



Memorandum

Office of the Vice-Principal (Communications and External Relations)
James Administration Building, #519
845 rue Sherbrooke Ouest
Tel: 514-398-2612

TO: Senate

FROM: Ms. Edyta Rogowska, Secretary-General
Mr. Louis Arsenault, Vice-Principal (Communications and External Relations)

SUBJECT: New Policy on the Use and Quality of the French Language

DATE: March 22, 2023

DOCUMENT #: D22-47

ACTION REQUIRED: INFORMATION APPROVAL/DECISION

ISSUE The new Policy on the Use and Quality of the French Language (Policy) is presented for approval, following discussion and review at the Senate meeting of February 15, 2023, and including revisions made thereafter which are tracked for ease of reference in Appendix A. The new Policy will replace the current Policy, established in 2004. The new Policy complies with the Charter of the French Language (Charter), which has been revised effective September 1, 2022. The new Policy must be submitted to the Ministry of Higher Education for review and approval by June 2023.

BACKGROUND & RATIONALE

In accordance with the Charter, the Policy pertains to the following:

- The language used by McGill University in its written communications with the Civil Administration, legal persons and enterprises established in Québec;
 - The teaching of French as a second language at the University;
 - The services provided by the University in the French language;
 - The command of the French language required of students domiciled in Québec at the end of their studies, including the command of the appropriate French terminology according to the students' programs of studies;
 - The implementation of the Policy and related follow-up, including procedures for processing complaints about its application;
 - The functions of the University's most senior officer as the person responsible for the implementation of the Policy.
-

| | |
|--|--|
| PRIOR CONSULTATION | The drafting of the Policy was done by a working group comprised of Legal Services, the Secretary-General and the Vice-Principal (Communications and External Relations) with input from a range of administrative units across the University, as well as Senate. |
| SUSTAINABILITY CONSIDERATIONS | N/A |
| IMPACT OF DECISION AND NEXT STEPS | The Policy will be submitted to the Board of Governors for consideration later this spring. Once adopted by the Board, the Policy will be submitted for approval to the Ministry. |
| MOTION OR RESOLUTION FOR APPROVAL | <p><i>Be it resolved that Senate approve, and recommend to the Board of Governors for approval, the repeal of the 2004 Policy on the Use and Quality of French, as presented in Appendix B.</i></p> <p><i>Be it further resolved that Senate approve as revised, and recommend to the Board of Governors for approval, the Policy on the Use and Quality of the French Language, as presented in Appendix A.</i></p> |
| APPENDICES | <p>Appendix A: New Policy on the Use and Quality of the French Language</p> <p>Appendix B: Current Policy (to be repealed)</p> |

| | |
|------------------------------|--|
| POLICY NAME | POLICY REGARDING THE USE AND QUALITY OF THE FRENCH LANGUAGE (REPLACING THE 2004 POLICY) |
| Approving Body | Senate Board of Governors |
| Initial Approval Date | |
| Date of Last Review | |
| Date of Next Review | |
| Sponsor | |
| Related Documents | <u>Charter of the French Language</u> |

1 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 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 *Charter*.
- 2.2. The Policy pertains to the following:
 - a) The language used by McGill University in its written communications with the Civil Administration, legal persons and enterprises established in Québec;
 - b) The teaching of French as a second language at the University;
 - c) The services provided by the University in the French language;
 - d) Measures to support students in acquiring ~~the~~ the command of the French language ~~required of students domiciled in Québec at~~ by the end of their studies, including the command of the appropriate French terminology according to the students' programs of studies;
 - e) The implementation of the Policy and related follow-up, including procedures for processing complaints about its application;
 - f) The functions of the University's most senior officer as the person responsible for the implementation of the Policy;
 - g) The procedures for the consultation and participation of students and staff members for the development and amendment of the Policy.

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;
- 7.1.8. Redbird Sports Shop.

- 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 REQUIRED OF STUDENTS DOMICILED IN QUÉBEC AT BY THE END OF THEIR STUDIES

- 8.1. McGill University will take the appropriate measures in each academic program to allow for students domiciled in Québec at the end of their studies to have, by at 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 MECANISM

- 10.1. This Policy is in effect as of June 1, 2023.
- 10.2. The Principal and Vice-Chancellor of the University is responsible for the implementation of the Policy. The Principal 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.

**POLICY ON THE USE AND QUALITY OF FRENCH
AT MCGILL UNIVERSITY REQUIRED BY s. 88.2 OF THE QUEBEC CHARTER OF THE FRENCH
LANGUAGE**

This document sets out McGill University's policy for the use of French in the communication by the University's administration with the Government of Quebec and corporations established in Quebec as well as the teaching of French as a second language.

FUNDAMENTAL PRINCIPLES

McGill University's policy on the use and quality of French is based on three fundamental principles.

First, McGill University is an English-language university and it is primarily in this language that teaching and research activity take place. Through these activities, McGill makes significant contributions to the Quebec community. The university attracts excellent students and recruits outstanding academics in every discipline, without regard for their mother tongue.

Second, McGill University is deeply rooted in Quebec and supports the important role of French in Quebec society. The university administration generally uses French in its written communication with the Government of Quebec and, in general, also uses French in written communication with corporations established in Quebec.

Finally, McGill University places great importance on the quality of the languages it teaches, particularly in its English and French as a second language courses.

POLICY STATEMENT ON THE USE OF FRENCH

1. Written language used by the McGill University administration in its communications with the Government of Quebec

French is the language generally used by the university administration in its written communications with the Government of Quebec.

Official university texts and documents enclosed with written communications sent by the university administration to the Government of Quebec, such as regulations, policies, procedures, minutes, agendas, reports and documents pertaining to study and research programs are in the language in which these documents were created.

2. Communication language used by the McGill University administration with corporations established in Quebec

The administration of McGill University generally uses French in its communications with corporations established in Quebec.

Official university texts and documents enclosed with written communications sent by the university administration to Quebec corporations, such as regulations, policies, procedures, minutes, agendas, reports and documents pertaining to study and research programs are provided in the language in which these documents were created.

3. Teaching of French

McGill University is deeply committed to facilitating the enrolment and success of Francophone students. The University's Charter of Students' Rights stipulates that: "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."

Communication skills are an integral element of many academic programs, particularly at the master's and doctoral levels, and particular attention is paid to the quality of the language in those programs.

The University requires the use of clear and correct French in the teaching of this language. It is the responsibility of University personnel teaching French to ensure that this principle is respected.

Students being taught 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*.

POLICY IMPLEMENTATION AND FOLLOW-UP

Following approval by the Senate of McGill University, this policy on the use of French will go into effect after being adopted on the day set by McGill University's Board of Governors.

The University's Secretary-General will receive all 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.

The policy is subject to study and review by the Senate every three years.

POLICY ON THE USE AND QUALITY OF FRENCH AT MCGILL UNIVERSITY REQUIRED BY S. 88.2 OF THE QUEBEC CHARTER OF THE FRENCH LANGUAGE

SOURCE:

Senate
Executive Committee

May 19, 2004
June 28, 2004

Minute 12
Minute 13