

DIRECTIVE CONCERNING THE APPLICATION OF THE LANGUAGE POLICY OF INRS

ADOPTION		
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AMENDMENT(S)			
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UPDATES	As required or at least every three years
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The French version alone of this Normative Document has been officially adopted by INRS's authorities. In case of differences, the French version prevails.

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PREAMBLE

Under the *Language Policy of INRS* (the “**Policy**”), Institut national de la recherche scientifique (**INRS**) undertakes to promote the use of French within the University Community and with its Quebec, Canadian, and international partners. In accordance with the Policy, INRS has drawn up this document entitled, *Directive Concerning the Application of the Language Policy of INRS* (the “**Directive**”).

The Directive is based on the main guidelines and principles of the Policy and clarifies the scope and terms of application of the requirements regarding the use of French set out in the Policy provisions.

1. OBJECTIVES

INRS is a French-language university, both linguistically and culturally. It seeks to provide an environment conducive to the success of all members of the University Community and therefore wishes to promote the use of French in the daily operations of its Departments. The Directive specifies the situations in which the use of a language other than French is permitted. Through this Directive, INRS also establishes objective standards for assessing Working Knowledge of French and specifies ways of facilitating the learning of French.

2. DEFINITIONS

For the purposes of the Directive, the defined expressions have the meanings assigned to them below.

“**Department**”: A set of activities the management of which is under the responsibility of an Executive.

“**ETS network**”: The network of establishments belonging to Educational Testing Service Canada Inc.

“**Executive**”: A person hired to occupy an executive position provided for in INRS’s organizational structure.

“**Job Applicant**”: A person who applies for a position at INRS.

“**Non Francophone**”: Person whose primary language is not French.

“**Professor**”: A regular, assistant, or substitute professor.

“**Research Centre**”: Centre Eau Terre Environnement, Centre Énergie Matériaux Télécommunications, Centre INRS-Institut Armand-Frappier, or Centre Urbanisation Culture Société.

“**Staff**”: Anyone hired as an employee to work at INRS.

“Student”: Anyone admitted and registered for academic, training, or research activities under this status at INRS in accordance with applicable Regulations.

“Student Applicant”: A person who applies for admission to INRS in order to pursue a program of study.

“TFI”: The international French test offered by Educational Testing Service Canada Inc.

“TOEFL”: Test Of English as a Foreign Language, offered by Educational Testing Service Inc.

“University Community”: INRS Executives, professors, staff, students, and interns, including postdoctoral fellows.

“Working Knowledge of French”: an ability to communicate functionally in French, as attested by prior studies in French or as specified in the Directive. It enables (a) students to take courses and engage in other learning activities in French and write the associated term papers, exams, etc. in that language; and (b) Executives and Staff to communicate and carry out daily tasks in French; and (c) Professors to teach and mark related student work in French.

3. SCOPE

The Directive applies to the entire University Community, as well as to Job Applicants and Student Applicants.

4. ENFORCEMENT

The Office of Secretary General is responsible for applying the Directive.

5. LANGUAGE OF COMMUNICATION OF INRS DEPARTMENTS

As specified in Section 5 of the Policy, French is the language used in official INRS documents and internal and external communications. However, INRS may use a language other than French in the cases described below.

5.1 INRS AND INRS DEPARTMENT NAMES

The name of Institut national de la recherche scientifique is always in French, both inside and outside Quebec. In principle, the names of its Research Centres, Departments, and programs (*directorates*, institutes, chairs, etc.) are in French. They may occasionally be translated into another language in the specific cases described in the following provisions.

5.2 PUBLIC SIGNAGE AT INRS

French is the language used on stationary and mobile signs, notices, and posters on the premises of INRS and its Research Centres, both inside and outside buildings.

At national and international events, signs, notices, and posters can also be in languages other than French, provided that the French is predominant as defined in the Charter of the French Language.

5.3 HEALTH AND SAFETY COMMUNICATIONS

French is the language used in health and safety communications intended for the University Community and visitors. However, English versions of these communications may also be provided if deemed necessary to ensure public safety.

5.4 OFFICIAL EVENTS

5.4.1 On the premises of INRS and its Research Centres

French is the language used at events related to the awarding of scholarships, the welcoming of Students or Staff, and at graduation ceremonies, as well as at shows, fairs, exhibitions, and so on.

Documents distributed by INRS at such events are in French.

Speeches may occasionally be given in English, depending on the circumstances.

5.4.2 Outside Quebec

When INRS attends an exhibition, conference, symposium or other event outside Quebec organized partially or entirely with its support, information on it may be given in a language other than French if circumstances warrant. In such cases, INRS ensures that the information is also available in French.

5.5 DOCUMENTS USED FOR PROMOTIONAL AND STUDENT REGISTRATION CAMPAIGNS, AS WELL AS FOR ADVERTISING, RECRUITMENT, PRESS RELATIONS, ETC.

Documents used for promotional and student registration campaigns, as well as for advertising, recruitment, press relations, and so on, are written in French.

When these documents are distributed to Non Francophones, especially outside Quebec, the French version may include a translation in another language.

5.6 CERTIFICATES, ATTESTATIONS OF STUDIES, DIPLOMAS, AND TRANSCRIPTS

Certificates, attestations of studies, diplomas, and transcripts issued by INRS are exclusively in French. However, they may be accompanied by an official English letter from INRS certifying their content.

5.7 WEBSITES

Information on INRS websites is in French.

To enhance the visibility of INRS in international communication networks, an English translation may be included, provided that the general website presentation reflects that French is the university's official language. Users must access the information in English separately, by clicking on an icon, for example.

5.8 ANSWERING MACHINES AND VOICE MAIL

Greetings on answering machines and voice mail must be in French.

If the greeting must be provided in another language, the French message must come first.

5.9 BUSINESS CARDS

Business cards are in French.

People working outside Quebec or participating in international activities may use business cards written both in French and another language. In such cases, the version in the other language is written on the back of the card with the INRS institutional signature.

5.10 ELECTRONIC SIGNATURES

Emails signatures must follow the guidelines set out in section 5.8 of the Directive.

5.11 LEGAL DOCUMENTS

Purchase orders, forms, invoices, contracts, and all legal documents, as well as all accompanying communications, are written in French unless the parties mutually agree that such documents will be written in English, in which case said agreement is mentioned in the document.

5.12 GOODS, SERVICES, AND CONSTRUCTION WORK CONTRACTS

In accordance with the Quebec government's public procurement policy, *Politique sur les marchés publics du gouvernement du Québec*, all steps in the procurement process are carried out in French.

To meet a specific need, INRS may occasionally use both the mandatory French version and a version in another language.

5.13 INFORMATION TECHNOLOGY (IT)

Software, courseware, operating systems, and other IT tools used at INRS are in French.

However, in the case of specialized software for which no French version is available or compatible with the computer systems at INRS, a version in another language may be used.

6. ASSESSMENT OF A WORKING KNOWLEDGE OF FRENCH

Non Francophone Student Applicants and Job Applicants must take a TFI test offered by one of the establishments in the ETS Network listed on the ETS Canada website (www.etscanada.ca) or by an establishment recognized by the TFI Network. Those who pass the TFI test, or any other exam deemed to be equivalent by INRS, are considered to have a Working Knowledge of French.

6.1 EXCEPTIONS TO THE TFI REQUIREMENT

Non Francophone Student Applicants and Job Applicants with one or more of the following characteristics, as attested by supporting documents, are considered to have a Working Knowledge of French and therefore do not have to take the TFI test:

- a) They have already passed the TFI test or an equivalent French test in the past 24 months.
- b) They have passed the standard French test of Ministère de l'Éducation, du Loisir et du Sport (MELS).
- c) They have already met the French language knowledge requirement imposed by another French-language university.
- d) They hold a university degree from a French-language university.
- e) They hold a bachelor's or master's degree completed primarily in French.
- f) They hold a general teaching degree issued by a French academy, in or outside France.
- g) They have language skills recognized as equivalent and confirmed by a letter from their research supervisor in the case of a Student Applicant, from the faculty affairs manager in the case of someone applying for a position as Professor, or from the Human Resources Department in the case of applicants for all other positions at INRS.

Non Francophone Student Applicants and Job Applicants who acknowledge that they do not have a Working Knowledge of French are not necessarily required to take the TFI test right away. However, they must meet the requirements set out in Section 6.3.2 of the Directive.

6.2 SUBMISSION OF TFI RESULTS

Non Francophone Student Applicants and Job Applicants must submit their TFI results in the form of an official certificate issued by the ETS Network before their application can be reviewed.

Student Applicants must submit their results to the director of graduate and postdoctoral studies. Those applying for a position as Professor must send their results to the faculty affairs manager. Applicants for any other position must send their results to the Director of Human Resources at INRS.

6.3 TFI RESULTS

Depending on the results obtained, INRS may admit Non Francophone Student Applicants or hire Non Francophone Job Applicants either unconditionally or on the condition that they take one or more INRS French courses with a view to acquiring a Working Knowledge of French. They must also pass the TFI test within (a) two years of registration, in the case of Student Applicants or (b) before becoming permanent employees, in the case of Job Applicants.

6.3.1 TFI Passing Grade

In order to pass the TFI test, applicants must score 605 points out of a total of 990 points.

Student Applicants and Job Applicants who obtain a score of 605 points or more in the TFI test are considered to have a Working Knowledge of French and to have met INRS language requirements.

6.3.2 Partial Pass

Student Applicants and Job Applicants who acknowledge that they do not have a Working Knowledge of French or who obtain a TFI score below 605 points are deemed to not have a Working Knowledge of French. However, they can be admitted or hired on the condition that they meet the requirements in Section 7 of the Directive and that they demonstrate a working knowledge of English as attested by a degree from an English-language university or a passing grade on the TOEFL prior to their admission or hiring. They will be considered to have a working knowledge of English if they obtain a score of 60 or over or possess skills deemed to be equivalent by their research director in the case of Student Applicants, or by the selection committee in the case of Job Applicants.

7. CONDITIONAL REGISTRATION AND HIRING

Student Applicants and Job Applicants who score less than 605 points on the TFI test or who acknowledge that they do not have a Working Knowledge of French may be admitted or hired on a conditional basis provided they

- a) Meet the requirements concerning a working knowledge of English specified in section 6.3.2 of the Directive
- b) Commit to taking the mandatory French courses offered by INRS as soon as they arrive
- c) Undertake to pass the TFI test, or any other exam deemed equivalent by INRS, by the end of the specified period for meeting the Working Knowledge of French requirement, namely
 - Within (a) two years of registration in the case of Student Applicants;
 - Before becoming permanent employees in the case of Job Applicants.

8. OBLIGATIONS CONCERNING CONDITIONAL REGISTRATION OR HIRING

8.1 OBLIGATIONS OF EXECUTIVES

The Director of the Graduate and Postdoctoral Studies Department at INRS is responsible for facilitating the learning of French by Student Applicants who do not have a working knowledge of French. These duties fall to the faculty affairs manager in the case of Professors, and the director of the Human Resources Department in the case of Job Applicants. These individuals must

- a) Offer the course(s) required to enable Student Applicants or Job Applicants to meet their conditional registration or hiring requirements within the periods specified in the Directive;
- b) Free up time in the schedules of the Student Applicants and Job Applicants so they can take the required French courses when they arrive at INRS;
- c) Follow up on how their language skills are progressing;
- d) Monitor whether they have passed or failed the TFI test or an exam deemed to be equivalent by INRS within the periods specified in the Directive.

8.2 OBLIGATIONS OF STUDENT APPLICANTS AND JOB APPLICANTS

All students conditionally registered in a program and all individuals hired conditionally as an Executive, Professor, or Staff member who do not have a Working Knowledge of French must

- a) Take the INRS French courses made available to them when they arrive at INRS, and
- b) Demonstrate that they have acquired a Working Knowledge of French by passing the TFI test or an exam deemed to be equivalent by INRS within two years following their registration, in the case of Students, or before they become permanent employees, in the case of Executives, Professors, and Staff.

If they do not comply with these requirements, Students will be notified that their registration has been suspended and Executives, Professors, and Staff will not become permanent employees.

9. UPDATES

The Directive is reviewed as required or at least every three years.

10. FINAL PROVISIONS

The Directive enters into force once it is adopted by the INRS Steering Committee.