropriate measures to ensure the enforcement of the Policy, including developing procedures that will allow to operationalize the requirements of this Policy, and delegation of responsibility as appropriate.

10.3. Every three years, the University shall send a report to the Minister of the French Language on the application of the Policy. The University shall consult staff members and students in the preparation of this report. The University shall also, at the Minister’s request, send any information the Minister requires on the application of the Policy.

10.4. The Policy is subject to review by the Senate and the Board of Governors every five years.

10.5. The University’s Secretary-General will establish and publish a procedure to receive complaints regarding the implementation and application of this Policy and will ensure they are dealt with within a reasonable timeframe by the authority that has jurisdiction over the subject of the complaint.

Legislative History:

Approved:
- Senate: March 22, 2023
- Executive Committee: March 23, 2023

Repealed:
  - Senate: March 22, 2023
  - Executive Committee: March 23, 2023