

## REQUEST FOR EXCEPTION TO THE REGULATION ON BILINGUALISM

The University of Ottawa seeks to be a place where both official languages are used throughout its administration, teaching and research activities.

The University of Ottawa's Regulation on Bilingualism gathers into a single document all the rights and obligations of the University and its employees with respect to this topic. The institution must ensure that both official languages are always side-by-side, reflecting equivalence, in order to achieve substantive equality.

The regulation specifies that "No exceptions to this Regulation shall be made without the written approval of the vice-president, international and Francophonie."

This form provides a standard format to request an exception to the Regulation on Bilingualism.

This form must be signed by the associate vice-president (or equivalent) of the section concerned, or by the dean of the faculty concerned, before being sent to the vice-president, international and Francophonie for approval. **Once completed and signed, send the form by email to [bilinguisme-bilingualism@uottawa.ca](mailto:bilinguisme-bilingualism@uottawa.ca).**

**Note:** No exceptions will be granted for **student services** provided by a University department or faculty when such services are covered by terms of the designation of the University of Ottawa under the *French Language Services Act* of Ontario, notably Ontario Regulation 544/22 on the active offer of services in French and Ontario Regulation 284/11 on the provision of French language services on behalf of government agencies.

### REQUESTER

NAME:	FIRST NAME:	FACULTY AND DEPARTMENT:
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### APPROVAL AUTHORITY (AVP, dean)

NAME:	FIRST NAME:	TITLE:
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### DURATION OF THE EXCEPTION\*

**\*IMPORTANT:** Unless specifically stated as an exception in the University of Ottawa Regulation on Bilingualism, all exceptions are temporary and pending a permanent solution that complies with said Regulation. Specify the time period during which the exception in question will be valid and why.

This exception will be valid:

FROM:	TO:
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State the reason(s) for the requested duration:

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### SUBJECT OF THE EXCEPTION

State the subject of the exception from among the types of services provided by the University of Ottawa, under the Regulation on Bilingualism and/or the University's designation under the terms of Ontario's *French Language Services Act*.

	Exception to acquire a product (software, signage, etc.) or a contract with a third-party supplier (communications, front-line service provider, training, etc.) due to the absence of a bilingual product or service of equal or better quality.
	Display or communication exception due to the mission or purpose of the benefitting entity.
	Staffing exception due to an absence of experienced, qualified candidates who have the language skills required for the position.
	Other (specify):

REASONING FOR THE EXCEPTION	
1)	Which sections of the Regulation on Bilingualism are related to this exception request? (you may consult, if needed, a member of the Francophonie team from the Office of the Vice-President, International and Francophonie).
2)	What are the challenges or impact on your activities justifying this request? (you may attach in the annex, any relevant documentation to support the analysis of your request, such as a job description in a situation of hiring or an extract from a contract, description of a product or web page).

MEASURES TO REDUCE THE NEGATIVE IMPACTS OF THIS EXCEPTION
<p><b>Important:</b> Because every exception to the Regulation on Bilingualism may affect the active offer of service in both official languages and the efforts being made to achieve substantive equality between the University's two language communities, state the risks you expect such negative impacts to incur and what measures you intend to take to reduce these effects.</p>

EXCEPTION FOR AN ADMINISTRATIVE OR MANAGEMENT POSITION	
Will this exception negatively affect the delivery of <b>internal services</b> in both official languages to staff members in other services or faculties or to professors?	
<b>NO</b>	<b>YES*</b>
* If <b>YES</b> , what measures do you suggest to reduce these effects?	
Will this exception negatively affect the <b>rights of staff members</b> to be supervised, to work or to express themselves in a meeting in the language of their choice?	
<b>NO</b>	<b>YES*</b>
* If <b>YES</b> , what measures do you suggest to reduce these effects?	
Will this exception negatively affect service or faculty obligations stemming from the University of Ottawa's designation under the <i>French Language Services Act</i> of Ontario in terms of <b>student services</b> , specifically Ontario Regulation 544/22 on the active offer of services in French and Ontario Regulation 284/11 on the provision of French language services on behalf of government agencies?	
<b>NO</b>	<b>YES*</b>
<p><b>*You cannot request an exception under the <i>French Language Services Act</i> of Ontario.</b></p>	

<b>EXCEPTION FOR A PRODUCT, SERVICE OR COMMUNICATIONS</b>	
Will this exception negatively affect the ability to contribute to the University's <b>mission to support bilingualism and the Francophonie</b> , or to respond to the needs of both our official language communities (learning, community and cultural life, research and knowledge creation, health and well-being, etc.)?	
<b>NO</b>	<b>YES*</b>
* If <b>YES</b> , what measures do you suggest to reduce these effects?	
Will this exception negatively affect the ability to <b>comply with the University's Regulation on Bilingualism</b> , specifically in terms of communications, human resources, service delivery, study programs, research activities or the principle of seeking substantive equality between our two official language communities? Could there be a negative impact on the accessibility of people with disabilities in either official language?	
<b>NO</b>	<b>YES*</b>
* If <b>YES</b> , what measures do you suggest to reduce these effects?	
Will this exception negatively affect service or faculty obligations stemming from the University of Ottawa's designation under the <i>French Language Services Act</i> of Ontario in terms of <b>student services</b> , specifically Ontario Regulation 544/22 on the active offer of services in French and Ontario Regulation 284/11 on the provision of French language services on behalf of government agencies?	
<b>NO</b>	<b>YES*</b>
<b>*You cannot request an exception under the <i>French Language Services Act</i> of Ontario.</b>	

<b>LONG-TERM SOLUTION</b>	
Please specify the other options that you are considering in order to implement a permanent solution that complies with University of Ottawa language policies.	
	New recruitment strategies to find competent bilingual candidates
	Language training for the recruited individual
	Search for a quality bilingual tool (e.g. software)
	Changing the way services are delivered
	Changing service providers
	Other (specify):

\_\_\_\_\_  
REQUESTER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVING AUTHORITY SIGNATURE

\_\_\_\_\_  
DATE